

~~CONFIDENTIAL~~

REQUEST FOR AUTHORIZATION OF OVERTIME AND HOLIDAY WORK

TO: Comptroller

FROM: Chief, Operations and Liaison Branch

ALLOTMENT SYMBOL



25X1A

PAY PERIOD

ESTIMATED NUMBER

BEGINNING	ENDING	HOURS	EMPLOYEES
3 February 1962		80	10
17 February 1962		80	10
3 March 1962		80	10
17 March 1962	31 Mar 62	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 the unusually large number of accountings on hand to be audited, and in order to get the files of the Branch to a more current position.

~~DOG 53 REV DATE 18/03/62 BY 018995
 ORIG COMP 38 ORN 25 TYPE 05
 ORIG CLASS 2 PAGES 1 REV CLASS C
 JUST 22 NEXT REV 2010 AUTHI NR 70-2~~

DATE 25X1A9a
1 February 1962

TYPED NAME AND SIGNATURE OF SUPERVISOR (if applicable)

 Chief, Operations and Liaison Branch, FD

CONCURRENCE (if applicable)

AUTHORIZATION

TYPED NAME OF DIVISION CHIEF
 25X1A9a
 Acting Chief, Finance Division

TYPED NAME OF AUTHORIZING OFFICIAL

 ER SAUNDERS, Comptroller

25X1A

DATE CONCURRED
2 FEB 1962

DATE AUTHORIZED
2 February 1962

~~CONFIDENTIAL~~