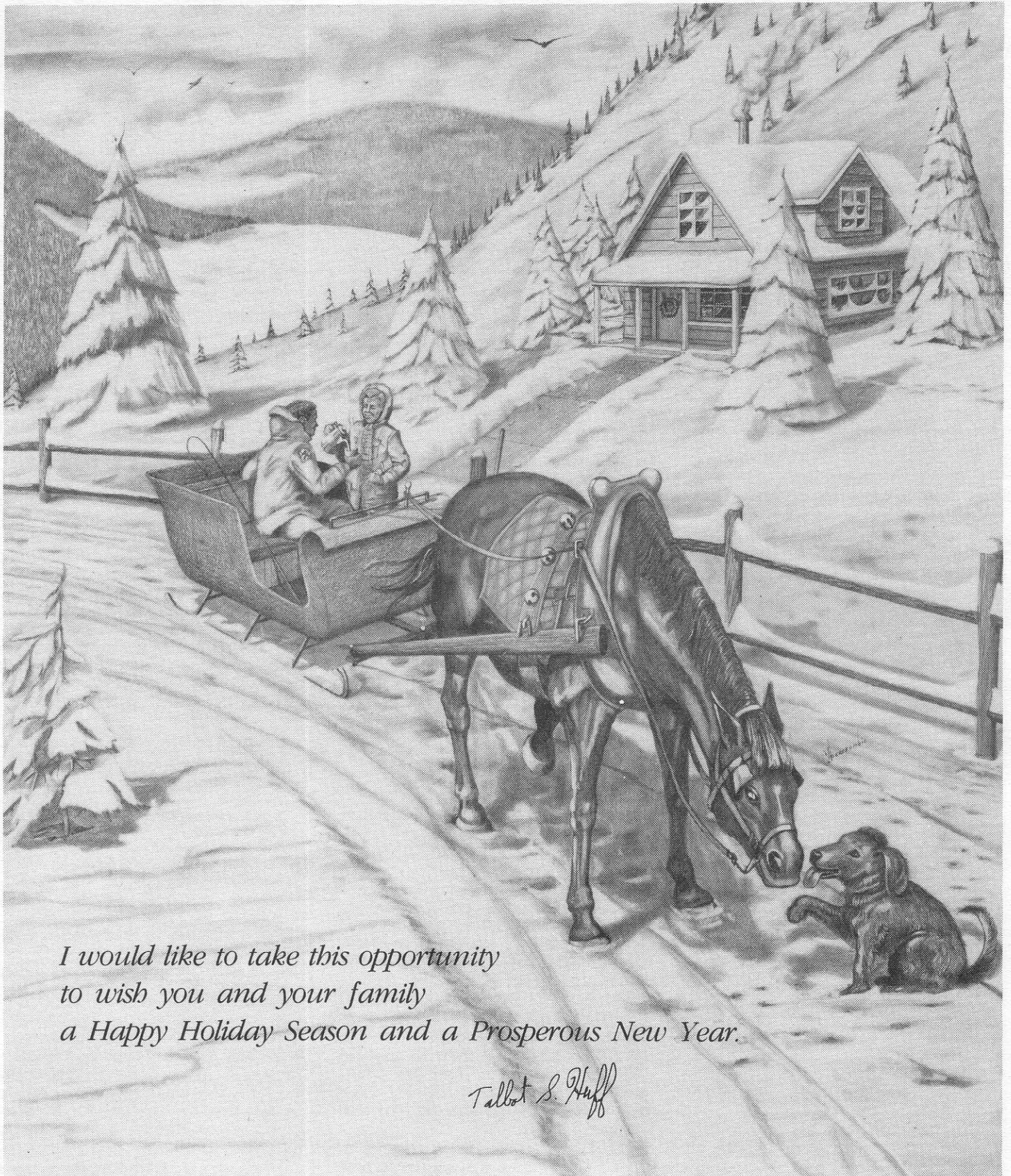


MELPARTICULARS

Volume 7, Number 7

E-Systems Melpar Division

December 1986



*I would like to take this opportunity
to wish you and your family
a Happy Holiday Season and a Prosperous New Year.*

Talbot S. Huff

Security Spotlight ... WEAK LINKS

It should come as no surprise that defense contractors use computers extensively in processing classified information. Currently, there are over 13,000 Automatic Data Processor (ADP) systems approved for such use within the Defense Industrial Security Program (DISP). These systems run the gamut from Cray super computers to hand-held programmable calculators, with the majority being stand-alone word processors.

The Industrial Security Manual (DOD 5220.22-M) requires that every ADP system, as well as every significant modification to a system, used for processing classified information must be specifically approved by the Defense Investigative Service (DIS) Regional Directorate of Industrial Security. The vehicle for this approval is the contractor's ADP Standard Practice Procedure developed for the unique operating conditions of each cleared facility.

Within the DISP, computer security deficiencies have been frequent among cleared agencies. The ten most common ADP security deficiencies, identified by DIS include:

1. *System not approved* for classified processing prior to use.
2. *Systems not operating as documented*, i.e., major changes made without notification to the facility security officer or DIS. Systems must also be reapproved after relocation. Users are often unaware of this requirement.
3. *Storage media* (diskettes, tapes, etc.) not properly marked or brought

into accountability.

4. Procedures are not established or not followed for *deletion or destruction of information* on ADP storage media. Electronic copies of documents retained (often inadvertently) when paper copies are destroyed, e.g., after completion of a classified contract.
5. *Access records* ("audit trails") not being properly generated, reviewed, or maintained.
6. System located in an area without proper controls to deny *visual access*.
7. Operating system and application *software not properly protected*.
8. *Printouts* of program listings or reports not properly marked.
9. Failure to follow system *upgrading or downgrading* procedures outlined in the ADP Standard Practice Procedure.
10. *Lack of security education* on the part of users or operators. Personnel are not aware of their security responsibilities because they have not read and/or are not familiar with their system ADP Standard Practice Procedure.

While they may be simple to rectify, any one of these deficiencies could lead to a serious loss of classified information. A single mistake in safeguarding a paper document can lead to its compromise; the same mistake with a computer diskette could compromise a hundred documents.

Further information on ADP security requirements may be obtained from your Melpar Security Office.

UNITED WAY WRAP-UP



United Way Executive Charlie Fertsch shows his excitement as Campaign Chairman Dr. Dennis Krausman presents him with Melpar's 1986 contribution.

An impressive \$75,817.46 was collected by Melpar's 1986 United Way Campaign, representing a 23% increase over last year's outstanding effort.

Campaign Chairman Dr. Dennis Krausman, Director of Search and Analysis, said he was pleased with the continuing support he received on this and last year's campaigns, especially from the individual canvassers. He added that this year's success would not have been possible without the help of campaign coordinators Dee Boysen (FC), Kathy Wrenn (FC), and Debbie Sparks (FX), or the many hours volunteered by Senior Cost Analyst Becky McGrath.

This year, the United Way celebrated 100 years of serving the nation's needy. Under the leadership of Chairman Dennis Krausman and Co-Chairmen Greg Cox and Randy Smith, Melpar employees' generous contributions helped demonstrate that the *spirit of giving* is not only alive but growing, ensuring a better future for all of us.

Library Up-date ... NEW CATALOG ADDITIONS

The Vendor Catalog Collection and the Specification Center have recently acquired a system of documents on microfiche that will supplement the hardcopy collections in the two areas. The system, purchased from the National Standards Association (NSA), replaces the Vendor Selector and Defense Specifications Services which had previously been leased.

The system we have chosen consists of several parts:

- *Vendor Catalogs* — Complete vendor catalogs for mechanical and electrical equipment can be found on microfiche and accessed through a printed index. One can look up information either by product name

or vendor name. Both the index and fiche are updated monthly.

- *Military Standards and Specifications* — The military standards and specifications collection is also accessed by the use of printed indexes arranged numerically, alphabetically, and by federal supply class. The NSA system offers an advantage over the previous system in that one can find a standard or specification including any supplements, additions, or slash sheets in one location on the microfiche, rather than in several different locations. The set of indexes is updated quarterly with weekly cumulative indexes provided between the quarters.

- *Master Cross Reference List (MCRL)* — The NSA system also pro-

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 Lee Martin (GWU), Bill Mitchell, Kathy Samples

vides the Master Cross Reference List that is used to check for Government-assigned national stock numbers.

- *Federal Supply Code for Manufacturers (FSCM)* — The Federal Supply Code for Manufacturers allows one to obtain a code number for a given company or identify a company by its code number.

LIBRARY Cont. on page 6

FONES AWARDED \$1,000 FOR \$\$\$ SAVING SUGGESTION

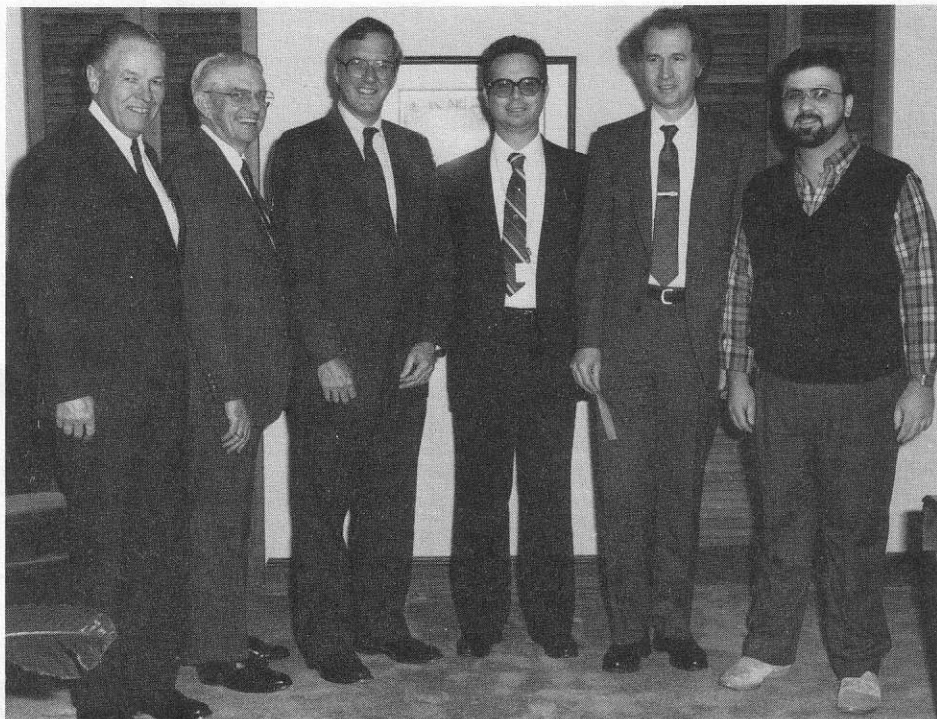
Since its establishment in 1985, the Employee Suggestion Program has recognized over 18 employees for their efforts, but none have been so greatly rewarded as Design Engineer Sam Fones.

On November 10, Vice President and General Manager Talbot Huff presented Sam Fones with a check for \$1,000 for suggesting and implementing a procedure that could save the company over \$40,000 within a year.

According to Fones, there has been a relatively high failure rate for the power supply of the ROLM 166B computers used by Melpar. Until recently, repairing the unit meant returning the entire power supply to the vendor—a task that not only prevented use of the computers but cost \$2,000 per failure since the warranty on the ROLM computers had expired.

As members of the Technical Support Services Department, under the direction of Supervisor of Computer Maintenance Ronal Butler, Fones and his fellow workers provide the company with a high degree of engineering support and a variety of technical information. It is Fones' responsibility to design, order, install, and maintain certain types of computer equipment throughout the division. Returning the power supplies was a routine task for Fones, but the frequency of the failures led him to investigate the problem. By trouble-shooting faulty power supplies, Fones isolated the failure to a specific module and found he was able to repair the problem in-house for under \$250.00 per failure.

Fones took the initiative in implementing his cost-reducing idea and



Pictured from left to right are CAR Committee Chairman Buck Buckingham, Vice President of Finance and Administration Don Gibbs, Vice President and General Manager Talbot Huff, and Employee Suggestion Program award recipients Sam Fones, Martt Harding and Jeffrey Bragg.

began repairing the power supplies immediately. Since identifying the problem, Fones has already saved the company over \$15,000. Fones also plans to install corrective measures that will prevent recurrence of the failure.

Sam Fones has been extremely supportive of Melpar's Employee Suggestion Program. Aside from his personal gain, Fones has demonstrated a genuine concern for the reduction of waste throughout the company. "Eliminating waste has obvious benefits for the company," said Fones, "but it's also cost effective

for the Government—that saves each of us tax dollars in the end."

Sam Fones and his wife, Mary, (Senior Report Typist for Systems Engineering) have been employed with E-Systems almost three years. Their plans for Sam's award include an "extra-special Christmas," or maybe even a down payment on a long-awaited vacation to Hawaii.

Fones is pictured above with fellow award recipients Martt Harding and Jeffrey Bragg who were recognized for their suggestions on *Enhancement to MMS PSEU Software* and *COAX Cable Re-use*, respectively.

Credit Union News

- Checks were sent out the first of November to those members who participated in the 1986 Christmas Club. The total dollar value distributed this year was in excess of \$18,000. Christmas club accounts for 1987 are now available . . . start saving for next Christmas today!
- Because of the increased number of loan applications, the deadline for submitting appropriate paperwork has been changed from COB Monday to COB Friday. This will ensure sufficient time for office personnel to properly process all applications.

PLAY THE NAME GAME . . . AND WIN!

The Cost Avoidance/Reduction (CAR) Committee wants your ideas, so it is offering you the chance to win a \$100 United States Savings Bond.

In an effort to better inform employees about the suggestion program, the CAR committee has launched a contest to select a new title for the 1987 employee suggestion program. Rules for the contest are as follows:

1. Titles must be three words or less.
2. The originator's name, organization code, and work extension should be written on each entry.

3. There is no limit to the number of ideas an employee may submit.

All entries must be submitted to Dee Boysen in Employee Relations by COB January 10 to be considered. The CAR committee will then select a title and award the \$100 bond on January 15 to the employee submitting the winning entry.

The employee suggestion title contest is only one of many ways the CAR committee is working to ensure the success of the 1987 program. For additional information contact Dee Boysen (X2717).

Know Your Benefits...

EMPLOYEE COMPUTER PURCHASE PLAN

Through a computer purchase plan at Melpar, employees are able to research and finance home computers.

The plan allows an employee to finance up to \$1,500 of personal computer equipment through an interest-free salary advance plan. To utilize the purchase plan, employees must obtain form FAF-5117 (Employee Purchase Order) from Kathy Samples in the Employee Relations Department. They must select the computer equipment from a reputable vendor and have that vendor complete and sign the portion of the form that verifies the products to be purchased and the price. (Note: secondhand equipment or equipment purchased from other individuals cannot be financed through this plan.)

After the form has been completed, return it to Kathy Samples with a check made payable to E-Systems for 20% of the total purchase price. E-Systems will then draw up a check to the vendor that covers the 20% down payment and the remainder of the purchase price. The check for the vendor will normally be issued within 10 days of receipt of the form and down payment.

If, for convenience, a purchaser would like a check made payable to the vendor for the total amount of the purchase that exceeds \$1,500, the individual would make the check for 20% of the purchase price plus the additional cost in excess of \$1,500.

Melpar's computer purchase plan offers a maximum finance period of 24 pay periods, with a minimum deduction of \$50.00 per pay period.

COMPUTER PURCHASE Cont. on page 6

A BRIGHTER HOLIDAY FOR THE CHILDREN

E-Teamers' annual contribution drive to benefit the Children's Hospital National Medical Center took place during the week of December 8-12. This year's employee donations went towards the establishment of a greatly needed bone marrow transplantation program.

There is no pediatric program specializing in bone marrow transplantation in the Mid-Atlantic region. Currently, patients must travel considerable distances for transplant therapy, which creates additional emotional and financial burden on the child and the family. Using our contributions, Children's Hospital plans to incorporate bone marrow transplants as an integral part of its treatment for the many cancer, immune, and other serious medical disorders in children.

To kick off this year's campaign, a holiday breakfast was hosted for

department representatives by Employee Relations personnel Dee Boysen and Debbie Sparks. Fund drive posters were designed by Janice Seeger and a special holiday card created by Deanna Guyett (both of Publications), was on display for all contributing Melpar employees to sign.

Children's Hospital is one of the best children's medical centers in the country and is recognized as such worldwide. Since its founding in 1870, the hospital has treated children from the area regardless of their parents' ability to pay. Because the cost of providing these services is handled entirely through private funding, the future of the Children's Hospital depends upon the generosity of people like ourselves. As in the past, Melpar's outstanding support for Children's Hospital makes this holiday time a true season of giving.



The colorful holiday pictures for this year's Children's Hospital campaign were contributed by 3rd, 4th, and 6th grade classes from Stenwood Elementary in Vienna, VA. Campaign Assistant Susan Plumb studies her daughter's drawing, while the students from Barbara Ball's 6th grade class demonstrate their talent and proudly display their artwork.



1986 SERVICE AWARDS — FOURTH QUARTER

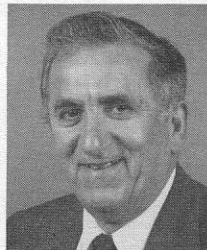
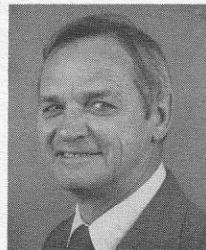
Thirty-Five Year Service:



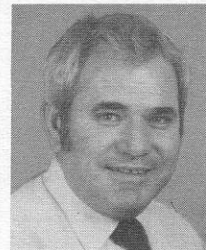
Mary P. Hanson



Joseph D. Lewis

Anthony B.
DePasquale

Cletus A. Fox



Weston R. Goode



Louise H. Lewis

Fifteen Year Service:

Marie H. Ferguson
Mattie L. Gibson
Gary A. Marcantoni

Ten Year Service:

Lawrence D. Wozny

Five Year Service

Carmen E. Benitez
Arthur W. Beverly
Gail E. Coleman
Gracie W. Davis
Shirley J. Davis
Richard D. Dickerson
Marilyn J. Dudley
William F. Flick
Linda M. Foster
Terry L. Fulcher
Gary L. Fuller
Paul A. Gardner
Lisa A. Gegick
Howard M. Harker
Stephen A. Helton
Leroy Henderson
James D. Houser
Reggie A. Hunnicutt
Terry R. Hunter
Paul S. Johnson
Charlotte C. King
Kristen L. Kissinger
Michael E. Krawczyk
Annie L. Lampkin
Alfred K. Leeds
Robert A. Leidig
Norma S. Lofgren
Merle S. Machan
Robert L. McLean
Elsa M. Murpha
Steven D. Oge
Betty A. Owens
Bradley S. Pancake
Eric D. Pittelkau
Laurie A. Reynolds
Belinda S. Roberts
Barbara T. Roesch
Armentral L. Ross
Nancy E. Shooshan
John Springthorpe
Charles W. Swanick
Kelly M. Swink
Sharon L. Tate
Robert E. Weaver
John H. Webber

PROMOTIONS — SEPTEMBER AND OCTOBER

	From	To
G.J. Baldwin	Programmer	Software Analyst
C.A. Barker	Eng Aid	Jr Cost Analyst
S.A. Baroody	Word Processor Op	Sr Word Processor Op
D.A. Bell	Sr Elec Eng	Prin Eng
T.L. Bonnefond	Detailer	Drafter
T.E. Britten	Planning Asst	Planner
J.R. Compton	Sr Mech Eng	Prin Mech Eng
E.A. Couch	Logistics Spec	Sr Logistics Spec
M.A. Curry	Elec Eng	Sr Elec Eng
R.H. Dice	Fld Design Eng	Sr Fld Design Eng
A.J. Diseker	Programmer	Software Analyst
T.C. Duncan	Commun Analyst	Sr Commun Analyst
W.W. Edmondson	Computer Op	Computer Op A
D.C. Eggar	Elec Eng	Sr Fld Eng
R.C. Fawcett	Word Processor Op	Sr Word Processor Op
C.C. Funkhouser	Report Typist	Sr Report Typist
A.V. Holland	Assem 1cl	Assem Tech
A.S. House	Programmer	Software Analyst
C.B. Howerton	Fld Elec Eng	Sr Fld Elec Eng
D.B. Jaynes	Jr Elec Eng	Design Eng
M.W. Jenkel	Sr Elec Eng	Prin Eng
D.W. Jennelle	Maint Mech	Maint Mech Grp Ldr
M.G. Kelly	Elec Eng	Sr Elec Eng
T.T. Le	Payroll Clerk	Jr Accountant
L.P. Lipke	Sr Elec Eng	Prin Elec Eng
R.R. McDonald	Sr Fld Design Eng	Prin Fld Design Eng
T. Merklein	Programmer	Software Analyst
R.C. Meyers	Elec Eng	Sr Elec Eng
J.D. Miller	Programmer	Software Analyst
E.L. Morgan	Programmer	Software Analyst
J. Muniz	Fld Design Eng	Sr Fld Design Eng
S.F. Muzidal	Sr Test Eng	Prin Test Eng
L.A. Peura	Eng Tech	Sr Eng Tech
A.C. Pleat	Programmer	Software Analyst
A.L. Potter	Programmer	Software Analyst
M.P. Privitzer	Programmer	Software Analyst
J.D. Ridgway	Programmer	Software Analyst
M.L. Robinson	Logistics Tech	Sr Logistics Asst
T.G. Robinson	Eng Supv	Eng Manager
R.E. Russell	Clerk Typist	Sr Clerk Typist
D.L. Samuel	Report Typist	Sr Report Typist
A.R. San Luis	Mech Eng	Sr Mech Eng
S. Shaffer	Jr Cost Analyst	Cost Analyst
M.E. Stovall	Sr Fld Eng Tech	Fld Design Eng
B.J. Sutphin	Assem 1cl	Assem Tech
D.C. Thoma	Logistics Eng	Sr Logistics Eng
G. Toledo	Assem	Assem 1cl
D.E. Toppin	Software Analyst	Sr Software Analyst
D.Q. Tran	Software Analyst	Sr Software Analyst
L.B. Warner	Report Typist A	Sr Report Typist
W.M. Williams	Assem 1cl	Assembler Tech
S.D. Woods	Sr Eng Tech	Fld Design Eng
H.W. Zaepfel	Elec Engr	Sr Elec Eng
J.A. Zakaski	Programmer	Software Analyst
C.M. Zenner	Programmer	Software Analyst

Sports Corner



SEVEN SPRINGS

Melpar's annual Seven Springs ski trip will be held from January 22-25 this year. A few openings are still available for this three-day/three-night adventure, so make your reservations as soon as possible.

For more information on the ski trip, look for the Seven Springs flyer on your Sports Activity bulletin board, or contact Bob Braun on extension 4395.

LIBRARY Cont. from page 2

Two additions to our collection have been provided through the purchase of NSA's system:

- *National Aerospace Standards* — The National Aerospace Standards' index consists of two numeric listings (one active and one cancelled) and one alphabetic listing by title. The index is available on microfiche or in printed form, and is updated quarterly.

- *Identified Sources of Supply* — This two-volume printed reference set contains information on sources for parts, materials, and other products made in accordance with high-technology Government and industry standards.

The *Identified Sources of Supply* has been compiled from information on qualified products lists and from inquiries to known manufacturers and distributors of component hardware. Volume 1 lists suppliers by products and Volume 2 is a directory of suppliers. The publication is issued annually with cumulative quarterly supplements.

A microfiche reader/printer is available for making copies of documents. The NSA system is easy to use, and for more information or assistance with any of these sources contact Judy King on extension 2812 or stop by the Vendor Catalog Collection and Specification Center located on the fourth floor annex in Falls Church.

BUSHWACKERS

Melpar's Bushwackers racked up another winning season in the Fairfax County Adult Touch Football League this year.

The final record of 8 wins, 4 losses showed an impressive season considering the team's move up from Division C to Division B. According to Head Coach Gary Hartman, the defense, led by Bill Mikush, played a key role in the team's success.

The playoff game, held on November 6 at Whittier Park, pitted the two-year undefeated American Systems team against the Bushwackers.

E-Systems showed a tough offensive effort, scoring first in the game. But before the half had ended, American Systems tied the score and then went ahead with a 55-yard field goal.

The second half brought a series of frustrations to the talented E-Teamers. Two Bushwacker touchdowns were called back on controversial rulings, and American Systems scored again. The final result was American Systems over the Bushwackers, 17-7.

In each of the games, the team displayed talent and enthusiasm. Season highlights include a 48-yard field goal by Quarterback Lou Klepic, a record 13 interceptions by Cornerback Eric Parker, and two defensive unit shutouts.

**The Employee Relations Staff
extends a special thank you
to everyone who assisted
with FLEXCOMP enrollment.**

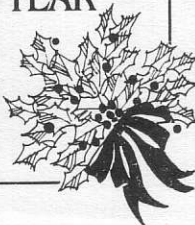
COMPUTER PURCHASE Cont. from page 6

Unless the borrower otherwise indicates, the payments will be prorated over the maximum period.

The Employee Relations Department maintains information on local vendors offering employee discounts. For additional information on Melpar's computer purchase program, contact Kathy Samples on extension 2370.

**SEASONS GREETINGS
and a
HAPPY NEW YEAR**

**From Your
MELPARTICULARS
Staff**



REGISTRATION SET FOR GW'S SPRING SESSION

The George Washington University School of Engineering and Applied Science will hold spring registration at Falls Church the first two weeks of January.

Students in the MS programs in Communications (EE) and Computer Science (CSci) will register on Tuesday, January 6, between 5 and 7 p.m. Masters of Engineering Administration (EAd) students will register on Thursday, January 15, from 5 to 7 p.m. For academic information call GWU's MEA faculty advisor, Professor Terry Lynch, at (202) 676-3653. Professor Pickholtz will also be available for individual academic counseling during registration, or you may contact him at (202) 676-6538.

For the spring semester, GWU will offer five courses in both Electrical Engineering and Computer Science and two courses in Engineering Administration at the Melpar facility. The following course schedule is provided for your information:

- CSci 201 Introduction to Computer Systems—Mon.
- CSci 219 Interactive Computer Graphics I—Wed.
- CSci 237 Computing Systems I—Thur.
- CSci 267 Operating Systems I—Wed.
- CSci 281 Numerical Solutions of Algebraic Systems—Mon.
- EE 204 Stochastic Signals and Noise—Thur.
- EE 244 Communication Theory II—Tue.
- EE 245 Signal Detection and Estimation Theory—Wed.
- EE 249 Computer Communication Networks II—Mon.
- EE 252 Digital Signal Processing Techniques—Tue.
- EAd 204 Administration of Engineering Contracts—Tue.
- EAd 207 The Personnel Function for Engineering Administrators—Thur.

EE and CSci classes begin on Monday, January 12, and EAd classes begin on Tuesday, January 20. Each class will meet one evening per week from 6 to 9 p.m.

Tuition is \$328 per credit hour, or \$984 for each 3-credit course. Tuition may be paid in full at registration, in installments, or by credit card (VISA, Choice or Mastercard). Books and all administrative forms will be available at registration.

For general assistance on administrative matters, please contact GWU Program Coordinator Lee Martin at (202) 676-7024.