

STATION NEWS



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Transfer and Promotion Policy Announced

President J. M. Pettit announced a transfer and promotion policy for classified employees to provide equal opportunity for career advancement within the Institution. As defined in his announcement, a promotion is "the shift of an employee from one position to another within the same department or to another department having more responsible duties or involving more skill (higher classification)." A transfer involves "the shift . . . at the same classification or to one with comparable skills and in the same pay range."

Many of the standards for promotion and/or transfer are similar. Of course, all candidates for promotion and/or transfer must meet the qualifications of the new position. There is no time limit on eligibility for promotion and/or transfer within a department. For positions outside the department, the normal one-year waiting period may be shortened to six months if work is to be curtailed or all available employees

with one year of service are unacceptable. A person may request a transfer after six months if a situation exists where a transfer would benefit the employee and the department. A subsequent promotion or transfer is governed by the same stipulations.

Approval is not required of the eligible employee's supervisor to seek a promotion, but is of the transfer candidate's. Salary increases will not be approved for transfers since they are to the same or similar classification at the same salary level.

All available classified positions will be posted on the EES bulletin board weekly for ten working days from the date of the bulletin. Interested employees should consult the Personnel Office, Room 201 Knowles Building.

Except for entrance level positions, available openings will be advertised or circulated to outside agencies and news media only after the posting requirements have been satisfied and all interested and eligible employees referred and found unacceptable.

NOTIFY RECEPTIONIST

Seminars, meetings and conferences are frequently held in the main EES building and this means there are visitors—and Tech personnel—who require direction to the particular room where the meeting is taking place. These people come to the reception desk in the lobby to get this type of information.

Those responsible for such gatherings are urged to do the following:

Inform the receptionist of all meetings within your group which involve outside visitors. Please include time, room number, etc.

In the case of large gatherings, such as seminars, please give the receptionist a list of attendees, if possible, so that important messages may be relayed promptly.

The receptionist also answers the main information number for EES, extension 3411. It would be helpful if she were kept informed of important meetings elsewhere in the Station so that she can assist outsiders in this regard. Since visitors are constantly getting lost on campus this service would be a definite asset.

SAFETY OFFICER

Robert L. Zimmerman, Radiological Safety Officer for Georgia Tech and Georgia State University, has been invited to serve as chairman of the Applied Health Physics Advisory Committee for the Oak Ridge National Laboratory. The committee charge is to make an in depth, objective review of the applied health physics and safety sections of the ORNL Health Physics Division and recommend any improvements in the program.

MANDATORY USE OF SEAT BELTS

It is mandatory that seat belts be worn at all times by drivers and passengers in all State-owned vehicles equipped with these safety devices. Additionally, all State-owned vehicles must display a decal stating this requirement. The requirement for wearing the seat belts is effective immediately. Decals, however, have been placed on order and will be made available when received.

Nunn Commencement Speaker

Sen. Sam Nunn will speak at Tech's spring quarter commencement on Saturday, June 9. Ceremonies start at 9 a.m. in Alexander Memorial Coliseum. All faculty and staff are invited to attend. Faculty marching in the processional are asked to report to the coliseum machinery room at 8:30.

ACCIDENT REPORTING PROCEDURES

Effective immediately, all Georgia Tech employees who operate State-owned vehicles in connection with their employment will be protected from liability (bodily injury and property damage) for damages arising out of the operation of any State-owned vehicle while in the performance of their employment. The limit of this coverage is equal to or greater than the minimum requirements of the financial responsibility Acts. Medical coverage for authorized guest passengers traveling in passenger-carrying vehicles is also included. Coverage applies to all State-owned self-propelled vehicles operated by a driver (trucks, autos, riding lawn mowers, forklifts, etc.).

The legislation requires a new procedure for reporting accidents, and the instructions and forms necessary for its implementation are contained in all EES vehicles.

Staff members involved in an accident while driving a State-owned vehicle on-campus or off-campus should as soon as practicable:

- (1) Notify the Georgia Tech Police (404-894-2500)
- (2) Complete the appropriate form contained within the accident reporting packet
- (3) Have the completed form forwarded immediately to the Procurement Officer.

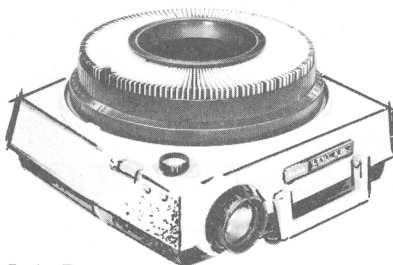
In accordance with instructions received from the Department of Administrative Services-Insurance Unit, it is recommended that under no conditions should Georgia Tech personnel accept responsibility for property damage or bodily injury in which a State vehicle is involved. However, Tech personnel should be cooperative and furnish their names, driver's license information, place of employment and the name of the insurance carrier (Great American Insurance Co.).

SPECIAL MINERALS STUDY

Members of IDD's Area Development Branch have been working in the southeastern states over the past six months, gathering data from minerals-using industries for a special minerals study sponsored by the U.S. Bureau of Mines. John Husted, TAG, is project director.

On the Presentation of Ideas

Audio-Visual Techniques: Slide Graphics



J. A. Donovan

Part III

There are many presentation techniques available for the EES scientist involved in contract promotion. They range from the simple notebook-photoral discussion through table-top flip charts, hard card easel charts, overhead projector transparencies, 35 mm slide graphics to videotaped closed-circuit TV program possibilities. Of all the methods, the 35 mm slides are probably used by more EES people and are the most popular for oral-visual presentation purposes.

The still picture accompanied by audio narrative or description is quite appropriate for the presentation of ideas and information from highly technical data to general organization description. Even though we are all adjusted to TV moving pictures, animated graphics and ten-second commercials, the 35 mm slide is effective in the "show and tell" arena of sales, promotion and communication of information. Slide presentations are far in the lead in most companies and in industry as the most efficient, economical and time-saving presentation form. Its basic advantage is the slide show's ease in holding a projected image on screen long enough for viewers to grasp its meaning. This is a must for many complex technical presentations.

However, it is important slides be well paced to be most effective. The audience is dominated by the bright colored visual in a darkened room, so there should be a dynamic pace or the effect will be negative. An exposure pace of less than three slides a minute tends to become monotonous. A visual with written material should be held long enough for rapid but complete reading. A long or complex message

can be broken into two or more slides in order to maintain the pace. Slides shown in fairly rapid succession can be effective if well described in the narrative. The total number of slides is determined by the time allowed and the basic outline of the presentation.

The slide presentation affords a wide range of visual possibilities to support the audio message and to provide interest and variety to the show: title slides, photo illustrations of equipment and facilities (in use and with people), cartoons, charts, diagrams, outlines and written data are all appropriate. Readability and simplicity are essential to effectiveness of graphic slides.

Home-Made TV

The EES has recently procured a Panasonic Portable Video Tape Recorder (VTR) and a Panasonic Model AN236V Monitor (a 22-inch black and white TV display unit).

The portable video recording unit is designed for on-the-spot recording and immediate playback. The equipment has myriad applications including the production of instructional tapes, equipment or procedure demonstrations, contract promotion presentations, capability briefings and the recording of special talks or events.

At present the portable VTR and camera ensemble and the TV monitor units may be seen in Tom Jones' office in the New EES Building. They are available for appropriate professional use by all EES personnel.

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OUR EES PEOPLE ON THE MOVE

EES Director **M.W. Long** attended a seminar at the U. of Col. Apr. 13-17. Pub. Head **J.A. Donovan** was at the Ga. Congressional Dinner in Washington Apr. 30.

ASD personnel attending conferences were **J.L. Carden**, Auger Spectroscopy, Apr. 20-May 3; **R.K. Hart**, SEEMS May 11-12, and **R.A. Young**, IEEE May 17-19. **G.R. Harrison** made a presentation in Huntsville May 15.

HTMD participants at the Am. Ceramic Soc. meeting Apr. 20-May 2 were Chief **J.D. Walton** who presented a paper; **N.E. Poulos**, **S.A. Byers** and **E.A. Welsh**. Attending the Ga. Pecan Growers meeting was **J.C. Meaders**, May 3-4. **S.H. Bomar** and **J.N. Harris** were at WPAFB for project development May 2, and Walton was in Washington May 16-18.

IDD travelers include **R. Johnston**, Washington and New York Apr. 17-18; **D. Clifton**, Raleigh Apr. 19-20 and Tallahassee Apr. 30; **D. Cowan** and **I. Ford**, Waycross Apr. 25-29; **W.C. Howard**, Frankfort Apr. 30; **W.C. Ward** and **H.S. Taylor**, Washington May 1; **B.E. James**, **W.T. Studstill** and **S.L. Dudley** visited Fla. cities May 1-July 1, and **E.A. Bethea**, Columbia May 17-19.

NBSD people holding discussions were: **R.J. Johnson** Feb. 21-22; Chief **G.W. Leddicotte** Apr. 18-19, and Apr. 24 with **W.H. Hicklin** and **J.C. Meaders**; **R.S. Ingols** May 12-14 and attended a magnetism conf. at MIT May 21-22. **S.N. Millsbaugh** was at the Flint River Water Treatment plant Mar. 12-Apr. 9. **D.S. Harmer** presided at a session of the DECUS Symposium in Philadelphia May 1-5 where **D.E. Wrege** gave two papers. **F.C. Apple** participated in a Tech-sponsored conference at Callaway Gardens May 4-6.

ORS Officer **R.L. Zimmerman** attended the Am. Industrial Hygiene Assoc. meeting and visited the MIT Reactor May 20-24.

PSD's **R.M. Mason** presented a paper at the first International Congress on Technology Assessment at The Hague, Netherlands May 25-June 10. He also was in Dalton Apr. 24. Attending meetings were: **E.O. Rausch**, Biomaterials Symposium Apr. 15-17; **B.R. Livesay**, International Magnetism Apr.



24-27; **J.L. Hubbard**, installed as chairman of the Southeast Electron Microscopy Soc. and **J.L. Brown**, presentation given on stereoscopic electron microscopy May 10-12. Livesay and Carden were in Huntsville for contract development May 16.

S&T personnel holding contract development talks and technical discussions recently were: **E.K. Reedy**, Boston Apr. 11-13, Dahlgren, VA. May 15-16, and Los Angeles, San Diego and Yuma May 1-3 with **H.H. Jenkins**, who was in Washington Apr. 24-27; **F.D. Dyer** and **M.T. Tuley**, California Apr. 17-18, and Dyer and **G.W. Ewell**, Washington May 23. Ewell had been in Indianapolis and Wildwood May 8-10; **T.M. Miller**, Washington Apr. 23-29; **F.L. Cain**, **R.P. Zimmer** and **W.E. Sears**, Washington Apr. 24, Zimmer having been at Eglin May 14-16 with **B.D. Wright**, **R.G. Pearl** and **W.P. Cooke**. Pearl was with **R.J. Hodges** in Syracuse and Rome May 3-4; **Sears** and **E.R. Flynt**, Lexington Park, Md. Apr. 30-May 1; **J.L. Eaves**, **S.P. Brookshire** and **R.P. Woodward**, Dayton Apr. 25-26; **R.M. Goodman**, Boston May 1-3; **H.L. Bassett**, Dayton May 2; **J.B. Langley** and **G.W. Spann**, Daytona May 5-7; **S.L. Robinette** and **L.D. Holland**, Dayton May 7-8; **J.W. Cofer**, Huntsville May 9; **N.T. Alexander**, Eglin May 16; **R.D. Hayes**, Philadelphia May 17-20; **J.C. Toler**, Huntsville May 23-25; **J.W. Dees**, Washington and New Bern, N.C. May 23-27; and **H.W. Denny** and **J.A. Woody**, Washington May 24-25. Toler and **B.M. Jenkins** did EMC evaluations of electronic equipment May 7-11 in Cavalier, N.D. Spann processed peach tree blight imagery in Valley Forge May 8-9.

TAG Prof. **J.E. Husted** visited geological survey offices in Okla. and Ark. May 1-4; Mo., Ill. and Ken. May 7-10; Pa. May 22-23, and Pa., W. Va. and Oh. May 28-June 1. **R.N. Gibson** was in Perrysville, Mo. May 14-17 to get auto waste for use in a pilot converter.

IDD STAFF CHANGES

William C. Darley, Jr. has been named head of the Northwest Georgia Area Office in Rome, and **Larry Edens** has been appointed head of the Savannah Area Office. Darley previously was employed by Union Carbide and Erb Plastics, while Edens held positions at Union Camp and Gilman Paper Company.

Sandra Sheppard is the new clerk on IDD's administrative staff.

Sandra Barber has resigned as secretary at IDD to accept a position at radio station WGST.

Ruth Bodnar, IDD staff artist, has moved to Chicago with her husband, John, former program director at WGST.

S&T Gets it Together

The S&T Spring "get together" was strictly Southern in atmosphere. It was held May 10 at Aunt Fanny's Cabin in Smyrna with the famous singing waitresses serving dishes full of home-style cooking.

After the social hour and dinner, S&T home-style entertainment was served. **Dick Johnson** accompanied himself on the guitar. **Anna Newton** played the guitar and sang with **Lee Edwards** and **Sandy Pricher**.

Co-chairmen **C.E. Smith** and **Sandy Pricher** said the 74 people who attended went home "fatter, happy and sassy."

IDD Hosts Conference

IDD hosted a three-day technical assistance conference under the auspices of the Department of Commerce's Economic Development Administration (EDA). Approximately 60 prominent experts discussed business, management and development topics May 2-4. EES Director **M.W. Long** welcomed the attendees, and **Bill Ward** and **Hardy Taylor** served as hosts.

PERSONALITY



LIBERATED

After more than fourteen years in the working world, one might think **Betty Jaffe** is ready to retire to the comforts of home. No, she isn't. "I like to work. I guess I'm just not domesticated. Not full time, at least."

Keeping herself busy with outside interests will be particularly important during the next few years as her four children leave for college. Daughter **Leslie** will be entering the University of Georgia this fall. Betty feels concern because she realizes their relationship will never be the same. So she is trying to do as many things with Leslie as possible. Her other children are **Randy**, who will be a senior in high school; **Greg**, who is eleven, and **Jan**, ten.

Betty says after the children are grown and off to school she plans to take college courses about things she likes, such as psychology and sociology or anything else she can relate to and enjoy. And, of course, she is looking forward to spending more free time with her husband, **Sid**.

Like many young girls, Betty came to Atlanta in the early 1950s from North Carolina to start a career and to meet new people. She went to work in EES and soon found her future husband, **Sid**. However, the tale has a twist because she had known **Sid** before and started dating him when he visited a sister living here. Betty was working for the Radar Branch and served as **Dr. M. W. Long's** secretary before she left EES to be married.

Betty and Sid spent two years in

Miami, then returned to Atlanta and Betty joined the IDD. She worked there full- and part-time, coming back to work again in PSD after time away for the birth of her four children. "All together, I've been at EES fourteen years, off and on," she admits with some reluctance.

Betty has seen many changes in Tech during those years. She feels Tech and EES are becoming more progressive. "Things are happening for females; Tech is more aware of their contributions and helping them in their jobs. Like the Tech-sponsored secretarial courses."

Betty claims she enjoys her work in ASD; solving the minor problems as they arise and helping her much admired boss, **Gordon Harrison**, keep out of trouble. The best thing to her is that she keeps busy.

This independent, attractive and energetic woman relaxes in her spare time (what there is of it) by reading, bowling, golfing and challenging son **Randy** to an occasional game of basketball.

SECRETARIES ATTEND COURSES

Several EES secretaries recently attended the courses offered by Tech. The first course was one on how to fill out Georgia Tech forms. **Maria Ball**, Office of Radiological Safety and **Joyce Fowler** and **Ina Newton** of Systems & Techniques attended. The course ran from March 29 to April 17.

Grammar usage was offered from March 20 to May 22. EES had four representatives: **Judi Germano** of IDD, **Martha Miller** of the Photo Lab and **Eleanor Hancock** and **Maggi Rampling** of Technical Services.

CASSELL ON LEADERSHIP

IDD Community Development head **Bob Cassell** had an article published in the *Mississippi Business Review* on "A Question of Leadership." The article, reprinted from an earlier *Georgia Development News*, concerned itself with the problems of leadership in small rural-oriented town to achieve desirable strides in upgrading the community. The base of community leaders is small, and thus expansion of the economic base is limited. The Federal revenue sharing will provide the funds for expansion of local services to make the community more attractive for investors.

CONFERENCES AND SEMINARS

Ross Hammond and **Nelson Wall**, IDD, participated in the Annual Conference of the American Institute of Industrial Engineers at Chicago May 23-26.

Bob Cassell, IDD, spoke to the Men of Montgomery (Ala.) May 1 on "What's Ahead in Industrial Development." He chaired a session of the Rural Industrialization Conference held at Tifton May 8-10; the meeting was cosponsored by the Coastal Plains Regional Commission, Georgia Tech, the University of Georgia, and the Georgia Department of Community Development. He also presided over a session of the American Industrial Development Council Annual Conference in New Orleans May 20-23.

Bill Ward and **Phil Koos**, IDD, conducted a Community Housing Problems Seminar at Statesboro May 23 in cooperation with the Statesboro Planning Council and Georgia Southern College.

Bainbridge Survey results in Plant Opening

As a result of the recent labor survey in the Bainbridge area done by IDD, Patchogue Plymouth Co. has broken ground for a 500,000-sq. ft. plant to produce woven polypropylene carpet backings and fibrillated polypropylene yarns for outdoor carpeting. The plant will employ over 500 by 1974 and more than 1000 eventually. Initial operations are to begin in November, 1973. Patchogue Plymouth is a division of Amoco Fabrics, part of the Standard Oil of Indiana family.

EES HOLDS FIELD OFFICE MEETING IN LINCOLNTON

The May area office meeting was held in Lincolnton May 15. Attending in addition to the field office directors and other members of IDD's Area Development Branch were **R. L. Yobs**, representatives of Georgia Power Company, the Georgia Department of Community Development, and the Central Savannah River Area Planning and Development Commission. The group was feted with a supper by city and county elected officials and local economic development representatives.

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