

Oct 1, 1943

Attention: All Supervisors

Subject : Death of Workers in Office

It has been brought to the attention of this office that many people in the offices are dying and refusing to fall after they are dead.

THIS MUST STOP!

After May 15, 1943, any person caught sitting up after he died, will be cut off the pay-roll immediately, except where it can be definitely proven that the worker is being supported by typewriter or other suitable equipment properly stamped U.S. Government. For further information, the following rules will be observed in all cases of this kind in the future!

If after several hours it is noted that worker has not moved or changed his position, the supervisor in charge will investigate, in an apologetic manner, of course, being careful not to arouse the ire of the person being investigated. If on the investigation, it is shown that the proper equipment is used, the following procedure must be carried out.

Fill out special form #ES-2000 (15 copies), mail the first five copies to this office, together with the tops of first aid kits (3). Address must be plainly written inside. Copies 4, 5, 6, 7, and 8 will be forwarded to the messenger boy in the office concerned. Copies 12, 13, 14, and 15 must be sent somewhere.

If investigations prove that person died and is still sitting without the support of proper tools of equipment, fill out form #ES-3000, and forward to this office for approval. Signed copies will be returned to this office. This will be authorization for the office supervisor to push over the body and complete the case.

In all cases where office workers have died and have not fallen, it will be necessary to complete form #ES-4000, together with sworn statement of dead man covering his history for the past ten years. If dead man cannot write, signature must be of two persons, giving full names and addresses.

To complete case, fill out all available, and mail copies all over HELL.

BY ORDER OF COMMANDING OFFICER

I. AM. SCREWBALL.