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April 13, 1964

Mr. P. M. Goodbrand
 Assistant Manager for Administration
 United States Atomic Energy Commission
 San Francisco Operations Office
 Hill Bancroft Way
 Berkeley 6, California

BEST COPY AVAILABLE

Subject: Salary, Wage, Travel, and Expense Rules for Pacific Eastern Ground -
 Effective April 1964.

Dear Mr. Goodbrand:

Attached are copies of the subject rules for your review and approval. These rules will supersede the currently approved Salary, Wage, Travel, and Expense Rules for the Pacific Eastern Grounds and the revisions submitted to you by R. P. Concell in his letter of April 7, 1964.

In preparing these revisions, we have made those changes which adapt to the current operational plan. The cross dislocation (differential) allowance provisions which applied to Barbados and Dominica are revised for this operation to apply to duty posts outside the State of Hawaii, French Frigate Shoals, and aboard airborne operational aircraft.

The provisions for advisory assignments remain unchanged - normal 40 hour work week pay and no differential allowance.

We are following our current policy of stipulating tourist or economy class commercial air as the normal mode of transportation between the Mainland and Hawaii.

As to living expenses in Hawaii, we would prefer to pay for actual cost of reasonable lodging consistent with our regular travel policy. The \$16.00 daily subsistence allowance is also included and if elected at any time by the traveler, will apply for the balance of his tour of duty in Hawaii.

A per diem of \$5.40 will be reimbursed to employees at locations (excluding State of Hawaii) where eating facilities are furnished by a civilian support contractor. This is consistent with the AEC and other AEC contractors' policy, which allow \$2.40 to the individual for incidentals and \$3.00 for his meals.

Your early action on this matter will be appreciated.

Very truly yours,

W. B. Sanford

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WB:RCH:maw

Attachments: Draft, Table IV, Salary,
 Wage, Travel & Expense Rules for PEO

cc: H. R. Hoyt - IASL, W. B. Reynolds, R. P. Concell, D. C. Sewell, R. E. Patsal,
 J. E. Carothers, W. S. Bigelow, J. L. Stivers