

President Imm Receives Navy's Top Public Service Award



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Company Job Evaluation Program Goes Into Effect

Several months ago Librascope management directed the Personnel Department to recommend a program that would assure fair and equitable rates of pay for all jobs within the Company.

The Wage and Salary Committee under President Lewis W. Imm was aware that the Company had no adequate standard for pricing the many new jobs created here in the past few years and equating them with jobs that had existed prior to that time.

The Committee believed that some type of job evaluation program was necessary and that it should be introduced as soon as a suitable program could be devised.

Many Use It

Job evaluation in one form or another is used by many large and medium sized companies to analyze individual job requirements and to establish pay ranges that properly reflect the differences in skill and responsibility required by the various jobs.

A number of systems used successfully by other firms were studied by the Wage and Salary section under Ray McDonald and their best features incorporated in the program finally adopted by the Company.

The Librascope Job Evaluation program ultimately will embrace most Company jobs. The first group with which the program will be concerned are the hourly clerical and administrative jobs.

Program Outlined

McDonald has outlined this program for the LIBRAZETTE, explaining how it will function and what it will mean to employees.

The first and most important step involves the preparation of job descriptions, McDonald said.

A Job Analyst from the Personnel Department will observe and discuss your job requirements and duties with you and your supervisor. He will then prepare the description and obtain approval of it from both you and your supervisor.

It is essential to note that the job description applies solely to the requirements of the job, McDonald emphasized. The job requirements, not the individual performing the work, determine the content of the job description.

Committee's Role

In the second step, the job descriptions and other job information are analyzed by a Job Evaluation committee (see picture below). The committee will consider the skills and responsibilities of

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Webster Named to City Commission

D. C. Webster, Librascope vice-president and chief engineer, has been named to the newly created Glendale Industrial Development Commission.

He and four other members have been appointed to one-year terms by the Glendale City Council.

The remaining commissioners are Dr. Maurice F. Hasler, Charles Wellman, Percy A. Johnson and Arnold E. Peterson.

Areas suitable for industrial development will be studied by the commission. It will make recommendations to the City Council on possible lease, sale or use of city-owned properties for industry. The group will serve in an advisory capacity only.

Employees Receive Commendation from Aircraft Firm

Lockheed Aircraft Corporation has expressed its sincere appreciation to the Company and employees for their efforts in producing Control Column assemblies.

In a letter to Norm Stevens, contracts administration, a Lockheed official wrote as follows:

"You are to be commended for the exemplary accomplishment in manufacturing and delivering a very complex piece of equipment, the demonstrated ability of your people to incorporate changes expeditiously, and the very cooperative attitude evidenced throughout the program.

"Please convey our feelings to all those who contributed to your fine performance."



NOW HEAR THIS—The admirals were out in force at a Sept. 5 luncheon honoring President Lewis W. Imm. Rear Admiral Grover B. H. Hall is shown presenting the U. S. Navy's Distinguished Public

Service Award medal to Librascope's top executive. Observing the presentation are Rear Admirals Robert L. Campbell, Charles C. Hartman, and Ralph K. James. (Photo by Duggan)

Librascope Founder Honored for His Contributions to Ordnance Program

by JOE MESCH
Librazette Editor

The outstanding contributions of Librascope President Lewis W. Imm in the fields of naval ordnance engineering and fire control techniques brought him the U. S. Navy's highest civilian award this month.

Imm was presented with the Navy Distinguished Public Service Award at a Jonathan Club luncheon ceremony Sept. 5. It is the highest recognition which the Secretary of the Navy may award to an individual citizen who is not an employee of the Department of the Navy.

Admiral Presents Award

The presentation was made for Secretary of the Navy Thomas S. Gates Jr. by Rear Admiral Grover B. H. Hall, commanding officer of Naval Air Bases in the Eleventh and Twelfth Naval Districts.

It was witnessed by a distinguished gathering of more than 100 Southland military, industrial, civic and educational leaders.

Imm expressed his deep appreciation for the honor that had been extended him.

"I would not be standing here today," he said, "if I had not had the loyalty and cooperation of every Librascope employee.

"It is their efforts, coupled with the guidance and inspired backing of many of you in this room, that merit this award."

Individual Honor

The award was the 19th made

to a West Coast man. It is reserved for those individuals whose personal and direct contributions to the Navy measurably assist in the accomplishment of the Navy's mission.

Among those present were Rear Admiral Charles C. Hartman, Commandant, Eleventh Naval District; Rear Admiral Robert L. Campbell, Commander, U. S. Naval Base, Los Angeles; Congressman H. Allen Smith; and State Assemblyman Howard Thelin.

Host for the luncheon was Captain Ronald L. Wilson, Inspector of Naval Material, Los Angeles. The Imm award was based on Captain Wilson's recommendation—a recommendation that was supported by the Chiefs of the Bureaus of Ordnance, Aeronautics, and Materiel.

Principal Speaker

Rear Admiral Ralph K. James, Commander, Long Beach Naval Shipyard, was the principal speaker.

His topic was "Science, Industry, Navy—an Indispensable Team." Admiral James developed his theme by pointing out how men like President Imm have assisted in making the U. S. Navy a mighty deterrent to war and a forceful protector of the peace.

These men have been the leaders in the technological revolutions of the past two decades, he said. By combining their scientific genius with industrial "know how" Imm and others have helped forge the weapons the Navy needs to maintain the nation's first line of defense.

Radio Program to Be Heard on KHJ

Librascope's morning radio program "You and Your Future" will switch from KABC to KHJ beginning Oct. 28.

Gene Emmett Clarke will continue to act as the "voice of Librascope" on the popular early morning show, and broadcast time will still be 6:55 a.m. Monday through Friday when the station change is made.

Nurse Snyder Tells What to Do in Case of Flu

An epidemic of Asiatic flu threatens the country during the next few months and authorities expect 40,000,000 Americans to fall victim to the disease.

Although the mortality rate of the disease itself is low, the danger of more serious secondary infections such as pneumonia is always present.

Asiatic flu will undoubtedly strike many Librascope employees and members of their families in the months ahead. Company nurse Mary Snyder has prepared a list of what to look for and what to do if and when it attacks you.

The symptoms of Asiatic flu are:

1. A headache accompanied by other bodily aches and pains.
2. Fever.
3. Sore throat, sniffles, cough, and a general "dragged out" feeling.

These symptoms apply to any of several types of influenza. However, if you develop them in the next several months, it is best to assume that you have the Asiatic variety.

If you or a member of your family contracts the disease, you should:

1. Call a doctor.
2. Go to bed.
3. Drink plenty of liquids.
4. Eat lightly.
5. Use disposable tissues to cover coughs and sneezes.
6. Keep dishes and towels separate from the rest of the family's.
7. Wash your hands with soap often.
8. Take aspirin or similar preparation.

Mrs. Snyder points out that there is no known medicine that

will cure Asiatic flu or similar respiratory infections such as the common cold.

Antibiotics have no effect on the disease, and their use should be reserved for treating possible secondary infections like pneumonia.

A serum is available that gives protection from Asiatic flu. Because it can cause adverse reactions in some persons, you are advised to consult your doctor concerning the protection it offers.

Asiatic flu is an airborne virus disease and is highly contagious during its early stages. You should be careful not to expose others, particularly children and persons with chronic diseases, to it.

The best method of minimizing the danger of infection, Mrs. Snyder says, is to get plenty of rest and eat properly.



JOB EVALUATORS—Librascope department heads will carry the ball in the new Job Evaluation program now in effect. Shown here are the first three named to the Evaluation committee. Seated (l. to r.) are Bill McAboy, engineering; Phelix Ellingson, systems; and Bill Singleton, manufacturing. They will be joined by other department heads as the program proceeds. Standing (l. to r.) are Committee chairman Ray McDonald, personnel; and committee consultant Morrie Kimmel.

(Photo by Duggan)

September Libravets



NEW LIBRAVETS—Ten more Librascope employees completed their fifth year of service with the Company this month. The new Libravets are top row (l. to r.) Cory Davis, Larry Fatz and Henry Van Doorne; middle row (l. to r.) Esther Runge, Charles Carnahan and Eileen Brown; bottom row (l. to r.) Art Johnson, Robert Eades and Al Akins. The tenth Libravet, Victor Estrada, was on vacation when these pictures were taken. (Photos by Duggan)

Evaluation

(Continued from page 1)

your job in relation to those of all other company jobs and will rate it accordingly.

The factors they will use in determining this relationship are:

- ... education required
- ... experience necessary
- ... complexity of duties
- ... judgment required
- ... creative ability
- ... supervision received
- ... contacts with others
- ... mental concentration
- ... effect of errors
- ... scope of supervision

Ranges Established

As the study proceeds a systematic classification of all jobs will emerge and equitable rate ranges will be established for the several classifications.

In some cases, McDonald pointed out, there may be some employees whose current rates of pay

exceed the maximums of the newly established pay ranges for their job classifications.

These employees will continue to receive what they are making; since management has directed that no one's pay will be cut as a result of job evaluation.

Long Range Values

The Job Evaluation program has significant long range implications for Librascope employees, McDonald indicated.

For the first time information on job duties and requirements will be available to every company employee.

Employees will be better informed on the possibilities of promotion and will know what qualifications they must have to be considered for a job in a higher classification.

The program will have immediate benefits as well. After you have helped prepare your job description, you will have a much clearer understanding of the duties and responsibilities of your job.

Photo Flashes

Deadline for entries in the Shutter Clique color slide contest has been extended to Oct. 15, club president Ralph (Woody) Woodward has announced.

The contest is open to all Librascope employees and prizes will be awarded to the winning entries. The first place award will be worth \$15.00 in merchandise at the Precisioneer store. Second and third place entries will receive \$10 and \$5 merchandise awards.

Contestants are asked to submit their entries to LIBRAZETTE editor Joe Mesch in the Personnel Department. All slides should be identified by the entrant's Clock No. (not your name) and entries are limited to three slides per person.

Slides are entered at the owner's risk, but every precaution will be made to return them to their owners in their original condition.

Announcement of contest winners will be posted on the Shutter Clique bulletin boards in Buildings One and Two about Nov. 15.

Complete contest rules are now posted on the boards.

The club held its first meeting of the fall at Woodward's home Sept. 11. The October meeting is scheduled for the home of Elmer Lehman Oct. 9.

Precisioneer Calendar

Autumn Dance
Oakmont Club.....October 12

Christmas Dinner Dance
Sportsmen's Lodge.....Dec. 14

Children's Christmas Party
(to be announced)

LibraSport News

Record Field Scrambles for Company Golf Crown Over Fox Hills Course

Nelson Efforts Assure Winter League Bowl

Last minute efforts of Precisioneer President Jack Nelson to find a site for the 1957 Winter Bowling League have been successful.

Nelson came up with eight alleys at the Bowl-A-Rama house on Ventura boulevard over the Labor Day week-end to assure the twelfth consecutive year of league bowling for Librascope employees.

The Precisioneer president had the problem of finding a place to bowl dumped in his lap just before the season was scheduled to begin.

Faced with what looked like impossible odds at the time, Nelson pitched in and succeeded where others had failed.

Action was scheduled to get under way Friday, Sept. 13, at 6:15 p.m. in the 8-team mixed handicap league. There was a possibility that more teams would be added before play began, but information on this point was lacking at press time.

If the league is limited to eight teams, approximately 50 bowlers (substitutes included) will see action in the Precisioneer loop during the coming season.

Since more than 60 employees had indicated before the season started that they would like to bowl, it appears that a few will be disappointed unless additional alleys are obtained.

Had it not been for Nelson's efforts, however, a great many more prospective bowlers would have been in the same fix. The LIBRAZETTE extends its appreciation to Nelson for his unselfish contributions to the Librascope social and recreation program.

Credit Union Savings Pave Way to College

September is the traditional back to school month and the Librascope Employees Credit Union is stressing education in its monthly poster.

If you intend to give your children the college education you wanted but perhaps couldn't afford, the time to start doing something about it is now.

A four-year college education today costs approximately \$8000. Conservative estimates place the ultimate worth of that education (in terms of increased earning power) in the neighborhood of \$50,000.

You can help insure that increased earning power for your youngsters by depositing an extra dollar or two a week to your Credit Union account.

Better still, open an account in your child's name and start saving for his future today.

The Credit Union is ready to serve you in other ways, too. The start of a new school year means new wardrobes for Johnny and Susan. If your budget can't stand the strain at the moment, you can take advantage of the Credit Union loan program and start the youngsters off in style.

The Credit Union, located in the Personnel Department, is open Monday through Friday from 11:45 a.m. to 12:30 p.m. and from 4:00 to 4:30 p.m.

Librascope golfers had a brand new scorekeeper (but the same old backswings) as they teed off in quest of the Company championship Sept. 15.

A record field of 99 was scheduled to fight it out for a wide variety of trophies and prizes over the East course of the Fox Hills Country Club on that date.

Back at the club house, an LGP-30, the Librascope-developed and manufactured general purpose digital computer, was standing by to determine the order of finish.

Wide Open Battle

The battle for the President's Cup, emblematic of Librascope supremacy, looked, as always, like a wide open affair.

The Cup, donated each year by President Imm, goes to the player who shoots the lowest net round (actual score less handicap). Thus, the high handicappers had a better than average chance of carting it home.

At least four former President Cup winners competed in this, the ninth annual Librascope golf tournament. They are Dana Nixon, accounting, '52; Art Davis, model shop, '53; Ed Sullivan, manufacturing planning, '54; and Andy Lee methods, '55.

Though low handicappers like Bill McAboy, engineering-administrative; Wally Jobe, Commercial Division; Carl Culver, assembly; and Ed Sullivan had little chance for the President's Cup, they took dead aim at the Precisioneer trophy awarded for the low gross score.

Try for Calcutta

These men, together with a number of others, also fought it out to gain the Calcutta playoffs and a crack at the crown currently worn by Charlie Snavelly, methods.

Precisioneers Host Softball Champs

The "never say die" Librascope softball team was honored by the Precisioneers at an awards dinner this month.

The softballers picked themselves off the floor after a disastrous early season losing streak and walked off with the play-off crown in the Burbank A-Minor league.

In commemoration of their feat, Precisioneer president Jack Nelson presented individual trophies to team members.

Walt Newcomer, whose stellar play has sparked the team to many victories in the past five years, was singled out for special honors at the dinner.

He received a special trophy for his consistently outstanding play and the unexpected honor left him speechless.

Manager Al Akins presented the team trophy to the Precisioneers during the evening and it is now on display in the Personnel Department lobby.

The wives and girl friends of team members were also guests of the Precisioneers at the Glendale Elks Club affair.

Akins indicated that many of the players will be members of an eight-man touch football team which will compete in a Men's league sponsored by the Burbank Department of Parks and Recreation.

Games will be played at Olive Recreation Center and schedules will be posted in the near future.

The Librazette

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The high, high handicappers — 36 and over—will have a trophy of their own for grabs, the Whiffer's trophy.

This year's turnout, both in league play and for the tournament, indicates a remarkable growth in golfing interest at Librascope. The 1952 tournament, for example, attracted only 36 entrants.

Today, there are more than 100 golfers in the Company, a number of them members of the fairer sex. Much of this interest has been generated by the Librascope Golf League which completed another highly successful season the week before the tournament.

Sullivan's Ideas

Both the league and the Golf Club of Librascope are the brain children of last year's golf chairman, Ed Sullivan.

Golf activity this year was directed by the club executive committee headed by President Bob Sommerville. He was assisted by Carl Culver, vice-president; Don Welty, treasurer; Joe Mesch, secretary; and committeemen Andy Lee, Wally Jobe and Arnie Brown.

Tournament arrangements were made by Andy Lee's Rules and Carl Culver's Entertainment committees. They were assisted by Frank Copple, Art Davis, Forrest McColl and Ralph Metz.

The LGP-30 was supplied by the Commercial Division and was programmed for the tournament by Al Sanborn and Dick Williamson.

Librazette Editor Vacation-bound

Vacation time has finally arrived for the LIBRAZETTE editor. After a year of battling deadlines, needing people for copy, and just plain looking for news, we're going to get away from it all.

We hope you'll bear with us this month and not say too many unkind things about the shortened version of the paper. We'll be back at the same old stand in October and the LIBRAZETTE will resume its four-page format.

See you next month.

Store Offers Bargain On Electric Blankets

The weatherman tells us that cooler days and nights are just around the corner. He hasn't caught Precisioneer Store Manager Eileen Brown napping, however.

She has stockpiled electric blankets and is ready to supply them to chilly employees at a very nominal cost. The single control model is priced at \$14.97 while the dual control version will cost you just \$18.97. All blankets have a two-year unconditional guarantee.

In addition, Eileen is reinstituting her popular club program. Employees may now sign up for blankets, transistor radios and 35 mm cameras.

The store is also offering a real bargain in stainless steel tableware. A service for six can be had for only \$3.99. A top quality stainless steel service for six is available for \$14.97.