State of Wyoming Military Department

5410 Bishop Boulevard
Cheyenne, Wyoming 82009-3320

MEMORANDUM FOR Colonel Bret A. Trippel, HRO, 5410 Bishop Blvd.,

Cheyenne, WY 82009 SUBJECT: Administrative Leave/Paid Parental Leave

Employee name

(personal and work phone numbers) (personal and work email's)

1. Requesting Paid Parental Leave for the following reason, ATAAPS code:

☐ Birth of a Child - DG ☐ Placement for Adoption - DH ☐ Foster Care placement - DI

2. Date of birth or placement:

3. Date use of PPL concludes:

4. Date of planned return to duty: (after use of other types of leave)

5. Finance Notified: ☐

Employee Signature

Supervisor Signature

BRET A. TRIPPEL,Colonel,
WYMD HR Officer

Human Resources Specialist

Send completed form to:
ng.wy.wyarng.list.hro-services@army.mil

HRO Form 204
24 Oct 2022