

September 12, 1986 Number 18

Federal Express Corporation signs satellite launch reservation on Titan III

Federal Express Corporation has signed a memorandum of understanding which contains a launch reservation to fly the EXPRESSTAR commercial satellite on the Titan III.

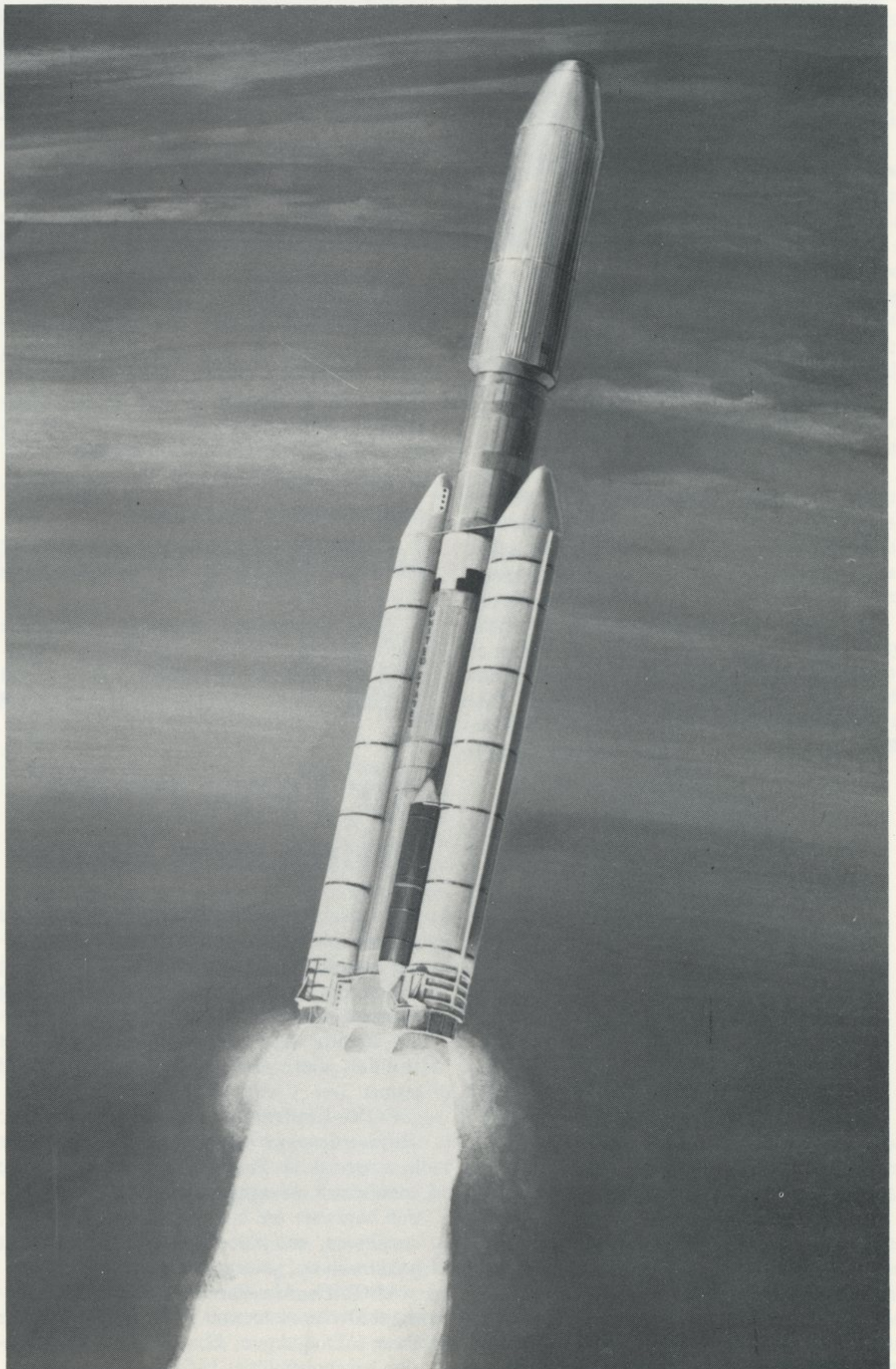
The memorandum was signed with Martin Marietta Corporation on September 4. This is the first launch reservation since Martin Marietta announced on August 19 that it is offering the Titan for communication satellite launches.

The memorandum is preliminary to negotiation of a launch services contract between Martin Marietta and Federal Express. Federal Express will deposit \$100,000 with Martin Marietta to establish a launch manifesting priority for one EXPRESSTAR in 1989 and would take an option to fly a second satellite on a Titan III in 1990.

The EXPRESSTAR, a 16,000-pound payload to low Earth orbit, is a high-powered Ku-band communication satellite.

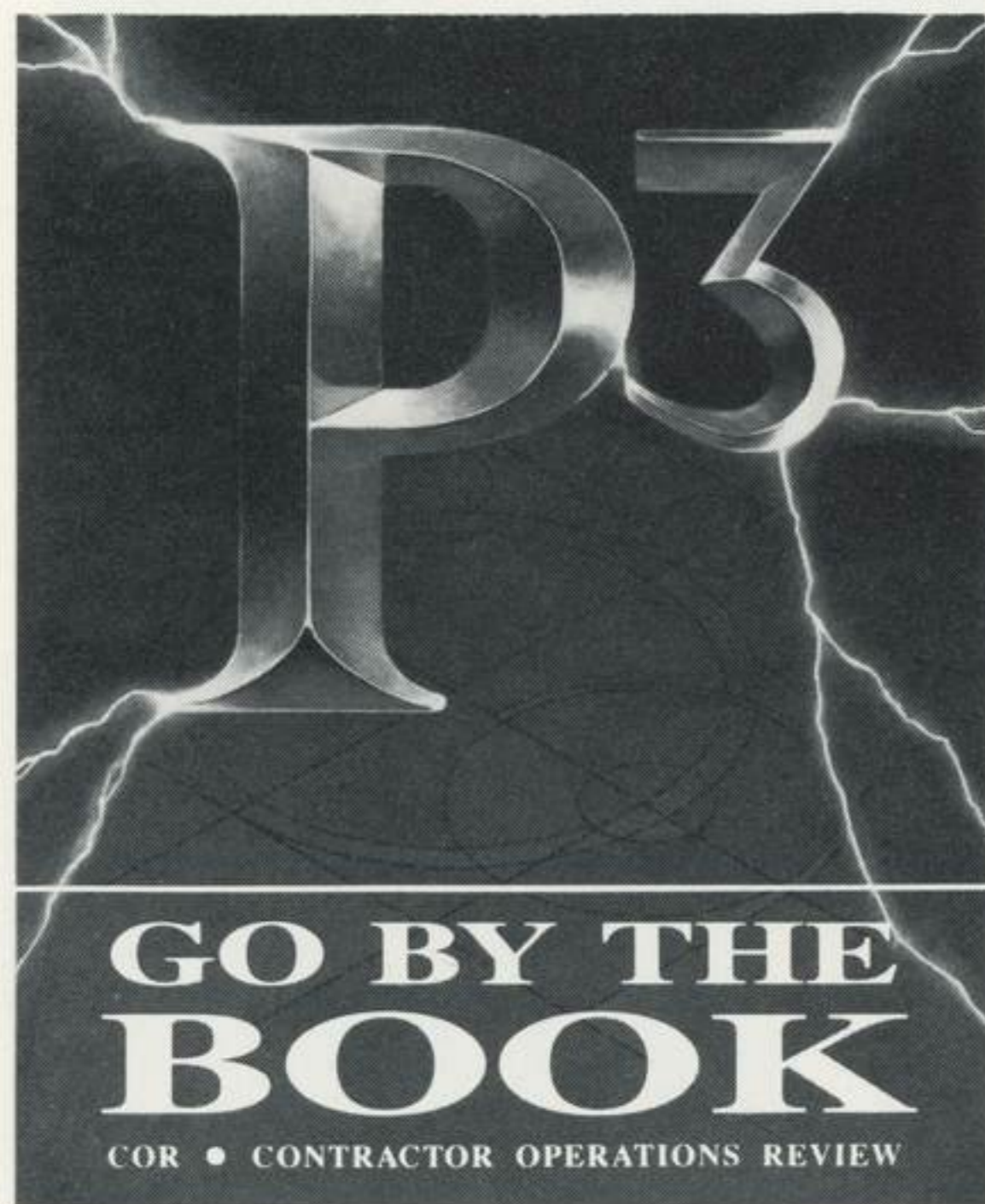
Martin Marietta has received more than 20 inquiries concerning satellite launches on the Titan. The Titan can launch multiple payloads and can deliver 32,000 pounds into low-Earth orbit, or 12,500 pounds into geosynchronous transfer orbit.

The Titan's satellite launch record dates from 1966, with 129 successful flights in 134 operational launches of both military and scientific payloads into Earth orbit as well as missions to the sun and the planets. Martin Marietta has the only active U.S. production line for expendable launch vehicles. ■



An artist's rendering of the Titan III, which can accommodate all anticipated commercial payloads with minimum modifications. Martin Marietta is entering the commercial launch vehicle marketplace with a version of the Titan III it is currently building for the Air Force.

Employees given guidelines for upcoming interviews



(Editor's note: Stanley F. Albrecht, vice president, Production Operations, is the Martin Marietta lead for the Air Force contractor operations review (COR), scheduled for October. In an ongoing series of articles, Albrecht explains the importance of the review and procedures to ensure a successful audit.)

For two weeks, beginning October 27, the Air Force Contract Management Division (AFCMD) will conduct a contractor operations review (COR) of Denver Aerospace. During COR, members of the audit team may ask questions of any employee in our company. The questions are part of the audit and an effort to determine how well individuals follow policies and procedures. Investigators from the AFCMD team will visit employees in numerous work areas, asking questions regarding specific work methods used and why.

The manner in which employees respond to these investigators can have a major impact on the outcome of the audit and our future business. It is very important that our employees respond professionally and courteously to the investigators, and cooperate by supplying them with the information they request. The following is a set of guidelines for responding appropriately to a COR interview:

- AFCMD team members will be accompanied by a designated Denver Aerospace COR facilitator. The team member must indicate a "need to know" before anyone is obligated to answer a question. In other words, employees are still responsible for maintaining their awareness of security requirements. AFCMD members cannot criticize you for declining to answer a question that might involve security or proprietary data.
- The AFCMD reviewers have a "show me" attitude. As much as possible, they will want

to see how business is actually conducted here—not listen to vague descriptions.

- The reviewers want to know if the employee has access to work instructions and understands those instructions. New employees must know the instructions as well as veteran employees.
- The reviewers expect employees to display proper professional etiquette. Be courteous and attentive when asked a question. Allow the entire question to be asked.
- Rephrase the question to the AFCMD team member (this indicates that you understand what is being asked).
- Think about the answer and be concise. State only facts, not opinions. Limit your response to the questions of the reviewers. Do not show or tell more than the reviewer asks.
- If you do not know the answer, refer the question to your immediate supervisor or the designated focal point.

In addition to verbal assurances, the reviewers will require documentation to confirm that the correct procedures are being followed. If the reviewer asks to see proprietary documents such as audit reports or proposals, do not show these to them yourself. If there are any questions as to the proprietary nature of a document, discuss it first with the company escort.

- Ask for additional time if it is needed to gather supporting documentation.
- Nothing should be signed by anyone other than the Martin Marietta facilitator accompanying the AFCMD team member.
- Show professional standards; intelligence and knowledge; energy; high personal standards; and caring about yourself, your job, and the company. ■

Air Force review brings new terms

You may have noticed a number of acronyms and new phrases in the vocabulary of your co-workers. They are all part of the audit being undertaken by the Air Force. The following short list of definitions are printed for the benefit of those employees who are new, or not familiar with, some of the acronyms and terms.

COR—Contractor Operations Review: This is a thorough audit of a defense contractor by a special Air Force team to ensure that the contractor's management systems and production hardware are complying with the terms, conditions, and procedures of the contract it holds with the government.

AFCMD—Air Force Contract Management Division: located at Kirtland Air Force Base, Albuquerque, N.M. One of this division's responsibilities is COR.

AFPRO—Air Force Plant Representative Office: located at each contractor's facility. It provides daily surveillance of contractor performance. It is under the AFCMD command.

BMO—Ballistic Missile Office: located at Norton Air Force Base, Riverside, Calif. This office will augment the review team with approximately 15 representatives.

AFAD—Air Force Armament Division: This division, located at Eglin Air Force Base, Fla., also will augment the review team.

CMSEP—Contractor Management System Evaluation Program: The AFCMD management system measurement tool.

COR Command Centers: Central offices for AFCMD reviewers or Martin Marietta COR facilitators.

Command media: Documentation outlining company principles, objectives, policies, responsibilities, and standard work methods that comply with our contractual requirements.

Facilitators: Knowledgeable Martin Marietta individuals appointed by the vice presidents of each functional organization to deal directly with respective AFCMD team members throughout the review.

Functional Focal Points: Individuals with expertise in the specific functional area being reviewed. The individuals are usually the first line supervisors responsible for the performance of the function.

Finding: A nonconformance or deficiency to or of written procedures or instructions. Findings are categorized as compliance, adequacy, or existence.

Form 3: The form used by AFCMD team members to report findings not in compliance with the terms of the contract's operating policies and procedures.

Form 4: The form used by the director of a functional organization within Martin Marietta to propose corrective actions plans to AFPRO on the findings reported on a Form 3.

Form 21: This is the normal in-house AFPRO report of findings.

Form 47: This is a deficiency report issued by AFPRO to the contractor and forwarded to AFCMD.

MOS—Manufacturing Operations Sheet: The sheet containing detailed instructions on the process and assembly of hardware.

PIA—Product Integrity Audit: the COR evaluation of a defense contractor's hardware.

Personnel staffing has new location

The personnel staffing department has moved from Littleton Systems Center to Greenwood Commons, Building 6020. The new extension is 7-2721, mail stop G1311.



Hughes, second from the right, is congratulated by John R. Adamoli, vice president and program manager for Small ICBM. They are joined by Claude W. (Bud) McAnally, far left, director, Small ICBM; and, far right, Dr. William C. Willging, human resources manager for Strategic Systems and Space Launch Systems.

Hughes to attend Harvard

Marvin L. Hughes has been selected by top management to attend the Advanced Management Program at the Harvard Business School. The program is co-sponsored by the human resources development department and Strategic Systems.

Hughes, chief engineer for the instrumentation and range safety system (IRSS) for Small ICBM, will attend the intensive 12-week course in September. The course offers senior

executives an opportunity to enhance their management skills and decision-making abilities.

Hughes earned a bachelor of science and master's degree in aerospace engineering from Georgia Institute of Technology and a master's degree in aerosystems engineering from the University of Florida. He joined Martin Marietta in 1980 after retiring from the Navy as a lieutenant. ■

Phase II ethics workshops set for September/October

"I did it for the good of the company," said a long-time Martin Marietta employee. The employee had decided to mischarge part of the cost of a small construction project to finish the job on time and avoid time-consuming paperwork. The employee was terminated as a result of his actions.

"The case is typical of the material to be covered in the Phase II ethics workshops that will begin in September," according to Winant (Si) Sidle, director of Corporate Ethics. "The investigation of the case showed that in all probability the employee believed that his action was in the best interests of Martin Marietta since he gained nothing personally. In fact, he lost," Sidle added.

"Employee loyalty to an employer is a much sought-after attribute by all firms, but so is honesty," Sidle stated. "What happens when ethical values appear to conflict is a dilemma the workshops will address through case studies and guidelines."

The four-hour Phase II workshops, planned for directors and some managers throughout the corporation, will continue until all appro-

priate employees have attended, probably by the end of October. The workshops will be conducted by local personnel who have been trained by ethics consultants.

The Phase II workshops are a follow-on to the initial series of workshops conducted for senior management throughout the corporation and completed in July. The workshops are not intended to teach employees right from wrong, but rather to help them recognize and handle decisions sometimes complicated by ethical considerations.

The workshops are part of Martin Marietta's overall ethics training program that is coordinated by the corporation's ethics office. Located in Orlando, Florida, the ethics office is available to answer questions about the corporation's Code of Ethics, as well as handle concerns expressed by employees about actual or apparent unethical practices. Sidle can be reached there at MARCALL 356-9400 or 1-800-3ETHICS. The Denver Aerospace ethics office is headed by Clifford J. Kronauer and can be reached by employees on extension 7-6103. ■

Michoud offers job assistance

Michoud Aerospace is taking a number of steps to assist employees affected by a reduction in the work force, says company president Richard M. Davis.

The company must reduce its work force at the Michoud Assembly Facility in New Orleans by 700 to 800 by October 3 because of reduced demand for external tanks and resulting decreased production.

NASA directed the reduction after reviewing space shuttle program needs related to temporary suspension of shuttle flights.

The company will pursue work opportunities for affected employees, including assignments at other Martin Marietta locations.

"These employees are highly trained and skilled," Davis said. "Their work in the manned space flight program is of the highest quality. We have great respect for them and their contributions here, and are offering transfers to other operations where there is a need for specific skills." ■

Second surgical opinion required

Surgery is a serious matter. Sometimes it may not be necessary, and an effective alternative to elective surgery may exist. When a decision is necessary, it is always best to consider the benefits and risks of the operation.

The following is an excerpt from the Martin Marietta Group Medical Plan regarding the Second Surgical Opinion Program:

Any time a doctor recommends elective surgery, the plan covers the costs of a second opinion. In some cases the plan may also pay an increased surgical benefit in addition to the costs of getting the opinion.

The patient can get a second opinion for any elective surgery from a doctor qualified to diagnose or treat the condition. The plan pays 100 percent of the reasonable and customary charge for the consultation and any diagnostic tests or x-rays asked for by the doctor. Payment is made whether the operation is performed or not.

For some types of surgery a second surgical opinion is a mandatory condition to obtain full reimbursement of the surgeon's covered fee for thirteen elective procedures. Full reimbursement of the surgeon's fee is still made even if the second opinion recommends against surgery. In cases where a second opinion is not obtained prior to any of these listed procedures, only 50 percent of the surgeon's covered fee will be reimbursed. Instructions for proceeding with a second surgical opinion are as follows:

- SSO forms are available from the employee benefits office.
- Complete the patient section of the form.
- Have the consulting surgeon complete the surgeon information portion of the form.
- Return the form to the claims office for reimbursement. ■



The Management Association's board of directors and officers include, left to right, Anesa McCleanon, Dave Schweibold, Barbara Cash, John Smith, Peggy Evans, John Dietz, and Ardath Baker. Not pictured are Ed Dash, Lee Fryberger, Dudley McCubbin, and Russ Gullett.

Denver Management Association affiliates with national group

Following months of research and investigation, the Denver Management Association (DMA) has voted to join the National Management Association (NMA).

A formal induction ceremony was held August 7 to recognize affiliation with NMA, and to present the charter to the management association.

"As the Denver Management Association, we effectively matured at Martin Marietta," said Peggy Evans, president of the new chapter. "Joining NMA is a progressive step to utilize the structure and educational resources of

a national association. This step enables us to maximize professional development—to meet the tremendous growth of the Denver division."

Now officially entitled The Martin Marietta Denver Chapter of the National Management Association, and informally referred to as the Management Association, the association will continue to serve as a forum for managers in Denver. The Management Association looks forward to meeting the needs of members and increasing interest in opportunities available for employees. For information on membership, contact Karen Almanza, 790-3002. ■



Gen. McCartney visits Denver Aerospace

Lieutenant General Forrest S. McCartney of the Space Division, Air Force Systems Command, and recently named director of NASA's Kennedy Space Center, Fla., addresses Titan workers in the factory at Waterton during a recent visit to Denver Aerospace. Gen. McCartney reviewed the Titan III and IV programs.

Computer library moves to new area

The computer library, a resource for all Martin Marietta employees, has moved to the Space Support Building, Room 513, at the Waterton facility.

The library provides a number of collections, including the Program collection of information on in-house software computer programs, both self-produced and externally purchased, and the Document collection of reference resources and user guides pertaining to many aspects of the software world.

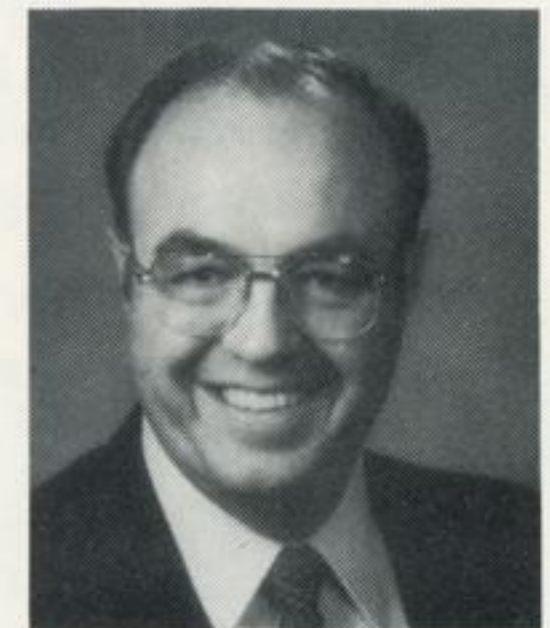
In addition, the library provides the Equipment collection of portable terminals available for short-term checkout for company work projects or company-sponsored educational purposes, and the Videotape collection of software-related educational videotapes that can be scheduled for viewing in the library.

Call Marilyn Stover, Ext. 7-6721, or Marilyn Huber, 7-6716, for more information, or to request a current copy of the index of collections. ■

LePenske named Kiwanis governor

John LePenske, of Space Launch Systems, was elected governor of Kiwanis International for the Rocky Mountain area at the recent Kiwanis convention.

LePenske, supervisor of the central information center at Terrace Towers II, has been a member of the Kiwanis service organization for 10 years. He served as club president in 1980, held several other offices, and was honored as volunteer of the year in 1979. ■



LePenske

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Lloyd Packer, center, is congratulated by Ray Schwindt, left, director of manufacturing, and Stanley F. Albrecht, vice president, Production Operations.

Idea nets company \$20,000

Lloyd Packer, a senior maintenance worker, had a good idea—and it paid off.

Packer's idea, submitted to the Success Through Suggestions program, earned him the second cost-saving award at Denver Aerospace since the program began.

By installing a new submerged pump in the machine sump used to cool a tool cutter, ex-

cess coolant that accumulates in the sump will be reclaimed and returned to the main tank. The change prevents a subsequent chain reaction of problems caused by excess coolant, such as shutting the machine down to allow a vendor to pump and dispose of the coolant.

The pump has been installed and should reap tangible benefits, the suggestion office reports. ■

Longtime worker Guderjohn dies



Guderjohn

Services are being held today for H. W. (Bud) Guderjohn, the longest-term Martin Marietta aerospace employee, who would have had 52 years with the corporation this November.

Guderjohn, who died Monday, September 8, began working for the Glenn L. Martin Company in Baltimore, MD on November 26, 1926, at the age of 16. He began as a sheet metal helper, and as he advanced he worked on the B-10B bomber, the China Clipper and Russian Clipper, the U.S. Navy Mars, and B-26, B-29 and B-51 bombers, among other programs.

In 1944, Guderjohn left for military service with the U.S. Marine Corps and served in the

South Pacific through two campaigns in Guam and Iwo Jima as a machine gunner with the Third Marine Division. He returned from the service in 1946 and rejoined the company as a leader in the sheet metal department. Because he returned, his longevity with Martin Marietta was not disturbed by the war.

Guderjohn transferred to Denver in 1956 as chief of conservation, and was assigned to the Titan I program. In April 1985 he was promoted to chief, tool management, in the production control department. He received a series of commendations throughout his career, and on July 2, 1986, earned a commendation "in recognition for outstanding support toward the Defense Systems program...accomplished with dedication far surpassing normal work efforts."

"It was my privilege to present Bud his 50-year pin during the period I, too, served in Denver Aerospace," said Norman R. Augustine, president and chief operating officer of the Corporation. "I will always remember what a vibrant, imaginative individual he was."

Guderjohn's wife, Evelyn, employed by Martin Marietta since 1961, presently works in the quality control department as associate quality engineer for Denver Aerospace. September 8 was the couple's 43rd wedding anniversary. ■

United Way agency aids blind senior

Last December, 87-year-old Tom McCormick was in a quandary. Sound of mind, he felt that he was needlessly living in a nursing home—but didn't quite know how to get out.

McCormick had been living in a Denver-area nursing home because he is blind. He needed assistance with various household chores. But he was alert and longed for a less restrictive environment that would be cheaper than the \$1,350 monthly fee charged by the nursing home.

His sister learned about an agency that specialized in helping senior citizens who were needlessly living in nursing homes to relocate.

Gail Zink, a counselor for the Colorado Association of Homes and Services for the Aging (CAHSA), a new United Way agency, found a living situation for McCormick which not only has saved him a lot of money but bolstered his self esteem as well.

CAHSA specializes in helping seniors find the least restrictive living environment possible, regardless of their situation. Zink found a boarding home for McCormick operated by a married couple. He still receives cooked meals, assistance with bathing and dressing and 24-hour supervision—all for about \$500 less per month than the nursing home. McCormick says the new situation has made all the difference in the world.

"It all seems like a dream to me," McCormick said. "This is a private home and I'm treated like a member of the family."

The agency often refers seniors to either 'congregate' or 'assisted living' situations. 'Congregate living' provides meals and house-keeping services while 'assisted living' situations, such as Tom McCormick's, also offer help with bathing and dressing.

CAHSA was approved as a new United Way agency in April. For more information, contact the agency at 759-8909. The Mile High United Way drive begins at Denver Aerospace this fall. ■



Cafeteria features healthful entrees

September is not only the start of school and the start of fall. According to the food services department, it is also a good time to start better eating habits.

During the month of September, the cafeterias will feature an extra entree that is low in calories, cholesterol, and sodium. These entrees will be available in cafeterias at LSC and the first floor Engineering building, along with the Engineering executive dining room. ■



A volunteer from the American Red Cross, left, tests Diane M. Carpenter, a material clerk analyst in the receiving department, for diabetes during Health Awareness Week.



Family Day at the Denver Zephyrs' game draws crowd

Health Awareness Week attracts thousands

Employees responded to the recent 2nd annual Health Awareness Week in record numbers. More than 800 employees participated in blood pressure testing, with 15 percent receiving recommendations to have follow-up tests; 240 skin cancer screenings were performed and 30 percent were advised to have follow-up

exams; and 515 employees took advantage of diabetes screening.

Sessions on improving nutrition and lifestyle to prevent disease were also offered by the American Cancer Society and Dr. Robert Gleaser, founder of HealthMark Centers, Inc. ■

Peter B. Teets, Denver Aerospace president, threw the first ball at the Denver Zephyrs vs Oklahoma City 89'ers baseball game August 13. More than 19,000 employees and family members attended the game at Mile High Stadium. The event was the third of four company-sponsored family events scheduled this year.

Employee services/recreation

Skyline Hunting and Fishing Club (SH&FC)—Hunter education classes for September will cover wildlife management and black powder and muzzle loading. Classes will be held Sept. 16, 17, 18, 19, and 22, at Wadsworth Building, Denver Systems Center I (DSC), and Sept. 20 at SH&FC Range. Classes will also be held in October and November. The fee is \$7. Instructor Dick Benson is available at Ext. 7-5241, or call Ext. 7-6605 or 7-6750. Preregistration is not necessary, but 10 students are needed at the first class to continue the course. The course is also required now for all trappers.

Belle Bonfils Memorial Blood Bank—The blood bank staff expressed gratitude for the 101 pints of blood donated by Denver Aerospace and I&CS employees August 26. The mobile blood site was set up at the LSC facility. The next mobile blood unit will be at the Space Support Building at Waterton on November 12 and 13.

Commodore Users Group—The group

will meet Thursday, Sept. 18 at 5 p.m. in the recreation area clubhouse. Contact Chuck Barton, Ext. 7-7433 or Joe Presta, Ext. 7-4220.

Motorcycles—The Aeroriders motorcycle club will meet at 5 p.m., Thursday, Sept. 18 at the recreation clubhouse.

Tennis—The 5th Annual "Weekend Hackers" Tennis Tournament will be held Oct. 4, 5 and Oct. 11, 12, at Arapahoe Community College tennis courts. Denver Aerospace, I&CS, Data Systems, Armed Services personnel, spouses, and dependents only are eligible. Children over 16 may participate with an employee or spouse in doubles. A \$5 fee per entry, per class, will be required at registration time. Send entry (check attached) to recreation, MS 1344. Entries must be received by Monday, September 22. Entry forms are available at the recreation office or in the recreation racks.

Colorado Gold C Books—The Ridge

Riders Saddle Club will be selling Gold C Books again this year. Books are available for \$8. Contact any Ridge Rider Saddle Club member or look for flyers posted on recreation bulletin boards.

Photography—The club will meet Wednesday, Sept. 17, at 7 p.m. in Room 200K at DSC I. Ron Ruhoff, professional photographer, will give a slide presentation on Colorado wilderness and wildlife. Members and guests are welcome to attend.

Skiing—The Satellite Ski Club's annual fall picnic and membership drive, sponsored by the season's new club officers, will be held Friday, Sept. 19th, from 5 p.m. until dark, at the employee recreation area. An American Ski Association representative will be present and will offer ASA cards to club members at a reduced rate. Gold C books and t-shirts will also be available. All interested employees are welcome. Nonmembers will be charged \$2. Ski club dues are \$15 for single members and \$25 for a family membership.