Blue Cross of Florida | Blue Shield of Florida

INTER OFFICE MEMO

TO: Supervisors AT: Mail Operations DATE 03-06-75

FROM: Frazier Sinclair AT: Mail Operations

SUBJECT: Schooling and Seminars

Please interview your people and find out since 01-01-75 who in your department has taken any outside courses or attended any seminars to futher their education for their positions here at Blue Cross.

I need to know the course, date of schooling or date and type of seminar. I also want this broken down into the minority sections.

This is not to include anything that has taken place in the Training and Development classes.

I need this as soon as possible and then on a daily basis as it occurs.

Thank you for your cooperation and assistance in this matter.

Sincerely,

Frazier

JFS/ph

cc: Buddy Gazaleh
Henry Zittrower
Jim Lee
Margie Cook