



Blue Cross
of Florida



Blue Shield
of Florida

INTER OFFICE MEMO

TO: Jim Williams AT: Purchasing DATE 11-14-73

FROM: Frazier Sinclair AT: Mail Operations

SUBJECT: Mail Service for New Building

We have several options we can take in setting up mail service in the new building.

1. We can maintain our current method of delivery using Mail Distribution clerks to deliver and pick up hourly from every desk.

This method would require ten (10) additional Mail Distribution clerks.

2. We can use our Mail Distribution clerks to deliver and pick up hourly at a mail desk or drop point within each operating department. (No desk to desk delivery.)

This method would require three (3) additional clerks already budgeted for.

3. Central Sorting method of delivery whereby each department would be responsible for picking up and delivering their own mail from the central sorting stations on their floor. The Mail Distribution clerk would deliver and pick up mail hourly for the sorting stations and operate the Record Lift.

This method would require three (3) additional clerks already budgeted for.

With option one (1) we have experienced great difficulty in maintaining trained Mail Distribution clerks, due to the long training period required for desk to desk delivery and the fast turn over of personnel in this area.

We have hired fifty (50) clerks since January 73 working in seventeen (17) slots.

Options two (2) and three (3) would be easier to train our clerks and administer using department drop points or central sorting stations.

In the Universal Marion Building we have been using departmental drop points and servicing ten (10) floors with five (5) boys. In between runs these clerks had other duties such as sorting and processing mail.

Jim Williams

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November 14, 1973

We currently have twenty three (23) employees in our Mail Distribution Section.

- 1 Supervisor
- 2 Section Leaders
- 4 Company Vehicle Drivers
- 16 Mail Distribution Clerks

Three Mail Distribution clerks are budgeted to be hired in December or when Medi-care "B" moves into the new building. This will give us nineteen (19) clerks to service thirty (30) floors if we use option two (2) or three (3).

To administer an efficient mail distribution we in Mail Operations should be notified of any changes in department locations or key personnel. We also need to be advised when visitors in the building might be receiving incoming mail.

Please see the attached lay out sheet for mail services.

Sincerely,



Frazier

JES/mc

The company vehicle drivers will be utilized in the following way:

1. One will be making the Lake City run, returning at noon to make company bank deposits.
2. Post office pick up and deliveries and special errands for Purchasing.
3. Servicing of all executive vehicles and airport pick ups and all other special errands for management.
4. To be used as a back up for the other drivers and all mail distribution clerks.

Each driver will assist with the outgoing mail when not driving company vehicles.

options 1 Brown Mail Distribution Clerk
 options 2 Red
 options 3 Blue

20			
19	1	1	1
18	1		
17	1	1	1
16	1		
15	1	1	1
14	1		
13	1	1	1
12	1		
11	1	1	1
10	2	2	2
9	2	1	1
8	1	1	1
7	2	1	1
6	1	1	1
5	2	1	1
4	2	1	1
3	2	1	1
2	1	1	1
1	5	4	4

29 19 19

- 2nd floor Mail Distribution Clerk
- 2 - Operate and sort mail on Round Trip
 - 1 - Mail room + assist with outgoing mail
 - 2 - Operate postage meter for outgoing mail