



DANA CORPORATION

Victor Gasket Division

INTRA-COMPANY COMMUNICATION

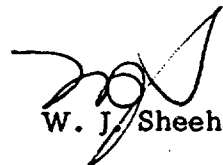
SUBJECT

DATE January 13, 1969

TO R. M. Burns

With D. J. Reda moving to the full-time assignment as Division Controller and R. Glowacki moving to Plant Controller, Seal Division, I plan to make the following changes in personnel:

1. Appoint J. C. Mayer Plant Controller from General Accounting Supervisor. The Status Notice indicating the L. G. and salary change, with effective date, is attached.
2. Promote T. F. Sexton from Senior Cost Accountant to Cost Accounting Supervisor. Status Notice (with performance review comments) is attached.
3. Promote Robert W. Healy from Senior Accountant to General Accounting Supervisor. Status Notice is attached.
4. Hire accountant as replacement - requisition attached.


W. J. Sheehan

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Attachments

VPD-91-0002896