

INTER-COMPANY MEMO



DATE AUGUST 24, 1992  
TO ALL SUPERVISORS  
CC: BOB ALLEN

FROM CURTIS HENSON - 8379 *CH*  
SUBJECT ORIENTATION

Attached is the list of KOCH Refining employees hired since our last orientation. The orientation is designed to introduce employees to our **Mission & Principals Philosophy**, help them understand what KOCH expects of the individual, what they need to know to protect themselves, others & the environment, how the **benefit package** applies to them, and an overview of the refinery process.

Please make arrangements for any new employees in your area to attend **September 14 - 18, 1992 from 8:00 AM - 4:30 PM** in the **cafeteria training room**. If you have an employee who is not on the list, but has not had orientation please notify the training department at 4767 or 8379.

Thank you.

JCH/cao

K 016654

PS-466

## EMPLOYEE LIST FOR ORIENTATION

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BERGLUND, ROBERT R.  
BLEVINS, MARK B.  
BOETTCHER, GREGORY A.  
BROWN, MARK J.  
CARACCILO, LISA R.  
CARLSON, TIMOTHY R.  
CHAPMAN, AMANDA J.  
CHEVALIER, MARK  
GIANZON, GARY M.  
LICKO, CYNTHIA  
MOORE, OLAN C.  
OWENS, KAREN M.

PEEBLES, JULIA A.  
POTE, MELLANIE E.  
RAMSEY, BRAD R.  
ROBERTS, DEAN M.  
RODRIGUEZ, MARTIN  
SEBOLT, STEPHANIE  
SUAREZ, JERRY  
TYLER, WILLIAM  
WATRY, KIM K.  
WEATHERS, JAMES W. JR.  
WEAVER, LISA A.

## NEW EMPLOYEE ORIENTATION

### MONDAY - SEPTEMBER 14, 1992

|               |                        |                                   |
|---------------|------------------------|-----------------------------------|
| 8:00 - 8:15   | WELCOME                | BOB ALLEN                         |
| 8:15 - 9:15   | MISSION & PRINCIPALS   | DAVE LAMP                         |
| 9:15 - 9:30   | BREAK                  |                                   |
| 9:30 - 10:30  | TRAINING - PERFORMANCE | DARRELL WHITELEY<br>CURTIS HENSON |
| 10:30 - 12:00 | EMPLOYEE BENEFITS      | DARREL WHITELEY                   |
| 12:00 - 12:30 | LUNCH                  |                                   |
| 12:30 - 2:30  | EMPLOYEE BENEFITS      | DARREL WHITELEY                   |
| 2:30 - 4:30   | SECURITY               | CHUCO DELGADO                     |

### TUESDAY - SEPTEMBER 15, 1992

|               |                 |              |
|---------------|-----------------|--------------|
| 8:00 - 12:00  | SAFETY & HEALTH | WALTER TYLER |
| 12:00 - 12:30 | LUNCH           |              |
| 12:30 - 4:30  | SAFETY & HEALTH | WALTER TYLER |

### WEDNESDAY - SEPTEMBER 16, 1992

|               |                 |                  |
|---------------|-----------------|------------------|
| 8:00 - 12:00  | SAFETY & HEALTH | WALTER TYLER     |
| 12:00 - 12:30 | LUNCH           |                  |
| 12:30 - 4:30  | ENVIRONMENTAL   | JOHN KAMPFHENKEL |

### THURSDAY - SEPTEMBER 17, 1992

|               |                                   |             |
|---------------|-----------------------------------|-------------|
| 8:00 - 9:00   | ORGANIZATIONAL CHART              | BOB ALLEN   |
| 9:00 - 9:15   | BREAK                             |             |
| 9:15 - 10:15  | ISSUE P.P.E.<br>WAREHOUSE - IMPAC | TOM MORRIS  |
| 10:15 - 12:00 | WATER TREATING<br>COOLING TOWERS  | BLU BALUSEK |
| 12:00 - 12:30 | LUNCH                             |             |

K 016656

## NEW EMPLOYEE ORIENTATION

### THURSDAY - SEPTEMBER 17, 1992 (CONT)

12:30 - 4:30

OPERATIONS PLANT  
OVERVIEW

CHRIS PESEK  
& GROUP

### FRIDAY - SEPTEMBER 18, 1992

8:00 - 10:00

QUALITY

DOUG DUNCAN

10:00 - 2:00

PLANT TOUR  
AND LAB OVERVIEW

CHRIS PESEK & GROUP  
LANCE SMITH

2:00 - 4:30

UNIT ASSIGNMENTS  
AND SCHEDULE

UNIT FOREMANS