

ETHYL GASOLINE CORPORATION

25 BROADWAY

INTER-OFFICE
CORRESPONDENCE

NEW YORK January 30, 1929.

Dr. R. A. Kehoe,
College of Medicine,
Eden & Bethesda Avenues,
Cincinnati, Ohio.

Dear Dr. Kehoe:

Referring further to your letter of January 26th enclosing draft of proposed letter to be sent to our field men, Eddie Walter and I have gone over this and think that it is fine. Eddie has made the suggestion, however, that maybe you will not get as many suggestions out of our field staff by asking them to merely send in their ideas as you would if you were to prepare your rules and regulations, possibly in draft form, and submit your ideas to them and then ask them to make suggestions. I think a good way to cover the situation very thoroughly would be for you to address your proposed letter to them, referred to above, and then when you get their replies, draw up your rules and regulations in somewhat of a preliminary form and re-submit these for further suggestions. However, of course, this matter is entirely in your hands to do as you see fit.

I rather think we should clear through Division Managers, although it would be well for all of our men to be consulted. Below is a picture of our field staff:

Atlantic States Division - E. M. Walter, Division Mgr., Ethyl Gasoline Corporation, 25 Broadway, New York City.

Men under him: R. J. Babor, J. A. Costello, J. L. Davine, H. W. Kaley, R. B. Weston.

Midwest Division - H. A. Mack, Division Mgr., 32 Marathon Avenue, Dayton, Ohio.

Men under him: O. B. Lewis, W. A. Newman, S. E. Tompkins.

Southwest Division - J. G. Martin, Division Mgr., c/o Public Stenographer, Jefferson Hotel, Dallas, Texas.

Men under him: I. C. Boye, R. B. Graham.

Southeast Division - This has no Division Manager, but is covered by two men who practically act as such; namely, George W. Warren, c/o Standard Oil Company, (Ky.), Birmingham, Ala. and A. F. Fricker, c/o Standard Oil Company, (Ky.), Atlanta, Ga.

Standard Oil of Indiana territory - R. L. Jordan, Division Mgr., 5222 Harper Ave., Chicago, Ill.

Men under him: H. R. Berg, P. F. Johnson.

Rocky Mountain Division - J. R. Durham, Division Mgr., c/o Continental Oil Company, Continental Oil Bldg., Denver, Colorado.

Men under him: L. B. Roberts, T. E. Ronan.

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Dr. R. A. Kehoe,

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✓ West Coast Division - S. M. Wagner, Division Manager, 501 Galer Place, Glendale, Los Angeles, California.

en under him: F. R. Elliott, H. A. Reinhart.

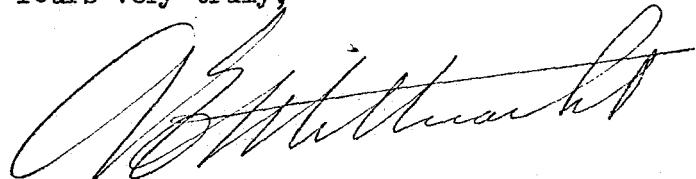
✓ Canada has no Division Manager, but is covered by two men as follows:

J. N. Fitz Gerald, c/o Imperial Oil, Limited, 56 Church St., Toronto, Ontario, Canada.

✓ C. E. Boyle (Western Canada) but address him at 5615 11th Avenue, N.E., Seattle, Washington.

My further suggestion would be that you write the Division Managers, enclosing the required number of extra copies of your letter for each one of the men and ask them to assemble and send in to you the reports from all of the personnel in their respective territories. I think you will find that this will work better than sending it to each man, although if you wish to do the latter, we have no objection at all.

Yours very truly,



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