January 14, 1969

To: H. Dehr
J. A. Johnson
S. M. Lillis
C. M. Nielsen
D. Reda
W. J. Sheehan

From: R. M. Burns

Subject: Distribution of Organization Charts, Announcements, etc.

Organization charts shall be prepared by each of you within your own organization to whatever depth you desire - no less than two levels. Suggest format of border and identification similar to our present Division chart and make 8-1/2 X 11 size.

Distribution of your charts should be to all key personnel in the Gasket Division, plus selected distribution to other Divisions or Corporate headquarters where it would be an aid to us in getting our job done. For example, O E Service Division and Hagerstown D.C., Busco D.C., etc.

My Division chart will show you and those who report directly to you. Its distribution will be to all personnel on the Corporate general chart.

Announcements which you make shall be prepared and distributed by you as you do on your organization charts. Promotions, assignments, changes etc. are to be covered.

Announcements of changes affecting first line supervision (that's you) will be made by my office and receive Corporate distribution.

R. M. Burns

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