

CONFIDENTIAL

10-1588

3 March 1958

MEMORANDUM FOR: Director of Central Intelligence

SUBJECT: Forfeited Annual Leave and Uncompensated Overtime
in the Agency

1. This memorandum contains recommendations for your approval in paragraph four.

2. For some time I have been concerned at the varied policies in the Agency in regard to overtime pay, compensatory time off, and the failure of the Agency to keep proper records on unused annual leave and uncompensated overtime. These matters are outlined in Regulation attached.

3. The Federal Bureau of Investigation periodically either briefs the Congress or issues press releases on the amount of uncompensated overtime or unused annual leave that is accumulated in that agency with the implication, if not the actual statement, that this is in effect a cash present from the employees to the taxpayers. Within this Agency I am sure that we run as much or more uncompensated overtime or unused annual leave as the FBI. Attached is a dispatch from the Chief of Station, showing that in that station alone during FY 1957 the officers worked hours overtime for which no pay was claimed and no compensatory time taken. Assuming that the average grade there is GS-13 for which the annual amount of pay is

25X1

25X1

25X

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25X1

[] and that overtime would normally be paid at time and one-half, this means that in effect the [] Station presented the taxpayers with [] hours worth of work for a cost of [] As

25X1

another example, for calendar year 1957 the Inspector General's staff accumulated 300 hours of unpaid overtime, which would total approximately \$2,500; and five members of the staff forfeited a total of 253 hours of annual leave amounting to \$2,000.

4. It is my firm belief that the Agency should adopt across the board an overtime and compensatory leave policy as follows:

a. that overtime will be paid all employees through GS-11; (this assumes that overtime is worked only with the specific authorization of the supervisor);

b. that employees in the GS-12 through GS-15 grade levels will be permitted to take compensatory time off if the work load permits;

c. that all employees above GS-15 will take neither overtime pay nor compensatory time off;

d. that accurate work records will be kept on all overtime and unused leave for all grades.

It is recommended that you announce the above as the Agency policy to be strictly adhered to by all units.

/s/ Lyman B. Kinpatrick

LYMAN B. KINPATRICK
Inspector General

Attachments - 2

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CONCURRENCES:

Deputy Director/Support

Date

Deputy Director/Plans

Date

Deputy Director/Intelligence

Date

Deputy Director of Central Intelligence

Date

APPROVED:

Director of Central Intelligence

Date

IG/LBK/drm

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ER:

File this copy only in ER. Send all the others to IG Office.

Note on your log that this was NOT signed by DCI. The original & concurrence copy of this are in the files of the Career Council.

STAT
FOR THE RECORD:

[redacted] in the Career Council says there were numerous meetings re this subject.

(1) 31 July 58; 3 Oct 58 this discussed - In file was DD/S memo to Career Council from ^{with memo}

Comptroller re questions of keeping records on all overtime whether paid or comp. or not. DD/S & Comp says this too big a bookkeeping job and not practical. 5 Feb 59 Council discussed the whole overtime problem; April 59 discussed this again. Final disposition was issuance of [redacted] re Overtime pay and comp. time.

This now a closed subject.

Jerry 11/19/59

STAT