

~~CONFIDENTIAL~~

REQUEST FOR AUTHORIZATION OF OVERTIME AND HOLIDAY WORK

ILLEGIB

TO:

Comptroller

25X1A

FROM:

Chief, Operations and Liaison Branch, Finance Division

ALLOTMENT SYMBOL
 [REDACTED]

PAY PERIOD

ESTIMATED NUMBER

BEGINNING		ENDING		HOURS	EMPLOYEES
2 September 1962	15 September 1962	80	10		
16 September 1962	29 September 1962	80	10		
30 September 1962	13 October 1962	80	10		
14 October 1962	27 October 1962	80	10		
28 October 1962	10 November 1962	80	10		
11 November 1962	24 November 1962	80	10		

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)

This overtime is necessary because of accountings on hand to be audited.

~~DDO 42 REV DATE 18/03/62 BY 018995
 ORIG GOMP 38 OPI 21 TYPE 05
 ORIG CLASS S PAGES 1 REV CLASS C
 JUST 22 NEXT REV 2010 AUTH: HR 102~~

DATE

12 September 1962

TYPED NAME AND SIGNATURE

SOR (if applicable)

Chief, Operations and Liaison Branch

CONCURRENCE (if applicable)

AUTHORIZATION

TYPE

OF DIVISION CHIEF

TYPE

OFFICIAL

DATE CONCURRED

Chief, Finance Division

DATE AUTHORIZED

Deputy Comptroller

25X1
A

~~SECRET~~ ~~CONFIDENTIAL~~