

# AVOID VERBAL ORDERS

No.

**DATE:** August 17, 2004

**TO:** Labor Relations Management Officer (J. Thompson)

**ORG:** BA-A

**SUBJECT:** 3rd Shift Core Hours for Shuttle S&MA Division

Currently the core hours for 2nd and 3rd shifts do not accommodate a tie-in between personnel. Second shift hours are 3:30 p.m. to midnight and 3rd shift hours are midnight to 8:30 a.m. This is a request to modify 3rd shift hours to 11:30 p.m. to 8:00 a.m. This shift change enables 3rd shift personnel to speak with 2nd shift personnel regarding issues that are impacting the forward work and then to talk to 1st shift and relay the worked performed and any related issues.

Please coordinate with SA-B3-2/Mike Vendlinski if further action is required. Thanks for you assistance in this matter.

Original Signed By  
Stephen A. Minute

**FROM:** \_\_\_\_\_

Stephen A. Minute  
Chief, Shuttle S&MA Division

**ORGANIZATION:** SA-B

**EXT:** 1-7901

cc:

GG-B-B/E. Gawronski  
SA-B3/S. Cline  
SA-B3-2/M. Vendlinski  
SA-B3-3/W. Killpartrick

bcc:

SA-B/Read  
SA-B3/Official

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