

7 June 1954

MEMORANDUM FOR: C/SR/Admin
SUBJECT : O/T Policy for DOB

DECLASSIFIED AND RELEASED BY
CENTRAL INTELLIGENCE AGENCY
SOURCE METHOD EXEMPTION 3B2B
NAZI WAR CRIMES DISCLOSURE ACT
DATE 2007

1. With reference to recent conversation on the above subject we are attaching a copy of a memo of 13 Nov 1952 from C/DOB to the Finance Division requesting approval of the DOB policy of a maximum allowable overtime of 26 hours per week. DOB does not know whether this memo was ever approved by Finance but the original is presumably on file with that office.

2. DOB personnel to whom the above policy is most applicable are case officer personnel assigned to safehouse training units. For the length of their tour at the safehouse (varying from 2 to 6 months) they are considered by DOB to be on a status similar to TDY. An individual case officer may be on duty as much as 94 hours per week which DOB breaks down as follows:

40 hours regular working time
26 hours overtime
28 hours sleeping time (3 1/2 nights)
94 hours total

3. For various administrative and management reasons DOB considers that the existing policy is fair and equitable for the personnel to whom it applies. DOB does not want the maximum overtime allowable for its personnel either raised or lowered. Among the considerations against an upward change are the comparisons between military and civilians working side by side on the same duty, the propriety of paying a man for sleeping and the inherent difficulties which arise in personnel management from high overtime payments to any staff employees. We note in this regard that according to Section 603(b) of the Federal Employees Pay Act of 1945 as amended 5 USC 943, higher overtime can be paid but only to the extent that the aggregate compensation for a given bi-weekly pay period does not exceed the rate of \$10,300.00 per annum or \$397.31 per bi-weekly pay period. This works out at the following rates:

Grade	Annual Salary	Pay	Bi-weekly	
			Maximum O.T.	Maximum O.T. hours
GS-5	\$3410.00	\$131.15	\$266.16	128.5
GS-7	4205.00	161.73	235.58	122.7
GS-9	5060.00	194.62	202.69	114.5
GS-11	5940.00	228.46	168.85	105.5
GS-12	7040.00	270.77	126.54	83.8
GS-13	8360.00	321.54	75.77	50.0
GS-14	9600.00	369.23	28.08	18.6

SECRET

4. DOB would like confirmation of the following:

a. That C/DOB is authorized to establish a policy limiting the amount of overtime DOB staff employees will be allowed to claim or receive, based on the circumstances surrounding the duty they perform, and if in the opinion of C/DOB not all of the hours of a staff employee on duty are of a nature meriting compensation. This limit will be lower than that allowed by the Federal Employees Compensation Act of 1945 as amended.

b. That C/DOB, in authorizing overtime payments, may regard sleeping time at the rate of eight hours per night as time not meriting compensation, despite the fact that the staff employee concerned may be required to sleep at the safehouse and is not allowed to absent himself from such place of duty.

c. That there is no objection on the part of higher authority to the establishment by C/DOB of a maximum allowable overtime of 26 hours per week.

d. That the overtime of SR personnel attached on TDY to DOB be approved by DOB in accordance with the limits established [] for the type of duty they are performing.

[Chief, SR/DOB]