

The Valley Voice



Western Electric
Merrimack Valley Works
May 1981

Special Edition

25th

Anniversary



Wayne Hunt

Wayne Hunt appointed General Manager

Wayne L. Hunt, former General Manager, Purchasing and Transportation, Purchasing and Transportation Division, became General Manager, Merrimack Valley Works, May 1, succeeding William P. Dugan who was recently named vice president of the Transmission East Division.

Mr. Hunt began his Western Electric career in 1957, at the company's newly-established Omaha location and became Section Chief of Crossbar Inspection and Testing in 1959.

In 1961, he was sent to the company's pilot plant at Kansas City, becoming Department Chief of Wired Equipment, Inspection and Testing in 1962. Three years later he was promoted and transferred to the Kearny (N.J.) Works as Assistant Manager of Operating, Power and Rectifiers.

In 1968 he advanced to Manager, Service in the Northeastern Region,

becoming Manager, New York Communications Products Service Center in 1969, and Manager, Manhattan Service Center in 1970. He was promoted to Director of Division Staff, Manufacturing Division in 1971, and became Director of Engineering and Manufacturing at the Omaha Works in 1972. In 1976, he was named Director of Purchasing, and in 1978, he was promoted to General Manager.

Born in Lincoln, Nebraska, he attended the University of Nebraska, earning a bachelor of science degree in 1954.

From 1954 to 1957, he served as an aircraft maintenance officer in the U.S. Air Force.

Mr. Hunt married the former Donna L. Wetzel, and they have two sons, Jeffrey W. and Gregory L.

1981 Bond Drive

Saving has never been more vital for you — or for America. Americans who invest in their future by buying U.S. Savings Bonds are also investing directly in the future of their country.

May 11 thru 22 canvassers for the 1981 Bond Drive will be contacting employees about U.S. Savings Bonds which have increased in interest by 1%; and for Series EE Bonds, the interest climbed to 9% when held to maturity.

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Initial construction of the Merrimack Valley Works in 1956.

25 Years of Growth

Twenty-five years ago, on April 16, 1956, the foundation for the Merrimack Valley Works was established at 1600 Osgood Street, North Andover. At that time, an initial work force of 14 from the factory engineering group occupied the new building. The Haverhill-Lawrence Shops joined to become the Merrimack Valley Works on August 1, 1956, and the manufacturing of transmission equipment began at the new plant.



Employees occupying the first office at the Works were in the Plant Engineering group. Here, 15 employees worked on the third floor, Lawrence side.



Dan Kelleher, Plant Engineer, standing outside of the not-yet-completed front door in 1956. Western Electric planners decided back in 1943 where to establish the new works' locations.

Since its inception, the Merrimack Valley Works in North Andover has expanded several times. The first expansions were the lengthening of the office building, and the enlargement of the manufacturing building, both in 1958. In 1959 a separate building for cultured quartz operations was constructed. This building was later enlarged in 1961 for the ferrite powder department. The waste treatment plant was completed in 1969, and expanded in 1973, representing Western's continued concern for the environment. In order to house the Merrimack Valley Bell Laboratories, an addition to the office building was completed in 1969. Another addition completed in 1969 was the 132,000 square foot merchandising warehouse behind the manufacturing building. The most recent addition to the Works is a greater-capacity quartz growing facility completed in 1976.

Building Time Line

1943: Operations est. in Haverhill
1951: Lawrence Shop opens
1953: Ground breaking for Merrimack Valley Works
1956: Original construction-main building
April: factory engineering group occupied new building
July: manufacturing began
August: Haverhill-Lawrence Shops became MVW
1958: Extension to BLDGs 20,30,40,41;
Electric Sub-station and additional cooling tower.

1959: A separate building for cultured quartz operations built
1961: Quartz building enlarged for the Ferrite Powder department
1968: Pond and two additional cooling towers.
Waste treatment started
1969: Waste Treatment plant completed on November 7
Addition to office building, for Bell Labs, completed (150,000 sq.ft.)
Merchandise warehouse behind manufacturing building completed (132,000)
BLDG 70

1971: Mezzanine within BLDG 70 constructed for Thin Film Manufacturing
Chiller BLDG 44 for air conditioning of Thin Film Mezzanine
1973: Chiller Building 45
Extension of Electric Sub-station
1975: Waste Treatment Expanded
1976: Quartz Crystal Growing BLDG 37 completed
1979: Salem, New Hampshire, satellite plant opened on Nov. 26
1980: Georgetown satellite plant opened on April 2
Shawsheen satellite plant opened on April 21
1980: Second mezzanine constructed

People working together

When the Merrimack Valley Works first opened its doors in 1956, the estimated maximum number of WE employees was set at 6,000. Today, 25 years later, that number has almost doubled. Presently, more than 11,500 people are employed at Western Electric's Merrimack Valley Works and Bell Labs.

Western Electric's employees are drawn to the Works mostly from the Merrimack Valley, from 130 different cities and towns in Massachusetts and New Hampshire. Approximately 4,300 of our employees come from the Greater Haverhill area, 4,700 from Greater Lawrence, and 2,400 from New Hampshire.

The Works is really a small town. We have our own police force, as well as a fully equipped fire department. Our medical department rivals any small town hospital, comprised of emergency rooms, doctors, nurses, and an X-ray technician who handles approximately 30,000 clinical visits a year. We also have our own school system which trains our employees for various blue and white collar job skills, as well as management training programs.

Our employees have always been actively involved in the community. The Pioneers, an organization made up of 18 year service employees, are dedicated to community service. The WE Valley Club arranges tours, dances, and other social and sporting events which help keep WE employees active outside of the Works.

The Merrimack Valley Works has a 25 year history molded by dedicated, involved employees. We are proud of our fine performance in the telecommunications field, and of our service to the community.



Employees in the Credit Union work as a separate entity.





Enjoying Company Events as a Team



Family Outings

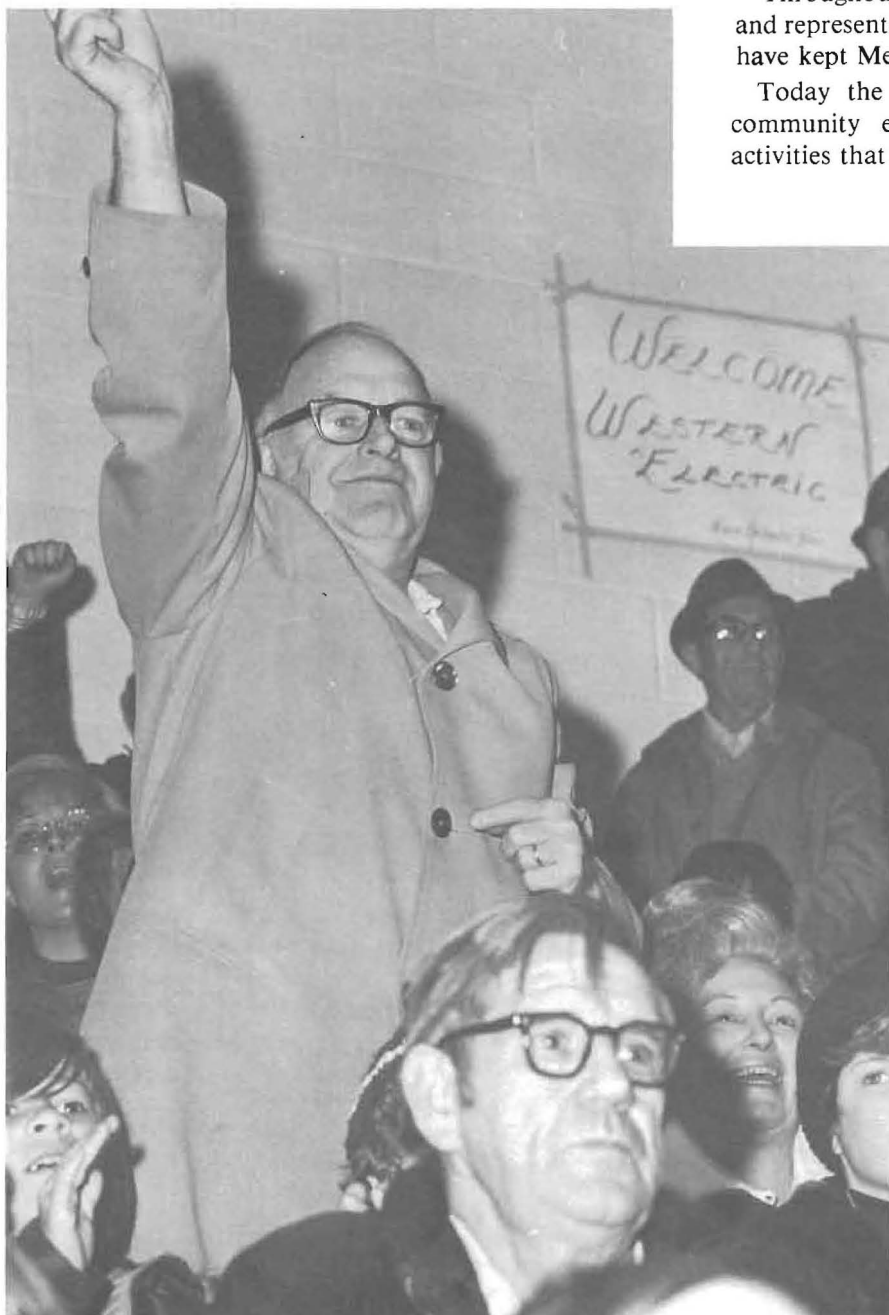
The WEValley Club which organizes social events for the Merrimack Valley Works employees was an outgrowth of the Haverhill and Lawrence clubs. When both clubs came together in North Andover, it was renamed the WEValley Club.

In 1956, the club offered a very limited selection of activities such as membership in a bowling league and tickets to a few social events.

However, a year after the Merrimack Valley Works was completed things started happening. In 1957 the Blood Bank was established. In 1960, the softball fields were carved from a lot of land at the north side of the plant. Then in 1966 the first family outing was held at Canobie Lake Park.

Throughout the last 25 years the club officers, directors and representatives have initiated a variety of activities that have kept Merrimack Valley employees together.

Today the club sells tickets to athletic, social and community events, and aids in organizing company activities that all employees can enjoy.



Hello Charley Girl contests ...



Sports events ...



Keeping Pace With Technology

Developments in technology before our doors opened in 1956 molded products and processes during the ensuing 25 years at the Merrimack Valley Works.

The transistor, developed by Bell Labs in 1947, was the building block of many products at the Merrimack Valley Works. The transistor made our products smaller, more power efficient and allowed us to engineer more complex and reliable circuitry. Not only did it affect our product, it also changed our processes and production.

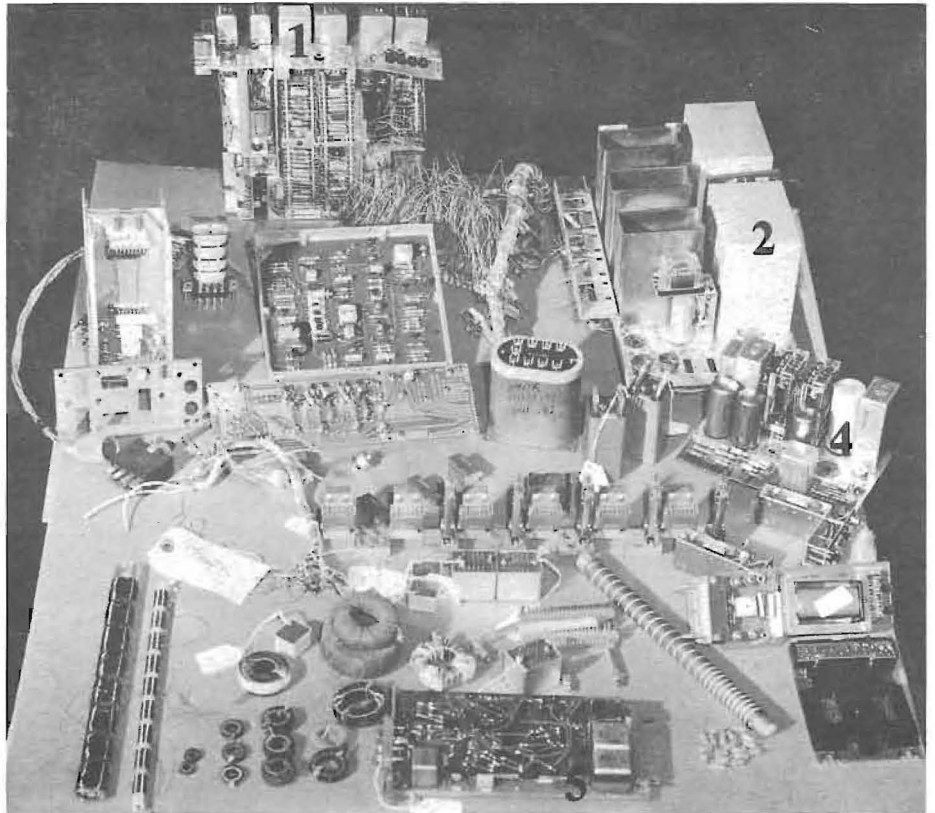
From the transistor came integrated circuits, a mixture of transistors and other devices on a single piece of silicon. Eventually new technology led to the modern day computer and the microprocessor— a computer on a single piece of silicon.

The introduction of economical integrated circuits made a change from analog to digital equipment attractive in many applications. N and O Carrier systems were analog equipment manufactured at the Works. This equipment has largely been replaced by D1, D2 and D3 in the early days and today we manufacture the D4 equipment. The Digital Interface Frame, the most complex equipment currently made at the Works, is a digital system used with the No. 4E toll digital switching machine.

CRYSTAL GROWING

Until 1959 crystal used in our products was imported from Brazil. Since that year, we have grown crystal from low-grade quartz nutrient in a separate building at the northwest section of the North Andover plant.

Quartz is used because it is a very stable element that transmits and receives signals at precise frequencies. Crystals are used primarily as



A smorgasbord of products from the late 50's and early 60's: 1 - N1 Carrier; 2 - TJ Radio Panel; 3 - D1 Plug-In; 4 - P Carrier; 5 - N2 Carrier Channel Unit.

oscillators and filters in Merrimack Valley Transmission Equipment.

In 1956 a building for experiments in growing quartz was constructed. The building was a temporary sheet metal building which housed four autoclaves or growing vessels. In 1960 the crystal was grown in what is now the crystal cutting building. Fifteen years later the present building was erected which contains 36 growing vessels.

In the 1960's the control room in the crystal building looked a lot different than it does today. Back then a huge board stood before you which had rows of meters that kept track of the temperature inside the growing vessels. Today's control room contains one computer system that controls the temperature inside each vessel, monitors pressure and has a built-in alarm system.

FERRITE PRODUCTION

Ferrite, a magnetic material, has been used in transformers and inductors since the inception of the Works. Ferrite production was transferred from the Hawthorne Works in 1957-58.



PRINTED WIRING BOARDS

Our old piece part shop, where much of the hardware for the shop was made, was replaced by a printed wiring board shop. The first printed wiring board at the Valley was a single-sided board with copper circuitry on one side. Today we have copper on both sides as well as copper plating connecting through holes.

The most significant change over 25 years has been how the design on the board is made. The first boards were designed by hand. An employee actually laid black tape on an artwork master. Today the master design is done with a computer that also tells drilling machines and later processes where components go.

SOLDERING

In 1956 there was very little automatic soldering. Some components were soldered semi-automatically, but a large part of the work was done with a hand held soldering iron.

Today we have mass soldering machines which solder thousands of connections on printed wiring boards in much less time.

TESTING

Testing processes at Merrimack Valley have gone through enormous change largely because of the development of the transistor and integrated circuits.

Test equipment used 20 years ago had dials, knobs and switches on con-



Wiring operation of "317" components used in "O" type carrier terminal equipment.

trol sections. Modern equipment contains push button controls, read outs and built-in microprocessors. Because of these technological developments we do many different types of testing that were not possible 20 years ago.

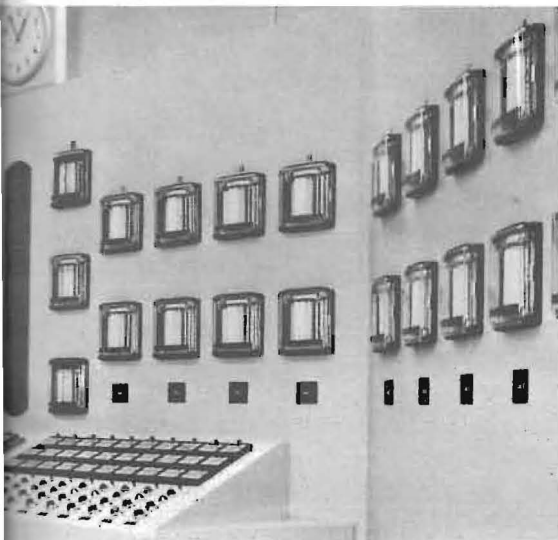
CABLE FORMING

Until a few years ago, cable forming was largely done by hand. From 1956 cable forming has been done by laying out a pattern on a board, hammering nails into the pattern and manually guiding wire around nails.

Within the last few years a computer controlled machine that zips back and forth making the same pattern has begun to replace the manual process. At the satellite plant in Shawsheen both the manual and automatic processes are done side by side.

Left:

The crystal process was once controlled automatically. Instruments on the panel reported conditions inside the growing vessels.



CONVEYORS

During the last 25 years conveyor systems have been constructed and dismantled at Merrimack Valley. Changes in production levels have been the basic reason for an alternating pattern.

In April a new transporter system was installed in the shop. The new system lends itself to high volume operations.

COMPUTERS

The introduction of computers has drastically changed the way we do business in the shop and office. Computer terminals are common desktop furniture throughout the plant and many reports have been eliminated with their installation.

The plant computer system not only orders material, acknowledges its delivery at the Works, pays the supplier but also keeps track of where the product is in the manufacturing cycle and how and when it is shipped to the customer.

Pioneering as Civic Leaders



The Valley Voice

Published for the employees of
Western Electric's
Merrimack Valley Works
North Andover, MA 01845
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Merrill Whiting.

FOUNDING

The Merrimack Valley Works, Chapter 78, Pioneers of America, was chartered in 1970 as a result of an explosive growth in membership. The Chapter was an outgrowth of the North Andover Council, formed in 1967. Membership at the time of the Chapter's formation was almost 1,000. The count doubled in 1975 and today there are over 4,000 active Pioneers. Prior to the North Andover Council, members were part of the Merrimack Valley Council which included all Bell System employees in New England.

Bell Laboratory Pioneers, formerly associated with the Frank Jewett Chapter, Murray Hill, N.J., joined the North Andover Council in 1969. At the same time the retired Pioneers from Western Electric and the Laboratories officially formed their own Life Member Pioneers Club who are retired pioneers. The conversion to Chapter status was accelerated by the addition of these two groups.

Paul E. Hughes was the Chapter's first president.

AUDIO BALL PROJECT

Twenty-five to 30 Life Members of Chapter 78 assemble Audio Balls one morning each week, a project that started

in 1970. The Audio Ball is a regulation-size softball for the blind, containing an electronic device that makes a beeping sound.

In 1972 Merrimack Valley Works engineers along with Bell Labs first redesigned the ball, improving its durability.

This first redesign was again improved in 1975, and again in 1980 with the poly-injected Polyurethane ball. Balls are distributed throughout the United States and the world by Pioneer Chapters and Councils.

More than 6,000 have been assembled here since the project started, and Pioneer Life Members have given more than 40,000 hours of donated time — truly volunteerism at its best.

COMMUNITY SERVICES

A tradition of service to the community has continued by Pioneers over the years. No project better depicts this service than the Special Field Games for special needs children and adults.

The Games started in 1979, bringing together as co-sponsors the Pioneers from Western Electric and Bell Labs, and the Employees' Association of Bon Secours Hospital. The 1981 Games will be held this month.

Other community services include hospital visits and assistance to staff members of Lawrence General and Hale Hospitals, dating back to the early '70s.

There are hundreds of Christmas gifts donated and wrapped every year by Pioneers for nursing home patients. The number of gifts has been increasing each year, topping more than 500 last year.

Patient visitations by Pioneers also include bingo games, bus trips, cookouts, entertainment, and the most recent addition to nursing home visitations — The Pioneer Clowns.

Clinics treating severely handicapped children have been aided over the years by the creative development of therapeutic devices. Pioneers also repair TV sets and radios for group donations.



INSTALLATION OF MVW CHAPTER 78 OFFICERS (June 1971) — Left to right, Jack Peterson, Member-At-Large, Executive Committee; Eleanor Grandmason, Member-At-Large, Executive Committee; Frank Smith, Incoming Chapter President; Tom Horgan, Incoming Chapter Vice President; Paul Hughes (sitting), Outgoing Chapter President; Rita Sweeney, Chapter Secretary-Treasurer; Priscilla Lawrence, Incoming Life Member Club President; Steve Korba (BTL), Member-At-Large, Executive Committee.



AWARDS

General Assembly awards for the Chapter have been presented three out of the last four years, 1977, 1978 and 1980, by the Telephone Pioneers of America. The 1977 award was for the Chapter's "Special Patient Project"; in 1978 for the "Education and Social Development Project"; and in 1980 for the "President's Award" for the Audio Ball Project, an award new to Pioneering.

The first telephone directory

The first Merrimack Valley telephone directory was one sheet of paper listing the first 20 employees that made up the Factory Engineering Dept. which moved from the Lawrence Shops on April 16, 1956.

May 10, 1956

TELEPHONE NUMBERS FOR DEPT. 6511
MERRIMACK VALLEY SHOPS
NORTH ANDOVER, MASS.

	Present Tel. No.	W. E. Extension Numbers Effective after May 21, 1956
Mr. A. B. Eielson	Dr.2-7777	525
Mrs. H. Rancourt	Dr.2-7777	525
Mr. H. W. Roscoe	Dr.2-7604	527
Mr. R. A. Gleason	Dr.2-7604	527
Mr. W. M. Willitts	Dr.2-7327	528
Mr. A. L. Galvagna	Dr.2-7327	528
Mr. R. E. Coombs, Jr.	Dr.2-7267	529
Mr. C. F. Quimby	Dr.2-7267	529
Mr. A. J. Johnson	Dr.2-7267	529
Mr. E. G. Arsnow	Dr.2-7425	530
Mr. K. E. Folsom	Dr.2-7425	530
Mr. W. L. Johnson	Dr.2-7425	530
Mr. G. L. Schmidt	Dr.2-7297	531
Mr. T. D. Thomas	Dr.2-7297	531
Mr. G. A. Elie	Dr.2-7542	532
Miss E. A. DeGagne	Dr.2-7542	532
Mr. D. J. Keleher	Dr.2-7542	532
Mr. R. I. Littlefield	Dr.2-7623	533
Mr. J. G. Ingham	Dr.2-7623	533
<i>Mr. F. O'BRIEN</i>		<i>2117 RECEIVING</i>

DJK:ed

D. J. Keleher - 6511

Today's

After 25 years - retirement

by Charlie Cote

Like many other employees at the Works retiring in May, Al Delisle, engineering associate, is planning to make all those dreams come true that have been tucked away for the past 25 years.

What are those dreams? To play golf and fish off the shores of Florida until his heart's content.

Al started his Bell System career in 1955 as a draftsman in Bell Labs when it was in Lawrence. There is one thing that is the same today as it was in 1955. Al has the same hard-working attitude that he had 25 years ago.

During his career he worked his way up from a draftsman to an engineering associate in one of the hotbeds of the transmission division, the High Frequency Line.

In May he will leave behind a personal history of work on projects like L5 Carrier where he was a member of the product engineering team.

Al's most recent assignment was in the high frequency Radio Systems. He was asked to work on these products because of his technical expertise and personal determination and dedication to the company.

Al's attitude won't change after he leaves the Merrimack Valley Works just as it didn't change throughout his career. He'll continue to work hard at whatever he does whether it is getting a hole-in-one or catching a 500 lb. tuna.

Al Delisle (right) working up to the last minute.



Company News

Savings Plan increases

With AT&T share owner approval on April 15 of a resolution affecting the Bell System Savings Plan for salaried employees, company contributions will be increased from 50 percent to 66 2/3 percent of the employees' basic salary allotments. This is the first increase of company contributions since the plan was instituted in 1969.

Beginning with contributions for the month of April, the company will match basic allotments to the plan by a participating employee with 66 2/3 percent of company contributions rather than 50 percent. As a result of this change, company contributions, which totaled approximately \$50 million per quarter under the 50 percent matching rate, will exceed \$66 million per quarter under the 66 2/3 percent rate.

As specified in the plan prospectus, participants may direct that allotments from salary be invested in one of or a permitted combination of the following: government obligations, diversified equity portfolio, guaranteed interest fund, and shares of AT&T stock. Allotments of up to 6 percent of annual salary will be matched by 66 2/3 percent contributions. The participant may also contribute up to an additional 4 percent of annual salary, which is not matched by the company.

In 1980, AT&T sold over 8 million shares of AT&T stock to the trustee of the savings plan for salaried employees. Approval of the directors' proposal at the annual meeting would permit the company to sell up to an additional 15 million authorized shares to the plan's trustee.

Among the benefits to the company and employees that will result from the changes are these:

—The shares purchased from AT&T, instead of in the market, will provide the company with additional common equity capital to the extent that additional employee participation will be encouraged by the increased company contributions.

—Further incentive will be provided for employees to continue a career with the Bell System.

—Additional retirement income of financial help in times of need will become available. Approximately 266,000 employees throughout the Bell System now participate in the Bell System Savings Plan for salaried employees.

Discussions are taking place with unions that represent eligible salaried employees.

Additional changes in Savings Plan

Employees eligible to participate in the Bell System Savings and Security Plan will receive a prospectus shortly, describing the plan. It will include financial statements for 1979 and 1980.

There have been some changes in the plan's terms:

Sections 3, 9 and 15 have been changed to permit eligible employees to "roll over" savings plan participation assets between affiliated company savings plans (Southern New England Telephone Company and Cincinnati Bell Inc.). In the past, employees who transferred to an affiliated company were required to take a fully vested distribution.

Section 9 of the plan has been further amended to provide for the vesting of company contributions with regard to participants who terminate employment and are not eligible to a service pension under the Supplemental Income Protection Plan or the Western Electric Management Income Protection Plan. However, this amendment will not be implemented until the IRS has reviewed it and determined that it does not affect the qualification of the plan under certain provisions of the Internal Revenue Code.

In addition, the Savings and Security Plan has been amended to include an additional wage band of \$400 and over from which allotments from pay may be made in \$5 increments up to a maximum of \$25 per payroll period.

The Savings and Security Plan is in its third year of operation and includes about 355,000 participants.

Savings Plan values as of April 30.

	Unit Value	Units Credited per \$
	BSSP	
AT&T	2.2130	0.4518
Government Obligations	2.3142	0.4320
Equity Portfolio	2.0330	0.4919
Guaranteed Interest	1.1284	0.8861
	SSP	
AT&T	1.0334	0.9675
Guaranteed Interest	1.2199	0.8197

Insurance benefits

In accordance with the National Labor Agreements reached last summer, AT&T established a National Dependent Group Life Insurance Plan which affords employees the opportunity to purchase life insurance for their spouse and dependent children. All Bell System companies will participate in this plan.

Effective July 1, 1981, all active employees of Western Electric who are insured under the Basic Group Life Insurance Program and who have six months service will be eligible to enroll in the Dependent Group Life Insurance Plan. For those enrolled in the Basic Insurance Plan and who have six months of service on July 1, 1981, an enrollment period will *begin May 18, 1981, and extend through June 5, 1981*. At that time, employees will be furnished a copy of the Dependent Group Life Insurance Plan Booklet, an enrollment card and special instructions for enrolling in the plan.

Dependents who are eligible to be insured under this plan are your spouse and dependent children (these are your unmarried children to the end of the year in which they attain age 19, or to age 23 if full-time students, including your own children, legally adopted children, stepchildren who live with

(Please turn to next page)

Roland A. Benoit	75.00
Frank S. Chapinski	75.00
James M. Mannion, Jr.	75.00
Gerard E. Marchand	75.00
Dennis M. Robichaud	75.00
Daniel V. Sirois	75.00
Randall M. Townshend	75.00
Martin E. Kelly	55.00
Frank S. Chapinski	50.00
Robert J. Desmarais	50.00
Louis M. DiPinto, Jr.	50.00
Robert E. Larocque	50.00
Gerald G. Martin	50.00
Elaine M. Vogler	50.00
Sandra O. Dennis	37.50
Thomas A. Lacroix	37.50
Bruce T. Baril	25.00
Joseph F. Casey	25.00
Robert T. Demarco	25.00
Margaret M. Garbec	25.00
Robert C. Gulezia	25.00
Joseph G. Kanan	25.00
Melvin W. Maddoz	25.00
E. S. Regis	25.00
Kevin A. Robichaud	25.00
James F. Cloherty	12.50
Bryan S. Maclaren	12.50

January

Glenn E. Boucher	\$75.00
Gordon H. Hamilton	75.00
Francis R. Stone	75.00
Stanley J. Trczinski	75.00
Janet Q. Carter	50.00
Janet Q. Carter	50.00
Albert L. Deshaies	50.00
Joseph G. Desmarteau	50.00
Phyllis L. Desmet	50.00
Richard L. Farr	50.00
Joseph L. Girard, Jr.	50.00
Richard C. Hamel	50.00
Norma R. Lapierre	50.00
Kenneth A. Lavallee	50.00
Arthur F. Smith	50.00
William D. Boutin	25.00
Albert L. Deshaies	25.00
Robert R. Desjardin	25.00
Edith M. Doucette	25.00
George C. Fitton	25.00
Joseph G. Kanan	25.00
Robert J. LeFebre	25.00
Anthony P. Palmieri	25.00
Mary B. Lavigne	25.00
Marion N. Poole	25.00
Charles Sapienza	25.00
Herbert A. Skinner	25.00
Bruce W. Vaal	25.00
Christine E. Wilkinson	25.00
Kenneth J. Motoh	12.50
Stanley Wojcik, Jr.	12.50



Mary Thomas (left) and Sandy Hilbert post a job listing every Monday morning.

Job posting increases opportunities

About 800 employees have changed jobs since the inception of the Job Posting Program by the Personnel Department. The program was initiated for Salaried Graded employees in March 1980 and for Hourly Graded in January 1981.

Darcelle Wright, department 80544, who recently bid for a vacancy and was upgraded, stated that "the job bidding program's most attractive feature is that it places the responsibility to seek opportunities with the employee." Another applicant Bob Richardson, department 8113 TID, says the program has been successful. "It is simple, provides greater flexibility in allowing upward mobility consideration, and above all, employees are informed about what opportunities are available."

The new program "maximizes employees participation, and the selection process can be achieved more expeditiously," according to Bob Kearns, Placement Supervisor. The purpose of job bidding is twofold he explained. Job bidding informs employees about available job opportunities and, secondly, it speeds up the selection process.

Bob said that in the former system it often took months to file a non-bonus (Daywork) job and up to five weeks to fill a piecework job. Now it only takes about two to three weeks to fill either job, he continued, primarily because only qualified employees interested in the job bid for it.

Vacancies for job bidding are posted throughout the Works facilities for three days and are removed on the

fourth working day. For graded and trades group vacancies, employees in the following categories can bid for a posted job:

- employees in the next lower grade
- employees requesting a downgrade
- eligible employees requesting lateral moves

Self-nomination forms can be obtained from the employee's section chief. The employee then fills out the form and puts it into a nomination box located next to the job posting bulletin boards or in the personnel office if the job bidding is to a salaried graded job.

The Personnel Department provides the section chief that has the vacancy with names of qualified employees by seniority. Then the section chief interviews in order of service dates and makes the final selection. A list of selected employees is posted each week.

There have been a few snags, however, in submitting correct nomination forms. According to Bob, the "posted vacancy number" which appears on the top of the job posting form is very important and must be filled in on the self-nomination form. The Placement Organization makes every effort to correct errors on the self-nomination form but employees are expected to complete the form correctly.

Bob also said that separate request forms for lateral and down grade moves must still be forwarded to the Personnel Department before employees nominate themselves.

Where did our PLPM group go?

If you had to choose a meeting place between North Andover and Boston you would probably pick Burlington. Well, that's exactly where two segments of Merrimack Valley's marketing organization - PLPM - have met forming a new location.

Product Planning and Field Support previously a Valley resident organization and three marketing groups formerly at One Boston Place relocated to 3 New England Executive Park in Burlington. The organization called Product Line Planning and Management (PLPM) is the marketing

organization for the Transmission Equipment Division.

Basically, PLPM analyzes and maps-out a route for new transmission products before production begins. About 100 engineers and marketing people work in Burlington.

Business between the Valley and PLPM is still strong. "A vibrant relationship exists between the Merrimack Valley Works and Burlington", says Arthur Beaty, Jr., Manager of Product Planning and Field Support. PLPM people constantly meet with Bell Labs and Western Electric people to review

plans in cost reduction, production and forecasting as they relate to marketing plans for a product that will be manufactured at the Valley.

Before a product is made at the Valley, months, sometimes years, of planning take place. PLPM first analyzes the market for a product. Then the particular need for a product is pinpointed and a strategy is developed for sales, manufacture and every aspect that goes into making a product. People from the Merrimack Valley Works, Bell Labs and PLPM work together throughout the whole process.

Employees' Privacy Protection Policy

Western Electric policy regarding privacy of employee records is as follows:

It is the Company's policy to make certain that all Company records containing personal employee data are held in confidence and properly safeguarded, and that the information contained therein be kept accurate, complete, relevant and up to date. Employees shall be afforded reasonable opportunity, upon request, to examine records containing personal data relating to them and to propose corrections, additions, deletions or amendments thereto. Employee data shall not be disclosed to others except as required by the needs of the business and pursuant to prescribed Company procedures, or under the following conditions: with the written consent of the employee; pursuant to valid legal process or other recognized lawful demand; under a collective bargaining agreement; or as prescribed by statute or government regulation.

The foregoing statement of policy shall apply to active employees, agents, retired and former employees, and to applicants for employment.

The booklet, "Privacy of Personal Data," describes specific details of the Company's privacy policy, including the basic types of records maintained by the Company and the procedure employees should follow in order to examine records containing personal data about them. The booklet also lists

records to which employees do not have access and explains why these records are not accessible. Any

employee who has not yet been given a copy of this booklet may obtain one from the Personnel Organization.

New forms simplify claims

Your Benefit Office frequently receives calls requesting assistance in filling out claim forms to obtain the benefits of the various Company insurance plans. We in Benefits and our insurance carriers are striving to make it easier for you to obtain your benefits. With this in mind, around May 1, 1981, a new, simplified "Notice of Claim" form will become available for your use in filing for Medical Expense Plan benefits.

New forms are yellow, and when available, may be obtained through the Stationery Storeroom; however, you can still use any current blue colored forms you may have on hand. Some other features of the revised form are:

- 1) An employee's carbon copy has been added to enable you to keep track of your family claim filings.

- 2) Work address and data on other sources of wages or pensions have been removed.

- 3) The options for establishing a major medical expense period have also been removed. The major medical expense period will start *automatically* on the date of the first expense you claim toward your 1% out-of-pocket deduc-

tible. This date determines the 12-month medical expense period. However, the other options are *still* available to you, and you may elect a different starting date for your medical expense period simply by calling or writing the Travelers.

Travelers will contact employees if there is any need for further information to process a claim. When you submit a claim, you will receive a statement on your Explanation of Benefits form of the options available for starting your major medical expense period. However, if you still have any questions, you may call the Travelers on their toll free number: 800-334-2400.

You only have to file the revised form *once* in a calendar year. This would be when *first* filing to obtain benefits for each covered individual (self, spouses or other dependent).

Remember, your Benefit Office remains available to assist you and to answer any questions you may have in regard to all your Company provided health insurance coverages. Your benefit representatives are Rita Cartier, Ext. 2357, and Sandy Enright, Ext. 2338.