

**WORLD HEADQUARTERS**  
HLF:HLD July 30, 2018 No. 58927L

Branch Committee  
BRAZIL

Re: Revision to your branch staffing quota

Dear Brothers:

We are writing as a follow up to our letter No. C-58915L of HLA:HLD July 27, 2018, regarding adjustments to the staffing quotas in all branches. One staffing quota will now include the combined personnel at the main branch, plus those serving in remote Bethel facilities. Additionally, the world headquarters (WHQ) staffing level represents the total number of headquarters staff members serving in your branch along with the maximum number of staff members needed to support the WHQ staff.

Our records indicate that you currently do not have remote facility staff. Effective immediately, your branch staffing quota and the WHQ staffing level are as follows:

**Branch Staffing Quota**

Branch Name	Current Staffing Quota (for main branch only)	Current Total Staff in Remote Facilities	New Branch Staffing Quota
Brazil	848	0	848

**World Headquarters Staffing Level**

Branch Name	Basic to Support Ratio*	Total WHQ Staff	Total Support Staff Needed	WHQ Staffing Level
Brazil	3:1	25	8	33

Medical Department personnel as well as those in the Bethel family who are infirm or unproductive workers are not included in the aforementioned branch quota and WHQ staffing level. As a reminder, please make sure that the “Special Consideration” indicator has been selected in HuB for all infirm or unproductive workers.—See letter No. C-50763L of HLA:HLB February 2, 2017.

If you feel that circumstances require an adjustment in your new branch staffing quota, please write to us explaining clearly the need and we will be pleased to consider the matter.

We send you an expression of our warm Christian love and best wishes.

Your brothers,

Personnel Committee

\* Ratio is based on the latest staffing report that you submitted by means of the *Basic and Support Form (A-104)*.