

~~CONFIDENTIAL~~

REQUEST FOR AUTHORIZATION OF OVERTIME AND HOLIDAY WORK

ILLEGIB

TO:

Director of Finance

25X1A

FROM:

Chief, Compensation and Tax Accounts Branch

ALLOTMENT SYMBOL

PAY PERIOD

ESTIMATED NUMBER

BEGINNING

ENDING

HOURS

EMPLOYEES

8 December 1963

21 December 1963

214

31

22 December 1963

4 January 1964

430

37

JUSTIFICATION

INDICATE CONCISELY BUT ADEQUATELY, PURPOSE FOR WHICH OVERTIME IS TO BE USED, TYPE OF PERSONNEL INVOLVED (e.g., clerical, professional) AND REASON WORK CANNOT BE ACCOMPLISHED WITHIN 40 HOUR WEEK. (Do not include Operational Detail)

Balancing Tax Accounts, preparation and issuance of Tax Documents for 1963 Tax Year and processing of Phase II of pay raise under Public Law 87-793.

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DATE

17 December 1963

TYPED NAME AND SIGNATURE OF DIVISION CHIEF (if applicable)

25X1A9a

CONCURRENCE (if applicable)

AUTHORIZATION

TYPED NAME AND SIGNATURE OF DIVISION CHIEF

25X1A9a

TYPED NAME AND SIGNATURE OF AUTHORIZING OFFICIAL

R. H. Fuchs

DATE CONCURRED

DATE AUTHORIZED

CONFIDENTIAL

REQUEST FOR AUTHORIZATION OF OVERTIME AND HOLIDAY WORK

TO: **Director of Finance**

25X1A

FROM: **Chief, Compensation and Tax Accounts Branch**

ALLOTMENT SYMBOL

[REDACTED]

PAY PERIOD

ESTIMATED NUMBER

BEGINNING	ENDING	HOURS	EMPLOYEES
5 January 1964	18 January 1964	475	36

JUSTIFICATION

INDICATE CONCISELY BUT ADEQUATELY, PURPOSE FOR WHICH OVERTIME IS TO BE USED, TYPE OF PERSONNEL INVOLVED (e.g., clerical, professional) AND REASON WORK CANNOT BE ACCOMPLISHED WITHIN 40 HOUR WEEK. (Do not include Operational Detail)

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