



GAT Management Newsletter

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Editor - H. McClelland

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TWENTY-ONE MILLION dollars will be expended over the next ten years in expanding the Federal government's long distance data communications system, which handles information on taxes, government benefits, and other records when requested through civilian agencies by private citizens. Rod Kreger, acting administrator of General Services Administration, stated the expansion will increase the capacity of the system, due to reach saturation level by April 1972, by tenfold, and will include new computer centers in Austin, Texas, and Romney, West Virginia. Western Union Telegraph Company, owner and operator of the system which is leased by GSA, will conduct the program.

WINNERS of the GAT Singles and Doubles Bowling Tournaments were, for the women, JEAN ASHBAUGH (D-541) with a series of 627 in the singles, and BARBARA NELSON (D-233) and Peg Humphries (wife of D. H. HUMPHRIES, D-731) with a 1166 series in the doubles. For the men, G. H. SARGENT (D-851) won the singles with a 691 series; M. F. BETTASSO (D-732) and his son, D. Bettasso, won the doubles with a 1283 series.

DR. R. I. KAPLAN and DR. H. H. THOMAS are to present a Science Day assembly program and help judge the science exhibits at Western High School on March 10.

A. P. ROMERO addressed a group of cub scouts and their families (approximately 125 people) at the annual Blue/Gold Banquet and Pinewood Derby on Monday, February 28, at the Trinity United Methodist Church in Chillicothe. The subject of his talk was "Worthiness Comes in All Sizes," and excerpts should appear on Telcom next week.

GAT NAMES in the news: E. LITTERAL was chairman of the 10th annual Cancer Bowling Tournament held at Weiss Recreation in Waverly on February 20; R. L. ICE (D-852) is president of Waverly West PTA, and chaired the annual PTA carnival on February 19; K. F. VULGAMORE is a member of the Board of Directors of Pike Water Inc. for the second straight year.

TWENTY-THREE GAT employees and one of their wives are attending the three Wednesday night seminars sponsored by the Industrial Management Club of Chillicothe on the subject of "The Management of Change." Some travel all the way from Portsmouth to hear the lectures, which were attended by a total of 185 people the first week.

MANAGEMENT NEWS---ON THE NATIONAL LEVEL

THE NATIONAL SCIENCE FOUNDATION recently collected air samples at 78 sites around the world and compared them with samples taken 61 years ago. Result? They found there is today precisely the same amount of oxygen in the air now as there was then--20.95%.

BECAUSE AN F-111 supersonic plane went down in flames after a big bird crashed through the plane's glass windshield, Gdycr. Aerospace may get some more government contracts. For several years, the Arizona Division has been developing a relatively lightweight bird-proof acrylic-clad polycarbonate material which they think would be just the thing for not only windshields for the F-111 but for windshields and windows in other planes and helicopters. After the crash, a request for a proposal met with a quick response from GAC.

OHIO STATE UNIVERSITY has students from all 50 states and 91 foreign countries.

ONLY ONE IN FOUR chemistry grads found full-time employment in 1971 and beginning salaries were down seven percent from 1970. Fewer than half of the chem engineering grads found jobs but beginning salaries were not down. The starting salaries for chem grads with master degrees was down 8.9 percent; the starting salaries for chem engineers with masters was up five percent.

THE WALL STREET JOURNAL reports that a man in Atlanta consulted five different firms about his taxes. The C&M Tax Service told him his tax bill was \$838.08 (their fee was \$31). Sears told him he could expect a refund of \$30 (fee: \$15). Mr. Tax (another consultant) told him he owed an additional \$565 (fee: \$26). H&R Block, an Atlanta office, calculated that he would have to pay \$654 (fee: \$25). H&R Block in Decatur told him to pay \$597 (fee: \$22.50). When the man finally checked with Georgia tax officials and the Internal Revenue, they told him he was entitled to a refund of \$518.74! Moneysworth recommends that you pay 75¢ for a copy of "Your Federal Income Tax" from district offices or from the Superintendent of Documents, Washington, D.C., 20402, and prepare your own tax forms.

THE AUTHOR of a new book called "Spend Yourself Rich" suggests that you use a different color ink to write out checks for medical and other tax deductible expenses. At the end of the year, you will be able to figure your income tax more quickly.

THE COST OF LIVING in New York City is 16% higher than in Chicago and Los Angeles, 20% higher than Detroit, 38% higher than Dallas.

FEDERAL LEGISLATURE against age discrimination in employment practices is all well and good. But an article in Management Review points out that firms that have to operate at a profit or cease to exist are well aware that the older an employee gets the more expensive he is in terms of pension and other benefits. For example, the company's contribution to the pension of a 30-year-old worker is generally about twice that of the worker. But for a man over 50, the ratio changes to about 8 to 1. Also when a man is terminated, the money already paid into his pension fund doesn't revert back to the company. But it can be used to reduce future payments, assuming, of course, that the worker doesn't have vested rights. In addition, the cost of other benefits, such as health care, often rises significantly if a company hires older workers.

THE COMMUNITY BANK, 111 West St. John Street, San Jose, Calif., 95100, offers free checking service, requires no minimum balance, imposes no maximum on the number of checks written, will print your name on checks free, and pays postage for those who bank by mail.

MISS MARTHA NELSON was recently named personnel manager for Akron operations by the Firestone Tire and Rubber Company.

DRINKING BEER may be hazardous to your health--in a way you probably never suspected. John W. Landis, president of Gulf General Atomic, in a paper entitled "The Nuclear Radiation Molehill," points out that one can of beer contains as much radioactive potassium as you would receive in a year from all the nuclear power plants that are presently in operation--0.002 millirem.

A "FAIR DAY'S" TYPING, according to David D. Swett, executive v.p., Bruce Payne & Associates, depends upon the quality of the original copy, the type of materials, the equipment and other variables. However, on the average, one might expect with longhand copy--10.25 letters per hr; with shorthand (including taking dictation)--5.50 letters per hr; with dictating belts--9.50 lph; single-spaced line reports--6.20 pages per hr; double-spaced line reports--10.40 pages per hr.

THOUGHTS ON MANAGEMENT

THE JAPANESE WORKER is, we believe, the most industrious in the world. He does not saunter between work stations. He trots. He is eager to increase his productivity as a means of raising his standard of living. To that end, he works with his management and his co-workers to produce more. His rather large annual wage increases are more than offset by his productivity increases. We suggest Americans can learn a lesson from the Japanese. If we are to contain inflation, productivity gains must keep pace with wage increases. --Walter Campbell, editor of Industry-Week, as quoted in "Inside Detroit Steel"

INCOME TAX time is when the government tries to get as much of our money as possible to pay its bills and we try to keep as much as possible to pay our own.

--Listenin' In (General Telephone Co.)

MERCURY (in tuna fish) comes principally from deposits in nature. To attribute pollution of entire oceans to the 900 tons of mercury released into the environment by industry--that's less than 40 carloads--is like blaming a boy with a water pistol for the Johnstown Flood. Fish caught 44 years ago contained twice as much mercury as any fish processed recently.

--T. R. Shepherd, Jr., publisher of "Look"

MANY A WIFE thinks that her husband is the world's greatest lover. But she can never manage to catch him at it.

--Short Circuits

FOR A NUMBER of years, our training department has been on a crusade to take the "mystique" out of management and use plain, down-to-earth explanations about what it is that managers do. A few of our favorite management techniques to avoid include: Mushroom Management. All that mushrooms need in order to grow is to be left undisturbed in the dark and fed fertilizer frequently. Mushroom managers keep subordinates in the dark, and feed them lots of manure. Unfortunately this technique works better on mushrooms than it does on subordinates--they cease to grow at all. Management by the Golden Rule. Some managers state the Golden Rule this way: "He who has the gold makes the rules." Top managers practice this technique quite often. Increasingly, however, ambitious subordinates do not care to work under this particular Golden Rule.

--William C. Thomas, Honeywell, Incorporated

DECISION: For years he trod a narrow groove that few would find fulfilling. Yet when he had a chance to move he turned it down, unwilling--a preference that seems to prove stagnation can be thrilling.

--William Walden

THERE ARE 3 major rules for the proper delegation of authority. First, delegate the right duties. Nobody can do your job as well as you can, but will do it well enough. Delegate recurring details and lesser details. Most subordinates, according to recent surveys, are anxious to assume new duties. Second, delegate to the right people. To select the right men for the right jobs, screen your men carefully, study them at work, test them with problems and encourage their independent thinking. Ask yourself about your subordinates: Do they want more responsibility? Do they have self-discipline? Are they well organized? Can they lead others? Test their leadership abilities by assigning specific tasks in which they will function with all of your authority and responsibility. Evaluate their potential while watching them in action. Third, the right time to delegate is whenever you can, but there are special occasions when you can delegate to the best advantage. These are when your work load is too heavy and when you are absent. Do not wait until the last minute to delegate work, but develop plans for delegation well in advance of your departure. Take time to train your subordinates before they become responsible for work you delegate to them. When you are in line for a promotion make sure someone is ready to take your old job. If no one is available, you may not be promoted at all.

--Ted Pollock, "The Right Way to Delegate Authority"

LIFE is like a bank account with one exception, it's all withdrawal.

--Dr. William Levy

I WANT TO GET ACROSS the fact that mental health is not just a matter of thinking positive thoughts and gulping a few pills to quiet your nerves. To achieve it, you may have to do some fundamental reorientation of your attitudes, your goals and your habits. Basically, it is a matter of ordering your whole life so that, insofar as possible, you make your work a pleasure instead of a burden. Keep your business career in perspective as an important part but certainly not the whole of your existence.

--Robert H. Felix, author of "How to Live with Job Pressure"

WHO'S WHO IN MANAGEMENT

ROY IRVING KAPLAN is a technical man, sr., and a group leader in the Chemical Development Section of Department 521. He is responsible for coordinating the activities of two technical men and a technical assistant in barrier improvement studies, chemical process improvement methods, water pollution control, and basic research in uranium coordination chemistry. He reports to C. F. TRIVISONNO, supervisor of the Chemistry Department.



Dr. Kaplan graduated from Holmes Agricultural High School in Goodman, Mississippi, received a B.S. in Chemistry from the University of Mississippi, gained a Petroleum Research Fund Fellowship at Georgia Institute of Technology in Atlanta where he was awarded an M.S. in Inorganic Chemistry, and under a National Science Foundation Fellowship at West Virginia University in Morgantown he was granted a PhD in Inorganic Chemistry. He was employed by GAT on September 3, 1968, to fill the position he now holds.

Roy, his wife, Mary (Maggie), and their three-year-old daughter, Deborah Lynn, live at 472 Caroline Drive in Chillicothe. The Kaplans are members of Temple Israel in Columbus. He is a member of the American Chemical Society and the Order of Sigma Xi; a past president of the Alpha Sigma Chapter of Phi Epsilon Pi; and was the vice president of the Graduate Student Council at Georgia Tech. Roy has numerous publications to his credit, three of which were presented before ACS meetings, and his name will appear in the 1972 edition of "American Men and Women of Science." His hobbies include tennis, swimming, hiking, and travel.

GAT NAMES AND FACES IN THE NEWS



DR. R. EATON



W. J. LEMMON



G. E. RUCKER



W. F. POTTS

DR. ROBERT EATON spoke to a meeting of the American Assn. of Retired Persons at the Activity Center in Bristol Village. His subject was "Your Health and How to Protect It."

W. J. LEMMON has been selected to attend the one-week Management Development Program at Wittenburg University during the week of March 12.

GEORGE E. RUCKER is the newly elected 1972 president of Local #66, United Plant Guard Workers of America.

W. F. POTTS is the first person from this area to be appointed an official starter by the National Outboard Association, and is already assigned to officiate at boat races as far away as southern Louisiana. This is also his fourth year as chairman of the Portsmouth Riverdays races, and he was installed February 29th as president of the Portsmouth Shrine Club.

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