



# United States Department of the Interior

BUREAU OF INDIAN AFFAIRS  
Office of Indian Education Programs  
Human Resources Office  
P.O. Box 769  
Albuquerque, New Mexico 87103

IN REPLY REFER TO  
Human Resources Officer  
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## Memorandum

To: Office of the Director, OIEP  
Office of the Deputy Director, OIEP  
Center for School Improvement  
All Education Line Officers  
All Principals  
President, Haskell Indian Nations University  
President, Southwestern Indian Polytechnic Institute  
All OIEP Timekeepers & Certifiers

From: Human Resources Officer *Kelly*

Subject: Recording, Coding and Reporting of Official Time for Union Activities

It is crucially important that all management officials, as well as timekeepers, make an exerted effort to track and record official time for union activities. For this purpose, it is the union steward's responsibility to first inform his/her supervisor of the amount and the purpose of the official time needed. All stewards will use the Official Time Request Form, or SF-71, to request official time and are encouraged to request official time as far in advance as practical. Supervisors will evaluate and approve or disapprove requests for official time in accordance with the rules outlined in the labor contract. Questions regarding requesting and approval of official time may be directed to your servicing Labor Relations Specialist in this office.

Once the supervisor approves the official time, timekeepers must code the time into FPPS using the following leave codes:

- LRD – Labor Relations – Dispute Resolution/Mediation
- LRG – Labor Relations – General Labor/Management Issues
- LRM – Labor Relations – Mid- Term Negotiations
- LRT – Labor Relations – Term Negotiations

It is imperative that official time be coded properly into FPPS, so it can be accurately reported. Official time data is retrieved from FPPS and tracked by this office every pay period. Proper coding and reporting will ensure data retrieved from FPPS is accurate and timely. Timekeepers with coding questions may contact Edie Benson, Human Resources Specialist at (505) 248-6364. Please ensure this letter receives dissemination to all timekeepers. This letter is also available for download from the OIEP HR Website – <http://www.oiephr.bia.edu>. Thank you for your cooperation and compliance with this matter.

cc: Michael Billings, BIA Labor Relations Officer  
OIEP Employee/Labor Relations Specialists