



State of Wyoming Military Department

5410 Bishop Boulevard
Cheyenne, Wyoming 82009-3320

TODAY'S DATE

MEMORANDUM FOR Col P. Nicole Chavez, HR Officer, WYMD

SUBJECT: Group - Non-Standard Work Schedule Change Request

1. I request to change the work schedule for workcenter name effective PAY PERIOD START DATE. This applies to the following employees:

SHIFT A: LIST NAMES

SHIFT B: LIST NAMES

Army Technician Air Technician State Employee AGR Title 5 NG

2. The requested work schedule is as follows:

(EXAMPLE BELOW- Include all non-standard shifts; must have 80 hours per pay period)

Week 1: Monday through Friday: 1200 - 2130

Week 2: Monday through Wednesday: 1200 - 2130; Thursday 1200 - 2030

Lunch break: 30 minutes between the hours of 1600 and 1800

Physical fitness time: Up to 3 hours per week; agreed upon between employees and supervisor

3. JUSTIFICATION FOR CHANGE IN WORK SCHEDULE (ex. 24 hr ops, included as part of the ANG Union Contract, ect.). If approved, this memorandum will replace the TAG Form 15-E.

DIRECTORATE/GROUP COMMANDER
RANK/TITLE

CHIEF OF STAFF/WING COMMANDER
RANK/TITLE

P. NICOLE CHAVEZ, Colonel, WYMD
HR Officer

Human Resources Specialist