

# MEMORABLE MEMO

13. Sandy move to #11, Wanda move to #4
14. Christine and Susan, Chris and Kathy occupy #16 and #15
15. John and Gina move to #17 and Area furniture move into #22
16. Jihad and Wallace move into #21
17. Ed and Frank move into #19

Action persons and responsibilities follow:

1. Ben Gibbs: Coordinate telephone changes and computer outlet (if necessary) changes and LAN line installation in Room #3
2. Walter Morgan: Coordinate office moves with supplemental help from Depot if required
3. Grover Lewter: Coordinate office construction required
4. Susan Stanford: Maintain office telephone number changes in inter old numbers can be reassigned to new locations

Patience will be required of all to maintain the workload during this period of disruption. When completed, communication between functional areas will be improved.

JAMES B. HUNT JR.  
GOVERNOR

STATE OF NORTH CAROLINA  
DEPARTMENT OF TRANSPORTATION  
DIVISION OF HIGHWAYS  
March 15, 1994

SAM HUNT  
SECRETARY

MEMORANDUM TO:

Employees Central Unit, Equipment and Inventory Control  
John M. Burns, Jr., Director  
Equipment and Inventory Control  
Office Rearrangement

SUBJECT:

Due to additional employees in the Roadway Maintenance Unit it is necessary to give up the office currently occupied by Drew Harbinson. As a part of this move we will assume use of the Bridge Conference Room for an office. The Unit will take this opportunity to realign office assignments to have spaces reflect Unit organization more closely.

The order of events to accomplish the required moves follows with all events completed as expeditiously as possible.

### ORDER OF EVENTS

1. Telephone in Frank's trailer
2. Frank/move to trailer (temp) From #3
3. Ed move From #3 to his old office #25 (temp)
4. Drew move to #3 Jim Parker move to #9
5. Close in #15 with wall moved approximately 3 feet west and move wall between #15 and #16
6. Open door between #13 and #23 close doors between #12 and #23, #14 and #15, #16 and #17
7. Henry move to #6
8. Fuel (Frank Brown & Kim) move to #13
9. Gary and Billy Capps move to #12
10. Ben move to #8, Bobby Bradley move to #5
11. Bobby Sloan move to #14
12. Move furniture in #11 to hall outside #22 or store in #21

When a state employee gets a new office, how many co-workers have to move? If you guessed 22, you win a free copy of Reinventing Government. It's all in the name of organizational efficiency. And once the folks at DOT get their work flow problems straightened out, they're going to tackle traffic flow between Greensboro and Durham on Interstate 85. As they say in the memo, "patience will be required." Meanwhile, we'll be looking for more memorable memos. Anonymity guaranteed.