

SECRET

Copy

13 November 1952

MEMORANDUM

FOR : Chief, Finance Division

VIA : Chief, SR/FI

FROM : Chief, SR/FI/DB

SUBJECT: Overtime Policy, Domestic Operations Base.

DECLASSIFIED AND RELEASED BY
CENTRAL INTELLIGENCE AGENCY
SOURCE METHOD EXEMPTION 3828
NAZI WAR CRIMES DISCLOSURE ACT
DATE 2007

1. Under current regulations the personnel of DOB, which is defined as a Field Station, are limited to eight hours overtime per week or a total of 32 hours per pay period. In order to establish an equitable policy concerning overtime, the following is submitted for your clearance and approval:

a. For work performed on Saturdays and Sundays, overtime will be granted at the rate of 8 hours per day. The balance of the week, Monday through Friday, for work or duties performed in excess of the normal eight-hour day, employees performing such work or duties will be reimbursed two hours daily for overtime at the rate prescribed at their GS level. Certification will be furnished by the Chief, DOB as to the number of hours worked and will be forwarded through Headquarters for approval by the Chief/SR or his designated official.

2. The nature of the function of DOB requires that staff personnel be on 24-hour duty for extended periods of time. This procedure was set up as a security measure in compliance with instructions from I & S. It is hoped that this overtime will be reduced to a minimum in the near future by detailing such 24-hour duty to contract rather than staff employees.

3. Funds are available and have been budgeted to assume this additional operational cost.

Approved: _____
Chief, SR/FI

SECRET

K'OK

Distr:

O&I : Addressee

1 : C/SR

1: SR/Admin

1: DB Files (Field

2: Chrono