

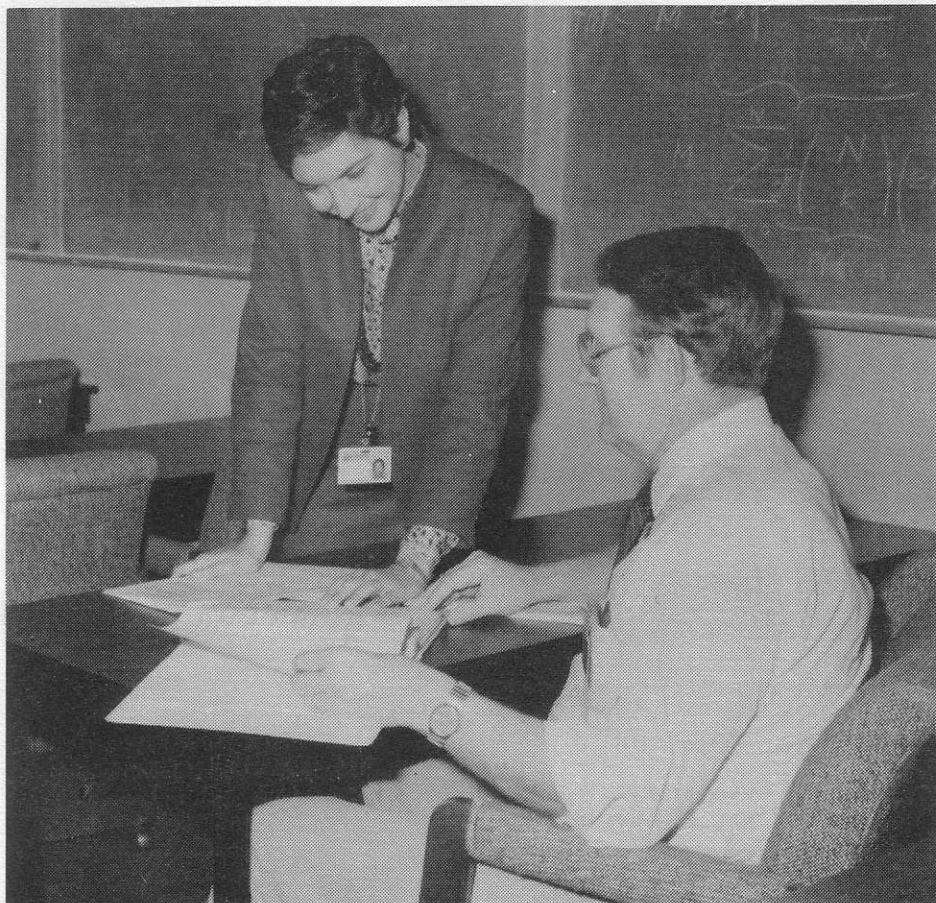
MELPARTICULARS

Volume 10, Number 1

E-Systems Melpar Division

February 1989

MELPAR IMPLEMENTS NEW PERFORMANCE APPRAISAL SYSTEM



Nancy Dubiell of Employee Relations shares information with Accounting Supervisor Carl Carnes during a Performance Appraisal training session.

Beginning in January 1989, Melpar started using a new appraisal form for all employees.

Previously, the review forms were identical for each employee. The new system matches appropriate forms to various types of work.

While the forms differ in color and wording, everyone's performance will be measured against the same nine standard performance dimensions. In some cases, a tenth dimension may be used depending upon the nature of an employee's assignment. The nine standard performance dimensions are:

- Job Knowledge
- Work Habits
- Planning and Organizing
- Control and Accountability
- Influencing Others
- Communication
- Interpersonal Relations
- Problem Solving
- Work Results

Each of the nine dimensions will be given a weight by the reviewing supervisor. These weights will enable employees to more clearly understand what the supervisor feels are priorities for excellent job performance. For example, the ninth dimension (Work Results) will normally be weighted higher than the other dimensions.

The new forms provide for five performance categories instead of four:

- Outstanding
- Exceeds Expectations
- Fully Competent
- Adequate
- Unsatisfactory

The new appraisal system is designed to increase communication regarding past performance and future objectives. In addition to meeting with the supervisor to discuss an appraisal, the employee may receive a copy of his/her completed appraisal form. **M**

NEW TAX ON TUITION REIMBURSEMENT

Graduate students benefitting from E-Systems Tuition Reimbursement Program are no longer eligible for the exclusion of this benefit from ordinary income. Simply, tuition reimbursement for most forms of graduate study is taxable.

Last year, Congress changed the law on tuition reimbursement. The exclusion for graduate tuition reimbursement was dropped beginning with the 1988 tax year. However, while the Company may not exclude tuition reimbursement from income, you may still be able to deduct your tuition when filing your 1988 tax return. The difference between an exclusion and a deduction is that an exclusion prevents the income from being taxed when it is paid to you while a de-

duction allows you to get back all or part of the amount taken out in taxes when filing your income tax return.

Even if you do not itemize, you still may be able to deduct your tuition reimbursement. You will need Form 1040 (the "long form" as it is called) and Form 2106. These are available by calling the IRS at 800-424-1040 or, locally, 488-3100. Be advised to call early as it can take several weeks for the forms to arrive. Once you receive the forms, read the instructions carefully. If in doubt, check with your tax advisor.

Employees working on their associate or bachelor degrees should note that, although tuition reimbursement was excluded from regular income in 1988,

it will be taxable in 1989 unless Congress decides to extend the exclusion.

The new law is by no means painless. If you are one of many who has been affected or who simply feels that tuition reimbursement should not be taxable, you may wish to write to your senator or congressman. **M**

MELPAR FIELD PERSONNEL PREPARED FOR ALL CONTINGENCIES

At some overseas sites, there is more to a field assignment than the maintenance and engineering services provided by Melpar. The mission at several of the field locations requires that engineering support continue even during periods of conflict.

To be prepared for this contingency, selected positions are designated as Mission Essential (ME). Personnel fill these positions with the understanding that their commitment continues even in a wartime environment.

ME personnel receive a chemical warfare defensive (CWD) protective ensemble and participate in special CWD training, including local military exercises that take place several times a year and last from two days to several weeks. During these exercises, the ME personnel must demonstrate an ability to perform their primary job functions while wearing the CWD ensemble (including gas mask). They are also subject to being called into work at anytime during their normal off-duty hours.

Such assignments often provide very interesting and challenging work. For field personnel, the experience is an exciting one. **M**



Incognito...field personnel. Guess who?

ELAINE SHAFFER IS RECOGNIZED FOR HER CONTRIBUTIONS TO THE DEAF

Elaine Shaffer is a special person. As a data input operator in Configuration Management, she is recognized as an excellent worker with a lighthearted attitude. Hers is a familiar face too, especially in the Publications Department where she worked most of her 20 years at Melpar.

In January, Elaine was the recipient of the 1988 Reuben I. Altizer Award, one of the area's most prestigious awards for contributions made to the deaf community. The award was established to recognize outstanding work and leadership in deaf program development. Recipients are also selected on the basis of their ability to inspire others to show the same kind of dedication. Elaine provides her own inspiration as she is completely deaf.

Since moving to Northern Virginia in 1967, Elaine has been involved in many different activities relating to assisting the deaf. She has been a repeated leader in such organizations as the Virginia Association of the Deaf and the Virginia Registry of Interpreters for the Deaf. Her involvement in the Deaf Task Force Committee led to the creation of the special Fairfax Resource Center for the Hearing Impaired in Merrifield, Virginia. She was also the driving force behind the establishment of the Fairfax County Adult Education sign language programs.

Originally from Ruston, Louisiana,



Elaine moved to Washington, D.C., in 1949 to attend Gallaudet University. There, she met her husband, Ken, and soon moved to Northern Virginia. Ken was later transferred to California where they lived until 1967 when they returned to Virginia. Together, they raised two children and are now grandparents of two girls.

Elaine Shaffer is truly a remarkable person. Those who know her are acutely aware of her enthusiasm and sense of humor. It is people like Elaine who make Melpar a special place to work. On behalf of everyone at Melpar, we extend our warmest congratulations to Elaine for winning such a prestigious award. **M**

Credit Union News

Congratulations to the winners in our membership contest. Patricia Cardin and Dan Maticic won Christmas stockings. Stacy McCarthy and Spencer F. Davis won bonds. Thank you for your participation.

If the holidays of 1988 strained your budget, save for Santa with a 1989 *Club Account*.

MEFCU paid up to 5.00% APR dividends, day-of-deposit/day-of-withdrawal, on the new Sharedraft Checking Accounts. Ask about free interest bearing Share Draft Checking today.

On Thursday paydays, the Credit Union has extended the daily hours until 3:00 p.m. in Falls Church and Fairfax to meet employee needs.

We welcome Kelly Murphy, a new part-time teller, to our Falls Church staff. Stop in and say hello.

The MEFCU Annual Meeting will be held in April. Members wishing to volunteer for the Board of Directors or committees should contact Patty on x1540. **M**

MELPARTICULARS
needs your input.
Submit material to
Tricia Reneau, ext. 2717

IMPORTANT TAX CHANGES FOR FILING YOUR 1988 INCOME TAX RETURN

Dependent's filing requirements. A dependent generally must file an income tax return if the dependent has:

- Earned income *only*, and the total is more than \$3,000,
- Unearned income *only*, and the total is more than \$500, or
- Both earned and unearned income, and the total is more than \$500.

These amounts are different if the dependent is married, age 65 or older, or blind.

Higher exemption amount. For 1988, you are allowed a \$1,950 deduction for each exemption to which you are entitled.

Standard deduction. For most taxpayers, the standard deduction is higher in 1988 than it was in 1987. The amount generally depends on your filing status, and whether you are age 65 or older or blind. This increased benefit reduces the need for many taxpayers to itemize their deductions.

Earned income credit. If your earned income and your adjusted gross income are both less than \$18,576 and you have a child who lived with you for more than half the year, you may be entitled to a refundable credit of up to \$874.

Interest. Recent legislation changed the rules concerning the home mortgage interest deduction and provided for the gradual elimination of the deduction for personal interest expense. Changes for 1988 include:

- **Personal interest.** Personal interest, such as interest on car loans, credit cards, and personal loans, is not fully deductible. You can deduct only 40% of the personal interest you paid in 1988.
- **Mortgage interest.** Beginning in 1988, the rules for the home mortgage interest deduction have changed. Generally, if you got a loan *before October 14, 1987*, that was secured by your main or second home, you can deduct all of the interest.

If you got a loan *after October 13, 1987*, that was secured by your main or second home, and you used the funds to buy, build, or improve that home, you can deduct all of the interest if the loan is \$1 million or less. You can also deduct all of the interest on an additional \$100,000 of loans secured by your main or second home.

Changes in Service Centers. If you live in Virginia, you must file with the Philadelphia Service Center.

MELPAR DONATES LARGEST AMOUNT EVER TO CHILDREN'S HOSPITAL

The year 1988 was a banner one for Melpar's annual Children's Hospital Fund Drive. Because of the great generosity by Melpar employees, the drive led to a donation of \$11,312.77 — an amount exceeding any other collected in the 14 years of Melpar's involvement in this worthy campaign. The total figure surpassed our goal and will be used toward purchasing an End Tidal CO2 Monitor for the hospital operating room. In addition, Melpar's record donation was recognized in Bob Levey's column in the 28 December issue of the Washington Post. Thanks to everyone who made this extraordinary gift possible!

M



While a choir sings carols in the background, E-Systems presents Children's Hospital with a very large check. From left to right are Campaign Coordinators Tricia Reneau and Debbie Sparks, Katie Sabelhaus (a patient at children's Hospital), Children's Hospital Director of Special Programs Kate Schaad, Graham Road Elementary School Student Council President Sonal Goda, and Graham Road Counseling Resource Teacher Mal Gregory.

IMPORTANT TAX REMINDERS
Repealed items. The Tax Reform Act of 1986 repealed several provisions of prior tax law. These include:

- Regular investment credit
- 3-year rule for tax-free recovery of contributions to employee annuities starting after July 1, 1986
- \$1,000-a-year exclusion of interest on installment proceeds of life insurance. This is for amounts received by a surviving spouse for deaths occurring after October 22, 1986
- Income averaging
- Dividend exclusion
- 60% deduction for capital gains
- Deduction for state and local sales taxes
- Deduction for qualified adoption expenses
- Deduction for a married couple when both work
- Credit for political contributions

- Extra exemption for age and blindness. These exemptions have been replaced by a higher standard deduction for taxpayers who are 65 or older or blind

New Publication. If you want to know about many of your rights as a taxpayer, get Publication 1, *Your Rights As A Taxpayer*, a new and easy-to-read publication available from the Internal Revenue Service. It explains many of the rights you have when you deal with the IRS. If you know your rights, you will know if you have received the quality of service you are entitled to as a taxpayer.

Write to:

The Internal Revenue Service
P.O. Box 25866
Richmond, VA 23289

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Reprinted from *Your Federal Income Tax*
(Rev. Nov. '88)

HealthTalk . . . AUTOLOGOUS BLOOD DONATION: SAFE, SIMPLE, RISK-FREE

If you know that you or a family member will be having surgery, you might want to consider a safe and increasingly popular method of blood transfusion — autologous or self-donation.

The advantages of autologous donation are that the blood you donate for your own use is an exact match for you. This means you cannot give yourself diseases that you do not already have, nor do you need to worry about transfusion reactions to someone else's blood.

Although autologous donation has been an accepted alternative to using general blood bank supplies for many years, new information on the risks of acquiring infectious diseases (such as AIDS and hepatitis B) from blood transfusions has resulted in a dramatic increase in the number of people who choose the autologous donation route. At the Fairfax Hospital Blood Donor Center, one of the busiest donor centers in the metropolitan Washington area, autologous donations jumped from 800 in 1986 to 2,000 in 1987.

"The important point in deciding about autologous donation is to talk with your physician about your medical and medication history and the amount of blood you will need," explained Kathy Wert, M.T., ASCP, supervisor of the hospital's donor program.

Once you and your physician have made the decision about self-donation, you will need a written order from your physician specifying the date and location of your surgery, the number of units of blood needed, and any other pertinent medical information.

You can then work out a schedule of donations with your blood donor center. Your donation schedule will be determined by several factors. Blood can be stored only 42 days. It should be drawn at five- to seven-day intervals, with the last unit drawn at least three days before your surgery.

While autologous donation is a safe alternative when appropriate, it is not the answer for patients who need emergency transfusions. Autologous blood donations primarily are used for patients who need orthopedic, plastic, or gynecologic surgery.

Ms. Wert said it is important to reassure the many patients who need blood from a source other than autologous donation that the community blood supply is as safe as modern technology can make it.

"Even as the interest in autologous donations has increased, so have refinements in the testing and screening of the community blood supply," she explained. "I have great confidence in the community blood supply. Our medical screening methods, patient history screening system, and blood tests for a variety of bloodborne infectious diseases are very accurate, and I would have no hesitancy about myself or any member of my family being transfused from our blood bank."

Nor has the increase in autologous donations reduced the need for people in the community to donate blood to the general blood supply for use by others in need.

"We must keep encouraging people

to donate to community blood banks," said Ms. Wert. "You cannot get a disease by *donating* blood. Our blood donors are screened very carefully, and those who are approved for donation may do so without risk. It only takes about 10 minutes, but the satisfaction lasts a long time." **M**

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

STRESS IN THE WORKPLACE

Studies show that productivity decreases and absenteeism and illness increase when employees are under great stress. To address this problem, Melpar will hold a program on stress management. This program will assist employees in understanding the dynamics of stress, will help them in identifying sources of stress in the workplace, and will give them an array of stress management techniques.

The program will be held at Falls Church in the Shenandoah Room, March 1, 8, and 15 from 11:45 am - 12:45 pm, and at Fairfax on March 22, 29, and April 5 in the Leesburg Room. Presenters will be Kathy Cray, M.S.W., and Michael Powell, Ph.D., counselors for our Employee Assistance Program through COPE, Inc. For additional information, call Rosalie on x2206. **M**

Know Your Benefits...

UTILIZATION OF EAP SERVICES

When an employee or dependent utilizes the Employee Assistance Program (EAP) and outpatient services are recommended, E-Systems will pay in accordance with the provisions of the applicable medical plan which has been in effect since 1986:

PLAN A — In any one calendar year, the first \$2,000 of eligible expenses will be paid at 90% UCR (usual, customary, reasonable), and the next \$1,500 will be paid at 80% UCR. The maximum benefit payable in any calendar year is \$3,000.

PLANS B+, B, and C — After the applicable deductible has been paid under each plan, the next \$3,500 of eligible expenses are then paid at 80% UCR. The maximum benefit payable in any calendar year is \$2,800.

EAP SERVICES NOT USED — In any of the above plans, if the employee chooses not to use the EAP recommendation, the plan will pay \$40 per visit up to a maximum of \$1,000 per calendar year. **M**

PARKING: DOING IT RIGHT

Have you ever parked in Visitors or Reserved Parking illegally thinking just once would be all right? Do you stubbornly refuse to search for a parking space when the NO PARKING areas are wide open? Have you simply not made the effort to pick up an extra parking sticker for your second vehicle? Be forewarned: your next parking violation might result in the towing of your car.

Most of us know by now that parking stickers have been handed out for the use of all employees. Melpar distributed these stickers as a means of controlling the problems associated with improper parking. With better identification, poor parking habits will be corrected more effectively.

To facilitate the new parking system, employees are requested to help implement the following rules:

- All vehicles shall be identified using either your new sticker or a Temporary Parking Pass
- Employees shall not use Visitors Parking
- Vehicles shall park only in the designated parking slots and not in areas marked "NO PARKING"
- Melpar employees shall not use the Lower West Parking Lot

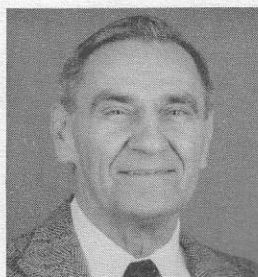
Improperly parked vehicles may be ticketed or towed. Repeated violations will result in further corrective action. The cooperation of all employees is appreciated. **M**

1989 SERVICE AWARDS — JANUARY and FEBRUARY

Thirty-Five Year Service:



Donald R. Gibbs



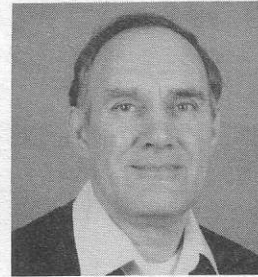
Charles R. Parker



C. Craig Fritsche



Lillian E. Spivey



Charles F. Wood

Thirty Year Service:

Twenty-Five Year Service:

Yvonne A. Crutchfield
Charles Wild

Twenty Year Service:

Robert B. Buxton
Granville E. Compton, Jr.
Jerry V. Criste
Martt Harding

Fifteen Year Service:

Eloisa Caram
David F. Rubach

Ten Year Service:

William H. Ashby
David G. Black III
Paula G. Franks
Hugh J. Gillespie
Guy R. Hollister
William C. Horton
Christian E. Howell
Knowles G. Little, Jr.
Deborah C. MacClary
Raymond W. Mandeville
Robert J. Still
Franklin R. Winklareth
Donald D. Woodruff

Five Year Service:

Russell D. Allison
Cecil E. Barker, Jr.

Five Year Service Cont:

Frederick Beekmann
Charles F. Blum, Jr.
Gary F. Bosco
Dale A. Browne
Pamela H. Clark
Patricia A. Cordray
Otto G. Czifra
Kirk L. Dancy
James E. Down
Richard V. Folea, Jr.
Mary E. Fox
Linda B. Frazier
Stanley J. Goodwin
Richard A. Hoffman
Keith E. Holmes
Dana C. Johnson
Joseph G. Marcoccio
Lynne P. Midgley
Daniel C. Orosz
George A. Pasierb
James D. Pyles
John C. Sessler
Roderick P. Siltan
Chris W. Stewart
Eric S. Stiegmman
Sallie E. Temple
Thomas B. Thompson, Jr.
Terri A. Tolosko
Nancy L. Van Nest
James A. Welch, Jr.

PROMOTIONS — December and January

Falls Church

D.L. Barbaris
L.L. Boyd
S.L. Cutshall
P.J. Freemer
E.A. Kaminsky
E.W. Knight
M.E. Krawczyk
Q.T. Le
C.J. Motes
M.D. Newsome
D. Robinson
D.R. Sisk
A.C. Villegas
C.A. Wade
J.L. Weinrich
T.R. Williams
L.K. Woodward

Fairfax

M.E. Blake
M.R. Devine
M.H. Ferguson
C.O. Fowler
D.N. Gershberg
C.J. Hancock
R.H. Hand
C.B. Johnson, Jr.
E.R. Kipourous
B. Lampkin
H.T. Le
D.J. O'Donnell
W.E. Schleder
M.A. Trbovich
D.D. Woodruff
J.A. Zakaski

From:

Security Assistant
Budget Analyst
Jr Prog Mgmt Asst
Programmer
Prog Mgmt Asst
Clerical Grp Ldr
S/W Analyst
Programmer
Clerk A
Assembler 1 cl
Computer Op A Ld
Storekeeper
Assembler
Grp Ldr Drawing Ctrl
Sr Design Engr
R&I Clerk
Sr Acct Rec Clerk

To:

Security Specialist
Sr Fin Analyst
Mgmt Asst
S/W Analyst
Program Analyst
Acctg Specialist
Sr S/W Analyst
S/W Analyst
Sr Clerk A
Test Tech
IS Ops Supv
Storekeeper Grp Ldr
Assembler 1 cl
Supv Drawing Ctrl
Prin Design Engr
Sr R&I Clerk
Jr Acct Spec

Sr Fac Architect
Eng Spec
Eng Tech
Sr Mech Engr
Engr Mgr
Test Engr
Sr Comm Analyst
Engr Spec
Secretary
Assembler Tr
Assembler 1 cl
Prin Engr
Prin Engr
Assoc Test Engr
Engr Supv
S/W Analyst

Prin Architect
Field Design Engr
Sr Eng Tech
Prin Mech Engr
Director
Sr Test Engr
Prin Comm Analyst
Field Design Engr
Exec Secretary
Assembler
Assembler Tech
Engr Supv
Engr Supv
Test Engr
Engr Mgr
Sr S/W Analyst

RETIREES

Carol S. Clark
34 YearsNorman T. Jeffries, Jr.
30 YearsJames D. Nally
15 YearsNell K. Sargent
8 YearsBarbara A. Trimmer
9 Years

THE GRAHAM ROAD HOLIDAY MUSICAL TOUR

The second annual Graham Road Holiday Pageant filled the Melpar cafeterias with lots of holiday song and dance. Thanks again to Graham Road for sharing their talents with us! **M**



Sixth graders Elizabeth Yoon and Stephen Tillman promenaded to the Jingle Bells square dance.

AMATEUR RADIO CLUB

The Melpar Amateur Radio Club (MARC) is a Melpar-sponsored club whose purpose is to further public welfare through amateur communications and the advancement of the radio art. One of MARC's projects is a repeater located at the Fairfax facility. Receive frequency for the repeater is 449.3 MHz. Transmit frequency is 444.3 MHz. Other club activities include code classes, used equipment sales, and fellowship.

Club meetings are held on the first Wednesday of every month in the Port Royal Conference Room (FC) and in John Humphrey's office (FX). Membership is open to all licensed Amateur Radio operators and all persons interested in amateur radio. Anyone interested in joining MARC or receiving more information, please contact John Humphrey x3097 or Pam Stoneback x1989. **M**



Graham Road students concentrate on performing a holiday tune on their recorders.

Planning a Trip?

Maritz Travel Company can help you make all your travel plans, both business and leisure — right here at Melpar.

Stop by the travel office or call x2297

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