

Messrs.  
W. E. Brewster  
R. E. Galbreath  
Wels Nelson

April 30, 1946



Beginning with the 7th period, ending May 12, 1946, it is requested that you submit a regular report covering managerial employes who work more than five days per week. The report should be made in the form indicated on the attached sheet and is to be submitted at the end of each four week period. Every managerial employe who worked on the 6th or 7th day in any week during the period should be included in this list. If no managerial employes worked on the 6th or 7th day during the entire period, please submit a statement showing "NONE" so that the record will be complete.

Please send one copy direct to this office and two copies to Geo. J. Kalday, Personnel Department, General Office.

This report will be due in the General Office not later than 14 days after the close of the reported period. Your first report covering the four weeks from April 15 to May 12, 1946, will therefore be due by May 29.

H. O. BERCHER,  
General Manager

Enclosure

cc - Mr. G. U. Meyers  
Mr. J. C. Ballard  
Mr. L. A. Peters

*off a day*