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28 OCT 1957

MEMORANDUM FOR: Chiefs of DD/P Senior Staffs and Area Divisions

SUBJECT: Headquarters Overtime

REFERENCE: Memo from SSA-DD/S to Chiefs of DD/P Senior Staffs and Area Divisions, dated 19 September 57, same subject.

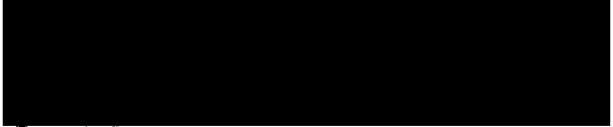
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1. Our review of the responses to reference memorandum reveals that in the DD/P Staffs and Divisions various policies and procedures are employed in the authorization and control of overtime. Some components rely completely on the broad general policy and procedure prescribed in [redacted] whereas other components have published and follow very strict detailed internal controls over the authorization and compensation of overtime.

2. In the interest of providing for more uniformity in the treatment of the Headquarters overtime problem in DD/P, I have summarized some of the overtime policies and procedures which are currently employed in DD/P Staffs and Divisions, and attached them hereto for your information and consideration.

3. Although it is not intended that an over-all DD/P policy and/or procedure evolve from this exercise, it is felt that, where conditions of work are uniform, consistent treatment should be afforded personnel operating in the DD/P. It is, therefore, requested that each Chief of Support review the overtime control features listed on the attachments, and give consideration to the incorporation of those features determined to be applicable and appropriate to his situation in his internal Staff or Division overtime policy and procedure.

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Special Support Assistant  
to the  
Deputy Director (Support)

- Attachments: 2
- 1. Tab A - Policies
- 2. Tab B - Methods and Procedures

Document No. <u>3</u>
No Change In Class. <input type="checkbox"/>
<input checked="" type="checkbox"/> Declassified
Class. Changed to: <u>TS S C</u>
Next Review Date: _____
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