Copy for DR. W. MACHLE .....

ETHYL GASOLINE CORPORATION

CHRYSLER BUILDING
405 LEXINGTON AVENUE

WMK-52

NEW YORK Nov. 28, 1940

TO ALL DIVISION MANAGERS

Gentlemen:

Several of our divisions have found occasion to ask us how often we want Authority Man contacts.

We believe that our best answer to this is to say that contacts should be made with Authority Men at intervals of not longer than six months. We do feel, however, that contacts at shorter intervals must be made with those individuals who exhibit a lack of knowledge of our Safety Program, or an inclination not to cooperate with us. We will have to let you be the judge as to the periodicity of such contacts.

The only instruction we can give you, therefore, is to contact these men as often as seems necessary, and in no case allow them to go uncalled upon for periods longer than six months.

Very truly yours,

WR
cc - Dr. Machle
Mr. E.D. Lewis

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