

ORC SURVEY PROGRESS REPORT



(Photo by John Peoples)

PPPL staff attends Employee Development Program courses.

In his annual "State of the Laboratory" message last February, Director Harold Furth announced a program to implement recommendations developed in response to the employee attitude survey, conducted by Opinion Research (ORC). The recommendations had come from the Follow-up Task Force, appointed by the Director and chaired by the Deputy Director for Administrative Operations, Jim Clark. Dr. Furth charged the Task Force with continuing its responsive activities through the implementation phase. He also requested that the Task Force be expanded to include members from the Office Support and Lab and Shop Staffs. (See sidebar, page 3.)

"Action on some of the areas of employee concern began soon after we had the survey results," Clark explained. "For example, under the lead-

ership of Charlie Staloff, Roscoe White, and Bill Johnson, the panel on Job Training and Career Development launched a new Employee Development Program last February, and some 220 employees registered for the 12 courses offered in the Program's initial term. To increase employee participation in the process," Clark continued, "two committees—one for the general education, the other for technical education—guided the Task Force team in establishing the second semester class offerings. Sponsors were selected for each course to help locate and work with teachers often from outside the Laboratory, to write course specifications, and to encourage and help select prospective students.

"In the second semester which began in September, courses to improve

basic writing and mathematical skills, while others including data communications, finite element analysis, and all phase of computer usage were offered." Clark added that planning for the spring semester 1988 is well underway and course schedules were distributed in mid January.

Turning to management training, Clark noted that the Laboratory is virtually doubling its investment in this field in FY88. For example, the one-week supervisory training course offered on the Main Campus had the largest group of PPPL managers to date. Moreover, 130 managers and supervisors have already attended the seven Compensation Workshops held by the Laboratory so far. These day-long sessions are designed to provide information about all aspects of the Laboratory's pay practices and will be completed by all managers and supervisors early this year.

A series of workshops will also be offered to managers and supervisors in communications and employee relations. Vendors have been selected to conduct such training, and initial sessions will begin in February or March.

A series of information sessions on Laboratory pay policies and practices for all employees will begin next month and run throughout the year. A specially prepared brochure on compensation will be made available to all PPPL staff. Briefings for biweekly employees on the University's pension plan were conducted in November-December.

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A number of steps have been taken to improve two-way communication between Laboratory managers and employees. ORC Survey results and concerns have been discussed by the Department and Division managers with all PPPL employees. Efforts are being made to improve the frequency and quality of staff meetings throughout the Laboratory in order to provide more information to employees about the Laboratory plans and programs, budgets, policy changes and to share employee questions and concerns with management. In a recent report to the Director, many units of the Laboratory noted more frequent discussions with employees at all levels.



(Photo by John Peoples)

Managers and staff discuss ORC Survey results.

In addition, a new series of employee meetings, called "round tables," have been initiated to improve the upward flow of information on a variety of topics and establish working relationships with management. Pilot "round tables" have been conducted by Clark in Administrative Operations with small groups of employees randomly selected from different work areas. If these prove successful, they will be extended to other areas of the Laboratory.

HOTLINE has increased its frequency of publication and will soon be able to address Laboratory issues more expeditiously. "Employees have already noted its new appearance and more regular publication," Clark said, "and their response to a communications survey last summer has been useful in developing plans for the HOTLINE."

"Substantial changes are planned," Clark noted, "in the performance appraisal procedure, with new emphasis being placed upon evaluation of managers and supervisors in terms of managerial as well as technical skills. The appraisals will cover such important areas as planning and scheduling, delegation of responsibility and authority, ability to communicate with employees, and achievements in safety and affirmative action." The new appraisal system for managers and exempt supervisory personnel will be in effect in the next appraisal/salary cycle. In response to comments from members of the Office and Support Staff and the Lab and Shop Staff, Clark said that a new performance appraisal format, which is more individualized and more job-related, is being developed and will be introduced for the 1988-89 appraisal period.

A new cycle of "Dialogue Meetings," which were well-received last year, began in October and are continuing through calendar year 1988. The initial Dialogue Meeting is an exchange between employees in the work group and a staff member from Personnel. The follow-up meetings, usually within 30 days of the initial meeting, also includes a line manager for the participant group. "Someone," according to Clark, "who has the authority and the budget to respond to employee concerns and suggestions where appropriate." In most cases, this is a Division or Department level person. Four such meetings have been held since fall with

Office and Support Staff groups and four with Technical Staff groups.

In response to the ORC Survey results, Personnel has completed a study of benefit practices which compares PPPL with 22 other national laboratories and research and development companies. Based on Personnel's findings in this survey, the Laboratory plans to make a presentation to the University's Benefits Committee on employee and Laboratory concerns in this area which focus mainly on medical insurance. "Our proposals for change in this area will not be an 'easy sell'," Clark noted. "But we are bound to represent the strong views of the Laboratory in this area, and perhaps some changes will be accepted over time."

Earlier this fall, the Laboratory Council gave the go-ahead to Administration Operations to test a pilot Employee Recognition Program (see accompanying story) for one year. The idea, first proposed during an Administrative Department staff meeting in October, 1986, and further supported by the ORC Survey results the following month, allows PPPL to recognize individual employees—and teams of employees—who demonstrate a high level of contribution to the achievement of Laboratory goals.

The importance of "maintaining the momentum generated by the ORC Survey and its follow-up activities" was emphasized by Clark. He said that "the enlargement of the Task Force's membership was aimed directly at broader employee participation, and any individual should still feel free—indeed welcome—to pass ideas and suggestions along to any of the Task Force members. We have made some progress in addressing employee concerns, but there is still much to be done to make the Laboratory the creative and satisfying work environment we all desire." ○



(Photo by Ed Farris)

Jim Clark, Deputy Director for Administrative Operations, listens to concerns of employees during an informal "round table" meeting.

ORC Task Force Panels

Job Training and Career Development

Charlie Staloff, Chairman
Dolores Bergmann
Bill Johnson
Roscoe White

Pay, Promotions, and Benefits

Steve Iverson, Chairman
Janardhan Manickam
Wanda Mizutowicz
Charlie Staloff
Bill Walker

Profession Enrichment and Working Conditions

Dave Mullaney, Chairman
Roger Gould
Bill Walker
Roscoe White

Communications

Jim Clark, Chairman
Stefano Bernabei
Bill Johnson
Janardhan Manickam
Mike Viola
Arlene White

Managerial and Organizational Effectiveness

Stefano Bernabei, Chairman
Roger Gould
Dave Mullaney
Harold Murphy

Award Winners

by Carol Phillips

Rick Cargill, Bob Longmuir, Jerry Siminoff, Gail Jimson, and Molly Tompkins are the first recipients of Administrative Operations' Pilot Employee Recognition Awards Program. Initially nominated by their Branch or Division Head, they were selected by a panel of their peers for outstanding achievements during FY87. In recognition of these achievements, each will receive a plaque and certificate commemorating their accomplishments plus the Laboratory will host a special luncheon in their honor.

Rick Cargill is the award recipient for Office and Support Staff. Rick, who is a member of the Stores Operations Branch in the Materiel Control Office, was selected for his work in implementing the new Laboratory Office Supplies System. According to his Division Head, "Rick demonstrated exceptional motivation and creativity in adapting to the new system and in interacting with vendor representatives. It was his initiative and unusual commitment to service that provided the crucial difference towards making the new system a success."

Also from the Materiel Control Office is the award winner for the Lab and Shop category, Jerry Siminoff. Jerry, who is a shipper in the Warehouse Operations Branch, was selected because of his "consistently superior performance and for implementing cost and productivity improvements." He was personally responsible for initiating an evaluation system that has allowed PPPL to obtain air freight services at a 35% discount. These savings are now being applied in other areas of Laboratory operations.

Bob Longmuir received the award for the Exempt Staff. He is a supervisor in the Facilities Construction Branch. Bob was selected for his work in helping

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(Photo by John Peoples)

The HOTLINE is proud to feature the first recipients of Administrative Operations' Employee Recognition Awards. They are seated, from left to right, Molly Tompkins, Rick Cargill, and Gail Jimson. Standing, from left to right, Bob Longmuir and Jerry Siminoff.

PPPL meet the consolidation deadline set by DOE and the University last year. In addition to his normal work load, he was directly responsible for coordinating the field efforts of the many subcontractors hired to build the new High-Bay Shop at C-Site. Often working 16-hour days and Saturday and Sunday, "Bob's dedicated efforts and spirited enthusiasm were instrumental in solving the major construction obstacles brought on by adverse weather conditions and in helping the Laboratory meet the consolidation deadline."

Finally, the Team award went to Molly Tompkins and Gail Jimson in Telecommunications which is part of Information and Administrative Services. They were selected for their work in maintaining telephone service during the consolidation efforts and for the support they provided during installa-

tion of the new phone system at College Road. During FY87, they processed over 4,500 telephone work orders and kept the telephone directories and dialing instructions updated for PPPL, Main Campus, and our commercial callers. "Molly and Gail showed considerable initiative in coping with every emergency that occurred. They dedicated their total energies to making the tremendous number of telephone changes with as little inconvenience to the users as possible," noted their Manager.

Employee Recognition Awards are given twice a year. Nominations are submitted by Branch or Division Heads. The forms and instructions can be obtained from Olga Bennett, ext. 2651. Nominations for the first half of FY88 will be accepted starting February 1. The deadline is March 1. ○

Mineral Oil Spills; No Damage

Mineral oil, containing no PCBs or other highly toxic material, leaked from a transformer into a retention basin at D-Site on January 19.

PPPL personnel responded immediately to contain the oil, analyze the material involved and find its source, check downstream in Bee Brook for the presence of oil, and notify the N.J. Department of Environmental Protection. Our personnel determined that the oil was leaking from a transformer in the electrical yard used for power supplies for the TFTR. A small amount of oil, estimated at a few gallons, drained into Bee Brook where it was contained and cleaned up. ○

TRANSITIONS

The HOTLINE offers its congratulations to the following employees, who recently became proud parents:

Spence Holcombe in Materiel Control and his wife, Deborah, whose son, Casey, was born December 15.

Irving Zatz in the Engineering Analysis Division and his wife, Janet, whose son, Eric Daniel, was born December 16.

Richard Hawryluk in the TFTR Tokamak Operations Division and his wife, Mary Katherine, whose son, David Michael, was born January 3.

The HOTLINE wishes the best to the following recent PPPL retirees:

Kees Bol after twenty-six years of service. Kees was Head of Experimental Projects in Technical Operations.

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**"STATE OF THE LABORATORY" MESSAGE SCHEDULED FOR FEBRUARY 17TH.
(TIMES TO BE ANNOUNCED)**

Elizabeth Cary after twenty-eight years of service. Betty was an Administrator for the ICRF Branch in the TFTR Heating Systems Division.

Colston Browne after thirty years of service. Colston was an Administrator in the Accounting Department. ○

PPPL's Creative Candid Camera

by Phyllis Rieger

Video production manager Ed Farris didn't know what to expect on October 14th, the Wednesday "In Focus," PPPL's video magazine premiered.

"I was a little apprehensive at first," said Ed who produced, directed and edited the half-hour video which featured the move to 307, the C-Site machine shop, and the Laboratory's growth. But Ed said, "I was pleased once I saw people begin to fill the auditorium and wait for the tape to roll."

Since then, Ed with an Information Services team has produced Segment II which highlighted emergency services, holiday happenings, and a news update. Segment III is now underway and will focus on the CAD/CAM (Computer Aided Design and Computer Aided Manufacturing) System, the significance of the PPPL name, and a news update with recent events, such as the CIT review meeting. Segment III will be shown on February 16 and 19 at 11:45 a.m. and 1:00 p.m. in the MBG Auditorium and on February 18 at 307 College Road East in Room 3.

According to Ed, "We created the show in response to the ORC Survey which showed employees wanted improved communications."

Information and Administrative Services Head Tony DeMeo said, "The video has proven to be an effective way to recognize the efforts and achievements of a broad spectrum of the PPPL staff."

Princeton University

Office of the Provost
3 Nassau Hall
Princeton, New Jersey 08544

January 21, 1988

Dr. Harold Furth
Director
Princeton Plasma Physics Lab.
Forrestal Campus

Dear Harold:

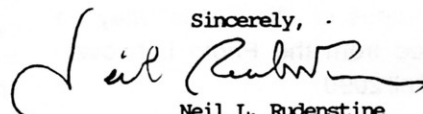
I am writing, as I prepare to leave, in the hope that you can somehow convey to all the staff of the Laboratory my great admiration for everything that they have achieved in the course of the past years, and my appreciation for all the countless ways in which they have helped the University.

All of you, together, represent the very best that exists in research, in teaching, in support activities, and in all the human qualities of commitment and concern required to do extremely difficult tasks so well.

The Laboratory is simply the most excellent of its kind in the world. Princeton and the nation owe much to you, to your administrative colleagues, and to the entire membership of the Laboratory for what you have created and contributed. Nothing has given me more satisfaction than to have worked closely with the Laboratory during my term as Provost.

With all best wishes, and good fortune in the future,

Sincerely,



Neil L. Rudenstine
Provost

NLR/jl

Secretary Sonja Patterson of the Engineering Department's Diagnostics and Fabrication Section agrees. "It gives you an insight into what other departments are doing as well as being informative. And it's especially good because we're in different locations."

Sonja, who's been with PPPL for ten years, has caught the spirit of the production and appeared in two segments. She said, "I enjoyed it. It's a good way for people to 'introduce' themselves. In the future, I'd like to see news about the new engineering building and know more about the CAS Building and Vacuum and Coil Shop."

Technical Associate Mel Gensamer of the Engineering Department, who appeared in Segment II, said, "Overall,

I like 'In Focus.' I'd like to see other lab employees participate and more news about special events and visitors in future features."

At the heart of the production are Information and Administrative Services employees. Secretary Pat Stephens and Information Officer Phyllis Rieger are reporters. Carol Phillips, John Peoples, Linda Fahner, Greg Czechowicz, and Terry Birch have contributed in various ways.

Ed emphasized, "Our video is entirely a PPPL production using the Lab's resources. The cameras and editing equipment are the Lab's and all work is done on the premises. He explained how "In Focus" is produced. Various ideas are considered from the

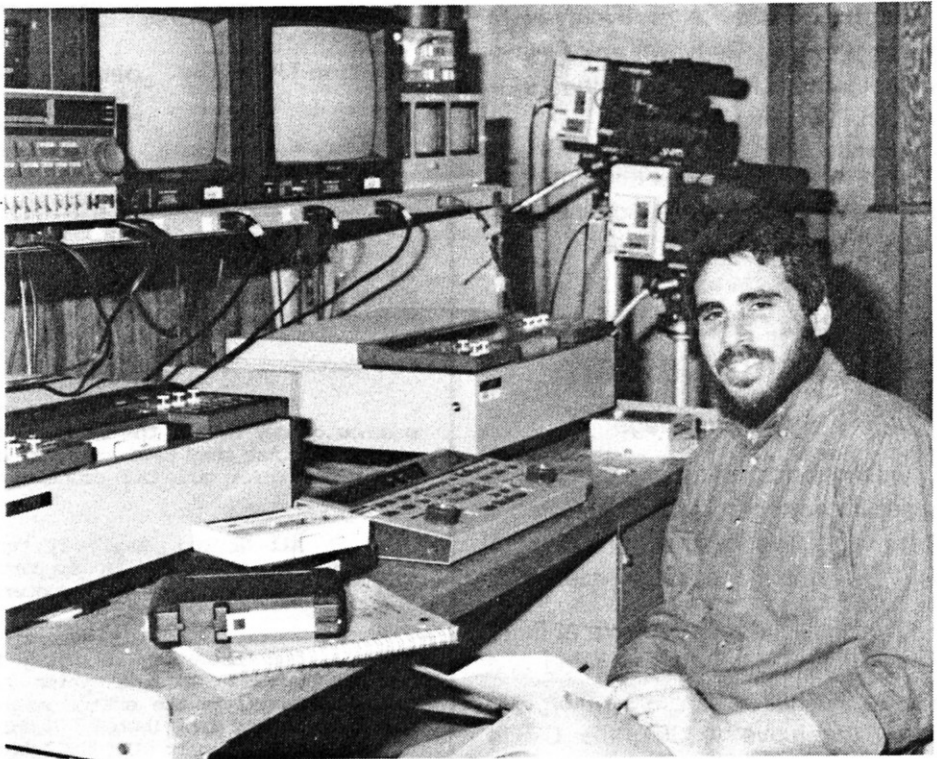
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staff. Reporters research, write, and edit their assignments and coordinate shooting schedules. Time is allotted for "advertising" the showings which take place in the Melvin B. Gottlieb Auditorium and at 307 College Road East.

Ed is the production manager who oversees the taping. He brings his skills as a video manager and producer to "In Focus" from his experience as a photographer and from his almost four years spent as a video producer at the nearby Scanticon Conference Center. But this isn't surprising considering his father is a photographer who taught his son all he knows.

Ed said he and the video team encourage interested people to contact him about participation for future features as well as any ideas for segments. Call 2090 or 2752 for more information.

Videotapes of "In Focus" may be borrowed from the Photo Lab overnight. Call 2090. ○



(Photo John Peoples)

Improved employee communications is the goal of "In Focus" producer Ed Farris who oversees production of PPPL's video magazine. Ed uses Laboratory equipment to coordinate taping and to create a completed show. Segment III can be seen February 16, 18, and 19.



Computer Corner

There have been several recent reports of PC "virus attacks" at Universities and Corporations around the world. A PC virus is a program which is self-propagating and automatically copied from disk to disk, capable of quickly infecting thousands of files, and capable of traveling over networks to infect disks and remote locations. Some viruses delete files, other modify them. Some are triggered to explode on a certain date (Friday the 13th is typical). All computer users should be aware of the potential damage such viruses can cause. Disks and diskettes should be backed up regularly. If you suspect any of your disks have been infected with a virus, please contact D.

Barnes, Computer Protection Plan Manager, ext. 2557.

Below is an example of a virus detected at Lehigh University. This description was broadcast over BITNET.

"The virus: the virus itself is contained within the stack space of COMMAND.COM. When a PC is booted from an infected disk, all a user need do to spread the virus is to access another disk via TYPE, COPY, DIR, etc. If the other disk contains COMMAND.COM, the virus code is copied to the other disk. Then, a counter is incremented on the parent. When this counter reaches a value of 4, any and every disk in the PC is erased thoroughly. The boot tracks are nulled, as are the FAT tables, etc. All Norton's horses couldn't put it back together again... :-) This affects both floppy and

hard disks. Meanwhile, the four children that were created go on to tell four friends, and then they tell four friends, and so on, and so on.

Detection: while this virus appears to be very well written, the author did leave a couple of footprints. First, the write date of the COMMAND.COM changes. Second, if there's a write protect tab on an uninfected disk, you will get a WRITE PROTECT ERROR... So, boot up from a suspected virus'd disk and access a write protect disk—if an error comes up, then you're sure. Note that the length of COMMAND.COM. does not get altered.

I urge anyone who comes in contact with publicly accessible disks to periodically check their own disks. Also, exercise safe computing—always wear a write protect tab. :-)" ○

Meeting Calendar

February 1988

- 11-16 Feb **Annual Meeting of the American Association for the Advancement of Science**, Boston, Massachusetts. Contact: R.M. Sinclair, Physics Division, National Science Foundation, Washington, D.C. 20550, (202) 357-7997.

March 1988

- 13-17 Mar **7th APS Topical Conference on High-Temperature Plasma Diagnostics**, Napa, California. Contact: Ms. Lynette Lombardo, Electrical Engineering Department, University of California, 7535 Boelter Hall, Los Angeles, CA 90024.
- 13-18 Mar **International Symposium on Surface Interactions**, Neve Llan, Jerusalem Hills, Israel. Contact: J. Klein, Department of Polymer Research, Weizmann Institute of Science, Rehovot 76100, Israel.

Spring 1988

9th Europhysics Conference on the Atomic and Molecular Physics of Ionized Gases (ESCAMPIG), Portugal. Contact: Mr. C.M. Ferreira, Centro de Electrodinamica da Universidade Tecnica de Lisboa, P-1096 Lisbon Cedex, Portugal.

April 1988

- 10-19 Apr **International Symposium and Workshop on Fusion Nuclear Technology (ISFNT)**, Tokyo, Japan. Contact: Prof. Kenzo Miya, Nuclear Engineering Research Laboratory, The University of Tokyo, Tokai-mura, Ibaraki-ken, 319-11, Japan, phone: 011-813-812-211, ext. 7421, telex: 2722111 FEUT J or Mohamed Abdou, University of California at Los Angeles, Los Angeles, 90024, (213) 206-1228.
- 11-15 Apr **European Vacuum Conference**, Salford, Manchester, United Kingdom. Contact: The Meeting Office, The Institute of Physics, 47 Belgrave Square, London SW1X8QX, United Kingdom, phone: 01-235-6111.
- 18-21 Apr **American Physical Society Spring Meeting**, Washington, D.C. Contact: W.W. Havens, 335 E. 45th Street, New York, NY 10017, (212) 661-9404.
- 25-29 Apr **CLEO'88: Conference on Lasers and Electro-Optics**, Anaheim, California. Contact: Optical Society of America, 1816 Jefferson Place, NW, Washington, D.C., (202) 223-8130.

May 1988

- 01-06 May **3rd Topical Meeting on Tritium Technology in Fission, Fusion, and Isotopic Applications**, Toronto, Ontario, Canada. Contact: C. Burnham, Canada Fusion Fuels Technology Project, 2700 Lakeshore Road West, Mississauga, Ontario, L5J 1K3, Canada, phone: (416) 823-6364 or Harold Anderson, Monsanto Research Corporation, P.O. Box 32, Miamisburg, Ohio 45342, phone: (513) 865-3062.
- 02-06 May **8th International Conference on Plasma Surface Interactions in Controlled Fusion Devices**, Julich, Federal Republic of Germany. Contact: M. Spittler-Wilden, Kernforschungsanlage Julich, Conference Service, P.O. Box 1913, D-5170 Julich, Federal Republic of Germany, phone: 02461-613833.

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EFFECTIVE IMMEDIATELY, THE LABORATORY'S ZIP CODE IS 08543.

16-20 May **15th European Conference on Controlled Fusion and Plasma Heating**, Dubrovnik, Yugoslavia. Contact: Dr. M.M. Skoric, Boris Kidric Institute of Nuclear Sciences, P.O. Box 522, YU-11001 Belgrade, Yugoslavia.

June 1988

06-08 Jun **15th Conference on Plasma Sciences**, Seattle, Washington. Contact: Dr. Loren Steinhauer, Spectra Technology, Inc., 2755 Northup Way, Bellevue, WA 98004, (206) 827-0460.

12-16 Jun **Annual Meeting of the American Nuclear Society**, San Diego, California. Contact: Meetings Department, American Nuclear Society, 555 N. Kensington Avenue, La Grange Park, Illinois 60525, (312) 352-6611.

27-29 Jun **Conference on Thermophysics, Plasma Dynamics, and Lasers**, San Antonio, Texas. Contact: Meeting Department, American Institute of Aeronautics and Astronautics, 370 L'Enfant Promenade, SW, Washington, D.C. 20024.

27-29 Jun **14th International Symposium on Effects of Radiation on Materials**, Andover, Massachusetts. Contact: N.H. Packan, Oak Ridge National Laboratory, Bldg. 5500, P.O. Box X, Oak Ridge, TN 37831-6376, (615) 574-5070.

More comprehensive meeting listings may be found in Nuclear Fusion, Physics Today, IEEE Spectrum, and Communications of the ACM. If you have information about a meeting you would like announced, send it to Editor, HOTLINE, B366, C-Site.

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This issue of HOTLINE designed by Terry Birch and Carol Phillips.
