

Mr. Russell Okata  
Executive Director  
Hawaii Government Employees Association  
888 Mililani Street  
Honolulu, Hawai'i 96813

Dear Mr. Okata:

Enclosed for your information is a proposal to reorganize the Office of the Vice President for University Relations. This action will involve the reclassification of six authorized positions. Upon approval of the proposed reorganization, revised job descriptions will be submitted to the University Personnel Management Office. Final classifications are contingent upon the appropriate classification reviews.

Please inform us by \_\_\_ \_\_, 199\_\_\_, if you wish to meet with us to discuss the proposal. If we do not hear from you by that date, we will proceed with the reorganization.

If there are any questions regarding this matter, please call \_\_\_\_\_ at (telephone no.).

Yours truly,

(name and title)

Enclosure

cc: (Appropriate Senior VP & Chancellor, Senior VP, VP)	(w/proposal)
University Personnel Management Office	(w/proposal)
University Budget Office	(w/proposal)