

UNITED STATES GOVERNMENT

# Memorandum

TO : All Department Heads

DATE: 7 December 1967

FROM : Master, USNS POPE

SUBJECT: Pay cards and overtime

Department Heads are reminded that Time and Attendance cards shall be maintained daily. This is the official record of an employee's day to day status aboard ship and are subject to inspection at any time.

2. In addition, when in home port, the Overtime Authorization records shall be recorded daily so as to facilitate prompt processing of men going on leave, transfers, etc.

H. L. HEINZ

FIRST OFFICER

TO YEOMAN FOR  
INFO & CUPKEEPER