

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

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 Director:~~ 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:

Method of Procedure: (Cont'd)

Phase 3:

Estimated Costs:	Total Needed by Laboratory for Complete Project		
	<u>FY 1959</u>	<u>FY 1960</u>	<u>FY 1961</u>
Personal Services	<u>24.6</u>	<u>25.1</u>	<u>25.7</u>
Other Expenses:			
Within Project	<u>---</u>	<u>---</u>	<u>---</u>
Lab. Adm. & Scr.	<u>0.8</u>	<u>---</u>	<u>---</u>
Lab. Total	<u>25.4</u>	<u>25.1</u>	<u>25.7</u>
Regional Office	<u>---</u>	<u>---</u>	<u>---</u>
Washington Office	<u>---</u>	<u>---</u>	<u>---</u>
Total	<u>---</u>	<u>---</u>	<u>---</u>

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)