

# BITS & BYTES

## SECURITY CORNER: Safeguarding Information Resources

NCR relies on its information resources for competitive advantage and survival. However, as with many companies, NCR has seen substantial change in how information technology and systems are deployed with the increased use of PCs and microcomputers, and the rapid expansion of our communications networks. The function of safeguarding information is also changing. With that change comes the need for technology planning and pro-active security activities as a regular part of your organization's business processes.

Most of us use information every day in our jobs. Some of it is available to us through computers, other information is contained on reports and printouts. Regardless of the source or medium, we all have responsibility to protect the sensitive information we use in our jobs. This responsibility means creating the right atmosphere in the workplace, having the appropriate safeguards in place and monitoring compliance to company and department policies.

How do we 'create' the right atmosphere for protecting information? The first step might be to review what, if anything, you are doing to secure information. Are the right controls in place? If you have implemented security measures or developed security policies which are wrong for your department or if your operations have changed, then perhaps the whole concept of protecting information is not being taken seriously. When people fail to see the value of protecting information, because of obsolete or inappropriate controls, then any security control put into

place will be undermined eventually.

Once you have reviewed existing security, find the areas that demand immediate attention and set a plan to correct those areas. Start with a very basic 'awareness' program. If you are a manager, let those in your department know that you consider protecting vital and confidential information as important as protecting the assets for which you are responsible. Encourage others to make security happen. Making information security an important issue in every employee's job will be the most productive and will achieve the best results on a limited budget. Other general information security activities could include the following:

- Eliminate unnecessary reports-fewer reports mean fewer to store or to dispose of. And, the less paper in circulation, the less the chance of unauthorized disclosure of confidential information.
- Validate the users of your system-by formally verifying who is using these systems. If a user ID exists for an employee who has left the department or the company, eliminate their ID.
- Develop system procedures or checklists-depending upon the nature of the information used in the department, you may need to implement specific procedures for protecting information. In other circumstances, a simple checklist, such as the one shown below, can serve to remind people of their responsibilities.

The type of security measures, and the cost of those measures, is largely dependent upon the nature of the information used. Simple security awareness programs can

suffice in most circumstances. However, the more sensitive and confidential the nature of the information used in the department, the more controls are needed to protect it. The cost of protecting information resources should be commensurate with its value to the company.

If you have questions about protecting information resources or any other information security issue, please contact Bob Shinkle on VOICEplus 622-2487 or on CEMS: SHINKLE.

### PC and TOWER Checklist

- Do log off from the system when you are leaving your work station.
- Do protect your diskettes from spills, magnetic field and extreme temperatures.
- Do change your password frequently.
- Do keep a current back-up copy of your files.
- Don't share your password with anyone-this includes logging on and then allowing someone to use the system under your password.
- Don't copy software protected by copyright agreements.
- Don't think security is a job for someone else-all NCR employees have a stake in protecting confidential information.

*A note for PC users: To protect your fixed drive try using the PARK command when you have finished your work for the day. This function retracts the drive head so that it is not positioned over the disk. If the PC were to be bumped or moved inadvertently, the head would not damage the hard disk. (source for article: ISS Newsletter, E&M-Waterloo, Issue #4)*

## Betty Sherwood and Bob Groff Celebrate Landmark Service Anniversaries

Bob Groff started with NCR 25 years ago on February 17. He works in the TOWER Unit Development group as a Design Engineer.

Betty Sherwood started with NCR 25 years ago on January 7.

Betty works in the Unicard and Multibus II department as an Assembly and Methods Planner. Congratulations on reaching a major milestone.

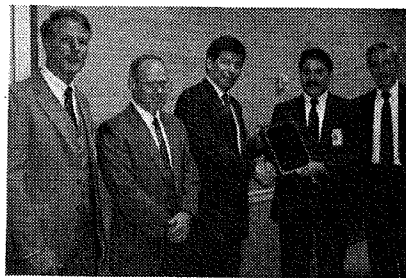


Bob Groff receives his 25 year pewter plate and service pin from General Manager Bill Eisenman.



Betty Sherwood proudly displays her 25 year pewter plate with General Manager Bill Eisenman, Manager of UMII Marty Senterfit and Director of Operations Steve Hershey.

## I/C Supplier of the Year 1988



Motorola Semiconductor was recognized as the I/C Supplier of 1988 and was presented with an award by Steve Hershey, Director of Operations.

Motorola achieved the highest rating of all our I/C suppliers for delivery and quality of performance throughout the year, while supplying NCR E&M-Columbia with superior integrated circuits.

## General Manger Bill Eisenman

### COMMENTS



It is certainly hard to believe that summer is already here. We are closing in on an excellent first half

of 1989. Our revenues for the first six months of this year should exceed \$115 million. I would like to thank each of you for your contributions and efforts.

I would also like to thank all those individuals who put forth the effort to make Quality Week the huge success that it was. Quality in the way that we do our daily jobs is a critical competitive advantage that we here at E&M-Columbia enjoy over most of our competitors. We must continue to strive to improve in all areas so that we can sustain our leadership position.

Our Carowinds visit was again very successful. Over 2000 employees and family members attended this outing.

The challenge ahead of us for the rest of 1989 rests primarily with learning how to deal with the increased emphasis NCR Corporation is placing on us to contribute to the Corporation's success. Our Unix-based systems are the basis for the company's future direction and product programs. NCR's next generation of computers will run Unix from the desktop to NCR mainframe type systems. Our division, GPSD, continues to provide additional resources in the development areas to ensure new features and functions are available for our Unix line.

I would like to congratulate R&D, QA and Manufacturing on their efforts with the TOWER 32/700. This new system was designed and introduced into manufacturing in less than one year. It is a performance leader, with potential for an excellent reception in the marketplace. Our TOWER 32/850 program is also gaining significant acceptance around the world.

I keep wondering whether it is ever going to get easy at E&M-Columbia. I guess the answer to that is that you will not be a leader if you allow things to get easy. Striving to be the best requires effort, and we at E&M-Columbia have always desired to be the best.

*Thank you for your support.*



# EMPLOYEE HEADLINES

## January Employees of the Month

**GAIL FLOYD & PAT BOGART**

### Gail Floyd

Gail Floyd works in Second Hand Assembly and has been with NCR since 1983. In addition to Gail's work ethic, she was recognized for her efforts as the volunteer coordinator for the PIB Mini-Factory's participation in NCR's Christmas charity, Adopt-a-Family.

"Gail demonstrated the true meaning of Christmas by her efforts

to ensure that these families were provided for and remembered at Christmas," said PIB Manager, Roy Burgess.

Gail and her husband, John, have four daughters and two grandchildren. Gail enjoys going to church, crocheting, doing things with her family and playing with her grandchildren.



### Pat Bogart

Pat Bogart started at NCR in 1982 and is a Creative Artist. Her work covers skills in technical engineering illustration, graphic design, color illustration for promotional literature and photo reproduction. She has over 21 years of experience in technical, creative and graphic art.

Technical Publications Manager, Bob Wyatt, nominated Pat for,

being a major contributor to the design and layout of the award winning TOWER 32/200 Owner's Guide.

Pat says that NCR has given her many artistic challenges and opportunities. "I like the learning opportunities this company offers its employees to improve their skills."

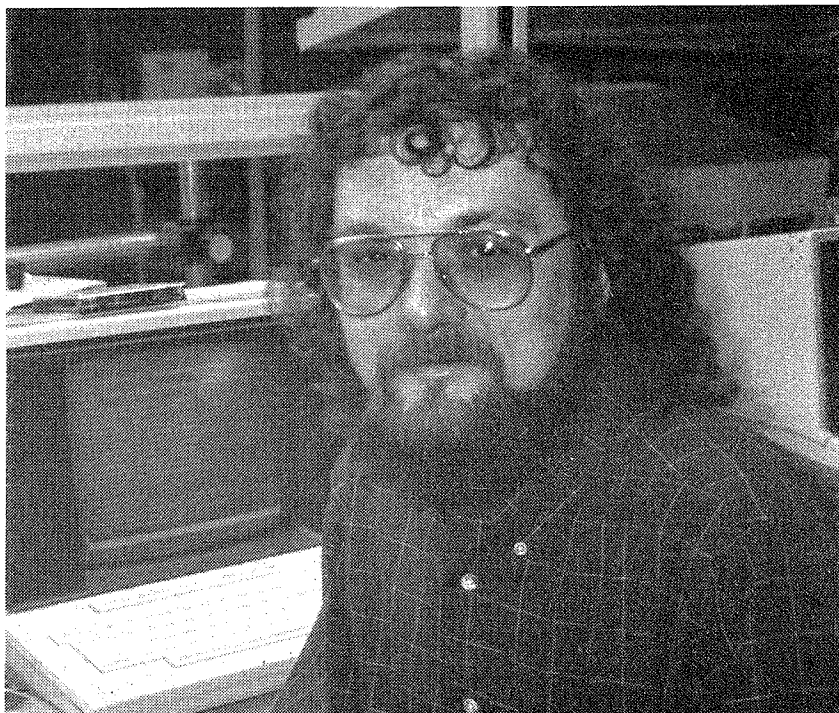
Pat and her husband, Tom, have a 15 year old daughter, Dawn.



## February Employees of the Month

**JONATHAN BOYCE & STEPHEN STYRING**

### Jonathan Boyce



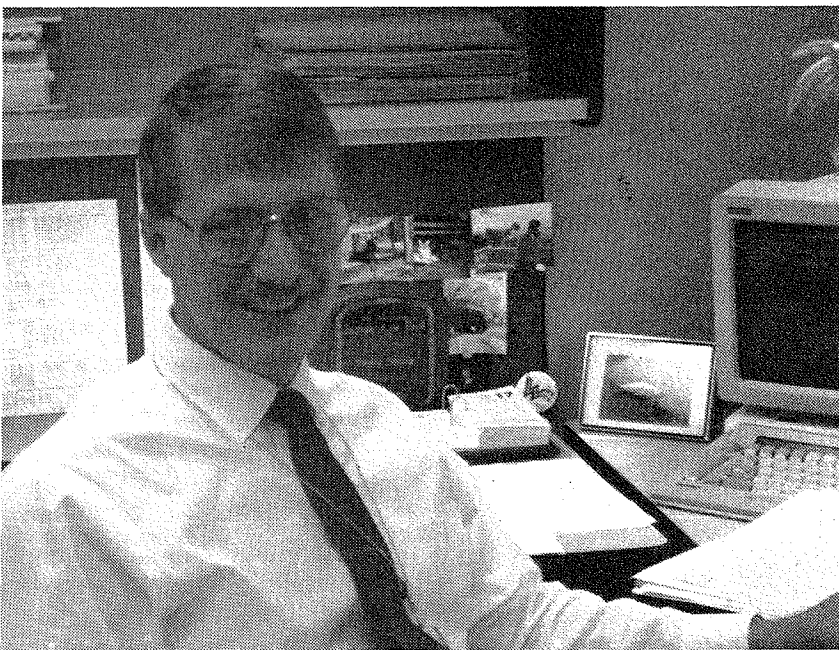
Jonathan Boyce is a Senior Electronics Technician in the TOWER Module Development group which is responsible for the hardware modules used in the TOWER systems. He received an Associate's degree from Piedmont Technical College and has been with NCR

since 1979.

Don Nickel, manager of TOWER Module Development, states that Jonathan has been a major contributor in the debug and testing of modules for many years.

In his spare time he enjoys reading and listening to music.

### Stephen Styring



Stephen has been with NCR since 1985 and works as an engineer in the TOWER Field Excellence department. He received his B.S. in Electrical Engineering from Arizona State University.

Stephen was nominated for this recognition by three employees from the TOWER Multiprocessing Systems department, Molly Harner, Liz Hookaway, and Brian Jones. In

their recommendation they stated, "Steve exhibits the necessary desire to make the TOWER 32/850 platform a huge success. Steve has continually 'come through' for us in times of trouble to provide us with the necessary hardware to do development and test of the 850."

Stephen's wife's name is Kelley. In his spare time he enjoys racquetball and water sports.



# March Employees of the Month

**FRANK WALL & JOHN THOMAS**

## Frank Wall



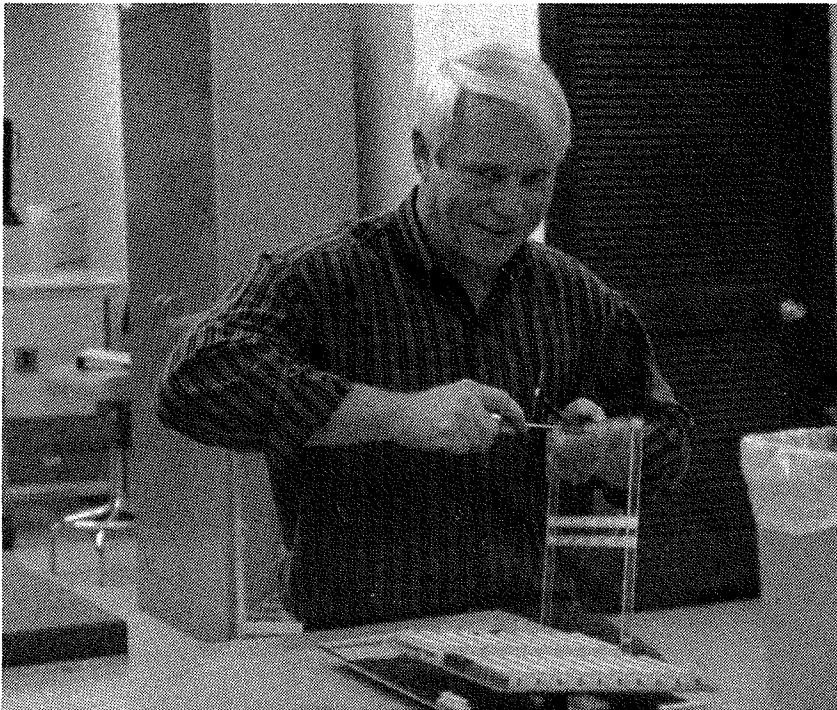
Frank is a Job Foreman on the 8X0 production line in the UMII Mini-Factory. He has a degree in electronics from the United Electronics Institute and has been with NCR since 1975.

Frank was nominated for Employee of the Month by more than 150 people. The recommendation stated that Frank sets, "an example

that motivates a positive and enthusiastic attitude among his group."

Frank and his wife, Betty, have two sons Frank (18) and Daniel (15). Frank is an avid Gamecock fan and attends many college baseball, basketball and football games. He also enjoys playing softball for the Green Hill Baptist Church.

## John Thomas



John is a machinist in the model shop and is responsible for fabricating prototype parts, reworking parts after changes have been made, and fabricating mechanical parts and assemblies. John has Associate degrees in Electronics and Tool and Die. He received a B.A. degree in General Studies from U.S.C.

John was nominated for employee of the month by his co-workers, "(he) provides an excellent quality of workmanship and displays

a congenial and helpful attitude at all times. He has always provided prompt attention to each project requested and has delivered the results on time or early. His experience and input has allowed us to enhance our designs."

John and his wife, Marcia, have two children Elizabeth (20) and Andrew (4). He is member of the Palmetto Marksman's Association - this organization shoots the N.R.A. High Power Rifle Match course. He also collects and shoots rifles.

# April Employees of the Month

**RUSTY WARD & IRVIN ROWE**

## Rusty Ward



Rusty has been with NCR since 1977 and is a Production Coordinator in Unit Production. His responsibilities are to provide schedules and track daily production and test activity, throughout the department. He also expedites material to keep the production lines operation-al. Rusty has a B.A. in Sociology from U.S.C.

Manager of Unit Production, Jack Watkins, nominated Rusty for employee of the month, "Rusty is

very effective and will leave no stone unturned to get the job done. (He) has a very comprehensive understanding of manufacturing principles, practices, processes and discipline, along with internal production control systems."

Rusty and his wife, Dora, have three children Jeannie (18), Victor (13), and Sunny Rae (8). In his spare time he enjoys golf, stock car racing, and any and all Gamecock sports.

## Irvin Rowe



Irvin is a material handler in the UMII department and has been with NCR since 1986. The thing that impresses him the most about E&M-Columbia is that everyone, "is like a big family working together to produce a great product."

More than 120 co-workers signed Irvin's nomination for employee of the month. They all agreed that, "Irvin always has a

friendly word and pleasant smile for anyone he comes in contact with. He recognizes in advance what is needed at a station and provides it. Irvin adds a spark of pleasure and a lift to morale for everyone," in the department.

When Irvin is not working he enjoys working on cars, playing basketball and jogging.

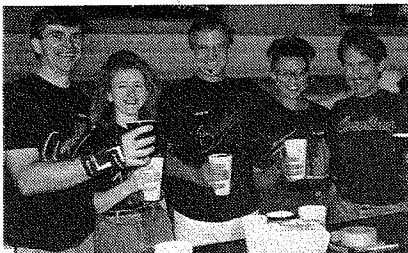


# Quality Week 1989 Recap



**T**his year's Quality Week was definitely a crazy time at E&M-Columbia. The week started out with the popular baby picture guessing contest. Our cafeteria employees from Atlas, even got into the spirit by dressing up with baby bonnets and decorating the cafeteria like a nursery. The banner contest was popular and produced some of the best banners ever. Each banner celebrated the bright minds and outstanding quality we have here at E&M-Columbia. Finance won first place with a "KOALA-ITY" banner. This win brought out the animal, called competitiveness, in our Finance organization.

Tuesday was Back at the Ranch Day. We had many great crafts from people all over the plant. The baking and chili cook-off were the two favorite contests. EVERYBODY wanted to be a judge! The costume contest brought out the country



Bowling, on Sunday before Quality Week, was a popular event. Everyone had a great time.

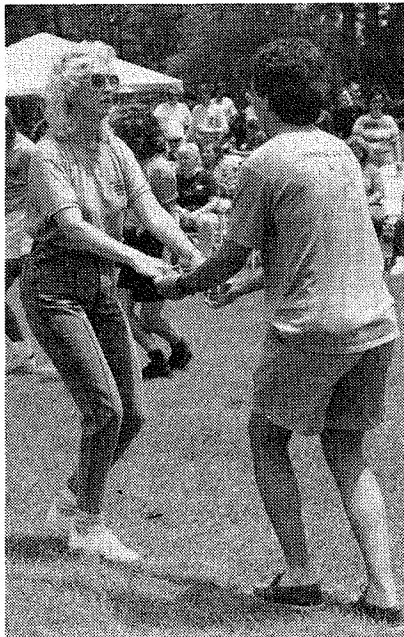


The Finance group had a great idea for Back At The Ranch Day—they came as COWS!!

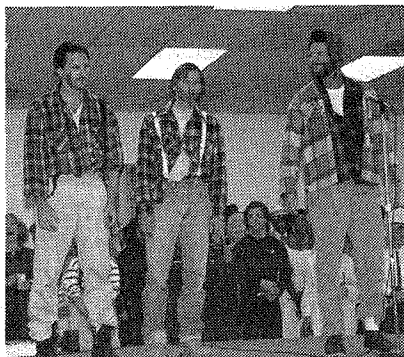


Anita Wolfe rode her heart out in the Bicycle Race To Nowhere.

Second and third place went to Finance, who dressed up like cows and mooed all over the plant, and Product Management, with Lisa Mae and her family, including the pet bull. Dena Howard correctly guessed the Country Kisses. I am sure Customer Services helped her



John Gorman and Katy Welch are seriously concentrating on their shagging steps.



Customer Services has found their new vocation: replacing Larry, Darryl and Darryl on the Newhart Show. They were great!

eat all 1038 of them!

By Wednesday all of the groups were in the "We've Got To Win" mode. Daily checks of the scoreboard were a must. The Bicycle Race To Nowhere turned into a hot race, with Software Engineering's Black team pulling out in front. Many employees had an opportunity to get their body fat tested, hearing checked, their eyesight tested, a mammogram, and much more.

Over 838 people walked during lunch, in support of their team. As the walkers headed outside they were able to watch aerobic class participants do an aerobic routine. The morning started out with an emphasis on health with the morning stretch.

Thursday was a hit with the Everybody's A Star costume contest. We had more participation than ever before. We had Sonny & Cher (cheerfully played by Robbie Champion and Trudy Chinault), Larry, Darryl and Darryl (played by Bob Davis, Bob Arnold and Jack Sims), James Brown held captive by

security guards (played by Melvin Archie, Linwood Randle, and Eric Mize) and many, many more. The first place winner was Terry Shriner as Aunt Jemima, second place went to James Brown and crew, and third place went to a PMI group as Old Lady in a Shoe. One could smell all kind of goodies around the plant on this day as everyone brought in their Emmy Award winning food dishes.

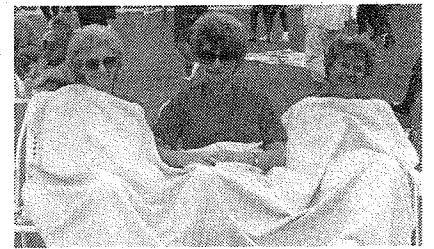
So much of the competitive spirit was evidenced throughout the plant the entire week. Friday was the culmination. Springdale Elementary's chorus and jumprope team performed while employees ate their lunch. Many people were able to participate in some activity to support their team, whether they were rooting for a team mate or playing in a game, the activities really brought us all closer together. Managers got pulled into the pool of



Everyone watches as Gary Hardy, Manager of Customer Services, gets pulled into the pool. Gary doesn't seem to mind.



The teams came up with some interesting putt-putt holes. Jerry Little putts the ball in.



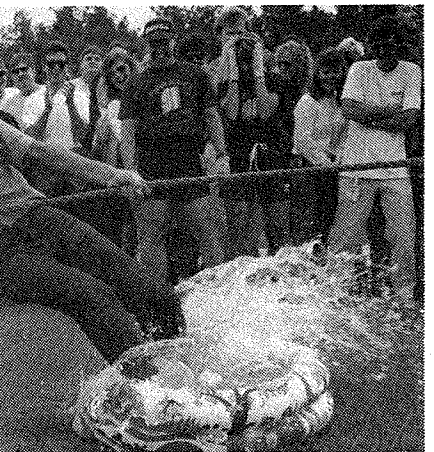
Brenda Stalvey, Judy McCaw and Billie Taylor keep themselves warm and relaxed on Quality Day.

water in tug of war; people lost their voices screaming for their favorite shagging couple and twisters; the overall winner of the volleyball tournament, Product Management, sweated it out against Hardware Engineering over the volleyball net; teams ran across wood beams over water, through tires and boxes, and rode tricycles in the obstacle course; employees watched as their team played putt-putt on the specially designed NCR putt-putt holes. After the mayhem of activity and games, the NCR Orchestra serenaded the group, displaying the multi-talented employees we have. The GREY team won 1st place and received the Quality Cup. There was a tie for 2nd place between the Green and Black teams and 3rd went to the Dark Blue team.

All in all the week was a success. The QUALITY of the employees we have working here made the week a success. Thank you for your participation and team spirit. Let's keep the team spirit strong throughout the year!



Anne Laurie Reed pulls herself through the tunnel of boxes on the obstacle course.



Sandra Steiger flew over the pool of water with the grace of a swan. What an athlete!





# TOWER TIDBITS

## ••NCR Women take third place in city Tournament

by Nancy Collins

The NCR sponsored Women's Bowling team took third place in the WIBC Columbia City Women's Bowling Tournament this year.

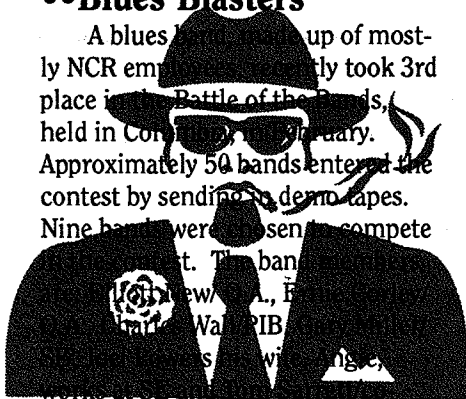
Team members from E&M-Columbia were Barb Somerville/PMEE, Linda Givens/TUD, Pat Caraway/Prd. Pln., Susan Addison/Stockroom, Nancy Collins/DOE and Lucille Brickhouse/DOE. The competition consisted of a team event, doubles event and singles events with 64 teams entering and 320 participants from the Columbia area. Our entries took 6 spots in the competition. These were: TEAM EVENT-3rd place; DOUBLES-Barb & Linda 12th place and Lucille & Nancy 21st place; SINGLES-Barb 19th place; ALL-EVENT-Barb 1st place and Nancy 29th place. Special recognition is awarded to the individual with outstanding performance in all three events, Barb took first place and was awarded a WIBC plaque by members of the WIBC board. WAY TO GO BARB!! Thank you NCR for sponsoring the team. A personal thanks to Dave Somerville for coaching the team.

## ••Irmo Middle School Campus I has done it again!

For the second year in a row the Science team won the National Championship. They competed against schools throughout the nation. NCR participates in the Business-Education Partnership Act with Irmo Middle School.

## ••Blues Blasters

A blues band made up of mostly NCR employees took 3rd place in the Battle of the Bands, held in Columbia, South Carolina, in January. Approximately 50 bands entered the contest by sending in demo tapes. Nine bands were selected to compete.



owner of Audio Alternatives. Way to go guys!!

## ••Personnel Manager, Don Vaughn

was honored by S.C. GOVERNOR CARROLL CAMPBELL as a South Carolina Ambassador for Economic Development for 1988.

Governor Campbell expressed his appreciation of Mr. Vaughn's efforts in a letter: "This is a special recognition for your tremendous efforts in furthering economic development in South Carolina. I think this recognition is even more meaningful because you were recommended by professionals in the economic development field who were asked to nominate business leaders who have been unselfish in their commitment to economic growth."

Mr. Vaughn accepted this award at a reception, held by the Governor and the State Development Board Chairman, Dick Greer, at the Lace House. Congratulations!

## ••T.V. Travel has changed its name to Wagons-Lits (say Wagon-lee) Travel USA

## ••The good guys say TOWER 850 "Like a red Ferrari"

David Cribb, Product Marketing, received a letter from Account Manager Bruce Birt concerning THE GOOD GUYS!. The letter read, "THE GOOD GUYS! has moved their data base from DEC PDP to the TOWER 800/850." The first major conversion to take place is the merchandise report. The 650 ran about 5.5 hours and the same process took 4.5 hours on the TOWER 800. The TOWER 850 ran the job in 2.5 hours - VERY IMPRESSIVE. The TOWER 850 has met their expectations so far. As one of THE GOOD GUYS! programmers said, "They should color the TOWER 850 like a hot red Ferrari because the 850 certainly runs like a Ferrari. It's a screaming machine! Keep up the great work!"

## ••OEM Systems Division Says E&M-Columbia Comes Through to Meet Customer Satisfaction

Director of Operations, Steve Hershey, received a letter from Robert Courtney, Region Director of OEM General Sales, USG-1 praising E&M-Columbia, "I would like to take this opportunity to express my gratitude toward two exceptional people in your organization: DAN MCGOWAN, a production planner in Roger Riley's group, and TENNY RAE, an assembly tester on the quick-ship line."

"The Lakeland Village Resort order was received by Dan on January 27, 1989...We contacted Dan and relayed to him that the TOWER was needed at the customer site by February 1, 1989 for a training course. Dan responded with a returned unit from MMDC that would have to be reconfigured on the quick-ship line. This is where Tenny came through by working past 6:00 p.m. on January 30 to rework the unit to proper configuration. The unit went to test and was then shipped on January 31, to arrive the next day. The customer was elated and expressed his gratitude to E&M-Columbia for responding so quickly."

"This is just one of many occasions that your organization has come through to meet customer satisfaction. OEM Systems Division and I thank you."

## ••Marriages

••Sandra Hoots, UMII, was united in marriage to Darwin Ciesielski, on May 19th. Sandra is the daughter of Sylvia Forsyth, supervisor in PIB.

••Laurie Terres, Finance, married Dave Reed October 29.

••Rita Monsalvatge, Manager of TOWER Uniprocessing, married Bob Anderson, OIS Product Management, on April 15.

••Linda Austin, ISS, and Rick Seifert, QA, tied the knot on May 6th. Congratulations.

## ••Babies

••Mike Simonovich, Customer Services, and his wife, Michele, became proud parents of a baby boy born March 13th. Jason Paul weighed 7 lbs. 3 oz.

••Millie Howle, Personnel, and her husband, Dick, had a baby girl February 20th, Emma Catherine.

••John Gorman, Finance, and his wife, Lori, are the proud parents of Thomas John, born February 17.

••Nelle Drafts, Finance, had a baby boy, Brian Robert, May 25. Her husband's name is Roger.

••Vickie Seay, Board Assembly, and her husband, Kenny, are the proud parents of a baby girl, Kelly Denise, born January 6.

••Dan Schallenkamp, TOWER Uniprocessing, and his wife, Amy, recently had a baby boy named Patrick Ray, born May 31.

••Todd Carpineto, Plant Maintenance, and his wife, Kathy, are proud to announce the birth of their son, Steven Todd, born June 6.

## ••Correction

Merelyn Winters, UMII, and her husband, Kenneth, had a baby boy, Kenny Walton born December 8. This was incorrectly stated in the previous edition of Bits & Bytes.

## ••NCR Children

••Wayne Miller, Customer Services and his wife, Nancy, are proud of their son Matthew. He became a finalist in 1989 National Merit Scholarship program. This honor places him in a very select group representing fewer than half of one percent of American High School seniors. Upon graduation Matthew plans on attending Erskine College. GOOD LUCK MATTHEW!!

••Chris Harmon, Software Distribution, and her husband, Joe, are very happy that their son, Derek, received a VCR for having the highest grade average in his 4th grade class at Batesburg-Leesville Elementary school. Derek was also presented an award for Student of the Month for November. Way to go Derek!

## ••Awards

John Whittle, Section Manager in Technical Education/Publications department, was awarded an Outstanding Individual Contribution or certificate for his exemplary performance in the innovative application of technology, which has improved the quality and cost-effectiveness of NCR education. This award was signed by Gil Williamson, President of NCR, and Jim McElwain, Vice President of Personnel and Education. Bob Wyatt, Manager of Technical Education/

Publications, presented John with the award here at the plant. Congratulations John!

## ••New Product Management Award

A Quarterly Product Management Excellence Award will be presented for the 2nd quarter in July. Any Product Management employee is eligible for this award. Two criteria must be met: outstanding performance and significant contributions to the success of the TOWER program or sustained performance. The recipient will receive a desk clock with a plaque. The recipient will also be recognized on the new Product Management display case.

••Sylvie Feghali, Engineering Process Technology, recently took the Oath of Allegiance to become an United States citizen. After being sworn in, she came back to work to find that her co-workers had decorated her cube with U.S. flags, red, white and blue streamers and apple pie. Sylvie came to the United States, with her family, from Lebanon, six years ago. She graduated from USC with a B.S. in Electrical and Computer Engineering.



She started as an intern in 1987 and became a full time employee in 1988. Way to go Sylvie!

••Brian Jones just finished his Masters in Electrical Engineering from the University of South Carolina. Way to go Brian.

••Charles Hyche, Product Evaluation, completed a B.S. in Engineering recently. Good Job!

••Randy Elrod, Production Planning, also completed a degree recently. He received a Bachelor of Science. Much hard work and extra effort went in to this accomplishment. Congratulations!

## ••Modular Quality

### Update

by Hal Bonnett

The familiar multi-colored Modular Quality board can be seen in virtually every area of the plant. Since Modular Quality began to expand beyond Manufacturing, Engineering has identified ten areas which are participating or will be in the near future. Quality Assurance has two areas that are beginning to take shape. Even before this, Finance was an active participant as well as Information Systems and Services. Beside the production modules that began the program four years ago, Manufacturing has added two: Purchasing and Production Planning. A very successful program is becoming a larger part of a successful E&M-Columbia!



# May Employees of the Month

**SAM IBREAK & BARBARA McGRADY**

## Sam Ibreak



Sam is Project Leader for TOWER Support in the TOWER Uniprocessing Systems department. Their major responsibility is UNIX support for the TOWER family. He has a B.S. in Math-Physics and a M.S. in Computer Science.

Manager of TOWER Uniprocessing, Rita Anderson, said, "Sam has a strong dedication to customer satisfaction. He has been very effective

in supporting our large OEM's such as R&R, Unisys, ADDS etc."

Sam and his wife, Hana, have two children Jamil (3) and Hani (20 mths.). In his spare time he enjoys parenting, gardening and reading. When asked where he sees himself ten years from now, Sam had a positive response, "supporting the 1,000,000th TOWER!"

## Barbara McGrady



Barbara is the SPECS Administrator in Quality Assurance. Her responsibilities include the maintenance of the SPECS data base for E&M-Columbia. She keeps the plant SPECS coordinators informed of changes and new information. She has a B.S. degree in Education from Indiana University of Pennsylvania.

Project leader Kevin Brasche talked about Barbara's work, "Due to her efforts, SPECS-related tasks are seldom a road-block in the

release of a product. Another example of her outstanding work is the training of new coordinators. Barbara's well-established training procedures brings them on board very quickly and with minimum slowdown for that coordinators' department."

Barbara's son, Casey, is six years old. Barbara enjoys playing on the NCR Fun Volleyball League, cooking, making arts and crafts and playing her guitar.

## Dave Parnell E&M-Columbia Controller

Dave Parnell replaced Dave Niles as the Controller for the Finance/ISS department in March. Dave Parnell joined NCR in Dayton in 1974. He has held several management positions including: manager of USDPG Financial Policies and Reporting; manager of Domestic Consolidation; and controller of O.S.D.

Before joining E&M-Columbia Dave successfully established the finance function for SE-Columbia including all accounting, financial

reporting and necessary internal controls.

**Welcome to E&M-Columbia Dave!**



## 1989 E&M-Columbia New Employees

Robert Wechtel, Plat. Eng.  
Randy Sheldon, Q.A.  
Daniel Schallenkamp, Unip. Sys.  
Michael Momperler, Mod. Dev.  
Laura Priest, PIB  
Mark Priest, PIB  
Ralph Corley, PIB  
Kai Kolstad, Comm. Sys.  
Robin Floyd, Proc. Eng.  
Donna Hudson, Adv. Dev.  
Andrew Smoak, Comm. Sys.  
Julie Lott, Tech. Pubs.  
Charles Carr, PIB  
Shannon Wells, PIB  
David Holloway, PIB  
Ken Smith, Comm. Sys.

Daniel Fortune, PIB  
Stephen Dill, PIB  
Keith Quinn, Adv. Manuf.  
Richard Wescott, Multip. Sys.  
Joel Jackson, PIB  
Danny Clark, PIB  
Michael Brown, Prod. Plann.  
Carol Gaidis, Unip. Sys.  
James Mack, Multip. Sys.  
Darlene Staton, Prod. Mgmt.  
Susan Rogers, Multip. Sys.  
Lisa Egbert, Unip. Sys.  
James Seeger, Appli. Sys.  
John Waters, Adv. Dev.  
Edward Hintz, Multip. Sys.

## Physical Inventory

by Leslie Radcliffe

The annual physical inventory of the manufacturing area will be taken Thursday, July 20 and Friday, July 21. The purpose of the inventory is to insure that financial records agree with material on the floor.

It is essential that all material belonging to Work-In-Process (WIP) and Purchased Material Inventory (PMI) are properly returned NO LATER than Monday, July 17. For example, assemblies belonging to manufacturing, but located in engi-

neering (e.g. undergoing failure analysis) must be returned.

Pre-counts of WIP material and the verification of the FGC loaner accounts will be conducted on Thursday, July 20.

Finance and Manufacturing will be coordinating all inventory activities with corporate auditing observing and verifying the results.

Due to the high volume of inventory on-hand this year, plant-wide cooperation is vital to ensure the 1989 physical inventory is a success.

## William H. Stafford Retires

When Bill Stafford retired, his co-workers gave him a golf bag, shirt and hat. Bill says, "I've used it all, but it sure hasn't helped my game!" Bill said that he plans on doing more golfing and has been doing a lot of gardening. He and his wife Mabel recently returned from a trip to Hawaii.

A retirement reception was held for Bill on March 30. Bill has been with NCR since April 17, 1972. Bill graduated from Rensselaer Polytechnic Institute in Mechanical Engineering. He worked in Quality Assurance as a Quality Engineer. The professional organizations he was involved in dur-



Bill and Mabel Stafford spend time with their friend and co-worker of many years, Bob Dolan.

ing his career were: Tau Beta Pi, the American Society of Quality Control, and the American Society of Mechanical Engineering.

Bill and Mabel have a son, also named Bill. Their son and his wife, Lonnie, who used to work for NCR, have two children, John (6) and Christin (8). They live in Virginia.

Bill says that retirement is, "wonderful, something to work for."



# Know and Use Your Benefits Prescription Drug Service

by *Becky Bradham*

Many employees are aware that prescription drugs are an eligible expense under your NCR health care plans. However, some employees can add a bigger savings to drug expense by using our Prescription Drug Service. This service is designed for employees who take prescription medication on an ongoing basis. It allows you to receive a 90 day supply for only \$3.00, with no deductible. Below is a description of the program as explained in the brochure available in the Group Benefits office. If you have additional questions, please contact me at x6309.

The Prescription Drug Service Program is an expansion of your current prescription drug benefits through the NCR Health Care Plan. It is ideal for those of you who take prescription medication on an ongoing basis.

Some of the advantages of this service are:

- Immediate Savings
- No Claim Form to File
- No Waiting for Reimbursement
- No Deductibles to Satisfy
- Convenience of Home Delivery, Postage Paid
- Security of Receiving Larger Quantities Of Medication at One Time
- Toll Free Customer Service Number.

**Here are some of the answers to some of the questions you may have in regard to this program.**

## Who is eligible?

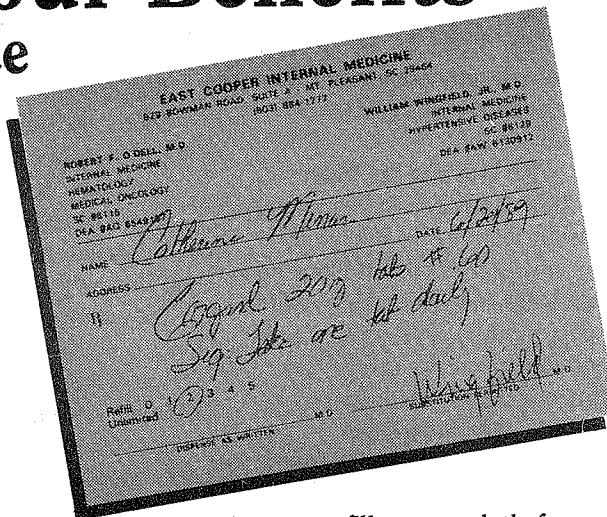
Actively working employees and eligible dependents currently enrolled in NCR health care benefits. If you or a dependent has coverage other than NCR and it is the primary coverage (NCR would be secondary), it would be preferable to use the primary plan. Members of an HMO should continue to have prescriptions filled through their HMO.

## Who fills my prescription?

Prescriptions are sent to and filled by National Rx Services, Inc., a subsidiary of MEDCO Containment Services, Inc.

## Is it safe to order prescription drugs through the mail?

National Rx Services, Inc., has been filling prescriptions through mail service for many years. National Rx Services, Inc., guarantees that every prescription will be screened and filled by a registered pharmacist, and will be accurate in quantity and potency.



## How do I use this program?

1. Ask your physician to prescribe needed medications for up to a 90 day supply, plus refills. If you are presently taking medication, ask your doctor for a new prescription.

2. Complete the Patient Profile Questionnaire **WITH YOUR FIRST ORDER ONLY.** (see Group Benefits for patient profile questionnaire). Be sure to answer all the questions, and make certain you include the employee's social security number on the form.

3. Send the completed Patient Profile Questionnaire, your original prescription(s), and a \$3.00 payment for each prescription to National Rx Services, Inc. You can pay by check or money order, made payable to National Rx Services, Inc.

4. National Rx Services, Inc., will process your order and return your medications to you via First Class Mail of UPS, along with instructions for future refills. Please allow up to 14 days for delivery.

## How will my order be handled?

When you order by mail, your prescription is reviewed by a pharmacist, checked against your Patient Profile, dispensed and verified by National's Quality Control Department before it is mailed to you. If a brand name is not specified by your doctor, a generic equivalent will be dispensed as permitted by law.

## What will be my cost for each prescription?

There is a \$3.00 payment required of you for each prescription and refill that is filled. Note: This \$3.00 payment is not an allowable expense under your NCR Health Care Plan. The prescription Drug Service Program does not require a deductible. Your Health Care Plan deductible does not need to be satisfied before using this program.

## How do I order refills?

With your original prescription medication, you will receive a notice showing the number of times it may be refilled. Simply enclose this refill notice with your \$3.00 payment for each refilled prescription and mail to National in the pre-addressed order envelope (which is provided). To avoid the risk of running out,

order your refills two weeks before you need them.

## What if I need medication immediately?

Obviously, there will be times when you need a prescription immediately. On these occasions, you should have your prescription filled at a local pharmacy. If you need medication immediately **BUT WILL BE TAKING IT ON AN ONGOING BASIS**, ask your doctor for two prescriptions: the first should be for a 14 day supply that you will have filled at a local pharmacy; the second prescription should be for the balance, up to a 90 day supply. Send the larger prescription with your \$3.00 payment to National immediately. The receipt for the medication filled at your local pharmacy should be sent to the NCR Health Care Plan Administrator. Payment of this receipt will be in accordance with your selected Health Care Option.

## How can I receive a 90 day supply of medication?

Your doctor must prescribe a 90 day supply for you to receive that quantity. For example, if you take a tablet a day, your doctor must write a prescription for 90 tablets. If you take two tablets per day, your doctor must write a prescription for 180 tablets. The law requires that pharmacies dispense no more than the quantity prescribed by the physician. If your doctor authorizes refills, they can only be dispensed when your initial order has nearly expired, so be sure to ask your physician to prescribe a 90 day supply, plus refills, whenever appropriate.

**PLEASE NOTE: Certain controlled substances are subject to quantity limitations.**

## What is the difference between generic and brand name drugs?

The generic name of a drug is its chemical name. The brand name is the trade name under which the drug is advertised and sold. By law, generic name drugs must meet the same standards for safety, purity, strength, and effectiveness. When you and your doctor authorize generic substitution, it permits the pharmacy to dispense a generic drug. This saves money. So whenever possible, ask your doctor to prescribe generic drugs.

## Taking Care of New Employees

We've all been through it. The clammy hands, the knot in the stomach, and the feeling of bewilderment that goes with the first day on a new job.

Every new employee is lost in the sea of unfamiliar faces and a maze of confusing corridors that lead to unknown lands. Add to that the necessary array of official company policies and a stack of material about insurance plans, pay procedures, and vacation days.

While there's an awful lot to learn, the first few days at a new job don't have to be traumatic. Transitions into new jobs are easier when new employees are made to feel welcome.

That's what Dr. Kathryn N. Bartol, Business Professor at the University of Maryland, tells her personnel management classes. She feels that new employees generally have trouble integrating into the workforce. Sometimes new workers are handed pamphlets, booklets, and policy guidelines, then left alone to read them. Or, new people are put in front of empty desks for brief periods with nothing to do and no sense of purpose until a supervisor can find the time to give them guidance.

"It tends to get people off on the wrong foot," Bartol says.

An important antidote to new job nerves is coworkers taking the trouble to offer warm, sincere signs of welcome. Here are some ways coworkers and department managers can extend such a welcome:

- Have work ready for the new employees to do immediately. Nothing makes new workers feel more needed and comfortable than important business that needs their attention.
- Provide a floor plan. If you work in a big and complicated office area, make up a floor plan for new employees so they don't have to be led to the restrooms, copying machine and coffee pot.
- Invite them to lunch. Even if you usually brown bag it, ask them if they would like to join you in getting a sandwich, soup or salad. Tell them about the company softball team and bowling league, but stay away from office politics.
- Department managers might provide mentors for new employees. Professor Bartol says that many firms place new workers under the wings of good and trusted employees.
- Department managers should arrange meetings with new employees as frequently as practical for the first month or so just to be sure that the workers understand the company policies and what is expected on the job.

Just remember how you felt your first day on the job, and make the effort to welcome newer members to our team.



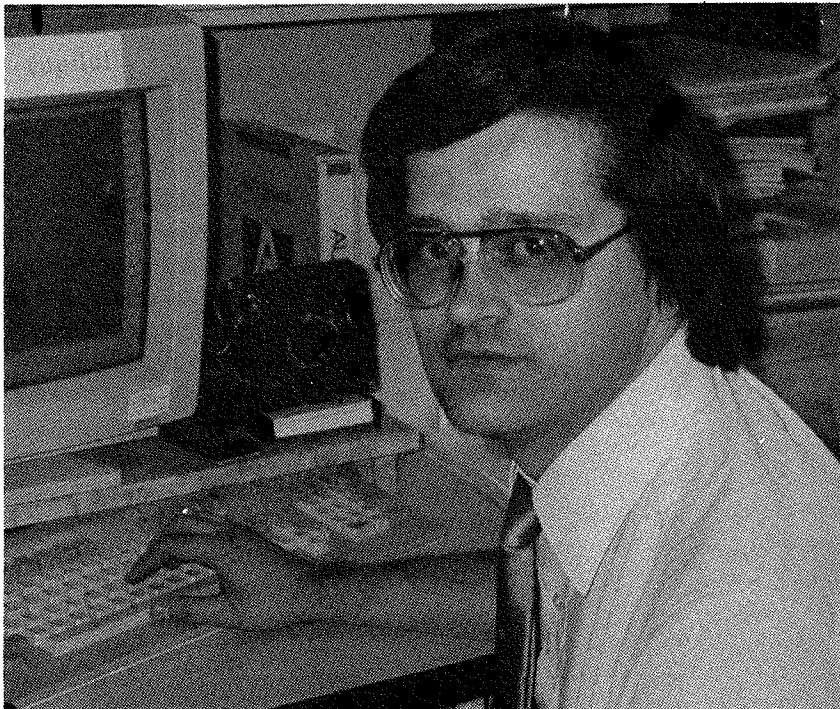


## Dan Moran Publishes AutoCAD Article

by Bill Johnson

CAD stands for Computer Aided Design. AutoCAD is the specific computer aided design system used by Columbia to do the drafting for all new computer unit developments.

Columbia's Mechanical Engineering Team Leader for the TOWER 32/1000 - Dan Moran - has published an article in the April 1989 issue of CADENCE magazine. The magazine is devoted to "using AutoCAD in the professional environment."



Dan's article advised AutoCAD users on how to improve their efficiency when working with very complex mechanical drawings, such as those needed to develop TOWER computer products. His article also contains a software tool for them to use to achieve this efficiency improvement.

With Dan and his Tower 32/1000 Mechanical Engineering Design Team using efficiency improving tricks like the one he published, we can look forward to faster product development times - and this means we can be faster getting our new products to our customers. **Way to go Dan!**

## WATER: The Medium of Life

We all know the importance of a well-balanced diet to our overall health and well-being, but we sometimes forget the other critical element of sound nutrition - WATER. Water is the medium for all body fluids, including blood, the lymph, the digestive juices, urine and perspiration. It balances acids, moves nutrients into the cells, and is a solution for holding electrolytes. (Electrolytes are salts that allow the conveyance of electrical currents.) The body's need for water is second in importance only to its need for oxygen. Adult body weight is approximately 55-65% water, with infant's body weight as much as 70%. A 10% loss of body water poses significant health risks, and a 20% loss may result in death.

Water plays an essential role in the human energy system. The more we expend, the more we need. During intense activity, the body can lose up to two liters of water as sweat. A marathon runner can actually lose 13 lbs. of body weight in the form of water during a race. Dehydration due to water loss during an activity can enhance a significant effect on the body's performance. Since the body's energy production takes place in a fluid environment, the



blood, muscles and organs all need water balance to work effectively. When water is drawn away from the working muscles, blood volume is decreased so the heart must pump harder to supply the same amount of energy.

The following recommendations can help ensure that your body has adequate water to keep you working in top condition.

- Drink 8-10, 8-ounce glasses of water or other fluids daily.
- Start drinking before you feel thirsty, since during activity the body loses water faster in sweat than it can absorb into the digestive system.
- Use water to cool your skin during activity.
- Wear light, loose, porous clothing in hot weather to help sweat evaporate.
- Weigh yourself before and after activity; replace the water you've lost with cool fluids.
- Don't count on thirst as an accurate guide to your water needs. You'll quench your thirst long before you replenish your body supply.
- Don't try to lose weight by not replacing water lost during activity.
- Don't wear rubberized clothing designed to increase sweating. It can't help you lose weight: it just prevents sweat from evaporating.

# HEALTHBEAT

## Aerobics Program at NCR "Excellent"!

by Sherje Seeliger

The NCR aerobics program has recently received a face lift. Along with the certification of all instructors, current methods of aerobic teaching have been upgraded.

All classes now are taught on beginner, intermediate, and advanced levels, combined. Low impact techniques are used exclusively and require large muscle groups to work harder, with low injury risks. Therefore, people of all ages and fitness levels may participate.

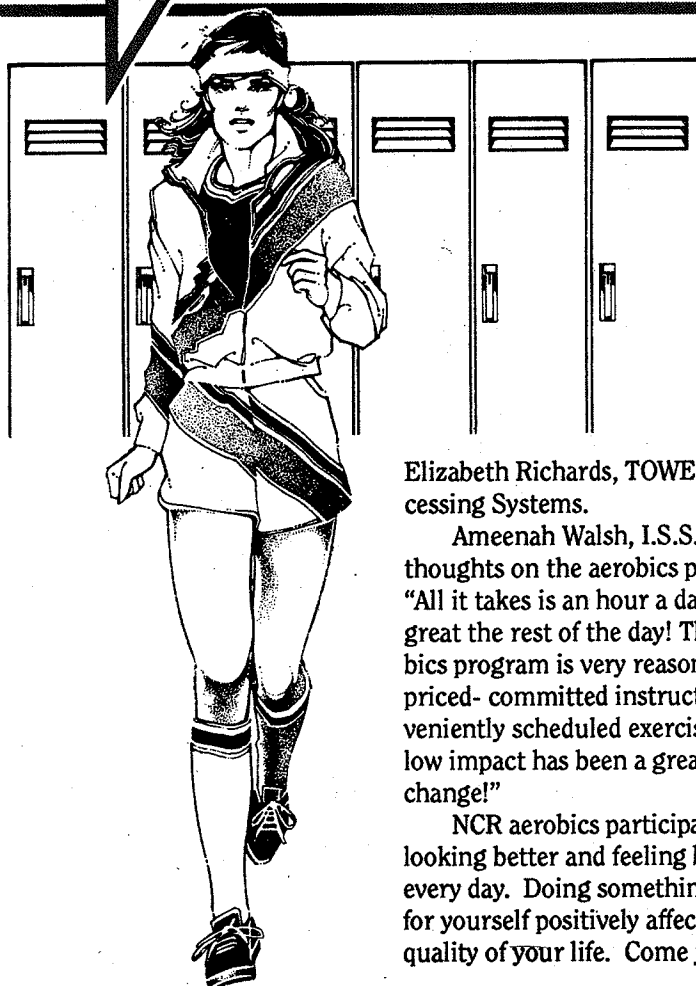
Dynabands are now being used, instead of weights, to develop muscular strength and endurance. These elastic bands allow you to do overall body toning and conditioning during the cool down portion of the aerobics class, giving a more complete, individualized workout. The bands come in various resistances and can be adapted to an individual's present strength.

Class enrollment is at its highest. Participants are eager to testify to the improvements made using the new aerobic format. Beth Robertson, Production Planning, states, "I've lost 10 pounds and 5% body fat! I feel much healthier and more energetic. I think the workouts are a great stress reliever."

"Before I started aerobics during lunch, afternoon work was difficult to accomplish. Now I have more energy, the job performance has improved. I'm getting my work done, the boss is happy, and I feel better," exclaims Tom Collins, TOWER Uniprocessing Systems.

Gil Boylston, Quality Assurance, has also benefitted from the NCR aerobics programs, "The aerobics has been excellent. I've lost weight, toned muscles, and reduced my resting heart rate."

"The aerobics program is a good way to condition both your heart and muscular system. The low impact is better on your joints and muscles than running," says



Elizabeth Richards, TOWER Uniprocessing Systems.

Ameenah Walsh, I.S.S., gave her thoughts on the aerobics program, "All it takes is an hour a day to feel great the rest of the day! The aerobics program is very reasonably priced- committed instructors, conveniently scheduled exercise times- low impact has been a great change!"

NCR aerobics participants are looking better and feeling better every day. Doing something good for yourself positively affects the quality of your life. Come join us!!

**If you have news you would like to contribute to Bits & Bytes contact Suzie Gensamer x6792. Make sure you pass along information about your Wedding, Babies Born, etc.....**