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LIBRASCOPE

INCORPORATED

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July 8, 1943

To: The Under Secretary of the Navy
Navy Board for Production Awards
2118 Massachusetts Avenue, N.W.
Washington, D. C.

From: Librascope, Incorporated
133 E. Santa Anita Avenue
Burbank, California

Subject: Army-Navy Production Award Lapel Pins

1. The following is a personnel classification breakdown:

Drafting Department	12
Guards	8
Shipping & Receiving	5
Maintenance	2
Production Control	4
Parts production	42
Tool room	3
Inspection Department	18
Assembly Department	35
Adjustment Department	11
Research Lab.	4
Clerical help	14
Executives & Supervisors	21

Letter

2. We respectfully advise that we received the notice of award from the Under Secretary of the Navy, Mr. James Forrestal on Wednesday, July 7th, and there is some question in our minds in connection with the above breakdown with regard to six of those included. Two of our plant guards, Mr. Carl Sanders and Orestes Zangrilli left our employ on July 5th and 6th, respectively. The former had been with this corporation since November 1941 and the latter since March 1942. They are both eligible for rehire and may return to us. We felt, however, that they were entitled to pins. Another employee in the clerical group, Miss Nona Chase, severed her connection with the company on June 21st, after having been with the corporation through its trials and tribulations and we included her name in this group. There are three new employees who started with us as follows: Mr. Becker in the guard group, Miss Askam in Parts Manufacturing and Mr. Root in the clerical group. We have included their names in the above because they came with us July 4th, three days before we received the notice of award.

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3. We included the above names and call them to your specific attention because we are not sure whether they should have been included and would appreciate the advice of the Board in this connection.

4. We telephoned Commander E. R. Anderson, USNR, District Public Relations Officer, 11th Naval District, Navy Operating Base, San Diego, California, as suggested in the note accompanying Mr. Forrestal's letter and were immediately referred to Commander Bolton and Lt. Scott, the local Naval Public Relations Officers, who are cooperating with us in every way and the date for the Award ceremony has been set as of 4:00 P.M. July 19th.

Respectfully yours,

A handwritten signature in cursive script, appearing to read "H. Griffin", written over a horizontal line.

H. Griffin
President

HG:mb