



Interoffice Communication

To Distribution
From J. E. Stark
Date 1/21/81
Subject 1981 Special Projects - Aberdeen

Various special projects will be analyzed during 1981 by personnel at Aberdeen. All aspects of the project will be evaluated in order to determine the projects contribution to both the Aberdeen operations and the Surface Transportation Department. The projects and personnel assigned to evaluate them are listed below:

1. Safety will be one of our primary areas for improvement. Aberdeen will continue to give maximum attention to the coordination of all safety activities.

Assigned to: J. E. Stark
M. F. Fitz Patrick
J. D. Mays
T. A. Provias

Completion Date: Continuous

2. Revise, prepare and forward to director, job description on each hourly position.

Assigned to: M. F. Fitz Patrick
J. D. Mays

Completion Date: March 1, 1981

3. Investigate utilizing rain guards on trailers to improve vision for drivers and other vehicles in immediate vicinity of our vehicle.

Assigned to: M. F. Fitz Patrick

Completion Date: April 1, 1981

4. Investigate making Aberdeen Garage a regional facility and placing the garage on a profit center basis.

Assigned to: M. F. Fitz Patrick

Completion Date: May 1, 1981

5. Investigate light delivery truck service at Aberdeen.

Assigned to: M. F. Fitz Patrick
J. D. Mays

Completion Date: June 1, 1981

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6. Investigate performing payrolls for El Dorado and Mobile at Aberdeen.

Assigned to: P. Wells

Completion Date: July 1, 1981

7. Revise payroll procedures and forms to increase efficiency and lower the possibility of errors.

Assigned to: T. A. Provias

Completion Date: June 1, 1981

8. Complete the lighting control program on buildings at Prairie. Results will lower electric usage.

Assigned to: J. D. Mays

Completion Date: August q, 1981

9. Investigate storage system in garage parts room in order to increase efficiency and reduce purchasing for more than ninety days.

Assigned to: M. F. Fitz Patrick

Completion Date: September 1, 1981

10. Continue to cross-train all personnel to achieve more awareness in operations and their own potential.

Assigned to: M. F. Fitz Patrick
T. Guin
K. Johnson
J. D. Mays
T. A. Provias
P. Wells
D. Whitaker

Completion Date: November 1, 1981

Distribution: J. W. Hamilton	T. A. Provias
M. F. Fitz Patrick	J. E. Stark
T. Guin	P. Wells
K. Johnson	D. Whitaker
J. D. Mays	