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OFFICE OF RESEARCH AND DEVELOPMENT

GENERAL NOTICE 14

OVERTIME

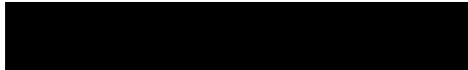
1. In a notice received from the Executive Office of the President, Bureau of the Budget, (Bulletin No. 67-3 dated 9 September 1966), the head of each agency was directed to take necessary action to minimize the amount of paid overtime during Fiscal Year 1967 not to exceed the lower of:

- a. the level contemplated in the President's budget recommendations for FY 1967 (\$4,160); or
- b. a level of 25% below the actual overtime paid for FY 1966 (\$3,835).

2. Although ORD had been using commendable restraint in the amount of paid overtime, statistics of recent pay periods have revealed a sharp departure from previous practice from a low of seven (7) hours for the pay period 18-31 December, to claims for subsequent pay periods amounting to 19, 32, 57, 53, and a new high of 67 hours respectively during the pay period just completed (26 February-11 March). This has spiraled our overtime costs to within a whisper of our designated ceiling. (Estimated costs to date amount to \$3,553.)

3. Accordingly, effective immediately, there will be no paid overtime authorized during the remainder of FY 1967.

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ROBERT M. CHAPMAN
Director of Research and Development

GROUP I
Excluded from automatic
downgrading and
declassification

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13 March 1967