

1 November 1954

MEMORANDUM FOR: [REDACTED] 25X1A9a

SUBJECT : Request for Overtime

1. It is requested that the Export Control Section of E/C be allotted a total of ⁶16 hours overtime during the period 7-20 November. This request has been approved by Chief, E/C.

2. This overtime is required for the purposes of reorganizing EXCON files and for eliminating obsolete material. It will all be used by [REDACTED] GS-5, at the rate of several hours per evening. It is understood that unforeseen circumstances may prevent use of all this requested overtime.

25X1A9a [REDACTED]