

TENNESSEE VALLEY AUTHORITY

Office Memorandum

C o p y

To Mr. W. C. Rankin, Chief Field Clerk, Decatur, Alabama
From Ashford Todd, Jr., Adm. Asst., Land Acquisition Division
Date October 18, 1934

Subject Personnel Requisitions and Terminations, etc.

All matters having to do with the above subject should be sent to me, in order that I might bring it to Mr. Snyder's attention for signature. Judge Roulhac is not authorized to sign these forms, i. e., Tennessee Valley Authority Form Numbers 78, 74, 70 and 6.

The pertinent case in this instance was a No. 78 on Mr. Bohannon which had been sent to the Personnel office at Wilson Dam, Alabama.

In any case where change of status, termination, or new requisition is required, you have the forms filled out there, and sent to me with a memorandum setting out reasons for submitting this form, in order that I might bring same to Mr. Snyder's attention. This will save a great deal of time, because the forms eventually come here anyway for his signature.

(S)

A. T. Jr.

Ashford Todd, Jr.

AT-Jr:JC