

Hotline

The Princeton University Plasma Physics Laboratory is a United States Department of Energy Facility

United Way Drive Tops Goal

PPPPL employees dug deep into their pockets and contributed more than \$26,000 to the 1994 United Way Campaign, surpassing the Lab's goal of \$25,000.

"The extraordinary generosity of the Laboratory staff to this worthwhile campaign is greatly appreciated," said Ronald Davidson, PPPL Director.

Added John Bavlish, Chairperson of PPPL's 1994 United Way Campaign, "We are very pleased with our success this year. We exceeded our goal of \$25,000 for 1994, which shows a super effort on the part of the employees."

Bavlish noted that nearly half of the Lab's employees contributed to the campaign to make it a success. He commended PPPL staffers for

"The extraordinary generosity of the Laboratory staff to this worthwhile campaign is greatly appreciated."

—Ronald Davidson

their generosity, as well as the committee members for organizing the campaign. United Way Committee members, led by Bavlish, were Olga Bennett, Co-Chairperson Mary Ann Brown, Joan deVastey, Sara Flohr, Jill Kwiatkowski, Sonja Patterson, Carol Phillips, Rod Templon, and Patti Wieser.

True Spirit

"I thank the committee for its dedication and hard work, and the employees for showing the true spirit of generosity," said Bavlish.

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Records Management Begins Inventory Phase

Records management is entering a new phase at PPPL. The staff at the Records Management Office is visiting each area of the Lab to gather the data needed to complete a records inventory and to schedule records for disposition.

"As a contractor to a federal agency, we are required to maintain a records management program that complies with existing federal law. Additionally, we are required to complete an inventory of all active and inactive PPPL records," said Bill Johnson, the Lab's Manager of Records Administration.

Explained Tony DeMeo, Head of PPPL's Information Services, "In

1990, Senator John Glenn — then Chairperson of the U.S. Senate Committee on Government Affairs — asked the General Accounting Office to review DOE's progress on the implementation of recommendations made by the National Archives Records Administration (NARA) on records management practices." As a result, PPPL and all other DOE laboratories are required to perform a comprehensive records inventory and to develop disposition schedules.

Noting that most of the other DOE Labs have made substantial progress in the scheduling of their records, DeMeo said, "PPPL is



From left are Records Management Specialist John Riddle, Consultant Gregory Hunter, and Manager of Records Administration Bill Johnson.

committed to completing this requirement before the end of Fiscal Year 1995."

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United Way

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As an incentive for the campaign, dozens of gifts that had been donated by employees and area merchants were drawn at the four United Way meetings for employees on December 8. Anyone who attended the gatherings at the MBG Auditorium, which were held to present information on United Way to employees, was eligible for the gifts.

All contributors to United Way were further eligible for the Grand Prize drawings on December 16. The Grand Prize was two airline tickets to London, donated by Virgin Atlantic Airways.



Phyllis Schwarz, of Tokamak Operations, (left) won a floral arrangement when she attended a United Way meeting. The arrangement was donated by Rosemary Shangle-Johnson, of the Security/Emergency Preparedness Division. Presenting the gift is United Way Co-Chairperson Mary Ann Brown.

Other Prizes

This year's Grand Prize winner was Donald Knutson, an engineer on the Tokamak Physics Experiment Project. The winners of the other prizes drawn that day were Jim Conover, who received an overnight stay at the Nassau Inn; Charles Gentile, who won a lunch for two at Princeton University's Prospect House; Alan Janos, who received a certificate for an overnight stay at the Ramada Inn; and Donald Long, who won a piece of luggage.

Thanks are extended to all employees who made the United Way Campaign at the Laboratory such a success this year. ●

Knutson Wins Virgin Atlantic London Tickets

TPX Engineer Donald Knutson hadn't won anything since he received a risqué ashtray as a teenager. And that prize was immediately seized by his mother, never to be seen again.

So when Knutson's lunch at home was interrupted on December 16 by a phone call that instructed him to "meet with PPPL Deputy

Director Dale Meade at the LOB lobby right away," winning anything was the last thing on his mind.

"I didn't know what was in store for me. I couldn't imagine," said Knutson.

Hurriedly Entered Lobby

As he hurriedly entered the lobby with his coat still on, Knutson was greeted with the news that his was the lucky name drawn for the United Way Grand Prize — two Virgin Atlantic Airways tickets to London.

"Years ago, as a teen, I won an ashtray. My mother put it away, and this is the first time I've won anything since," remarked the engineer.

Discussing the prize a few weeks later, Knutson added, "My wife was delighted. She has a sister in England."

Knutson, who has been at the Lab since 1966, said he and his wife will probably use the tickets this

spring, spending a few days in London and visiting his wife's sister in nearby Marlborough.

Knutson was eligible for the Grand Prize, along with all other employees who contributed to the 1994 United Way Campaign at the Lab.

"I didn't know what was in store for me. I couldn't imagine."

—Don Knutson

This is the fifth year Virgin Atlantic has donated two airline tickets to London. Virgin Atlantic representative Linda Goff attended the drawing and joined PPPL Deputy Director Dale Meade and Chairperson of the PPPL United Way Campaign John Bavlish in presenting the tickets to Knutson.

Said the winner, "We certainly are looking forward to the trip."●



At the United Way Grand Prize Drawing in the lobby of LOB are, from left, PPPL United Way Co-Chairperson Mary Ann Brown, PPPL Deputy Director Dale Meade, Virgin Atlantic Airways representative Linda Goff, PPPL United Way Chairperson John Bavlish, and Grand Prize winner Donald Knutson.

Records

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Johnson, who was charged with developing a program for the Laboratory, said that the Records Management group recently completed field testing a new computerized, data-collection process. This process will rely on interviews by a Records Management Specialist with PPPL staff members. The Specialist will then complete the materials to comply with Department of Energy and NARA requirements.

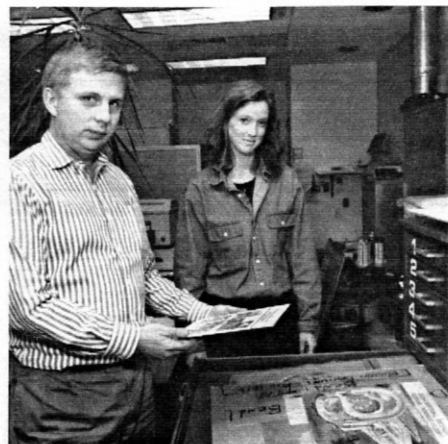
Painless Experience

"Our guidelines are straight forward. We have developed a streamlined, cost-effective program that allows us to inventory records with

minimal disruption to employees. Most will find it to be a painless experience," said the Records Administration Manager.

He noted that data collection will entail working with a Specialist to identify "groups" of records that relate to similar subjects or result from the same activity. The Specialist will enter information about the records in a portable computer after obtaining this information through interviews. Most offices have about seven record series, each taking approximately 10 minutes to record.

Johnson said the Records Management staff has benefited from having an experienced and knowledgeable consultant in the records



Records Management Specialist Maureen Connor questions Greg Czechowicz, of Graphics Services, about records in his area.

management field, as well as qualified, enthusiastic graduate students who are serving as Records Management Specialists. ●

Thank You

Many beautiful people have been placed on my path since the death of my husband, and I wish to thank those who have and those who continue to reach out to me.

—Cheryl Miller

Thank You

My children and I would like to thank everyone for the condolences, support, and kindness extended to us following my wife's death. Your cards, offers to help, and financial contributions have been most generous and are greatly appreciated.

—Spencer Holcombe

TRANSITIONS

Births

Congratulations to **Bob Kaita** of PBX-M and his wife, Chiu-Tze Lin, on the December 10 birth of their daughter, Constance Lin Kaita.

Congratulations to **Jason Lynn** of the Materiel Control Division and his wife, Gina, on the September 1 birth of their daughter, Valerie Allyson. Valerie joins her brother, Harry.

New Hires

We welcome these recently hired PPPL employees:

Accounting

Ruksana Hasan, Staff Accountant

Environment, Safety, & Health

Mark Lyate, Technician

Kevin Wingert, Technician

Emergency Services Unit

John Jacoby, ESU Officer

Susan Thiel, ESU Officer

Facilities Engineering

Jacques Monard, Janitor

Charles Morgan, Janitor

Maria Pueyo, Hazardous Materials Engineer

Information Services

Patricia Wieser, General Writer

Research

Zuoyang Chang, Physicist

Matt Goeckner, Physicist

Science Education

Pam Lucas, Program Administrator

TPX

Jim French, Deputy Project Engineer

Training and Certification

Steve Gordon, Training Specialist

P.J. Harris, Training Specialist

Retirements

Thomas "Skip" Clayton, a preventive maintenance technician, retired on January 1. He had worked at PPPL for 13 years.

Madge Mitas, a secretary for the Technology Transfer Office, retired on December 16 after ten years of service.

Sylvia R. Reissman, a secretary for the Engineering Department, retired on January 1 after twelve years of service.

What's Happening at PPPL?



McGeachen Wins Commuter Bike



PPPL's Tom McGeachen won a commuter bike following the Lab's Zip Code Party in January. The party was held to inform staff about the Employee Trip Reduction Program. At far left is McGeachen on the bike he won. In the background is Employee Transportation Coordinator John Bavlish. At immediate left is the Zip Code Party Committee with the winner. From left are Olga Bernett, John Bavlish, Rosemary Shangle-Johnson, McGeachen, Ellen Riscoe, Dianne Intoccia, Pat Buggs, and Patti Wieser.

PPPL employees filled the "Toys for Tots" donation box at the Lab prior to the holidays. Picking up the donations are, from left, Marine Staff Sergeant Rosalind Mercado and Sergeant Anthony Holliman with PPPL's Angelo Candelori. The Marines' Toys for Tots annual campaign distributes the donated new toys to needy children in the area.—



HOTLINE

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