



DISTRIBUTION LIST C
WILLIAM M AREHART JR
MANUAL SYSTEMS AND METHODS

12T

OFFICE MEMO

TO: Distribution A-C

AT:

DATE 10/28/82

FROM: R. H. Endriss

AT: Sr. Vice President Administration

SUBJECT: CORPORATE PLANNING DEPARTMENT MANAGEMENT REALIGNMENT

As a result of increased emphasis on several aspects of corporate planning, a realignment of functions and responsibilities is necessary. To strengthen the Corporate Planning Department and until further notice, Ron Cronovich, Senior Consultant in the Administration Group, will be assigned to direct the Corporate Planning Department on a full time basis. Ron has had similar responsibilities in the past.

During this period, Ed Keiser will report to Ron and will continue to handle a number of special projects for me.

Please note that this change is effective immediately. Any reports, correspondence, questions, etc. which are intended for Corporate Planning management should be redirected to Ron Cronovich. His office is located on 20T and his extension is 6410.


RHE/pj