

INTER-COMPANY MEMO



J. R. Harris

DATE: NOVEMBER 12, 1992
TO: ALL SUPERVISORS
FROM: K. S. FELDER *KSF*
SUBJECT: DRAFTING AND LIBRARY ORGANIZATION



To better serve our customers, we have created three new positions in the Drafting Department. As stated in the announcement that came out on Monday, the individuals in these positions will be responsible for scheduling the work requests that come into their respective groups, insuring the quality of jobs coming out of the groups; and working on design drafting projects.

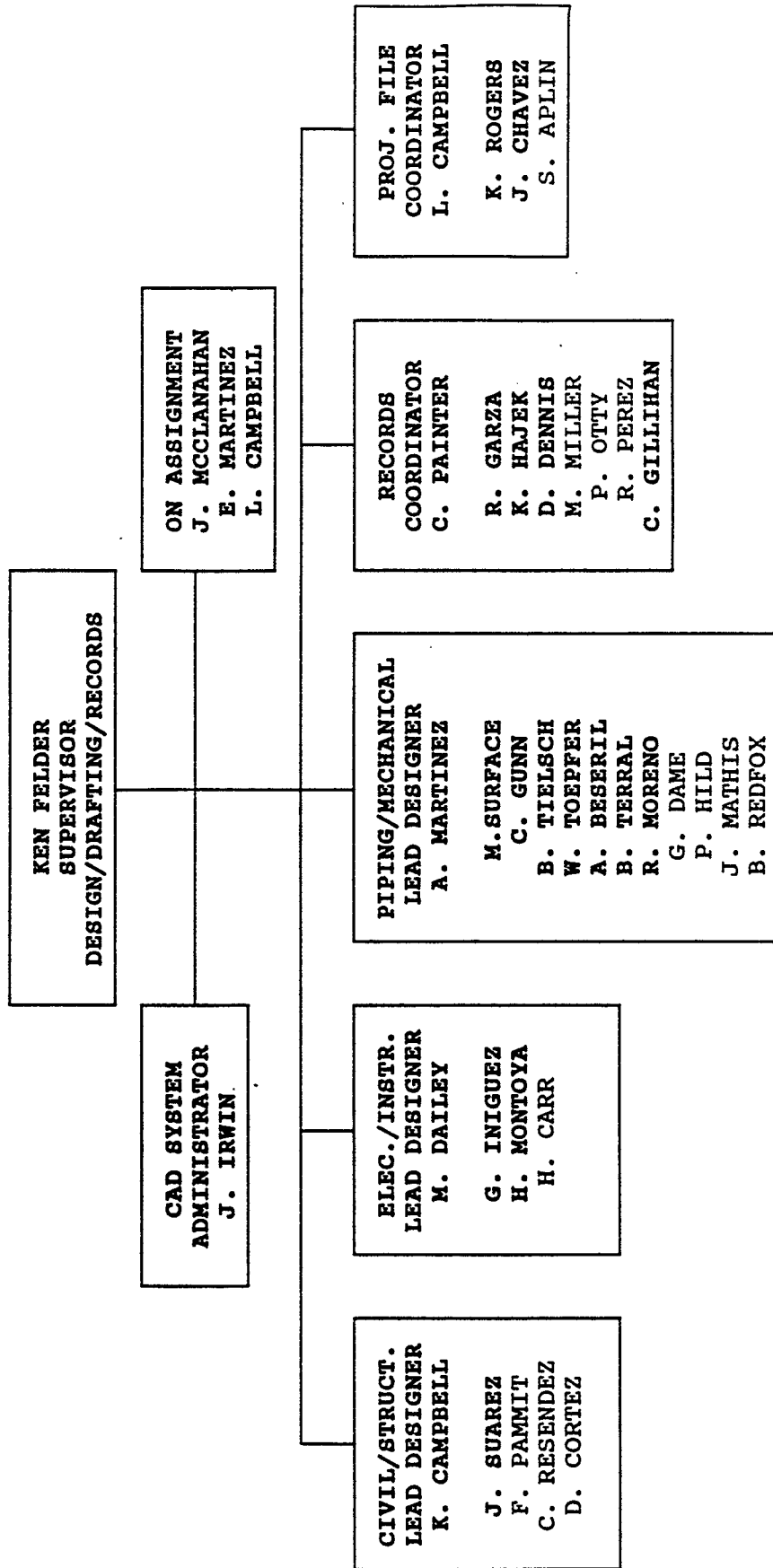
An organizational chart of the Drafting and Library Department is attached for your assistance. All Drafting Request Forms can be turned in directly to the Lead Designer for the specific group. Please forward the form to me if you are unsure who to send it to and I will distribute it.

This organization will help us focus on our vision to "Produce a better quality product more efficiently with less time." Please provide any feedback on how we may better serve you our customer. Your feedback is needed and appreciated.

KSF/ksf
Attachment
DRAFT-92-66

K 016615

DESIGN/DRAFTING AND LIBRARY BUSINESS



NOTES:

1. The names that are in bold are Koch employees with the remainder being resident contractors.