

ETHYL GASOLINE CORPORATION

CHRYSLER BUILDING
405 LEXINGTON AVENUE

NEW YORK July 3, 1940

Personal & Confidential

Mr. L. W. Shank

Dear Lou:

This will acknowledge your letters of July 1,- one having to do with your recommendations for additional safety personnel, and the other commenting on the activities of Clarence Kautz.

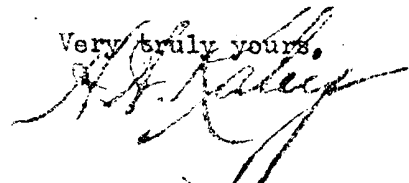
First of all, I have just completed a conference with Messrs. Lewis and Jordan, and we are entirely agreed that your need for additional safety personnel is sufficient to justify adding two more men to this activity now. You have, therefore, our permission to put both Barnes and Miller on safety activities immediately. I understand that you have already discussed the possibility of removing Barnes from Clinic activities and operating your Clinic unit with four men from now on.

In giving you these two additional men on safety, we then considered the condition of Clarence Kautz which made it apparent that in reality, we are only giving you about one and a half additional men. Therefore, we have a suggestion that you attempt to work out a situation whereby Kautz might be located in Houston where he could supervise safety activities in that immediate vicinity as well as to handle transshipments and unloadings which are very heavy at that point.

Mr. Lewis has another suggestion along the same line, which is that you might have Kautz work in Houston under the supervision of Jake Balzer, which would relieve Balzer's overwork at this time. This would still mean that Kautz would probably handle all the local activity so as to cut down his driving time, with Balzer handling most of the activity outside the Houston area. Whatever you elect to do in this case will be satisfactory to us and this seems like a good solution to the problem at this time.

We have discussed your further thought that you be provided with one additional field representative to take the places left by Barnes and Miller, and we believe that while this should be done, it will have to wait a few weeks before it can be accomplished. The reason for this is that we are now contemplating the break up of several existing Clinics, and we will have some good men available at that time who could not be sent to you now. I can't predict just how soon we can give you a new field representative, but I don't think it should be more than a month or six weeks from now.

Very truly yours,



W/R

cc: Mr. C.B. Lewis