



# HOTLINE

PRINCETON PLASMA PHYSICS LABORATORY

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## EDP-SPONSORED COURSES BEGIN EMPLOYEE RESPONSE HEAVY



*Improving written communication skills will be the focus of the class taught by Dr. Michael Shea from Mercer County Community College.*

Classes began Tuesday, February 10, for courses offered as part of the Laboratory's new Employee Development Program (EDP). Approximately 220 PPPL employees registered to take the 12 courses offered during the Program's initial term.

According to Charlie Staloff, Chairman of the Training and Development subcommittee of the ORC Survey Response Team, applications for enrollment were greater than expected. "Considering the short time employees had to apply,"

he said, "we were pleased to see the broad interest shown."

Members of the subcommittee and sponsors for the individual courses met February 5 to review applications and make course assignments. Even with the higher than expected applications, Staloff said that nearly all those who applied were accepted into their first or second choice courses.

"We regret that a small number of employees who listed only a first-preference course were unable to be enrolled.

More than half of the courses were oversubscribed. We expanded participation for these courses where we could but still were unable to satisfy all the applicants," Staloff said. In other cases, he said, employees were registered in courses they had listed as alternatives.

Software-oriented courses, such as WordPerfect and dBase III+ are still being scheduled. These are shorter courses and multiple sessions will be held to meet employee interest. Enrollment in each course is limited by the size of the teaching facility. According to Jane Birtwistle, Manager of the Guided Learning Center, employees will be contacted as the courses are scheduled.



*Linda Lam from Mercer County Community College will teach the Basic Math and Algebra class offered this term through the EDP.*

# Consolidation Efforts on Schedule

Efforts to relocate personnel and equipment now at A- and B-Sites by September 30, 1987 remain pretty much on schedule, according to Jack Joyce. Jack is Chairman of the Oversight Committee (see Table 1) responsible for overseeing Laboratory consolidation efforts.

Table 1. Oversight Committee.

J. Joyce, Chairman  
D. Meade  
R. Rossi  
R. Sheldon  
E. Simon  
M. Johnson, PAO\*

\* Princeton Area Office

A three-part relocation plan, implemented last fall, addresses the three main elements needed to meet the September '87 deadline. Subcommittees are responsible for planning and directing activities for each part of the plan. Table 2 provides a list of the milestones and dates for the individual elements; their current status are summarized below.

## High-Bay Shop

Planning for a new high-bay building at C-Site to house the heavy equipment and large shops at A- and B-Sites started in September. The building will be an addition to the CAS Building, which is located south of the Switchyard and Maintenance Building (see map).

The conceptual design was approved and building contracts were awarded in October. Site work on the foundation is in progress. Building construction will begin in March and is

Table 2. Relocation Milestones.

High-Bay Shop Construction	
Milestone	Date
Conceptual Design .....	September 1986
Contract Award .....	October 1986
Site Work, Footings and Floor .....	February 1987
Building Construction .....	March 1987
Material Disposition .....	June 1987
Building Construction Complete .....	June 1987
Move Complete .....	September 1987
Consolidation/Leasing of Space	
Milestone	Date
C and D Site Space Identified .....	September 1986
Leased Space Requirements Identified .....	October 1986
DOE Approval for Leased Space .....	January 1987
Group Location Plan .....	January 1987
Lease Signed .....	February 1987
Space Available .....	May 1987
Move Complete .....	July 1987
New Building	
Milestone	Date
Establish Space Requirements .....	November 1987
Conceptual Design Complete .....	April 1987
Build/Lease Analysis .....	June 1987
Additional Milestones to be Established	

scheduled for completion by June.

Material and equipment accumulated at A and B Sites during the past 35 years is being looked at to determine if it should be moved or if it can be excessed or scrapped. Relocation of equipment and machinery to the building will occur during the summer.

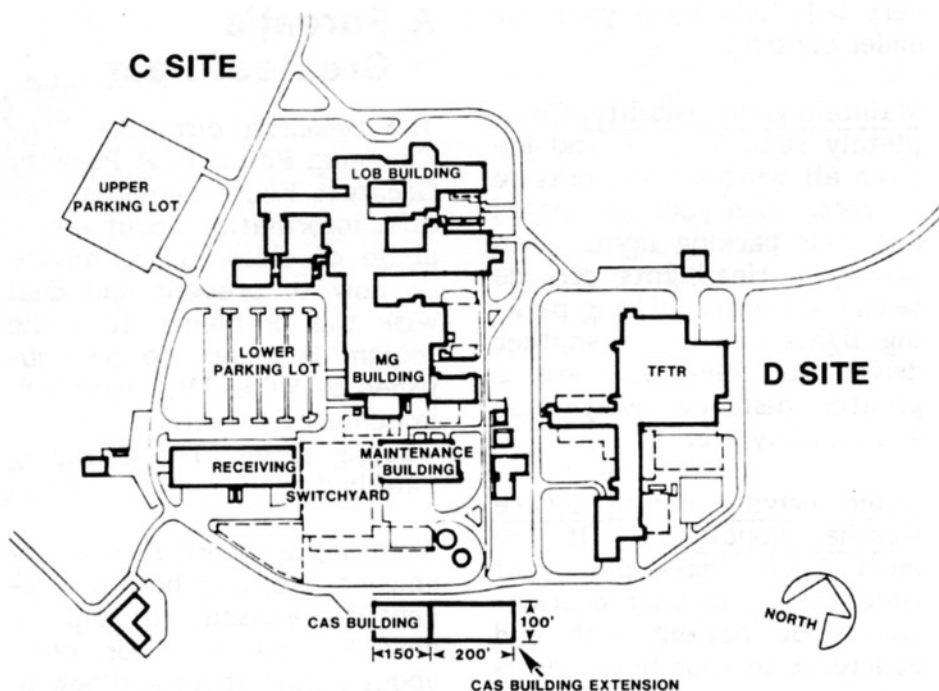
Completion of this element of the relocation plan is scheduled for September 1987.

## Consolidation and Leasing of Space

Space to house about half of the PPPL employees now at A- and B-Sites was identified at C- and D-Sites. Relocations and modifications to existing space were initiated. In October, a "Group Location Plan" was drafted identifying employee groups to be located together (for example, accounting, personnel, procurement, etc.) and their eventual

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*Map of C- and D-Sites. The new high-bay shop is located at the bottom near the center of the map.*

locations. While this effort is basically complete, a few details remain to be worked out over the next months.

Concurrently with consolidation efforts, procedures to lease off-site commercial space were started. The amount of off-site commercial space required was determined--approximately 40,000 sq ft--and the geographical location was selected--an area east of Lake Carnegie, north of Plainsboro Road, west of the mainline of the Amtrak road, and south of New Road. Approval by the Department of Energy (DOE) to advertise for space was granted and a Request for Proposal (RFP) was advertised in the local newspapers.

Evaluation of the bids, review of the space, and selection of the property will be completed by the end of February and a lease will be signed. Six weeks have been allotted for

this activity because time is needed to finalize the lease and to determine the "build out." When office space is selected it is often absolutely bare. There may be nothing there, no walls, no doors, no partitions, nothing. The landlord needs to be told how the space is to be subdivided, the size of the rooms, the amount of open space, what kind of carpets, what color of paint, etc. The landlord then "builds out" the space. This takes a maximum of 90 days.

Moving of personnel and equipment will occur during May, June, and July. Completion of this element of the relocation plan is scheduled for July 1987.

### **New Building**

Construction of a new Engineering Office Building to house PPPL staff temporarily located off-site is the third element of the relocation plan. Estimated to cost some-

where between 5-7 million dollars, the new building will have to be a separate item in the Department of Energy's budget proposal to Congress. For this to happen, PPPL must prepare a formal conceptual design and construction proposal for DOE. Since the fiscal year 1988 budget has already been submitted, the earliest the proposal could appear in a budget request is fiscal year 1989. After congressional approval, construction would take about three years.

The building's size and location are presently under study. A conceptual design is expected in April 1987. At this point, a build/lease analysis will be done to determine the cost effectiveness of a new building. Additional milestones will be established later.

by Carol Phillips

## **Winter Months Mean Hazardous Driving Conditions**

Winter has arrived! Four snow storms in three weeks is ample proof for most of us. Still, according to the record books, February is when New Jersey receives its heaviest snow falls. Now is the time to refresh your memory on the ways you can increase your safety on the road during the winter.

Keep your car in good operating condition. Your brakes, heater, defroster, and windshield wiper systems should all be working properly. Replace your old and worn wiper blades with new ones.

Make sure you install your snow tires before the bad weather arrives. Check them

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for wear and keep them inflated to the proper pressure. Use chains if possible.

Adjust your speed to road conditions. Allow more space between you and the car ahead. Remember, it takes two to twelve times more distance to stop on a winter-slick road surface than on a dry one.

Avoid sudden stops. Breaking hard on a slippery surface can lock the wheels and cause a skid. Pump the breaks lightly and rapidly. Start braking sooner.

Don't oversteer or make sudden changes in direction. Slow, smooth, gradual maneu-

vers will help keep your car under control.

Maintain good visibility. Completely remove snow and ice from all windows and outside mirrors. Use your headlights not your parking lights when driving. Headlights provide better visibility. Using parking lights can cause another driver to think you are a greater distance away than you actually are.

Avoid driving during severe weather conditions. If you must drive, leave plenty of time to get to your destination. Be patient with and courteous to your fellow drivers.

## A Parent's Greatest Fear . . .

The resource directory "The Changing Family: A Parent's Greatest Fear" contains specific information about sexual abuse of children and advice on how to prevent and deal with this problem. It is the fourth document to be published by WOR-TV, Channel 9, in conjunction with its award-winning series "The Changing Family."

What sexual abuse is, who the abusers are, and how to prevent it are discussed. Tips on how to talk to your child about sexual abuse and how to recognize the signs of sexual abuse are presented.

Information on books and publications as well as a list of agencies and organizations that can provide help, information, referral, and counseling or treatment for abused children are given.

"The Changing Family: A Parent's Greatest Fear" is available free of charge from WOR-TV. Those interested should write:

A Parent's Greatest Fear  
WOR-TV  
9 Broadcast Plaza  
Secaucus, NJ 07094

The PPL HOTLINE is issued by the Princeton University Plasma Physics Laboratory, a research facility supported by the United States Department of Energy. Correspondence should be directed to PPPL Information Services, B380 C-Site, James Forrestal Campus, ext. 2754.



## Shoemobile

The Iron Age Shoemobile will be at PPPL during February. Date, times, and locations are given below:

<u>Date</u>	<u>Time</u>	<u>Location</u>
26 Feb 87	8:00-12:00 12:30- 4:30	Next to Receiving #3 Next to Receiving #3
27 Feb 87	8:00-12:00 12:30-4:30	Next to B-Site Stockroom Next to Receiving #3

Safety shoe withdrawal slips are available at the C-Stockroom, B-Stockroom, and the Inventory Control Office, I-E Bldg, Rm 206, A-Site.

Questions can be directed to June Hyman, ext. 3475, or Marie Steer, ext. 3476.