

~~CONFIDENTIAL~~

462-2614

REQUEST FOR AUTHORIZATION OF OVERTIME AND HOLIDAY WORK

TO: Comptroller			
FROM: Chief, Finance Division		ALLOTMENT SYMBOL [REDACTED]	
PAY PERIOD		ESTIMATED NUMBER	
BEGINNING	ENDING	HOURS	EMPLOYEES
26 November 1961	9 December 1961	4	1
10 December 1961	23 December 1961	4	1

25X1A

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)

25X1A9a Overtime performed in the field by Mr. [REDACTED] who is on TDY.

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 ORIG COMP 30 DPI 38 TYPE 05
 ORIG CLASS 3 PAGES 1 REV CLASS c
 JUST 22 NEXT REV 2070 AUTH: HR 70-2~~

DATE	TYPED NAME AND SIGNATURE OF SUPERVISOR (if applicable)		
CONCURRENCE (if applicable)		AUTHORIZATION	
TYPED NAME AND SIGNATURE OF DIVISION CHIEF Finance Division		TYPE	OFFICIAL
DATE CONCURRED 22 January 1962		DATE AUTHORIZED 24 JAN 1962	

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