

MELPARTICULARS

Volume 9, Number 2

E-Systems Melpar Division

April 1988



Payroll . . . TIME IS MONEY

Did you ever consider the relationship between your time card and your paycheck?

The information we record on our weekly time cards has a direct effect on our paychecks. The job numbers to which we charge our time determine how Melpar bills the customer which also affects our pay, in the long run. It is important that the information we record is accurate.

The Payroll Department, under the supervision of Jeanne Cahoon, performs the administrative task to make sure we get paid for our work. Inaccurate time cards, however, make the job more difficult. According to Accounting Manager Al Ross, "It takes at least three employees to check

the more than 2,000 time cards submitted each week."

Time cards must be filled out in ink, errors crossed out, corrections made and initialed, and each card must be signed by the employee and his or her supervisor (or alternate authority).

When time cards are turned in to accounting, Virginia Switzer, Mary Brumagim, Natty Ferrer, Brenda Whalan, and Tam Le review them for arithmetic accuracy and proper format, and code all the information on the cards (i.e., vacation, sick leave, personal absence. . .). Virginia and Natty batch the cards together so they can be entered into the key master system by Data Entry.

June Pollet is in charge of Data Entry. She enters all the time card data and runs the information through the I.S. computer system to match it against the Master Payroll

and FlexComp files.

The computer program checks the validity of the information on the time card. For example, it determines if an employee is still with the company, if he or she has accumulated enough sick leave, or has enough vacation to charge time to. Junior Accounting Specialist Nancy Rutherford plays an important role in this process. She controls the payroll job flow to ensure that information is processed in the right sequence.

The I.S. computer system also confirms the validity of every charge number and whether the employee concerned is authorized to charge to that number. If any of the information is incorrect, the computer prints out *Questionable Time Charge* forms (FAF-1044). These forms are handled by Junior Accounting Specialist Kim-Long Vo. She contacts

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Featured on pages 4 and 5 . . .
HINTS FOR SUCCESS

"It takes at least three employees to check the more than 2,000 time cards submitted each week"

PAYROLL Cont from page 1

the employee's supervisor to correct the information.

When an invalid charge number is identified, it needs to be corrected as soon as possible, because questionable time charges are placed in a "holding" account until the correct number is identified. That "holding" account becomes part of the overhead for the employee's organization. So, the longer a charge number remains uncorrected, the higher the organization's overhead expenses will be.

INVALID CHARGES RAISE OVERHEAD

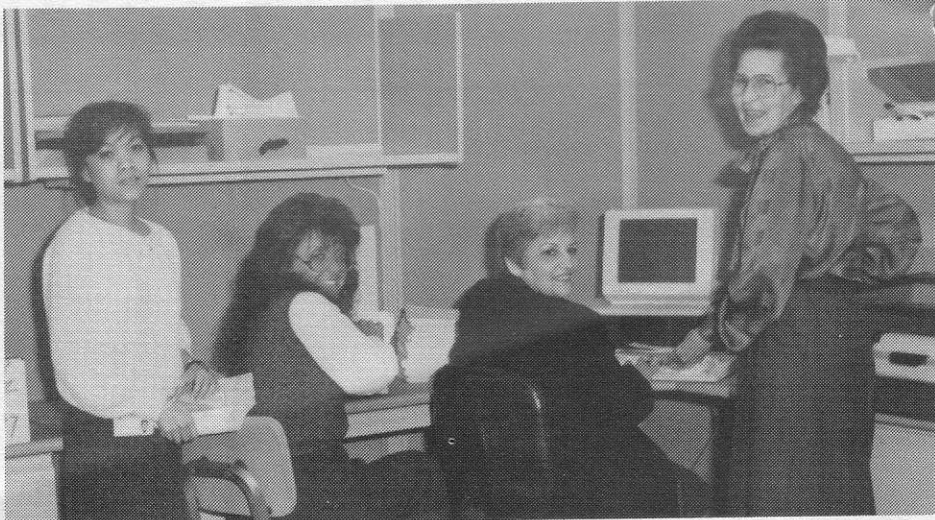
Usually questionable time charges involve contract numbers, which means we can't bill the particular customer, so we can't get paid for the work. Further, invalid charges make



The tedious job of data entry is handled by June Pollet (far left) and her crew (from left to right): Mary Hilton, Katie Powers, and Hien Nguyen.



Jeanne Cahoon (right) enlists the help of Nancy Rutherford to keep payroll running smoothly.



Busy checking and batching the week's time cards are Tam Le, Brenda Whalan, Nattie Ferrer, and Virginia Switzer.

the review and analysis of labor that much more difficult. Therefore, it is in the organization's best interest to quickly process any *Questionable Time Charge* forms.

Employees should note that purposely mischarging is a fraudulent act. We must all try to avoid mischarging by carefully checking our time cards before turning them in.

Once time card data has been processed and edited, it is provided to various financial systems. The information produced by these systems is used by cost analysts, program management, accounting, and others in monitoring, reporting, and billing labor charges.

HOW PAYCHECKS ARE CREATED

Every other Tuesday, a program is run to generate each employee's paycheck.

Each employee's gross pay is determined by multiplying the number



"With Electronic Fund Transfer, we go to the bank for you," said Mary Ann Haverland.



Questioning Accounting Manager Al Ross is Mary Ann Brumagim. She handles all the weekly time card adjustments (add/delete time).

of hours worked during the preceding two weeks by the individual's hourly rate. Overtime and differentials for shift and field service work are added where applicable.

Then the computer takes out the FlexComp deductions the employee has selected; calculates FICA, federal and state taxes; and finally withholds elective non-FlexComp deductions.

Employees have a choice of two possible payment methods. They can receive an actual paycheck or they can have their pay deposited directly into their bank accounts through Electronic Fund Transfer (EFT).

With EFT, the Melpar computer transmits each employee's net earnings via modem to Sovran Bank

PAYROLL Cont on page 7

GWU SUMMER SESSION

The George Washington University School of Engineering and Applied Science has scheduled registration for the summer session at the Falls Church facility for Wednesday, May 4, between 5:00 and 7:00 p.m.

The following courses will be offered:

EE 204 Stochastic Signals and Noise (Prerequisite: ApSc 115 or equivalent)

CSci 161 Discrete Structures for Computing (Prerequisite: CSci 51, Math 32)

Classes will be held from 6:00 to 9:00 p.m., every Tuesday and Thursday from May 10 through June 23. Both courses carry three credits.

Tuition for the summer session will be \$1,035 per course. Books and all administrative forms will be available at registration. Fees may be paid in installments, by credit card, or in full.

Please contact GWU Program Coordinator Lee Martin on 994-7024 for advance registration requirements and procedures, and for general administrative assistance. For academic counseling, contact Professor Pickholtz on 994-6538. **M**

CLARENCE'S BEST

The 1987 United Way Campaign theme, "Bringing Out the Best in All of Us," certainly made an impression on Senior Graphic Artist, Clarence Abercrombie.

At the recent United Way Awards Luncheon, Clarence was awarded Honorable Mention in the category of "Most Effective Display Materials" for the goal poster he designed for last fall's United Way Fund Drive.

There were over 80 contestants in the 1987 Communications Contest. Congratulations Clarence for being one of the winners! **M**

Below, Clarence is pictured with his award winning poster and the silver cup presented to him at the awards luncheon.



SPRAGUE PROMOTED TO DIRECTOR

Steven D. Sprague has been promoted to Director of Accounting reporting to Vice President of Finance and Administration Donald R. Gibbs.

As director of accounting, Sprague will be responsible for a variety of activities including vendor payments; employee travel accounts; payroll/FLEX; internal, corporate, governmental, and customer reporting; audit support; sales and accounts receivables; and cash management.

Before he joined Melpar, Sprague worked for E-Systems Greenville Division at the Sinai Field Mission as an Administrative Manager. He holds a BA degree in Accounting from the University of Texas at Arlington, and he is a Certified Public Accountant in the State of Virginia.

Sprague is a native of Pine Forest, Texas. He currently resides in Alexandria with his wife, Brenda, and two sons, Ben and Tim. **M**



Congratulations Gentlemen!

Vice President and General Manager Talbot Huff (center) recently honored Jerrold Budiansky (right) and B.D. Smith (left) with \$200 checks for their successful presentations to the Defense Community. Budiansky gave his presentation, titled "SIGINT and the UAV — Cost Effective Intelligence," at the Association for Unmanned Vehicle Systems (AUVS) Symposium, held this March in Ohio. B.D. Smith's article, titled "Practical Short Baseline Direction Finding (DF) Techniques for Unmanned Vehicles," was given at the AUVS-86 Annual Meeting and recently published in the AUVS publication *Unmanned Systems*.

PURSUIT OF EXCELLENCE

Successful Departments, Successful Result from Teamwork and Individu

So an employee came back late from lunch one day and the boss asked him where he had been. He said "I was getting my hair cut." The boss said, "Don't you know you can't get your hair cut on company time?" And the guy says, "Well, my hair grew on company time." And the boss says, "Not all of it!" And the guy replies, "Well, I didn't get it all cut!"

One of these two just doesn't understand the situation. An employer-employee relationship means that each must offer something of value to the other. Perhaps an employer owes an employee an opportunity to perform well, to improve on the job, steady pay, and a satisfying working climate.

Meanwhile an employee can offer best effort, his own ideas, cooperation with the team with which he is working, and an understanding of what his department is seeking to accomplish.

Because so much of the work done in the complex business we find ourselves in is accomplished through team effort, we sometimes forget the need for our own individual pursuit of excellence. The following twenty thoughts on self-development and self-improvement may well be looked at by some as *corny*, but then there are a great many people who depend upon corn. It's the basic ingredient for much of the world's nourishment - maybe even some individual success. If you have an interest in individual improvement, perhaps somewhere in this list you can find a shoe that fits comfortably.

SUCCESSFUL PEOPLE GET THAT WAY BECAUSE:

(1) **They know success is not an accident.** "Luck" helps, but it's difficult to predict or plan "luck." Most successful people are those who make it a habit to do the things which "failures" just as habitually try to avoid doing. It is possible to be an "overnight" success if you've worked hard for years to get ready for that success. Success is no accident. Neither is failure.

(2) **They look, listen, and learn.** There's a difference between seeing and observing, between hearing and understanding. Most of the good ideas in the world are additions or "spin-offs" from previous ideas. The more an individual reads, listens, and retains, the better his chance for making more useful contributions.

(3) **They know the customer is the real boss.** Some say, "Not so, I've never been fired by a customer!" No, and you won't be, at least not directly. The customer is the lifeblood of our business. The more you learn about him, his requirements, and how you can better aim your work effort at his objectives, the better you'll be in a position to help him, and yourself.

(4) **They find out, if they are not sure.** One of the most intelligent statements ever put together is: "I don't know." That's providing it's followed by a genuine interest in finding out what it is you don't know. Valuable aids for the individual are an empty head and a hungry curiosity, which is another way of saying an open mind and an urge to learn.

(5) **They have plenty of energy.** People who go places in their work usually have tireless energy. To others, every morning is Monday morning. They wake up, check the newspaper obituary list, and if their name isn't in it, they get up and go to work. With this high peak of apathy, they approach their tasks. Not so, successful people. They have energy and they show it. Nice thing about it is

if you don't have it, it can be built into your habits. Try it. It's an energy for excellence.

(6) **They profit by their mistakes.** This is not an encouragement to make mistakes, but it is a suggestion to look at them from the standpoint of how they can help us to know what not to do as well as what to do. One man says, "I know we're making progress. We're making more intelligent mistakes than ever." Learn from mistakes, don't mourn them.

(7) **They don't expect all the credit.** People who do things that count seldom stop to count them. Good work seldom goes unnoticed. When you accomplish something good, don't wait for the applause before starting something else. In fact, build a reputation where success is expected from you.

(8) **They share their knowledge.** Knowledge is like fertilizer: it begins to do some good when you spread it around. If you don't spread it, it just piles up. Your knowledge of your job, your operation, can be of considerable help to others. If you feel you aren't knowledgeable, then get that way. Learn to be the one that people come to for information.

(9) **They think things through first.** Most people who make intelligent "quick decisions" are backed up with years of experience. The more important the decision, the longer you should deliberate. Don't be rushed into failure, an advisor once said, rather proceed at your own pace.

(10) **They know the world does not owe them a living.** If you're not careful in this world, you can fail, and no one will pay any attention to you. You alone must determine what your future will be. Your boss can help, your Company can help, your family can help, but the actual success you attain is up to you and the amount of effort you

People al Performance

commit to it. It's more "what have I done lately" than "what have you done for me lately."

(11) They are willing to go that extra mile. The bird that usually gets to where he or she wants to go is not the Sharp-Eyed Clockwatcher, but rather they belong to that exclusive flock named the "extra-milers." These are the people willing to give that extra hour, that extra effort, to see a program through to a successful conclusion. They understand what's required for team success and project success. It is sometimes called vision.

(12) They keep physically and mentally fit. It's difficult to contribute much helpful work from a sickbed. A successful person tries to stay healthy. He may not do 20 push-ups a day, but he gets regular rest, eats well and exercises more than his elbows. Competition among companies, and among people, takes mental and physical alertness. Don't be like the guy who lost his job because of illness (his boss got sick of him).

NOW IF YOU'VE GOTTEN THIS FAR, HERE ARE 8 MORE . . .

(13) They believe that good manners are business. No matter how busy we get, we always seem to have time to tell each other how busy we are. Same goes for courtesy, consideration, tact. We should be able to find time for that. Manners do mark the man. Somebody said, "No matter how important you are, the weather will still determine the size of your funeral." No matter what you're doing, the clock and calendar usually provide enough time for the common courtesy enjoyed by most, but often practiced by few.

(14) They know the value of enthusiasm. Enthusiasm is sometimes the spark that can light up the approach of many around you. It tends to breed confidence. If you are negative about your job, your Company, it really adds little to your conversations with other people. Exchange that approach for one of enthusiasm and you begin to stimulate a more useful response. No one's asking you to be a cheerleader, or blow a bugle; but then it might not be a bad idea, either. Have an enthusiasm for success.

(15) They consider work a privilege, not a chore. Sometimes it's a close race between the number of people who complain about being unemployed, and the number who complain about being employed. The bigger the person, the better he can see the purpose of his work, of his existence. Complaining about "having to work" goes over weakly with persons who'd be glad to change places with you.

(16) They are their own critic. Simple enough. Take time to check your own work before you pass it on. Ask yourself if what you've done is clear, concise, correct, complete. Is it my best effort? Be self-critical. It promotes your own success.

(17) They never "pass the buck." If you make a mistake, miss an appointment, are late for work, then admit it. Resort to honesty. Honesty saves time and surprises others.

(18) They control their temper. A quick temper, a sarcastic tongue, have closed the door to more than one success. Try patience on for size. Since temper improves nothing except the arch of a cat's back, why not hold that temper. Creativity in cussing has just about ceased. Their have been no imaginative new cuss-words for years. Patience is usually more real than quick temper, and it requires fewer apologies later on.

(19) They try to help the boss. This is a radical approach, but it works. By doing your best for your boss you help him or her to do a better job, and therefore, help the department. Your boss has problems just as you have, sometimes more. Help out, be considerate. It'll frighten him or her for a while, but your boss will get used to it.

(20) They try to cut expenses. Every step in the operation of a business costs money. By eliminating unnecessary steps, we save time and money, and thus become more valuable to the department. The name of the game is: *keep the quality of your performance up, meet your commitments on schedule, and yet keep those costs down.* And we should learn to play this game better. **M**

HOW DO YOU MEASURE UP?

Read over the preceding list, and circle the appropriate response (true or false) as it best describes your job attitude or performance.

- | | |
|----------------|----------------|
| 1. True False | 11. True False |
| 2. True False | 12. True False |
| 3. True False | 13. True False |
| 4. True False | 14. True False |
| 5. True False | 15. True False |
| 6. True False | 16. True False |
| 7. True False | 17. True False |
| 8. True False | 18. True False |
| 9. True False | 19. True False |
| 10. True False | 20. True False |

How do you feel your responses measure up for your success and the success of your department? Review your answers, and consider a false response to be an opportunity for improvement and a true response to be an indication that you are on track.



Handing out awards for cost saving suggestions is a task Vice President and General Manager Talbot Huff enjoys, as you can tell from the array of photos of this year's cash award winners.

When you submit a cost saving idea to the Employee Suggestion Program and it is approved, you can win up to \$5,000!

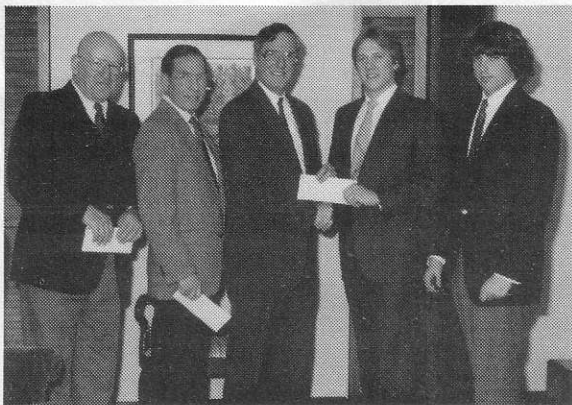
Just this February, Bryan Beam won an award of \$1,100 for his suggestion to standardize the testing procedures for PMUX circuit card assemblies, and Hugh Warren won \$700 for the accelerated sort program he developed.

The increased emphasis on competition for defense contracts is requiring greater efforts to cut costs wherever possible. The cost saving ideas we implement at Melpar strengthen our competitiveness, which is good for both us and our customers.

If you have an idea that meets one or more of the following criteria and that has tangible or *measurable* benefits, submit it to the Employee Suggestion Program right away.

- Saves time, material, or money
- Reduces costs
- Improves quality, efficiency, or accuracy
- Improves safety or security

From left to right: Harold Tunick, Johnny Walton, Talbot Huff, Charles Swanick, and Hugh Warren.



To submit an idea, simply fill out an Employee Suggestion Form (PRF-0018), and drop it in the suggestion box located in the lobby.

For more information on the suggestion program, consult Melpar's policy (P-0046) and procedures (PR-0020) manuals or call the Division Cost Avoidance/Reduction Administrator on X2717. **M**

1988 SUGGESTION AWARD WINNERS

NAME	SUGGESTION
Mary Bates	Bench-Glo Infrared Heater
Bryan Beam	PMUX Circuit Card Assembly Test
Benjamin Glass	Green Forms
Jane Kinzler	Free In-House Training
Deborah MacClary	Computer Paper Waste
Ed Stachew	Repairing Attenuator
Charles Swanick	Oversize Helicoil Insert Taps
Harold Tunick	Purchase Order Numbering Schemes of Divisions
Johnny Walton	Purchase Die Cut
Hugh Warren	Improved Sort Program
Lois Weimer	Entrance Identifiers



From left to right: James Hopke (Beam's supervisor), Talbot Huff, and Bryan Beam.



From left to right: Jane Kinzler, Mary Bates, Talbot Huff and Ed Stachew.

PROMOTIONS - JANUARY AND FEBRUARY

FALLS CHURCH

R.D. Bardwell
D.F. Becker
W.D. Brooks
D.A. Browne
J.P. Charters
K.L. Dancy
T.M. Dougherty
T.B. Frizzell
C.L. Ghent
T.D. Gilchrist
D.E. Greenstreet
W.W. Gunn
D.P. Homiller
G.A. Jenkins
L.N. Jenkins
F.M. Kaufman
N.S. Lofgren
K.C. Martin
S.M. Olson
E.E. Pennington
J.S. Randolph
D.A. Sammons
A.E. Sanders
D.A. Sargent
P.M. Sica
W.J. Smith
S.D. Sprague
L.B. Sterling
P.R. Stiffler
S.M. Strouth
J.T. Swedenburg
K.E. Taylor
T.A. Tolosko
L.F. Tredinnick
J.T. West
D.C. Wilber III
J.L. Williams

FROM

Machinist 1cl
Sr Drafter
S/W Analyst
Field Engr
Sr Elec Engr
Prin Engr
Assoc Elec Engr
Mech Engr
Engr Tech
Sr Purchasing Asst
Sr Elec Engr
Sr. Tech Editor
Assoc Elec Engr
Assoc S/W Analyst
Jr Programmer
Programmer
Sr Clerk Typist
Programmer
Assoc S/W Analyst
Design Engr
Proc Analyst
Assoc S/W Analyst
Jr. Engr Asst
Prin Engr
Prin Mech Engr
Elec Engr
S/A to Controller
Jr Training Spec
Prin Opr Analyst
Clerk A
Sr Cost Analyst
Ship and Packer
Bus Prog Asst
Report Typist B
Jr Drafter
Fld Design Engr
Sr Test Tech Grp Ldr

TO

Methods Engr
Design Engr
Sr S/W Analyst
Sr Fld Design Engr
Prin Engr
Engr Supv
Elec Engr
Sr Mech Engr
Jr Engr Asst
Buyer
Engr Supv
Grp Ldr Editor
Elec Engr
S/W Analyst
Programmer Asst
S/W Analyst
Secretary
S/W Analyst
S/W Analyst
Sr Design Engr
Sr Proc Analyst
S/W Analyst
Cost Analyst
Engr Supv
Engr Supv
Sr Elec Engr
Dir, Accounting
Training Spec
Supv Opr Analyst
Clerk Typist
Cost Analyst Supv
Sr Ship and Packer
Programmer
Report Typist A
Drafter Grp Ldr
Sr Fld Design Engr
Jr Test Engr Grp Ldr

FAIRFAX

J.L. Altenhof
B.S. Border
M.F. Clingempeel
R.R. Earley
S.R. Evers
E.K. Hayes
J.P. Kennedy, Jr.
R.B. Lavery
B.C. Lee
S.R. Lovewell
S.L. McDaniel
M.D. Plater

Mech Engr
Jr Drafter
Elec Engr
Asst Prog Engr
Jr. Methods Engr
Secretary
Engr Supv
Sr Cost Analyst
Jr Elec Engr
Jr Met Engr
Assem 1cl
Jr Fac Layout Tech

Sr Mech Engr
Drafter
Sr Elec Engr
Prog Engr
Methods Engr
Contracts Adm Asst
Engr Mgr
Sr Financial Analyst
Engr Specialist
Metrology Engr
Assem Tech
Fac Layout Tech

PAYROLL Cont from page 2

which then transmits the data through the American Clearing House to the individual financial institutions.

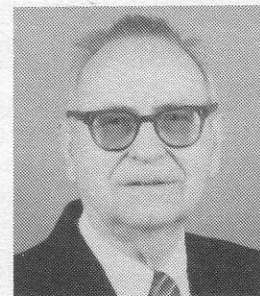
According to Mary Ann Haverland, who administers the EFT program, there are several advantages to using EFT. Employees who participate in EFT receive a paystub every other week which displays information on FlexComp and voluntary deductions as well as vacation and sick leave balances. But, EFT participants do not have to hassle with going to the bank to deposit their checks. Earnings transmitted through EFT are available as soon as the receiving institution credits the employee's account, and paychecks are rarely lost.

The Payroll Department does a tremendous job in making sure we get paid on time by collecting, correcting, and coding time cards; solving questionable time charges; and distributing payments. But, the bottom line is this: Payroll cannot do anything until we turn in a time card. Submission deadline is 10:00 a.m. for indirect charge employees and 3:00 p.m. for direct charge employees every Friday. Meeting this deadline makes the job easier for everyone. **M**

RETIREEES



Oliver C. King
32 Years



Harry Vorhauer
31 Years

DON'T MISS OUT

**Melpar Employee Federal Credit Union
Annual Meeting**

April 13, 1988

5:30 p.m.

Fairfax Cafeteria

Door Prizes! Food and Refreshments!

KEEPING YOUR TEETH IN SHAPE

Teeth and gums are too often treated casually when preventive health questions are raised. They shouldn't be. Tooth loss and gum disease may not be fatal, but they can be painful and expensive. Beyond that, taking care of your teeth is not difficult. What is required are a toothbrush and tooth paste, dental floss, and personal discipline. To help you along, be aware of some of the important benefits of good oral health and preventive dentistry.

Every mouth contains bacteria which come from the foods we eat. There is nothing you can do about that. Sugars particularly feed the plaque which is the film that coats your teeth and gets underneath your gums.

Unless the plaque is removed, the bacteria cause decay and, with time, pockets of infection around the teeth within your gums. Ultimately that leads to periodontal disease which is the prime reason why adults lose their teeth.

So avoid all of that by brushing your teeth carefully and especially after eating. Get new brushes every two to three months. Most dentists today recommend a soft or medium bristle. Clean every surface of your teeth, particularly at the gum line. Then floss carefully.

If you brush and floss every day and see your dentist regularly, there is no reason for you to suffer the pain and distress of decay and tooth loss. But these are not the only things motivating people to maintain good oral health. A brighter smile and a generally better appearance are also important benefits to be realized as a result of your ongoing commitment to good oral hygiene. It is really a health matter that you can control. **M**

Courtesy of Capital Care

Sports Corner

TENNIS

The Melpar tennis ladder will be activated by May 1. Competition levels range from beginners to advanced players. Keep an eye on the sports bulletin board for the tennis ladder sign-up sheet or contact John Cole (X4462) for more information. **M**

SLO-PITCH

We're looking for a few good players . . .

Employees interested in playing on Melpar's Slo-Pitch Softball teams should contact:

Billie Clark
X2438
Women's Team

Charlie Jones
X2506
Men's Team

HealthTalk . . . SPRINGTIME AND ALLERGIES

For many of us, spring is the time when thoughts do not necessarily turn to love, but instead to remedies for hay fever. This seasonal allergy, whose medical name is allergic rhinitis, causes a variety of symptoms similar to those of the common cold: sneezing, coughing, runny or stuffy noses, watery or itchy eyes.

Seasonal allergies are caused by airborne irritants called allergens (usually pollens) which are present at various times of the year. These allergens cause the body to produce histamine, a chemical which causes swelling and inflammation of the sinuses and nose and of the skin around the eyes.

Spring is a particularly bad time for allergy sufferers because there are so many kinds of pollen in the air from grasses, trees, and flowers. In the fall, ragweed pollen generally is the culprit in hay fever attacks.

If you are one of the millions of Americans who suffer from seasonal allergic rhinitis, what do you do about it? The first step in dealing with the problem is diagnosis, according to Dr. Richard R. Rosenthal, chief of allergic medicine at Fairfax Hospital.

Your physician will take a complete medical history and discuss your symptoms with you. The physical examination may include using a fiberoptic rhinoscope to look deep into your nasal cavity, and sinus x-rays may be necessary to rule out chronic sinusitis.

Dr. Rosenthal said a skin test also may be required to determine the specific substances you are allergic to and the degree of your sensitivity. To help in diagnosis, your doctor may also have you try certain over-the-counter allergy medications to monitor your response.

Once a diagnosis is made, said Dr. Rosenthal, the treatment for all types of allergic rhinitis is similar.

"The preferred course is to avoid

the allergens," he explained. "But that's not always possible. It's much easier to keep the cat out of the bedroom at night if you are allergic to cats than it is to avoid pollen in the spring."

If avoidance is impossible, the second option is to try medication, which may include antihistamines, decongestants, cortisone-like anti-inflammatory drugs, and anti-allergy drugs. Many people find these medications are helpful, but drowsiness is a drawback with some of them.

For some people, the only relief is through allergy shots, a series of injections of small doses of the allergens at regular intervals to gradually build up immunity to the offending substances. These injections help many people with severe seasonal or animal allergies live much more comfortable lives, sometimes even relieving the need for other medications. While these shots are not a solution for everyone, they are particularly helpful for people with a varie-

ty of allergies throughout the year.

Research is turning up possible new medicines for treatment and new approaches for dealing with allergies. For now, relief is available. Your first step is a thorough examination and diagnosis by a competent allergy specialist. **M**

HealthTalk is provided as a community service of Fairfax Hospital, Falls Church, Va.

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