

18 August 1954

MEMORANDUM FOR: Personnel Director

SUBJECT: Request for Advanced Annual Leave
for [REDACTED] 25X1A9a

REFERENCE: Memorandum from the Undersigned,
Subject as Above, dated 26 July 1954

1. In referenced memorandum a request for advance annual leave of fifteen hours was made, based on this Office's computation that as of 31 July 1954 [REDACTED] had accrued 65 hours annual leave. 25X1A9a

25X1A9a 2. We are now informed that as of 31 July [REDACTED] had accrued only 59 hours annual leave. In view of the above, it is requested that [REDACTED] be advanced an additional amount of annual leave equaling six hours. It is understood that this leave will be subsequently earned or a refund will be made. 25X1A9a

25X1A9a

[REDACTED]
Office of the Special Assistant
to the Director
for Planning and Coordination

OSA/PC/DCI:RDD:KM (18 Aug 54)

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