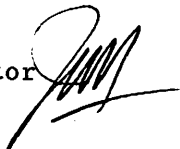


Agenda Item I-4
February, 1980

MEMORANDUM

DATE: February 4, 1980

TO: Council Members, Scientific & Statistical Committee and
Advisory Panel

FROM: Jim H. Branson, Executive Director 

SUBJECT: Additional Office Space

ACTION REQUIRED

Approval/disapproval of request.

BACKGROUND

We need to expand our office space by two additional offices and a storage area. The economist will utilize one office space, the other designated as a transient office for people like the NOAA General Counsel (2 weeks/month) and NMFS staffers on detail from the Central Office. Also, The free storage space we've been getting from the Alaska Power Authority is no longer available, we've got to have room for FMP's, binders, paper stocks, etc.

We have located 533 square feet adjacent to our office; at a cost of \$554.00 per month; total \$3,880.00 for the seven months remaining in FY80. We have budgeted for that amount and for the estimated \$3,000.00 it will take to furnish the additional space.

We don't have the \$4,100.00 it will take to remodel the space - doors, partitions, etc. We can request it as part of the "six-month-review-and-supplemental-Grant-request" we will submit to fund the economist position. The economist position as approved by NMFS is dependent on this review and supplemental grant request.

The additional space, adjoining our present office on the west, is being held for us until February 11, 1980.

MIH

Faint, illegible text at the top of the page, possibly a header or introductory paragraph.

Second block of faint, illegible text in the middle of the page.

Third block of faint, illegible text in the lower middle section of the page.

Final block of faint, illegible text at the bottom of the page.