

THE INSTITUTE OF ELECTRICAL AND ELECTRONICS ENGINEERS, INC.
BOX A, LENOX HILL STATION, NEW YORK 21, NEW YORK

January 3, 1963

IEEE STAFF MEMORANDUM

SUBJECT: IEEE Staff Organization

Effective immediately and until further notice, the duties, reporting channels and locations (after staff relocation) of certain IEEE Staff Members are as listed below. This list is not complete; further assignments will be announced as remaining work on staff organization is completed.

<u>Staff Member</u>	<u>Reports to</u>	<u>Duties and Location</u>
G. W. Bailey	D. G. Fink	Executive Consultant - 79 St.
J. L. Callahan	D. G. Fink	Technical Operations Staff; Translation Project - 47 St.
J. J. Anderson	J. L. Callahan	Standards - 47 St.
E. C. Day	J. L. Callahan	Technical Program Service - 47 St.
R. S. Gardner	J. L. Callahan	Special Technical Conferences - 47 St.
W. C. Copp	D. G. Fink	Advertising Department Operations - 45 St.

Note: The following former AIEE staff personnel have been transferred to Mr. Copp and can be reached at 72 West 45 Street, New York: Mr. Holzer, Mr. Schraubstader, Mr. Bollinger (Cleveland), Mr. Del Gado (Chicago), Mr. Bruck, Miss Sands, Mrs. Newman. The duties of all members of the IEEE Advertising Department are as assigned by Mr. Copp.

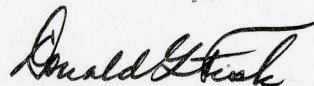
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<u>Staff Member</u>	<u>Reports to</u>	<u>Duties and Location</u>
L. G. Cumming	D. G. Fink	Field Operations. JTAC Secretariat. Temporary Assignment: Transfer of IRE Technical Committee and IRE PG data to Messrs. Callahan and Emberson - 47 St. and 79 St.
Miss A. Van Dort	L. G. Cumming	Assistance to Mr. Cumming - 79 St.
R. M. Emberson	D. G. Fink	Professional Technical Group Staff Operations - 47 St.
Mrs. G. B. Bond	R. M. Emberson	Assistance to Dr. Emberson - 47 St.
E. K. Gannett	D. G. Fink	Editorial Operations; Managing Editor IEEE PROCEEDINGS - 47 St.
W. R. Crone	E. K. Gannett	Student Publications - 47 St.
Mrs. Evelyn Friedman	E. K. Gannett	Bi-monthlies and annual TRANSACTIONS (former AIEE publications) - 47 St.
Mrs. Helene Frischauer	E. K. Gannett	Associate Editor, IEEE PROCEEDINGS; PTC TRANSACTIONS (former IRE publications) - 47 St.
R. K. Jurgan	E. K. Gannett	Managing Editor, ELECTRICAL ENGINEERING; General assistance to Mr. Gannett - 47 St.
C. S. Rich	D. G. Fink (special part-time assignment to E. K. Gannett)	Consulting Editor, former AIEE publications - 47 St.

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<u>Staff Member</u>	<u>Reports to</u>	<u>Duties and Location</u>
G. E. Herrmann	D. G. Fink	Fiscal Operations - 79 St.
J. B. Buckley	G. E. Herrmann	Assistance to Mr. Herrmann - 79 St.
N. S. Hibshman	D. G. Fink	Executive Consultant - 47 St.
Miss J. M. Kearney	D. G. Fink	Administrative Assistance to D. G. Fink - 79 St.
Miss A. A. Watson	J. M. Kearney	Assistance to Miss Kearney - 79 St.
C. S. Rich	D. G. Fink	Publications Advisory Assistance to D. G. Fink. Special assignment as Consulting Editor - 47 St.
Miss E. L. Sirjane	D. G. Fink	Membership Services; Member Records; Office Management; Purchasing - 79 St.
W. E. Braun	E. L. Sirjane	Deputy to E. L. Sirjane - 79 St. (initially 47 St.)

Yours truly,



Donald G. Fink
General Manager

January 3, 1963.