

GENERAL  ELECTRIC

SUBJECT

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SCHENECTADY, May 20, 1955

DIVISION
DEPARTMENT MANAGERS
SECTION

Most of you are familiar with the significant achievement of Roy Fountain's three-weeks' Value Analysis Seminar in helping men to improve attitudes and learn skills that enable them to more readily eliminate unnecessary costs. Some attached comments may further inform.

A large need has developed for follow-up assistance in the Operating Departments to assist the men in developing for their departments the full benefits from the training. We have, accordingly, assigned two men to this responsibility as follows:

Earl H. Kittle, Specialist, Value Analysis Unit Operation and
Svein Hvamb, Specialist, Product Evaluation

It is the assignment of Mr. Kittle to make himself available to the management and the Value Specialists in our operating departments to advise with respect to all of the factors pertaining to effective unit practices including organization, position descriptions, job instructions, job levels, selecting of personnel, day to day operating practices, and all matters pertaining to an effective Value Analysis unit operation.

It is the assignment of Mr. Hvamb to consult with the Value Specialists periodically reviewing with them their approaches to their job, the jobs they are doing, the tools which they are using to do it, the magnitude of results they are getting out, to the end that large results from the men on specific projects will be assured to their departments.

L. D. Miles
L. D. Miles/M

