ADMINISTRATIVE OFFICES

This item includes the salaries of the Director, the Administrative Assistant, and the Director's Secretary, plus 1/4 of the salary of the Assistant Director.

August 6, 1959

SUMMARY CONTI SCHEDULE

Investigation: Administrative Offices
Biological Laboratory: Woods Hole, Mass.

Project Title	Est.* Cost	Fiscal Years 57	58	59	60	61	62	63	64	65	66
	255.2	20.2	23.8	25.4	25.1	25.7	26.3	26.8	27.1	27.3	27.5
Investigation Total	255.2	20.2	23.8	25.4	25.1	25.7	26.3	26.8	27.1	27.3	27.5

Annual Review

Laboratory	Regional or Area Office	Washington Office

Prepared by: Vincent A. Mackesy Date

Recommended by: Date

Lab. Director Herbert W. Graham

Reg. or Area Dir.

Branch Chief

Approved by:

Division Chief for Director

*Total needed by Laboratory for Project in thousands of dollars.

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U. S. Fish and Wildlife Service
Bureau of Commercial Fisheries

Sheet No. 1

Location: Woods Hole, Mass.
Date: August 6, 1959
File No.

Research Project Outline

Title of Project: Administrative Offices

Investigation Title:

Laboratory Director: ~~Investigation Chief~~: Herbert W. Graham

Project Leader:

Name	Title	Grade

Assistants: (Title and Grade)

R. L. Edwards	Fishery Research Biologist	GS-12	(Part-time)
V. A. Mackesy	Administrative Assistant	GS-9	
S. H. Jones	Clerk-Stenographer	GS-5	

Collaborators:

Need for Information:

Objective: Includes salaries of laboratory director and assistants.

Method of Procedure:

Phase 1:

Phase 2:

Sheet No. 2 File No.:

Method of Procedure: (Cont'd)

Phase 3:

Estimated Costs: Total Needed by Laboratory for Complete Project 255.2

	FY 1959	FY 1960	FY 1961
Personal Services	24.6	25.1	25.7
Other Expenses:			
Within Project	---	---	---
	---	---	---
Lab. Adm. & Ser.	0.8	---	---
Lab. Total	25.4	25.1	25.7
Regional Office	---	---	---
Washington Office	---	---	---
Total			

Recommended Source of Funds _____
(S-K, Regular, Contributed, etc.)

Estimated Date of Completion: Phase 1 FY ___; Phase 2 FY ___; Phase 3 FY ___; Project FY ___

Recommended by: Date

Originator _____

Investigation Chief _____

Laboratory Director Herbert W. Graham

Regional Director _____

Branch Chief _____

Approved by:

Division Chief for Director _____

Remarks

(Continue on reverse side)

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