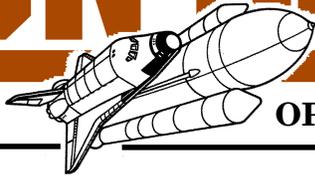


# MISSION SUCCESS<sup>®</sup>

July 10, 2000

MICHOUD



OPERATIONS

BULLETIN

## Flex Time in place at Michoud

There is good news for employees who have school carpool duties in the morning, or doctors' appointments in the afternoon. The new Michoud Operations flexible daily work schedule and changes to the labor charging policy may go a long way in solving their concerns.

As a result of the policy changes, salaried employees now have flexibility at the beginning and end of their shifts, as long as they work mandatory core hours during their daily eight-hour schedule. Core working hours will extend from 8:30 a.m. to 3 p.m. for first shift, 4:30 - 11 p.m. for second shift, and 12:30 - 7 a.m. for third shift.

Need to drop off the kids at daycare by 8 a.m.? Then come to work at 8:30 a.m. and stay until 5 p.m.

Have an appointment at 4 p.m.? Come in by 7 a.m. and leave at 3:30 p.m.



### New Logos in Factory

*David Knepper with Toledo Floor Resurfacing puts the finishing touches on one of the two new NASA logos in Building 103.*

## Russian Zvezda service module on schedule for ISS launch

Following a review in Moscow, NASA and the Russian Aviation and Space Agency announced that plans remain on track for launch of the Zvezda service module for the International Space Station (ISS) on July 12 from the Baikonur Cosmodrome.

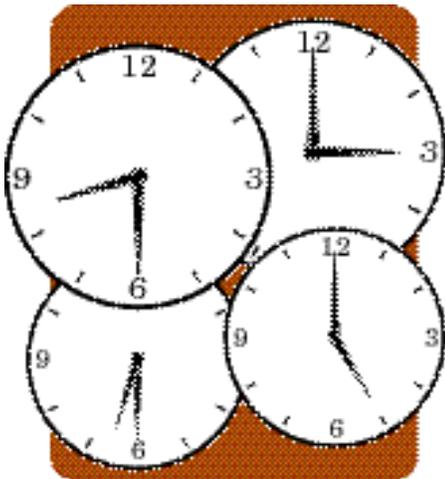
The 42,000-lb. Zvezda is 43 feet long and has a solar array wingspan of 97.5 feet. It provides living quarters for astronauts and contains a life support system, electrical power distribution, data processing system, flight control system and propulsion. The module contains three pressurized compartments and four docking ports.

Following Zvezda's launch and 14 days of free flight, the ISS will rendezvous and dock with its newest module using an automatic docking system, propellant and

thrusters in the Zarya control module. The addition of the Zvezda module sets the stage for the launch of other ISS components undergoing final testing at Kennedy Space Center.

The next Space Shuttle launch to the ISS is STS-106, a servicing mission on Sept. 8. STS-92 - recently rescheduled to Oct. 5 - will follow with a small truss segment that will serve as the support structure for other station hardware.

Other ISS components are on track to meet their launch dates, including the first set of solar arrays; the United States Destiny laboratory; the Canadian built space station robot arm; and several truss segments that will serve as the station's backbone for external hardware, experiments and solar arrays.



*Continued on Page 4*

# What to do in an emergency

If you see an accident or an incident, call the Safety Department immediately. If the accident or incident is serious, call the emergency number 7-2333.

That connects Medical, Security/First Responders, Facilities and Safety with one call. Knowing how to call for help may save a life.

Many employees may know the emergency number, but not everyone knows their location. Does the phone nearest your work area have an orange emergency sticker on it and is it filled out with the location (Bldg/Floor/Column) information?

If the accident involves a person, it is critically important to stay with the victim. Keep the person still and calm. Panic is an emergency's worst enemy.

When working, remember to take preventive measures. Make sure you are prepared for emergencies. Know and understand the assignment, check out the equipment, identify hazards or obstacles to the job, and evaluate the personnel involved for their conditions/attitudes.

Finally, summarize the situation and think to yourself — can we do this safely?

## Safety eyewear available

Beginning in July, an optician will be on-site the first Friday of each month from 9 a.m. to 1 p.m. to take orders and measurements for employees who want to wear prescription safety glasses. Employees should bring their prescriptions to Building 103, Columns N1 and M1 outside the cafeteria, where the optician will be located.

The safety glasses have side shields and meet industrial standards. The optician can also help with frames and lens selection. Check or credit card is acceptable. Payroll deduction is also available to Michoud Operations employees.



### Safety & Health Fair Ribbon Cutting

From left, Snoopy Award winner Al Pfeiffer, astronaut Chris Ferguson (partially seen), NASA resident manager John White, Snoopy Award winner Richard Crawford and astronaut Paolo Nespoli (Italy) cut the ribbon to open this year's Safety & Health Fair in Building 103.

## Cafeteria workers help injured employee

Several weeks ago millwright **Carl Hammers** and electrician **John Broussard** were servicing an electrical panel in Building 102 Cafeteria. As they turned the large panel over, it started to tilt so Hammers reached underneath to get a better grip.

As he did this, he rubbed the lower part of his arm against a razor sharp edge. "It felt like a paper cut," Hammers said. He couldn't see what had happened until they put the panel down.

But it was much more than a paper cut. The sharp edge had sliced his arm open. Hammers grabbed a towel and tried to tie it around his upper arm, but couldn't manage it.

Valley Innovative Services cafeteria workers **Irma De Silva**, **Legurtha Riley** and **Eugene Isom** stepped in quickly. Food service director **Steve Babington** ran for a phone and dialed the plant-wide emergency number 7-2333.

"He was losing so much blood and beginning to change color," Riley said. They tried to put an apron around his arm but that soon

filled with blood. Then De Silva brought a tray of ice and cold water. They plunged Hammers' arm into that, and finally the bleeding began to slow.

Michoud Operations paramedics rushed Hammers to Methodist Hospital where a doctor closed the wound with 40 stitches.

A day or two later Hammers went back with his wife, Kim, who works in Business Operations, and thanked each of the cafeteria workers who had helped him. "I call them my guardian angels."

Safety Manager **Steve Turner** praised the Valley Services employees for minimizing the loss of blood, for getting help and for staying with Carl. "I thought it was incredible and a very compassionate thing to do. They stayed clear-headed. They jumped in and helped and avoided what was potentially a life-threatening situation."

For their actions, President **Dennis Deel** recognized the Valley Services employees with a special award at the beginning of Michoud's Safety & Health Fair in Building 103.

# LMPeople drives corporate policy changes

Employees may have noticed the new LMPeople banners and posters that are up around the facility. The banners note that LMPeople will “go live” or be implemented at Michoud Operations on October 16.

LMPeople is a new initiative that will standardize and integrate human resources, payroll and benefits data and processes across the corporation.

This is the initiative that is now allowing employees to apply for jobs anywhere in the corporation via their computer. They will also be able to access their personal information such as paycheck data,

vacation records, etc. and change personal profile data such as home address, number of dependents and marital status, etc.

By standardizing corporate-wide, Lockheed Martin will be able to function as a single entity, rather than trying to function as several dozen individual companies. As a single entity, employees will be able to conduct business and move seamlessly across the corporation.

Local Standard Procedures will be revised to reflect these corporate



policy changes. **Some of the more significant changes for Michoud non-represented employees are provided in the table below.** Detailed presentations to supervisory personnel begin in August.

Concerning compensation, salaried employees will be notified of their new job code and title prior to the October 16 LMPeople implementation. LMPeople will include a common set of job titles, job codes, job descriptions and job levels maintained by Corporate Compensation & Benefits.

Subject	Changes for Salaried Employees
<b>Overtime/ Compensatory Time</b>	<p><b>Overtime</b> paid at straight time rate after 45 hours per week.</p> <p><b>Compensatory Time</b> can be accumulated one hour for one hour worked up to a running maximum of 80 hours with unused compensatory time being paid at year end.</p> <p>Both Compensatory Time and Overtime calculated using “all” hours paid - no offsets.</p>
<b>Shift Premium</b>	<p>2nd Shift = 4%, 3rd Shift = 6% - Excludes supervisory levels at grades 49/48 and above. No Shift Premium if 2nd or 3rd Shift has fewer hours than normal day shift.</p>
<b>Time Away From Work</b>	<p><b>Personal Leave</b> - Unpaid can be extended for 1 year.</p> <p><b>Salary Continuation</b> becomes Short-Term Disability and full pay for 26 weeks.</p> <p><b>Extended Medical Leave</b> allows additional 26 calendar weeks without pay.</p> <p><b>Bereavement</b> will be allowed in non-consecutive days, if necessary.</p> <p><b>Educational Leave</b> - Revised to include Bachelor’s degree. Extends from 2-year maximum to 2 years per degree. Provides for medical premium reimbursements.</p> <p><b>Jury / Court</b> - Describes a no pay condition if employee named Plaintiff or Defendant.</p>
<b>Vacation</b>	<p><b>Service Bridging</b> - any accrued vacation based on service bridging will be retroactive to date employee requested a “Bridge Service” review.</p> <p><b>Regular Part-Time Employees</b> - Earn a pro-rate portion based on actual hours paid in preceding month as a percent of available hours to work.</p> <p><b>Employee’s last day of work</b> may be extended by vacation only when the vacation bridges the employee to retirement from Lockheed Martin.</p>
<b>Part Time / Temporary Employees</b>	<p><b>Part Time/Temporary</b> employment for Exempt and Non-Exempt requires the approval of Management and Human Resources. Must be scheduled to work at least 1,000 hours in the 12-month period following day of hire or in any subsequent calendar year. For hours worked beyond 40 in normal week, Exempt will follow CPS-507 (Overtime) and NES are paid at time and one half.</p> <p><i>Revised 7/7/00</i></p>
<p>For information about the rollout of LMPeople, call Cheryl Alexander at 7-4665 or Jerry Landry at 7-2142. (Administration of these policies will be in accordance with the applicable Command Media.)</p>	

## New Ethics Training

# Corporation introduces newspaper-featured course

This year's Ethics Awareness Training, which takes place from August 1 through November 30, has been revamped and reformatted with a new look and approach.

"In the 1999 Employee Survey, employees provided clear evidence that Lockheed Martin's ethical principles and values are the foundation of the corporation's ethical business climate and a key element to employee satisfaction," stated **Feltus Kennedy**, Michoud Operations' Ethics Officer.

According to the survey, when employees see ethical principles and values applied in the workplace, they:

- Feel less pressure to commit misconduct

- Observe less misconduct
- Are more satisfied with their company
- Are more satisfied with their job
- Are more satisfied with their company response to reports of misconduct
- Believe LM commitment to ethics has increased
- Have less fear of reprisal
- Are more satisfied with ethics training
- Rate LM higher compared to other companies.

(Source: *Ethics Resource Center*)

With such findings, it was clear the emphasis on this year's Ethics Awareness Training should be in the application of principles. A task force has been working since early this year developing ideas, creating training materials and getting feedback from last year's participants.

"The consensus from the feedback is that employees prefer a team-based interactive format that

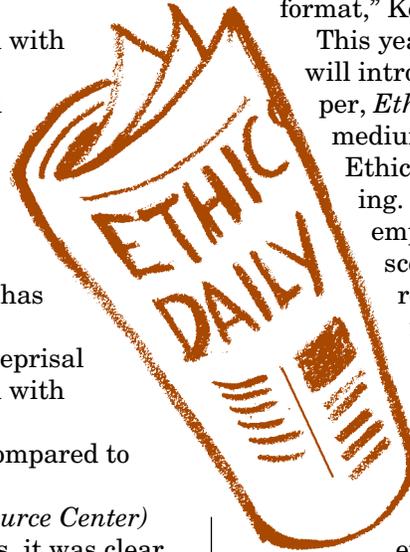
is fun, competitive, includes real life situations and is in a game format," Kennedy said.

This year, the corporation will introduce the newspaper, *Ethics Daily*, as the medium to deliver annual Ethics Awareness Training. In *Ethics Daily*, employees will see case scenarios derived from real life situations facing the corporation.

Many of the cases involve actual allegations investigated by Lockheed Martin ethics officers.

Teams will work together to develop possible action steps and to apply ethics principles to resolve a particular issue. Besides the cases, the newspaper contains additional ethics-related information that can be used as a resource by Michoud employees.

If you have questions on ethics or business conduct, please call **Feltus Kennedy** at 7-4770.



Continued from Page 1

## Flex Time

The policy gives eligible employees the flexibility to adjust their arrival or departure time each day to suit their personal situation.

Some employees may be ineligible to participate in the flexible work schedule due to the nature of their responsibilities. Management may also direct employees to attend work-related activities outside of core hours in order to participate in training activities, meetings and special assignments, or to support other business requirements.

Changes in attendance and labor charging may also help reduce employee lost time. All employees may now offset occasional, same-day lost time of 30 minutes or less under certain circumstances.

Lost time does not have to be recorded on a particular day if it is less than 30 minutes; occurs at the beginning or end of core working hours, or the beginning or end of a lunch period; and is offset by overtime worked the same day. Lost time must be recorded if it exceeds 30 minutes, is taken at any other time of the workday, or if offsetting overtime is worked on any other day.

## Lockheed Martin receives \$4 billion THAAD contract

The U.S. Army Space and Missile Defense Command in Huntsville, AL, has awarded Lockheed Martin an approximate \$4 billion contract to begin the Engineering and Manufacturing Development (EMD) phase of the Theater High Altitude Area Defense (THAAD) program.

The contract announcement comes a year after the THAAD team recorded its first historic intercept of a simulated theater ballistic missile target on June 10, 1999. The team achieved its second intercept on August 2, 1999, enabling the program to move into EMD.

"We committed to our customer

that we would design, develop and field a defensive missile system to protect our soldiers from the ever growing threat of theater ballistic missile attack," said **Jim Berry**, president, Lockheed Martin Missiles & Fire Control. "Today, we are one step closer to making that commitment a reality."

THAAD's first phase will demonstrate ground and flight tests and provide a substantial war fighting capability to the Army by 2007. The second phase comes later.

THAAD engineering and manufacturing development work will take place at Missiles & Space Operations in Sunnyvale, CA and in Huntsville.

# Two students win Lockheed Martin scholarships

Each year the Lockheed Martin Corporate Foundation awards scholarships to 100 graduating high school seniors in the U.S. who are the children of Lockheed Martin employees. This year the foundation named **Mark Richard, Jr.** and **Katherine Butler Swords** as scholarship recipients who represent Michoud Operations in the New Orleans area.

Mark, Jr. is the son of **Mark Richard**, a supervisor in Facilities' Critical Operations & Maintenance. Katherine is the daughter of **Dan Swords**, the manager of Facilities' Environmental



Management.

The two are National Merit Scholars and placed in the top one half of one percent of all U.S. high school graduates. Both will receive \$3,000 scholarships each year for four years of college.

Mark, a graduate of Benjamin Franklin Senior High School in New Orleans, received the "Best in Class Award" for English I, Advanced Math, Geometry and American History.

He also pitched for the school's baseball team and received the Most Valuable Player award this year. For the past three years, he has also worked part time at Roje' Catering.

Mark will attend LSU and pursue an engineering degree.

Katherine was graduated from the Louisiana School for Math,

Science and the Arts in Natchitoches. There, she served as editor of the school's literary magazine, and was assistant editor of the school's yearbook.

She participated in a number of community organizations including the AIDS awareness group.

A former student at Slidell's Northshore High,

Katherine studied computer applications as an intern in the Naval Oceanographic Office last summer at Stennis Space Center. She will major in pre-veterinary and photography at LSU.



## Lockheed Martin receives LEAP Award

*Gordon Dyer (second from right) represented Michoud Operations recently at the Louisiana Engineering Advancement Program's (LEAP) annual awards banquet. Michoud received the Outstanding Corporate Award. Pictured from left are Dr. Richard Bishop, Associate Dean of UNO's College of Engineering; Lucien Wainie, Assistant LEAP Director; Dyer; and Vernard Henley, LEAP Director.*

## 2000 Savings Bonds Campaign results

\* Campaign extended through July 12



- 89% Employee Participation
- 50% of Participating Employees Increased Deductions

## Emergency Information

To find out the status of work at MAF, call 257-1MAF or 1-800-611-3116; check the EWS; listen to WWL-870 radio or WWL-TV; or access the MAF Site Status web site at <[www.mafstatus.com](http://www.mafstatus.com)>

# Emergency assistance program changes carriers

Lockheed Martin has switched to MEDEX Assistance Corporation for international emergency assistance. Employees who work in other countries or those planning a family vacation involving international

travel can contact **Suzette Archie** in Employee Benefits to obtain a MEDEX ID card and brochure.

MEDEX offers employees and their dependents four categories of service:

\* Medical assistance such as local medical referrals, medical treatment monitoring, and vaccine and blood transfers

\* Medical transportation to nearest medical facility or emergency evacuation, including repatriation

if needed

\* Travel assistance such as pre-travel information or emergency travel arrangements

\* Personal assistance such as emergency transfer of funds, legal referrals, and lost or stolen travel document replacement.

Learn more about MEDEX at <http://ihr.global.lmco.com/ihr/main5.html> or <http://www.medexassist.com/lockmart/>

## MILESTONES

Employees celebrating milestone anniversaries with Lockheed Martin in June & July include:

### **30 years**

Don Wrobel

### **25 years**

Henry Brandow  
Marie Cousin  
Richard Harris  
Ronnie Landry  
Eugene Sparks

### **20 years**

Kevin Aldrich  
Michael Berger  
John Bertera  
David Brickner  
Michael M. Campbell  
Karl Compton  
Thomas Conrad  
Robert Dossett  
Naomi Hale

David Hartley  
Kenneth Hilton  
Emory Hodges  
James Kerr  
Timothy McCaffery  
Grace Millaudon  
Frank O'Conner  
Barbara Padgett  
Cornel Peters  
Cort Phillips  
Milton Pierre  
Patricia Powell  
Felix Rosiere  
Kenneth Waller

### **15 years**

David Achary  
Carol Duncan  
Stephen Ehrlicher  
Carl Exline  
Allen Fleming  
Glendon Fleming  
Karen France  
William Gilbert  
Leslie Jennings  
Mark Johnson

Philip Kopfinger  
Maurine Lee  
Judy Martin  
Phillip Martin  
David Myers  
Elliot Perret  
Jimmy Rainwater  
David Rutherford  
Bruce Vallelungo

### **10 years**

Ken Barkman  
Rex Blanchard  
Michael Campbell  
Nicholas Colletti  
William Gause  
Kris Keller  
Christian Labat  
Michael Morgan  
Son Nguyen  
Don Pollitz  
Thanh Tran  
Ricardo Villanueva

### **5 years**

Robert Carter  
Colin Lusk

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