5. PTO sleeves and thrust washers - Dana is experiencing trouble in finding a suitable vendor to heat treat these sleeves and washers. To alleviate this problem we will build a bank of sleeves to cover requirements through August. Also we will run out the total calendar year's requirements on small runners. One point should be noted. It may be necessary for Mack to heat treat Dana sleeves and thrust washers until an adequate vendor can be found.

6. All service orders will be processed through Hagerstown until at least September 1969.

The following action is required:

1. Purchasing - Issue necessary documentation and/or authorization to ship for machines listed on attachments (1), (2) and (3).

2. Production and MATERIAL Control - Schedule shutdown of machines as noted above.

3. Maintenance Department - Disconnect affected machines and move to Shipping Department per described schedules. Please note the special handling required for machines #4029 and 4513. Move residual machines from Dept. 180 as prescribed by Industrial Engineering (See 5 below).

4. Manufacturing Engineering - Provide for utilization of residual machines in Department 180.

5. Industrial Engineering - Furnish work orders and layouts as necessary to support Manufacturing Engineering's plan - see paragraph 4 above.

6. Industrial Relations - Develop schedules to transfer and/or phase out personnel in Department 180.

7. Accounting - Develop prices and billing procedures for interim period when Mack is supporting Auburn plant as well as overall procedures for future.

A.B. MIDDLETON, ASSISTANT MANAGER
PRODUCTION & MATERIAL CONTROL

ABM/jr