

TO: MANAGERS - 4TH & 5TH FLOORS AT: MAIN BUILDING DATE NOV. 13, 1972
FROM: O. D. MASTERS, JR. AT:
SUBJECT: INTER - OFFICE MAIL PROCEDURE (TRIAL PROJECT)

The trial project for inter-office mail procedure will essentially install the concept of a post office pick up and delivery system for our mail operations. Outgoing and Incoming Mail stations have been fabricated and installed adjacent to the Record Lift on the 4th and 5th Floors.

1. Each functional department or area should designate a specific person or persons to take outgoing mail and deposit it into the appropriate slots in the Outgoing Mail station. Deliveries from one location on the same floor to another location on the same floor will be made by this same individual.

After putting the outgoing mail into the appropriate slots, have this same person pick up the incoming mail which is designated for his/her functional area.

2. Designated Mail Operations personnel will utilize the mail lift periodically to process incoming and outgoing mail. The use of the mail lift will thereby be restricted to Mail Operations personnel.
3. The servicing of the Outgoing and Incoming stations will be accomplished every 30 minutes beginning at 8 A.M. daily.

MAIN BUILDING - FOURTH FLOOR

INCOMING MAIL STATION

PRINT SHOP

CHAMPUS

CREDIT UNION

MASTER MED.

OUTGOING MAIL STATION

* 8TH FLOOR OPERATIONS	HOSPITALS	AUTOMOBILE RUN - 537, 700, N.R.O. AGENCY, ETC.
* 7TH FLOOR QUALITY CONTROL	UNIVERSAL MARIAN BUILDING	
* 3RD FLOOR KEY PUNCH	MAIN BUILDING	

MAIN BUILDING - FIFTH FLOOR

INCOMING MAIL STATION

INTERNAL AUDIT	UNDERWRITING	BLUE SHIELD PAID FILES
PRESCRIPTION DRUGS	BLUE SHIELD COMP. COV.	
O. C. R.	TYPING POOL	CASHIERS

OUTGOING MAIL STATION

* 8TH FLOOR OPERATIONS	HOSPITALS	AUTOMOBILE RUN - 537, 700, N.R.O. AGENCY, ETC.
* 7TH FLOOR QUALITY CONTROL	UNIVERSAL MARIAN BUILDING	
* 3RD FLOOR KEY PUNCH	MAIN BUILDING	