Victor Gasket Division

Manifest Processing -
Counts and Mailing Delays

November 3, 1969

R. E. Hanson

cc: R. T. DeFilippis

You have recently written me regarding discrepancies in counts and delays in forwarding of manifests, wondering what's happening in both areas. The counts were discussed by Bob DeFilippis and Harold North with Wayne Watking on their recent visit to Hagerstown.

The specific instances of bad counts will be continually fed back and they will go direct ly to the area and individuals involved. Needless to say this kind of discrepancy causes problems not only with your inventory but with ours, as we either over-relieve or under-relieve our work-in process. The errors will be taken back to the responsible employees and corrective action will result.

I went directly to the shipping room myself and spoke with the individuals responsible for the forwarding of manifests. They have told me that each day one copy goes in the truck and one copy goes into an envelope mailed for the attention of Don Arthur. We corrected that one right away and changed the envelope addressee to Dick Arthur.

Although you didn't state that the manifest dated the 17th and the one dated the 20th were in the same envelope, I made that assumption; but even at that, mail on the 20th received in Hagerstown on the 24th certainly is a poor mail service on the part of Uncle Sam. I wonder if this doesn't emphasize the need for that Mohawk unit in order to transfer this vital information to you.

W. J. Sheehan

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