

VC/NIC
HUTCHINSON

~~CONFIDENTIAL~~

MEMO TO: All NIO's
FROM: H. F. Hutchinson, Jr. VC/NIC
SUBJECT: FY-88 Budget Projections

We are in the process of establishing the FY-88 NIC budget. I would appreciate your taking the time to complete the attached worksheets for proposed FY-88 domestic & foreign travel, independent contractors and contracts for services for your office.

Please note that we are breaking down estimated expenses by quarters within FY-88. We will re-evaluate the budget at mid-year (March 1988) to make adjustments to the overall NIC financial plan for FY-88.

Please return these worksheets to [redacted] the NIC/Admin office (7E-47) by Thursday, 24 September 1987. Any questions should be addressed to [redacted]

STAT

STAT

Thanks for your help.

~~CONFIDENTIAL~~

C O N F I D E N T I A L

FY-88 DOMESTIC AND FOREIGN TRAVEL ESTIMATES

FOR: _____
(NIO office)

NUMBER OF
TRAVELERS

PROPOSED
ITINERARY

APPROXIMATE
DATES OF TRAVEL

C O N F I D E N T I A L

C O N F I D E N T I A L

FY-88 INDEPENDENT CONTRACTOR COST ESTIMATES

FOR: _____
(NIO office)

	<u>Total Proposed Number of Hours or Days for Independent Contractors</u>	<u>Hourly/Daily Rates</u>
<u>1st Quarter (Oct-Dec 87)</u>		
<u>2nd Quarter (Jan-Mar 88)</u>		
<u>3rd Quarter (Apr-Jun 88)</u>		
<u>4th Quarter (Jul-Sep 88)</u>		

C O N F I D E N T I A L

C O N F I D E N T I A L

FY-88 CONTRACT-FOR-SERVICES ESTIMATES

FOR: _____
(NIO office)

1st Quarter: October-December 1987

<u>SUBJECT</u>	<u>DESCRIPTION OF SUBJECT (brief)</u>	<u>PROPOSED CONTRACTOR</u>	<u>TOTAL COST</u>
----------------	---------------------------------------	----------------------------	-------------------

2nd Quarter: January-March 1988

<u>SUBJECT</u>	<u>DESCRIPTION OF SUBJECT (brief)</u>	<u>PROPOSED CONTRACTOR</u>	<u>TOTAL COST</u>
----------------	---------------------------------------	----------------------------	-------------------

C O N F I D E N T I A L

C O N F I D E N T I A L

FY-88 CONTRACT-FOR-SERVICES ESTIMATES (continued)

FOR: _____
(NIO office)

3rd Quarter: April-June 1988

<u>SUBJECT</u>	<u>DESCRIPTION OF SUBJECT (brief)</u>	<u>PROPOSED CONTRACTOR</u>	<u>TOTAL COST</u>
----------------	---------------------------------------	--------------------------------	-------------------

4th Quarter: July-September 1988

<u>SUBJECT</u>	<u>DESCRIPTION OF SUBJECT (brief)</u>	<u>PROPOSED CONTRACTOR</u>	<u>TOTAL COST</u>
----------------	---------------------------------------	--------------------------------	-------------------

C O N F I D E N T I A L