

REQUEST FOR AUTHORIZATION OF OVERTIME AND HOLIDAY WORK

ILLEGIB

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TO: **Acting Comptroller**

FROM: **Chief, Finance Division**

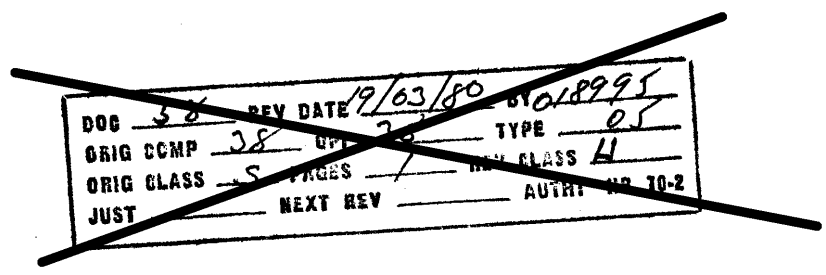
ALLOTMENT SYMBOL: [REDACTED]

PAY PERIOD		HOURS	EMPLOYEES
BEGINNING	ENDING		
24 December 1961	6 January 1962	48	6

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)

A considerable backlog has developed in the Voucher Review Section due to seasonal absences together with the fact that the extra work processed by the O & L Sections have caused a substantial increase in the number of transactions to be reviewed. Personnel to perform this overtime work are all in the GS-4 to GS-9 range of clerical and junior professional with supervision by the Chief of the Voucher Review Section.



DATE 4 January 1962	TYPED NAME AND SIGNATURE OF SUPERVISOR (if applicable) [REDACTED]
CONCURRENCE (if applicable) TYPED NAME AND SIGNATURE OF DIVISION CHIEF [REDACTED]	AUTHORIZATION TYPED NAME AND SIGNATURE OF AUTHORIZING OFFICIAL [REDACTED]
DATE CONCURRED [REDACTED]	DATE AUTHORIZED 4 JAN 1962

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