State of Wyoming Military Department

5410 Bishop Boulevard
Cheyenne, Wyoming 82009-3320

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MEMORANDUM FOR Col Bret A. Trippel, HR Officer, WYMD

SUBJECT: Employee Non-Standard Work Schedule Change Request

1. I, _____am requesting to change my work schedule effective _____ through _____.

☐ Army Technician ☐ Air Technician ☐ State Employee ☐ AGR ☐ Title 5 NG

2. Modified Phoenix Work Schedule Hours (9 hour work days):

ANG only IAW Union Contract	☐ 0630-1600 ½ hr lunch ☐ 0630-1630 1 hr lunch	☐ 0700-1630 ½ hr lunch ☐ 0700-1700 1 hr lunch	☐ Other: _____ ☐ 0730-1700 ½ hr lunch ☐ 0730-1730 1 hr lunch

3. Lunch Period (between 1100-1300): _____

4. Physical Training (PT) Days and Time: _____

5. Scheduled hours per day with "Phoenix" Day Off:

Week 1: ☐ M ☐ T ☐ W ☐ R ☐ F ☐ S ☐ S **Week 2:** ☐ M ☐ T ☐ W ☐ R ☐ F ☐ S ☐ S

6. JUSTIFICATION FOR CHANGE IN WORK SCHEDULE:

7. If approved, this memorandum will replace the TAG Form 15-E.

Employee Name, Rank, Title

Supervisor Name, Rank, Title

Group CC/Directorate Name, Rank, Title

BRET A. TRIPPEL, Colonel, WYMD
HR Officer

Human Resource Specialist

Send to:
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