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January 9, 1968

Handwritten: H

To: W. J. Sheehan
S. M. Lillis
R. S. McGranahan
J. A. Johnson
H. Dehr

cc D. J. Reda

From: R. M. Burns

Subject: Interplant Charges for Special Assignment Work

Periodically, personnel are assigned to special projects which are outside their normal line of responsibility. For example, an engineer assigned to Robinson for the start-up of the Victopac equipment. Also, one of Mr. McGranahan's staff engineers assigned to a special situation in a specific plant.

In order that we may properly account for these expenses in the most economical manner it is requested that each of you report such activity direct to Mr. Reda. This report should be issued on the last day of the current month, for that month, and should indicate the employees name and the number of days spent on that assignment as well as a description of the assignment. Copy of such memo should be sent to the respective plant or department manager against whom the charges are being made.

The above refers to major projects and should not be confused with the day to day operations.

Any questions, please contact me.

Handwritten: RMB
R. M. Burns

RMB/cl

VPD-189-0000481

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