

## BUSINESS OUTREACH A+

Teamwork coupled with outstanding outreach efforts helped PPPL achieve top honors for subcontracting with small and disadvantaged businesses.

The Secretary of Energy, through the DOE Princeton Area Office, awarded PPPL the Small Business Achievement Award and the Disadvantaged Business Achievement Award for both 1985 and 1986.

Annually, the Secretary, with the assistance of an Awards Selection Panel, awards contractors for "conducting outstanding small business utilization programs and achieving results in excess of approved goals." For 1985 and 1986, PPPL exceeded its goals by more than 20 percent.

According to PPPL's Head of Procurement Roger Gould, "Total team effort is the major factor contributing to PPPL's business awards. We are proud to have attained such distinguished honors."

DOE Contract Specialist Ray Kimble, who represented the Secretary of Energy at the awards presentation ceremony on June 15th, said, "These awards show PPPL strives to achieve close working relationships with small and disadvantaged businesses. Their relationships show clear evidence of a viable subcontracting 'plan' system in compliance with Public Law 95-507."



*DOE awards presented to PPPL are held by (from left to right) Dick Rossi, Associate Director for the Administration Department; Roger Gould, Head of PPPL Procurement; Ray Kimble, DOE Contract Specialist; and PPPL Director Harold Furth.*

## Mapping Mail Services

Rain nor snow nor sleet deter the employees of PPPL's Mail Services, but Mondays, well they present a challenge.

A recent study of mail services, conducted by Meg Harmsen, Manager of Technical Information and Administrative Services, revealed that 2700 pieces of mail are handled by PPPL Mail Services staff on Mondays, 42 percent more than the other weekdays. About 2000 pieces of mail per day are delivered on the average from Tuesday to Friday. Surprised?

These statistics show that PPPL Mail Services staff deliver about 528,000 pieces of mail a year which include

large interoffice envelopes, first class letters, foldovers, small interoffice envelopes, flats, reports and books, and small packages. The majority of mail delivered is large interoffice envelopes at 44 percent with first class letters at 18 percent. Foldovers constitute 13 percent, small interoffice envelopes make up 9 percent, and reports and books, and flats both equaled 8 percent.

According to Meg, "The study is based on data gathered at the beginning of Fiscal Year 1987.

"The study's purpose was four-fold: (1) to get an overview of the volume of mail deliver-

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ed, (2) to observe where mail is delivered in view of the consolidation and relocations, (3) to see if mail services and personnel are used effectively, and (4) to assess the impact of time-sensitive, Lab-wide mailings on daily mail operations (for example, HOTLINE)."

She emphasized the data gathered are only for mail delivered. Meg said, "They do not include the steps of pick-up, sort or other special handling (for example, packages are a small percentage, but often they require a special trip for delivery).

Meg recently participated in a Department of Energy (DOE) sponsored conference which focused on mail services, especially accounting of mail and cost savings.

She said various other DOE facilities outlined their mail services systems. For example, Morgantown Energy Technical Center in West Virginia, has about 600 employees. It has a combined mail and duplication office with six staff which process approximately half the mail volume that PPPL staff process. However, it also schedules and guarantees delivery of reproduction jobs.

Lawrence Livermore National Laboratory in California, which has from 8,000 to 10,000 employees, has 25 mail staff. It delivers about 11,000 pieces of mail per day to 480 mail stops.

Meg said, "As a result of this study, PPPL probably will make some adjustments in mail services in the future, such as reorganizing mail routes."

Each PPPL employee can help speed mail delivery by using large interoffice envelopes when feasible, legibly writing name and delivery site, not using labels to seal foldover mail, and alerting mailroom staff in advance of large volume mailing.

Lead Postal Clerk Tom Fratticcioli added, "It also helps us to know when new employees come on board. We'd appreciate it if the secretaries would let us know about new hires. The mail-

room is now located in 118B, next to the cafeteria. The telephone extension is 3131."

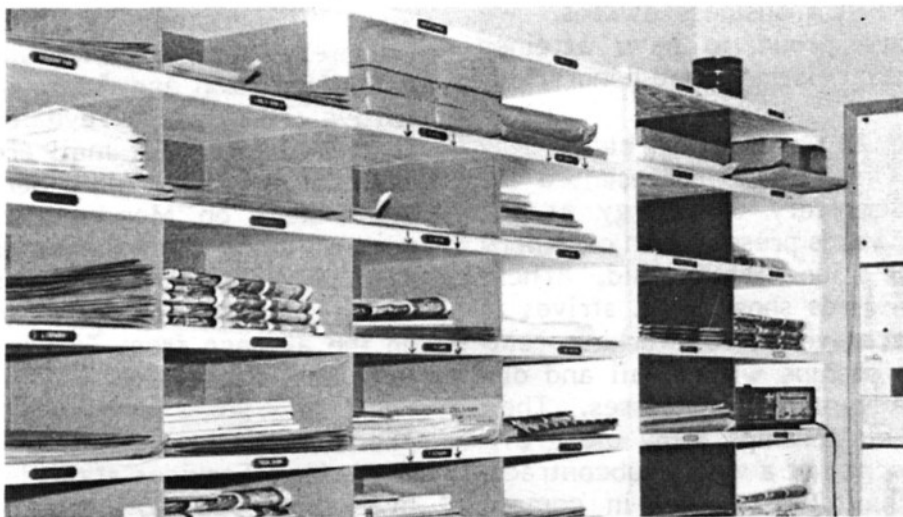
Additional mail service studies will be undertaken with the aim of improving mail service.

For now, employees Tom Fratticcioli, Joe Mattera, Debbie Anastasio, and George Georgios know that for them, Monday is truly the busiest day of the week.

by Phyllis Rieger



*Mail Services employees include: (l to r) Debbie Anastasio, Joe Mattera, Tom Fratticcioli, and George Georgios.*



*Monday mail delivered is 42 percent more than other days.*

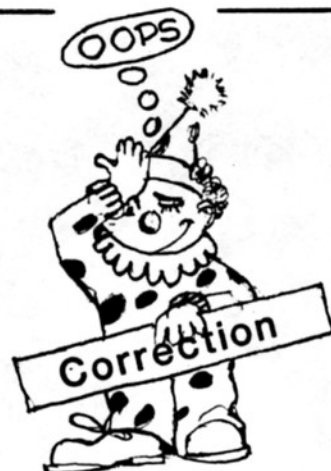




Jack Joyce (right), who is responsible for coordinating consolidation efforts at PPPL, receives the keys to the new High-Bay Shop from the construction supervisor Robert Longmuir (left). Pat Corcoran (center) was administrator of the construction contracts. Building construction was completed on schedule -- June 6.



The ribbon cutting ceremony for the new High-Bay Shop was attended by (from left to right) Bob Smart, Bob Kress, Bob Longmuir, Pat Corcoran, Bob Rodgers, Herb Mix, Jack Joyce, and Milt Johnson.



The recent HOTLINE article on the selection of the Great Adventure Amusement Park as the site of the PPPL picnic contained some errors.

Susan Murphy was inadvertently left out when the members of the PPPL Social Committee were given.

Steve Iverson and Rosemary Fuccello are not Committee members.

## Two CITs For Princeton?

Princeton University has a Vice President for CIT -- Computing and Information Technology, that is.

Ira Fuchs, Princeton's "CIT" Vice President, recently presented a special colloquium at PPPL on "The Future of Computing at Princeton."

During this presentation he explained the merging of Computing, Management Information, Telecommunications, and Printing Technology under CIT. He related the current status of "Networking" at the University, which allows on-campus users to connect their terminals to and ship files between the available computers.

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*Ned Southoff (left), Head of the PPPL Engineering Department's Computer Division, pins the microphone on Ira Fuchs (right), Vice President for Computing and Information Technology at Princeton University.*

## Who's New?



*Phyllis Rieger joined PPPL in May as an Information Officer and Writer.*

Phyllis Rieger is the new information officer/writer in the Information and Administrative Services Branch, headed by Tony DeMeo, Jr.

She'll be responsible for supporting public information en-

deavors, writing and editing articles, and answering media inquiries.

Phyllis brings over 12 years of writing and public relations experience to her new job.

For eight years, she was managing editor of the monthly magazine of the New Jersey State League of Municipalities which provides lobbying and information services to the State's 567 local governments. During this time, she represented the League on several committees including the N.J. Supreme Court Task Force to Reform The Municipal Court System and the N.J. Municipal Public Information Contest Coordinating Committee, among others. Additionally, she coordinated special League seminars on various subjects, including media relations, emergency preparedness and historical preservation.

Phyllis was also senior sales promotion coordinator for the Thiokol Corporation where she edited three product newsletters.

Before this, she worked as an information specialist/writer for the N.J. School Boards Association and the Career and Vocational Education Division of the Philadelphia School District.

Phyllis has been a reporter for the Bucks County Courier Times and has taught adult education writing classes for the Ewing and Hamilton Township School Districts.

She's a council member of the N.J. Chapter of the American Society of Public Administration.

Phyllis has a B.A. Degree in English from LaSalle University, Philadelphia, and an M.A. Degree in English from Villanova University. She has also studied at the University of Pennsylvania, Temple University and Rider College.

## Battle of the Bowl

The Low Rollers Team of the Princeton University Mixed Bowling League was on a high as it emerged #1 during the first half of the season. Low Rollers Team members Matt Lawson, John Luckie, Noreen Crusier, Kim Prutky, and Jerry Siminoff continued to bowl boldly but the Plasmaniacs Team garnered first place honors for the second half of the season.

Would Plasmaniacs Team members Elmer Fredd, Lynne Shapiro, Dick Yager, George Cutsogeorge and Sue Manning win the roll-off on May 13th?

Battle of the Bowl raged. And flashing the V for Victory sign

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at roll-off's end were the Low Rollers. Congratulations!

If you'd like to roll to relax, you can sign up for the 1987-88 bowling season which begins September 9.

According to Bowling League Secretary Sarah Thomas, "New members are welcome. We meet for 34 Wednesdays beginning at 6:30 p.m. at Colonial Lanes, Lawrenceville.

"This past season we had 40 members divided into eight teams. The Bowling League has been operating since 1982 and we've had alot of fun."

To sign up, call League President Elmer Fredd at 2120 or Sarah Thomas at 3711.



*Bowling banquet is enjoyed by winning Low Rollers who include (l to r): Jerry Siminoff, guest, Noreen Cruser, Kim Prutky, John Luckie, and Matt Lawson.*

## Safety Training Courses

The Occupational Safety Branch has scheduled the following safety training courses for July:

<u>Course</u>	<u>Date/Time/Location</u>
Radiation Safety Training	30 June-2 July, 8:30 a.m.-12:00 noon LOB Auditorium
ASC Training/Meeting	08 July, 9:00-10:00 a.m. LOB Auditorium
Back Injury Prevention	09 July, 8:30 a.m.-12:00 noon Theory Conference Room
ASC Training/Meeting	14 July, 3:00-4:00 p.m. LOB Auditorium
National Electric Code Changes	14-15 July, 9:00-11:00 a.m. Theory Conference Room
Back Injury Prevention	16 July, 8:30-12:00 noon Theory Conference Room
Proper Use of Fire Extinguishers	21 July, 1:30-3:00 p.m. Safety Training Trailer
Basic First Aid	29 July, 8:30 a.m.-12:00 noon Safety Training Trailer

Employees must obtain permission from their immediate supervisor to attend these classes. Supervisors should call Mary Ann McBride at ext. 3468 to enroll their employees.

Basic Safety Orientation for new employees is offered every Monday beginning at 8:30 a.m. in the Safety Training Trailer.

## **Meeting Calendar**

### July

- 01-03     **14th Annual Conference on Plasma Physics**, St. Andrews, Scotland, United Kingdom. Contact: Dr. R.A. Cairns, Department of Applied Mathematics, University of St. Andrews, North Haugh, St. Andrews, Fife KY16 9SS, Scotland, U.K.
- 07-13     **Conference on Small Scale Turbulence and Anomalous Transport in Magnetized Plasmas**, Cargese, France. Contact: Mr. D. Gresillon, Ecole Polytechnique Laboratoire de Physique de Milieux Ionises, F-91128 Palaiseau Cedex, France.
- 09-10     **Workshop on the Current-Driven Electrostatic Ion-Cyclotron Instability**, Innsbruck, Austria. Contact: Dr. R. Schrittwieser, Institute for Theoretical Physics, University of Innsbruck, Technikerstrasse 25, A-6020 Innsbruck, Austria
- 13-17     **18th International Conference on Phenomena in Ionized Gases**, Swansea, United Kingdom. Contact: W.T. Williams, University College, Swansea, SA2 8PP, Wales, U.K. Phone: 0792-205678, ext. 4464.
- 22-28     **15th International Conference on Physics of Electronic and Atomic Collisions**, Brighton, England. Contact: W.R. Newell, Department of Physics, University College of London, London WC1E 6BT, U.K.
- 30 Jul-01 Aug     **Meeting on Atomic Collisions in Fusion**, Oxford, United Kingdom. Contact: Dr. H.P. Summers, JET Joint Undertaking, Abingdon, Oxfordshire, OX14 3EA, U.K.

### August

- 17-21     **SMiRT-9: International Conference on Structural Mechanics in Reactor Technology**, Lausanne, Switzerland. Contact: Folker Wittmann, Ecole Polytechnique Federale de Lausanne, SMiRT-9, Chemin de Bellerive 32, CH-1007 Lausanne, Switzerland. Phone: 41-21 47.28.25 or 47.28.31
- 17-21     **First Energy Independence Conference: Fusion Energy and Plasma Physics**, Rio de Janeiro, Brazil. Contact: Energy Independence Conference COPPE/UFRJ, C.P. 68513, 21945 Rio de Janeiro, RJ, Brazil.
- 24-29     **Workshop on Theory of Fusion Plasmas**, Varenna, Italy. Contact: Dr. F. Troyon, Centre de Recherches en Physique des Plasmas, Ecole Polytechnique Federale, 21 avenue des Bains, CH-1007 Lausanne, Switzerland.
- 25-29     **6th Conference on the Computation of Electromagnetic Fields**, Graz, Austria. Contact: K. Preis, INTERCONVENTION, P.O. Box 80, A-1107 Vienna, Austria.

More comprehensive meeting listings may be found in Nuclear Fusion, Physics Today, IEEE Spectrum, and Communications of the ACM.

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The PPPL 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.

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## *You are Invited*

To: PPPL Picnic  
When: Saturday, September 26, 1987  
Time: 10:00 a.m. to Park closing  
Where: Great Adventure Amusement Park  
Jackson, New Jersey  
Cost: \$5-7 (final cost per person to be determined)  
Includes: Picnic lunch, beer and soda, parking, entrance to the safari, amusements, and shows.  
Who: PPPL employees. Single employees may bring one guest. Married employees may bring their spouse and dependent children. All other attendees will be charged full entrance fee.

To determine the exact cost per ticket to employees and to permit ordering enough food and beverages, the PPPL Social Committee needs an idea of the number of employees and their guests who plan to attend.

Please RSVP by July 7th to Rosemary Fuccello, Personnel, Room B175, C-Site.

Thank You

Name: \_\_\_\_\_ Number of Tickets: \_\_\_\_\_

Return to: Rosemary Fuccello  
Personnel  
Room B-175  
C-Site