



DANA CORPORATION

Victor Gasket Division - Chicago

INTRA-COMPANY COMMUNICATION

SUBJECT August Activity Report -
Gasket Manufacturing

DATE September 2, 1969

TO W. J. Sheehan

1. 9,667,760 pieces were shipped and orders totalling 10,611,600 pieces were processed.
2. Mr. John Kiser was promoted to Lead Scheduler to replace Frank Kalivoda who will retire early with over 46 years service.
3. We have discovered that our overall efficiency and productivity has dropped, based on comparisons of one year ago. More detailed information is forthcoming.
4. Goals were established for Fiscal 1970's vital signs. We have adjusted our overall approach based on results and experience in 1969.
5. We have started conversations to further decentralize the Purchasing and Raw Material Inventory storage functions.

R. T. DeFilippis

rb

VPD-91-0002165