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Personnel: Description [1966]

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March 23, 1966

Mr. W. H. Henderson
President
Sea Service, Inc.
11th Floor, Oil and Gas Building
New Orleans, Louisiana

Dear Bill:

This will specifically outline your position as a principal Zapata executive subsequent to the consummation of Zapata's proposed acquisition of your marine boat companies.

Your title would be Executive Vice President, General Manager of Marine and Drilling Operations and, in addition, you would be a Director of Zapata Off-Shore Company. The specific area of your responsibilities would be the operational management of Zapata's existing drilling and offshore boat contracting interests. This would also include the aggressive generation of new operations prospects within this area.

Your specific responsibilities within the above area would be as follows:

1. The continued profitability of your area at maximum level
2. Field operations control
3. Sales, contracts and customer relations
4. New equipment design and construction
5. Your area purchasing activities
6. Supervision and control of area personnel

In connection with the selection and supervision of the second level area operations executives next below you, it is anticipated that both Doyle and I will exercise considerable surveillance over the selection of people to fill the existing or future positions at this level and the degree of authority and responsibility which they are delegated.

Continued...

Mr. Henderson

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For your assistance in placing your authority and responsibilities into perspective with relation to the overall company picture, following are the responsibilities which are assumed by either Doyle or myself and which are either completely separate from or superior to yours.

A. Establishment of corporate policy in all fields, including:

1. Profit standards
2. General operating policy, for example, as it pertains to your specific responsibilities enumerated above
3. Minimum profit standards
4. Mode of growth, i.e., internal versus external
5. Direction of acquisition and new venture efforts

B. Acquisition search, investigation and prosecution

C. Financial relations (commercial banking and investment banking)

D. Financial control

E. Accounting and bookkeeping

F. Insurance

G. Corporate legal

H. Stockholder relations

I. Public relations -- corporate level customer relations

You would be directly responsible to me as next executive authority and Chief Operating Officer. My responsibilities, in turn, are to Doyle as Chief Executive Officer of the company.

The above will, I hope, assist you in seeing your responsibilities more clearly, as well as the posture of these responsibilities in our overall management picture.

Sincerely,

WHF:ve

William H. Flynn
President