

OTHER ADMINISTRATIVE OFFICE SERVICES

Administrative supporting elements are required at the laboratory in every area of office management; namely, procurement and supply, budget control, personnel, and general administration.

The administrative staff is organized to relieve the scientific and professional staff of all routine administrative responsibility.

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: Other Administration Office Services

Investigation Title: _____

Investigation Chief: _____

Project Leader: _____

Name

Title

Grade

Assistants: (Title and Grade)

Collaborators:

Need for Information:

Objective: All administrative services for the entire staff (scientific and operational) including manuscript typing, photographic and drafting services. Director's salary included in this budget.

Method of Procedure: Includes salaries of all clerks and stenographers not directly assigned to a project, all purchasing, personnel work, reports and manuscript typing.

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>499.1</u> <u>FY 1961</u>
Personal Services	<u>20.1</u>	<u>20.5</u>	<u>20.8</u>
Other Expenses:			
Within Project	<u>---</u>	<u>---</u>	<u>---</u>
Lab. Adm. & Ser.	<u>17.5</u>	<u>27.9</u>	<u>29.8</u>
Lab. Total	<u>37.6</u>	<u>48.4</u>	<u>50.6</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 Vincent A. Macksey
 Laboratory Director Herbert W. Graham
 Regional Director _____
 Branch Chief _____
 Approved by: _____
 Division Chief for Director _____

Remarks
(Continue on reverse side)