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**TO: BOARD OF DIRECTORS
EXECUTIVE STAFF**

FROM: ROGER SNOBLE 
CHIEF EXECUTIVE OFFICER

SUBJECT: ABSENCE FROM THE OFFICE

I will be out of the office on Friday, August 29, 2003 and Tuesday, September 2, 2003, returning on Wednesday, September 3, 2003.

During my absence, John Catoe will be acting on my behalf with full signature authority, and he can be reached at (213) 922-6800.

Cc: J. Catoe