



# INTER OFFICE MEMO

TO: ALL EMPLOYEES

AT:

DATE 9/9/83

FROM: R. H. Endriss

AT:

SUBJECT: ORGANIZATIONAL REALIGNMENT -- ADMINISTRATION GROUP

In a continuing effort to improve the organizational structure of the Administration Group and in order to provide improved support services to the various business units of our company, we are consolidating two of our key support units into one administrative support division.

Effective immediately the Facilities and Office Services Division will be merged with the Information Systems Division. The resulting organizational unit will be the Information and Facilities Services Division and will report to Mr. J. W. Bolin who will be the Vice President in charge. Mr. Bolin will continue to report to the undersigned.

The departments of the Facilities and Office Services Division will be consolidated with the Information Operations functions under the direction of Mr. Odis Powell.

During Odis' tenure with Blue Cross and Blue Shield of Florida, he has continually demonstrated strong general management skills in directing production service organizations. In addition, he has been very effective in the development of people in the use of our management processes and in preparing them for increased responsibilities throughout the organization. Because of these obvious management talents, we feel that Odis will significantly strengthen the overall direction given to this area of our business.

Additionally, there is a functional need to integrate the management of these similar production support units in order to provide improved levels of service throughout the company. By consolidating the management and functional accountability for such services as Word Processing, Data Processing, Mail Operations, Telecommunications, Micrographics, etc., it is felt that higher levels of service will be achieved through a totally integrated system of support services. Mr. Spessard Boatright will continue to manage the efforts of the various Facilities Services functions and will report directly to Mr. Powell. Mr. Powell will continue to report to Mr. Bolin.

The Corporate Aircraft Operation, which has until now reported organizationally through the Facilities and Office Services Division, will now come under the direct supervision of the Senior Vice President of Administration. Accordingly, Mr. Lee Perdew, Chief Corporate Pilot, will report directly to the undersigned.

Please join with me in wishing all of these individuals well and giving them your encouragement and support as they carry out their new assignments.

RHE/eh

*RHE*