

Paper – Paper – Paper

by Marge Stafford

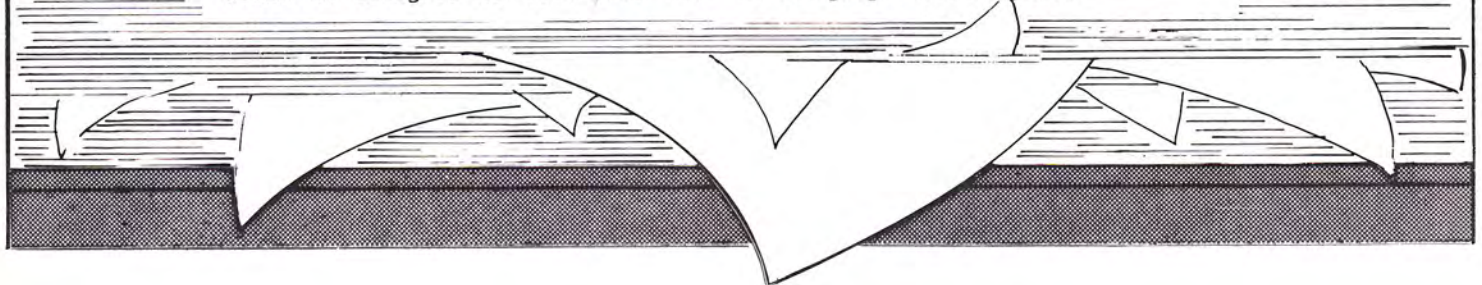
I do not know if you have ever sat at your desk and wondered why everyone in the whole company has to be notified by memo (or the written word) when there is anything at all that seems like it would be of interest to a few persons. Or it may be that we all feel that we should let everyone know if we are to be away from the plant, if we have a change in our department, if we are experiencing any difficulty at all in getting something done by another individual and/or department.

Well -- if you sat in my chair for a few days and handled the paperwork which comes across my desk from inside the company, as well as all the regular mail (and scads of junk mail) you would wonder if you should not be in the paper business. We are a people oriented to the word "copy". The boss says send a copy of this to ____, or just send copies to everyone and then we know the message will get around. We won't run the risk of leaving anyone out. Copies cost money (regardless of what Xerox, Minolta, Cannon, etc., will tell you). They cost money in the time it takes to write the memo, typing time, getting copies made, distribution, time for the persons receiving the written word to glance at it at least to see if it really is something that concerns that person in any way or if it should go into file 13. A great deal of the paperwork goes into file 13!!! The President's Office received notification of a change of name of an employee -- also received notification that an individual would be out of the plant and someone else would be assigned to take over his

duties. Personnel should be notified of name changes and only persons who have direct work related jobs or who will be needing information from that individual need be made aware of his or her absence. (Of course you had better let your immediate supervisor know whether he communicates with you or not -- he probably has a need to know.)

I guess what I am really writing this dissertation for is to let you know that I, and a number of other persons (including top management), feel that you should ask yourself the question -- is this memo necessary? Should it be sent to more than five, ten, etc., persons? Is this information really necessary for the Corporate Office to operate? Could I handle the notification as well with a few telephone calls? Would a handwritten note suffice? Lets think about this. The cost is tremendous in supplies and time and it is a waste of money which could well be used within the company for other benefits. File cabinets are overloaded with memorandums and reports. Archives are also overloaded with some of this material.

If possible why not send just the cover sheet of reports to most individuals with the notification that full reports may be seen in such and so offices. If the individual needs to see the report let them be responsible for getting one of the available copies (not making another copy unless necessary) and when through with the report returning it to its proper destination.



— WOMEN IN — — ENGINEERING —

by Wanda Johnson

Lynece Pfledderer, a Human Factors and System Safety Engineer, is one of the few women in the engineering field at UTL. She has worked for UTL for one and a half years.



As a Human Factors Engineer Lynece assures that equipment can be efficiently, reliably, and safely operated and maintained by user personnel. For example, she assures that the arrangement of displays and controls, the handling of units, the environmental constraints, and the accessibility of equipment meet human factors standards. As a System Safety Engineer, she also assures the safety of system, equipment, and personnel during all phases of operations, test, and maintenance.

Because the military now designs equipment with female users in mind, women contribute to military human factors engineering with their knowledge of women's needs such as strength limitations and smaller reach envelopes.

Studying Industrial Design at Arizona State University, Lynece was first introduced to human factors engineering. She had not made a clear decision as to what aspect of the field she would pursue when she went to Spain in 1984, where her husband was working in a military contracting atmosphere. In that close knit environment she quickly became familiar with the defense industry arena of engineering and made her choice.

Although Lynece has experienced very little prejudice in the predominately male field, she often experiences a certain ambiguity on first encounters with her male co-workers. She also feels she may have to work a little harder initially to prove herself.

Lynece is a competent, enthusiastic individual who is pleased to be a woman in engineering.

ESMS AWACS AN OPORTUNITY TO GROW

The AWACS program hardware deliveries scheduled for September shipped three weeks late. The first half of the software, also scheduled for September, was delivered seven weeks late.

Being behind schedule in these deliveries was not bad, considering that in January of 1988 the program projected 20-week delays. Much hard work, improved team work, and reduced bureaucracy dramatically decreased the projected schedule delays.

Current plans for software deliveries scheduled for

February of 1989 call for recovering the schedule to approximately on-time status. Problems with parts availability will likely cause hardware deliveries to be three to four weeks late.

Boeing/UTL's recovery plans should allow Air Force flight tests to proceed on schedule in the Summer of 1989.

The long-term benefit is a large five-year follow-on contract. Successful flight tests, on schedule, in 1989 could lead to production turn-on in late 1989, one year ahead of schedule.

A get-it-done attitude with continued progress in team work and reductions in bureaucracy will assure UTL's success.

Our future success is in our hands!





1988-89 Management Club Officers were installed at a recent meeting. From left to right they are Jim Head, President; Bob Horton, Vice President; Kent Swarts, Secretary and Treasurer.

PROPOSALS

ARE FOR EVERYBODY.

The following article is a condensed version of Bill Davies' presentation to the UTL Management Club. Just after Bill made the presentation in May of 1988, UTL received notification that one of our customers had filed a defective pricing claim against UTL. Bill was able to resolve this problem without any long term negative impact to UTL. Defective pricing claims do exist, and they are real problems.



Do you ever think that your participation in a proposal is not important? Do you ever think that if you don't verify the prices, somebody else will catch the error? Or that if you don't verify your inputs, nobody will ever notice?

Well, don't ask yourself these questions any longer because every employee's contribution to a proposal is important. Each employee must be sure that his/her inputs are current, accurate, and complete.

If a proposal is not current, accurate, and complete, a company can be charged with "defective pricing." The final negotiated price may be adjusted to compensate for the defective pricing. If defective pricing activity persists or if obvious fraud is involved, civil or criminal charges can be filed, resulting in fines and/or imprisonment.

When a proposal over \$100K is to be submitted to the customer, a corporate official must sign DD Form 1411, "Contract Pricing Proposal Cover Sheet." His signature assures that the pricing proposal reflects our best estimates and/or actual costs as of the date of submission. The company must also conform to Public Law 87-653, the "Truth in Negotiations Act," and upon conclusion of negotiations, submit a "Certification of Current Cost or Pricing Data." When a corporate official signs these documents, he is affirming that each individual has carefully checked and verified the prices in the proposal and that the proposal is current, accurate, and complete.

How do you determine if your part of the proposal is current, accurate, and complete? If available, use actuals, not judgments or estimates, to determine your inputs. These actuals, or pricing data, can be vendor quotations, nonrecurring costs, information on changes in methods, unit cost trends, make or buy decisions, previous cost history, data supporting business prospects, and any other data that supports a verifiable price. If in doubt, check it out.

Review the material you submit; don't hurriedly assemble your data and then turn it in without checking it. Be sure you submit enough information to convince the customer. Assume that the person reviewing your package doesn't know what you are talking about.

Prior to negotiation, keep your pricing data current. During negotiations, expect to provide support data on short notice. Don't volunteer any information to the customer. The UTL negotiator will provide the information to the customer as required. Tell the UTL negotiator the truth, the whole truth, and nothing but the truth, and the UTL negotiator will use his/her expertise to negotiate a program in which both UTL and the customer win. REMEMBER YOU DO HAVE A VOICE IN THE PROPOSAL PROCESS!

HAPPY BIRTHDAY!

Mr. McCulloch was surprised with an 85th birthday celebration attended by the entire Company on October 26. UTLers have known Mr. McCulloch for the last twelve years as Chairman of the Board, and more recently as President of the Company. Thank you Mr. McCulloch for your dynamic contribution. May you have many more hale and hearty birthdays.



Mr. McCulloch congratulates Ruth Childers on her 15th Anniversary with the Company.



Congratulations go to Bob Horton and Ken Kimple as Mr. McCulloch gives them their 20th anniversary pins.

CONGRATULATIONS!

2 for 20yrs. 1 for 15yrs.

UTL GOES WEST

The final days of October found Steve Stenson and Jeff Chandler at Edwards Air Force Base, California. The Air Force Flight Test Center at Edwards presented the visit opportunity to UTL. The trip was made to establish stock visual footage, both motion and still, for the UTL files. In the near future they will be available to our engineers and programs managers for their use. Steve Stenson held discussions on the future requirements for EW systems at the Flight Test Center with the AFFTC Staff.

Among the many aircraft available to film were the F-16 which has flown UTL equipment, F-15, A-10, and the B-1B. It was rumored that the B-2 (Stealth Bomber) made a fly-by but Jeff was not able to film it. It seems that although it was there, it would not show up on film (can you really believe that?).

A side benefit was a visit to the Pancho Barnes room at the Edward AFB Officer's Club where Jeff was fortunate enough to meet Col. Pete Knight (USAF RET). Col. Knight piloted the X-15 rocket aircraft to its fastest speed, MACH-6.+. He also earned his astronaut wings doing so. In July of 1980 Col. Knight was elected to the Aviation Hall of Fame.

UTL thanks the staff of the Air Force Test Center for the opportunity to visit Edwards AFB. A special thanks to Mr. Don Haley of the Edwards Public Affairs office for his help.



RADON

WHAT DOES IT MEAN TO YOU?

RADON. The word is suddenly on everyone's mind. Are the stories really fact or merely hype? Is it true that radon gas is seeping into basements? And what about the U.S. Environmental Protection Agency's (EPA) recent announcement that "all U.S. citizens should test their homes for the odorless and colorless gas?" Just what is radon and why all the fuss?

Radon is a naturally occurring gas that is formed by the radioactive decay of radium. It achieves widespread distribution in the environment due to its chemical inertness, gaseous state and because of the widespread distribution of radium and uranium. The decay products of radon are electrostatically charged and easily adhere to dust and smoke. When inhaled, radon and its decay products may attach to the respiratory tract resulting in the direct irradiation of lung cells.

Although traces can be found in most soil, radon is more prevalent in some types of rock than others. The EPA indicates that this radioactive element appears most heavily in granite, phosphate, shale and uranium ore. In the United States, granite is by far the worst offender. However, testing has discovered that areas of radon contamination exist in nearly every state. The areas of most concern include the majority of New England, the mid-Atlantic states, parts of the Great Lakes region, California, as well as the Appalachian and Rocky Mountains.

Although North Texas, including the Dallas/Fort Worth area, does not have the geologic conditions consistent with the production of radon, a minor source of radon does occur in natural gas. This natural gas can be a potential source of household radon contamination when used in unvented appliances such as space heaters.

Unfortunately, household basements can have radon exposure problems because of a low rate of air exchange in a basement. Furthermore, a basement can act as a collection chamber for the radon gas seeping from the rock, soil and ground water surrounding it. Radon can also become an exposure problem in buildings and homes that have "tight" construction for energy conservation purposes - once again due to the low rate of air exchange.

What should you do about radon? If you have any concerns regarding radon contamination in your home, you can purchase commercial test kits that range in price from \$10 to \$50. Also, you may have seen advertisements for contracting firms that will perform radon tests at your home. Please be careful. As unfortunate as it may seem, fraud is always a possibility in testing kits and contracting firms. Be aware of how you choose your testing kit or contractor. The EPA has certified more than 1000 radon testing firms to help prevent fraud. The Better Business Bureau can provide information on contractors. For additional information, contact the EPA information center at (214)655-6444.

CONDENSATION OF AN ARTICLE APPEARING IN THE E-SYSTEMS PRINTED CIRCUIT

IT'S OPEN ENROLLMENT TIME

The annual open enrollment period for the Health Maintenance Organization (HMO) plans and the Indemnity Plan (HEC) will be held through December 7, 1988. Dallas-based employees covered by a Health/Dental insurance plan through UTL will have the option to change coverage from HMO to Indemnity, or vice-versa.

Coverage under the indemnity plan remains unchanged for 1989, while the Sanus HMO plan benefits and costs

will change. In addition, a new alternative HMO (requires minimum participation) through Southwest Health Plans will be offered.

Information packets designed to answer questions about coverage provided by the plans, and to explain procedures for exercising the option have recently been distributed. Special meetings also designed to assist you in making your choice were held earlier this week.



UTL Employees Club regrets it will be unable to provide its members with Thanksgiving turkeys this year. The Board voted to give turkeys last year due to a three year build-up of excess revenue. It was felt this was a way to ensure every member a benefit. Unfortunately this year we do not have the excess. However we do wish you all a Happy Thanksgiving.



Pumpkin Sculptors from left to right David Emmendorfer, Tom Stone, Steve Engleman, Juan Mesa are winners of a recent contest sponsored by Cafeteria Manager Chuck Waters. The pumpkins were auctioned off and proceeds were contributed to the Employees Club Halloween Party Fund. Thanks Chuck.

BULLETIN

YOU ARE INVITED TO THE
1988 UTL CHRISTMAS PARTY
10 DECEMBER 1988
AT THE HILTON INN
MOCKINGBIRD AT CENTRAL
\$10 PER COUPLE
SPEND THE NIGHT FOR \$49
DOOR PRIZES EACH HOUR
HAVE A COUPLE OF DRINKS
DINNER AND DANCING
RSVP 02 DECEMBER 1988
TICKETS ON SALE IN THE
CAFETERIA DAILY



FLU SHOTS
With the flu season quickly approaching, UTL Corporation offered free immunizations again this year. One hundred fifty-five (155) UTL employees signed up to receive the Immunizations, which were administered on Friday, November 11.

AUTOMOBILE SECURITY

There have been recent incidents involving vandalism and car theft from the front parking lot. The new access system permits entry to the fenced parking area 24 hours a day. All employees are encouraged to use the fenced parking area. While the company is not responsible for damaged or stolen automobiles, the fenced area does provide a measure of protection.

...The Survey Says...

Three hundred fourteen (314) or 64% of UTL employees responded to the survey on Credit Union and Savings Bond participation. Of those who responded, 59% expressed interest in purchasing Savings Bonds through payroll deduction and 90% expressed interest in a Credit Union. We will be pursuing these benefits during the next few weeks. More information will be available after the first of the year.

Congratulation and Best Wishes to Jo Lawrenson and Tom Slovinski who were married October 29.

Employees Club Announces Price Increases

UA & GOC Movie Tickets \$3.50
1989 Passbooks \$22.00

Effective Dec. 1, 1988

UNITED WAY
MANY THANKS TO THOSE UTL EMPLOYEES WHO DONATED TO THE UNITED WAY. REPRESENTATIVES FROM UNITED WAY WERE PLEASED WITH THE DONATIONS AND HAVE ALSO EXPRESSED THEIR GRATITUDE.

OCTOBER NEWCOMERS

Gerald Hunnicutt
Terry Kirby
Sallie Morton
Susan Norman
Pamela Williams

RE-HIRES FOR OCTOBER

Delores Birchler
Peggy Kirksey

YOUR HELP IS NEEDED

Sherry Belt is taking donations to help her friend, two year old Tim Johnson who is hospitalized with an inoperable brain tumor. If you care to donate call Sherry at 298.

PROMOTIONS

Inspector III
Inspector III
Technician III
Quality Control
Inspection Supervisor
Linda J. Emmons
Ray Brazell
Walter Jeffries
Randy Luster

BOARD

GETTING ACQUAINTED...



JEFF BAILEY

NAME: Jeff Bailey
POSITION: Senior Engineer I
GREATEST ACCOMPLISHMENT: Surviving 8 sisters
SINGLE
CHILDREN: Three
FAVORITE PASTIME OR HOBBY: Golf, Softball and Dancing
PERSON YOU MOST ADMIRE: My Father
FAVORITE FOOD: Pork
FAVORITE MUSIC: 40's and 50's music
FAVORITE SAYING OR PHILOSOPHY: Be happy don't worry
LAST BOOK READ: Max Brand Western
LAST MOVIE SEEN: Bull Durham
MOST MEMORABLE MOMENTS: When my children were born



ARLENE JONES

NAME: Arlene Jones
POSITION: Assembler Line Lead
PREVIOUS POSITION: Assembler
GREATEST ACCOMPLISHMENT: Buying a new car
SINGLE
CHILDREN: Two
GRAND-CHILDREN: One
FAVORITE PASTIME OR HOBBY: Fishing and Swimming
PERSON YOU MOST ADMIRE: My Dad
FAVORITE FOOD: Mexican
FAVORITE MUSIC: Country
LAST BOOK READ: Family Reunion
LAST MOVIE SEEN: Batteries Not Included
MOST MEMORABLE MOMENT: When I caught a 10 pound Bass



JAN FORAN

NAME: Jan Foran
POSITION: Personnel Administrator
PREVIOUS POSITION: Assistant
GREATEST ACCOMPLISHMENT: Employment France for nine months
MARRIED
CHILDREN: One (Julie)
FAVORITE PASTIME OR HOBBY: Reading and playing with Julie
PERSON YOU MOST ADMIRE: Theresa
FAVORITE FOOD: Prime Rib with Yorkshire Pudding
FAVORITE MUSIC: Dan, Bruce Springsteen, Bob Seger
FAVORITE SAYING OR PHILOSOPHY: "If it's meant to be, it'll happen"
LAST BOOK READ: The Icarus Agenda
LAST MOVIE SEEN: Broadcast News
MOST MEMORABLE MOMENT: The birth of my daughter, Julie



DALE REYNOLDS

NAME: Dale Reynolds
POSITION: Senior EMI Technician
PREVIOUS POSITION: Maintenance Technician
GREATEST ACCOMPLISHMENT: Achieving what I am today
MARRIED
CHILDREN: Two
FAVORITE PASTIME OR HOBBY: Electronics/Educational TV
PERSON YOU MOST ADMIRE: Benjamin Franklin
FAVORITE FOOD: Stuffed Peppers
FAVORITE MUSIC: Light Rock/Jazz
FAVORITE SAYING OR PHILOSOPHY: Do unto others as you would have them do unto you
LAST BOOK READ: Iacocca by Lee Iacocca
LAST MOVIE SEEN: Three Men and a Baby
MOST MEMORABLE MOMENT: The birth of my children

...WITH YOUR CO-WORKERS