

Senior Plant Manager
Des Moines Processing and Distribution



January 14, 2011

MEMORANDUM FOR: ALL PROCESSING & DISTRIBUTION EAS STAFF

SUBJECT: FY11 DSM P&DC POLICIES

The contents of this binder are the Des Moines Processing & Distribution Center Policies. As the year progresses and new issues arise, I will be adding to these. When you receive a new policy, inform your employees via a service talk. Place the new policy in this binder and keep for future reference.

Review each and every policy in this binder and give a service talk on each one. You do not have to give them all in one talk, but I want them completed by the end of February.

I will be monitoring these policies for compliance and I expect each and every one of you, along with your employees, to adhere to them.

A handwritten signature in black ink, appearing to read "W. J. Herrmann".

William J. Herrmann
Senior Plant Manager