

19 June 1962

Dr. Linn Hoover,
Executive Secretary
Division of Earth Sciences
National Academy of Sciences
2101 Constitution Ave., N.W.
Washington 25, D.C.

Dear Linn:

In accordance with our discussion on 14 June, following your letter of 8 June 1962, I submit a draft budget for transmittal, after endorsement in principle by NASCO, to the National Science Foundation. This budget should be considered as a second amendment to NSF-G-16570, and should begin at 1 June 1962, the date base for the analytical tabulations presented in Appendix A.

Travel & Subsistence supplement to 1 October 1962	\$ 3,500.00
(This was recommended by NASCO on 17 March 1962)	

Support of Office of Coordinator - IIOE	
from 1 Oct. '62 to 31 March '63	26,108.00

Salaries, FICA, Pension, etc.	\$13,000.
Travel & Subsistence	4,800.
Materials & Supplies	2,100.
Communications & Shipping	1,500.
	<u>21,400.</u>
Overhead 22%	4,708.
	<u>\$26,108.</u>

Accrued leave (maximum) to 31 March '63	2,315.88
(Basis - 36 days @ \$50.00 for R.G.Snider)	
36 days @ 14.33 for J.A.Smith)	

TOTAL:	<u>\$31,923.88</u>
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In accordance with your suggestion I also enclose an alternate budget, terminating on 31 December 1962. In this connection I invite your attention to NASCO's recommendation outlined in paragraph #3 of Dr. Spilhaus' letter of 22 March 1962 to you. In spite of a date of 31 December 1962 set arbitrarily by the President of SCOR, the Secretary of the IOC, to whom I am turning over the coordination of the Expedition, and I have agreed that a later date would be desirable to accomplish an orderly transfer.

Travel & Subsistence supplement to 1 October 1962	\$ 3,500.00
(This was recommended by NASCO on 17 March 1962)	

Support of Office of Coordinator - IIOE	
from <u>1 Oct.</u> '62 to 31 December 1962	13,054.00

Salaries, FICA, Pension, etc.	\$ 6,500.
Travel & Subsistence	→ 2,400.
Materials & Supplies	→ 1,050.
Communications & Shipping	750.
	<hr/> 10,700.
Overhead 22%	2,354.
	<hr/> \$13,054.

Accrued leave (maximum) to 31 Dec. '62	2,229.90
(Basis - 36 days @ \$50.00 for R.G.Snider)	
30 days @ 14.33 for J.A.Smith)	

TOTAL:	<hr/> \$18,783.90
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I should like to invite your attention to the need to allow time - within any period, whether it end on 30 September 1963, 31 March 1963 or 31 December 1962 - to carry out an orderly disposition of the effects of this office. This will also require funds, for which no budget allowance has been made. Further, notification of lease termination, and negotiation for a short term extension with the landlord must be made, as I recall it, one month prior to 1 December in the case of one space, and cancellation of the lease on the other space by one month prior to 1 November. Before any formal action is taken by the Academy, I should like to discuss the matter personally with the landlord.

If there is further information you need, please let me know. Dick Vetter leaves for Seattle on 25 June, I believe, and it

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would be most desirable for him to have the budget proposal approved in form by you and Don Meid in his hands prior to departure.

Cordially yours,

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Robert G. Snider

RGS/jas

enc:

cc: Mr. D, G. Meid

✓ Mr. R. C. Vetter

APPENDIX - A

	NSF Grant 1 Oct. '61 to 30 Sept. '62	2/3 of Grant 8 mo. to 31 May '62	Actual Expenditures 1 Oct. '61 to 31 May '62
Salaries, FICA, Pen, etc.	\$25,460.00	\$16,933.33	\$16,981.20
Travel & Subsistence	5,700.00	3,800.00	6,815.92
Materials & Supplies	4,200.00	2,800.00	2,042.11
Communications & Shipping	2,400.00	1,600.00	1,643.55
Office Equipment	200.00	133.33	1,700.00*
	37,900.00	25,266.66	29,182.78
Overhead	6,254.00	4,169.33	1,400.00**
TOTAL:	\$44,154.00	\$29,435.99***	\$30,582.78

*Includes \$596.02 actual expenditure, made prior to 1 January 1962 on basis of submitted budget request of 13 September 1961, and approximately \$1,100. on bill for furniture delivered in Nov.-Dec. but not billed yet, despite constant requests. Much of this new equipment for new office should probably be charged to Overhead.

** Represents Rent charges, the only known charges against this account.

***If 2/3 of the \$3,500. additional travel recommended by NASCO but not requested yet by NAS is applied to this total, it becomes \$31,769.33. Expenditures against this recommended addition were approved in advance by the NAS Business Manager.

NOTES - Figures presented in this table, together with those presented in my letter of 7 March 1962 and my letter of 13 September 1961 represent several years of solid experience.

The salary, etc. figure granted is not realistic. It already is in the red, and has no provision for salary adjustments, hire of replacements when my secretary is on vacation, or for full pension premium payments. Miss Smith is due for an automatic raise on 1 July. I have had one \$500. raise in 31 1/2 months of rather effective work - but my pension contribution by NAS has not been increased at all.

Travel is going according to schedule, and I was able to have ICSU pay part of my last trip to Mozambique, so we are actually ahead. Of the balance of \$2,384.08 (assuming the \$3,500. is added to the granted \$5,700.), \$525.60 has been committed for YJ R/T fare to London and Paris in July and 11 days at an average overall cost of \$24. (\$16. plus an average of \$8. other expenses). This means that

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slightly under \$800. of the balance will be expended. Of the remaining \$15-1600., several domestic trips will be required, as well as a trip to the SCOR Executive meeting in September in Paris (which may be paid for, in whole or in part, by SCOR).

The basis for travel projection after 1 October has been the average of about \$800. per month during the present fiscal year which the Academy has paid (note several major items beyond this were paid by ICSU).

It is difficult to tell, during a period when orderly transfer of responsibility against a deadline is the controlling issue, what specific travel may be involved. One or two trips to England are likely in order to work out various logistic and meteorological problems. IF a trip to India or to Bangkok is required for a Bay of Bengal coordination meeting, the funds will hardly be adequate unless the termination date is 31 March. Domestic travel is likely to increase.

IF funds are available, jobs can be done when they should be. IF they are not, the job isn't done. IF the funds are not needed, they are not used. The objective is to get the job done. The Secretary of IOC and I have been given the responsibility of getting it done, and we are working closely and satisfactorily to this end.

Materials and Supplies is the only item where we have any margin at this time, and the closing phases will require increased expenditures, still covered by a projection of the present grant.

Communications and Shipping is increasing rapidly and will be even greater in the forthcoming months, during the wind up. It should be increased beyond present rate (see my September 1961 budget request).

Office Equipment - I can foresee no office equipment requirements for the future. I presume that Overhead will cover past but unpaid commitments, made on the basis of the September 1961 budget request. There will be either a cash return to NAS on liquidation, or a return to Washington of useable equipment.

Overhead - I know of no items except rent which are specifically chargeable to this account. What further margin is there for adjustment of other accounts in this?