F.C. Ko

INTEROFFICE MEMORANDUM

CORMTS ALL-IN-1 SYSTEM

Date:

28-Mar-1989 12:59pm EST

From:

Ken Olsen

OLSEN.KEN

Dept:

Administration

Tel No:

223-2301

TO: See Below

Subject: OVERHEAD

VERY CONFIDENTIAL

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I am disappointed with the Executive Committee. Everyone knows that we have a surplus of people, a lot of overhead, and a lot of unemployed or under employed people on our payroll. It seems to me that any vice president and/or member of the Executive Committee should, on his own initiative, take care of these problems without me taking the initiative. At the next Executive Committee, I would like to review how many personnel people, how many financial people, and how many overhead people each group has. Then let's decide what we are going to do about the problem.

KHO:1t KO:2812

(DICTATED 3/28/89 BUT NOT READ)

Jim Osterhoff's response is attached.

Distribution:

TO: Win Hindle
TO: Jim Osterhoff
TO: John Sims
TO: Jack Shields
TO: Jack Smith

(HINDLE.WIN)
(OSTERHOFF.JIM)
(SIMS.JOHN)
(SHIELDS.JACK)
(SMITH.JACK)

INTEROFFICE MEMORANDUM

CORMTS ALL-IN-1 SYSTEM

Date: 30-Mar-1989 08:51am EST

From:

Jim Osterhoff

OSTERHOFF.JIM

Dept: FINANCE Tel No: 223-8761

TO: See Below

Subject: FINANCE HEADCOUNT

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In response to your earlier request, Finance is preparing to discuss with you and/or the Executive Committee the number of people we have in Finance, where they are, and what they do. We believe there are opportunities for reduction -- some we in Finance can do ourselves and some that would come from streamlining the Company's overall organization.

Because of all the budget activity taking place, we still have more work to do for this review, and I have asked Abbott to reserve some time at one of our meetings in early May.

Distribution:

Olsen	(OLSEN.KEN)	
Hindle	(HINDLE.WIN)	
k Shields	(SHIELDS.JACK)
n Sims	(SIMS.JOHN)	
k Smith	(SMITH.JACK)	
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