

Buddy



Blue Cross
of Florida



Blue Shield
of Florida

INTER OFFICE MEMO

TO: Jim Williams AT: Purchasing Dept. DATE 07-02-74

FROM: Frazier Sinclair AT: Mail Operations

SUBJECT: Mail Operation Goals and Projection FY 75

It is our goal in this new budget year to improve and maintain a high level of efficiency in mail service and work closely with all operating departments in determining their need for service to process projected increased volumes of work efficiently within the FY 75 Budget.

902:

We plan to keep abreast of the latest in high speed mailing equipment and ever changing postal rates and regulations and to improve our mail efficiency.

Outgoing mail is projected to increase by 9% or 1,154,362 pieces. This increase will be processed without additional Inserting equipment.

Postage is projected to be \$1,448,040.00, an increase of 6% or \$524,037.00 over FY 74. Most of this increase is due to increased postal rates effective March 1, 1974.

Overtime will be reduced by 50% or 1170 hrs., even with increased mail, due to purchase of new Inserting equipment in FY 74.

Personnel in 902 will be increased by 8% or 3 additional personnel to process increased volumes of outgoing mail.

903:

Our goal is to strive for better and more efficient processing of Medicare "B" Incoming Mail by training and better utilizing our personnel.

Medicare "B" mail is projected to increase by 11% or 459,362 pieces over FY 74.

Personnel in 903 is projected to increase by 17% or 4 additional personnel to process increased volumes of mail.

Overtime will be reduced by 59% or 134 hrs. with new processing techniques and better utilization of personnel.

July 2, 1974

917:

We plan to improve our Mail Distribution by working closely with all operating departments in scheduling all of our pick up and deliveries.

Internal mail volumes are projected to increase by 20% or 990,140 pieces. Increased volumes will be processed using existing equipment and better utilization of personnel.

Personnel in 917 will be increased by 8% or 2 additional personnel to process increased volumes of work.

Overtime will be reduced by 50% or 852 hrs. with improved scheduling of pick up and deliveries.

918:

Our goal is to improve and maintain a high production rate in processing Incoming Mail by cross training and better utilization of employees.

Incoming Mail volumes are projected to increase by 9% or 530,779 pieces.

Personnel in 918 is projected to increase by 13% or 3 additional employees to process increased volumes of mail.

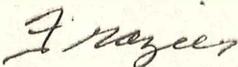
Overtime will be reduced by 30% or 79 hrs. with improved techniques in processing and better utilization of employees.

902-903-917 & 918:

Our over all Mail Operation work load is projected to increase by 12.3%

Over all personnel in Mail Operation is projected to increase by 11.5% or 12 employees to process increased work volumes.

Sincerely,



Frazier

JFS/mc