

Librascope Corporation, Glendale, California

## AN/BSY-2 Combat System Display Console (CSDC) Delivered

The first commercial AN/BSY-2 CSDC was delivered to General Electric on October 26. The commercial CSDCs provide the required hardware resources to support software test and integration until tactical CSDCs are produced.

The first CSDC was shipped in place to GE Moorestown, New Jersey to support integration of their WDM software with Librascope's Virtual Device Interface (VDI) software. This activity took place in an area of Building 17 which became known as "Moorestown West." On November 19 and 20, this CSDC, with a working copy of the VDI, was shipped to Moorestown.

Currently there are three commercial CSDCs in Librascope's AN/BSY-2 Software Development and Integration Laboratory. Prior to the end of the year, one of these will be delivered to GE in Syracuse, New York. ■

**Childrens'  
Christmas Party  
Saturday  
December 8  
(Story Pg. 5)**

## Computer Donated to College

A Computervision CADD5 4X system has been donated by the Company to Glendale Community College for their engineering department. The Computervision system will help GCC students learn computer-aided design techniques.

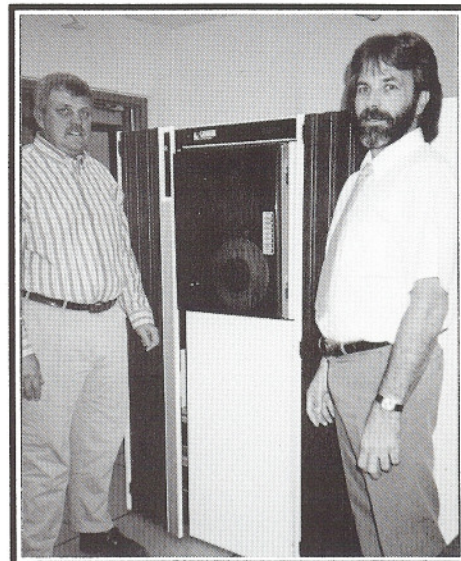


The donated system consists of a large mainframe computer and four connected work stations, along with two disk drives to run the program's software. The system has been in use at Librascope since 1976, with an update to the mainframe in 1979.

Ed Arnold, Director, Product Engineering, said the college donation was a "good utilization" for the system. He said Computervision is far from obsolete, but the Company has opted for a system that is less "centralized," — Sun Work Stations.

Ron Howe, Automated Graphics Specialist, was instrumental in arranging for the donation to the college, as well as the installation of the equipment. Ron was in charge of the CADD5 4X system at Librascope for over 10 years, and is a member of the college's Education Advisory Committee. He was an instructor in the engineering department at GCC during 1985-88, and still works closely with the college's engineering department.

John A. Davitt, Superintendent and President of GCC, said that this is probably the most significant donation made to Glendale Community College in his memory. "It is only with the support of the private sector that a community college can participate as a vital component of work force training for the year 2000," said Davitt. ■



Ron Howe, right, Automated Graphics Specialist, and Paul Dozios, head of the GCC engineering department, are shown during installation of the mainframe, the CGPU, Central Graphics Processing Unit.



## Government Inspection Held

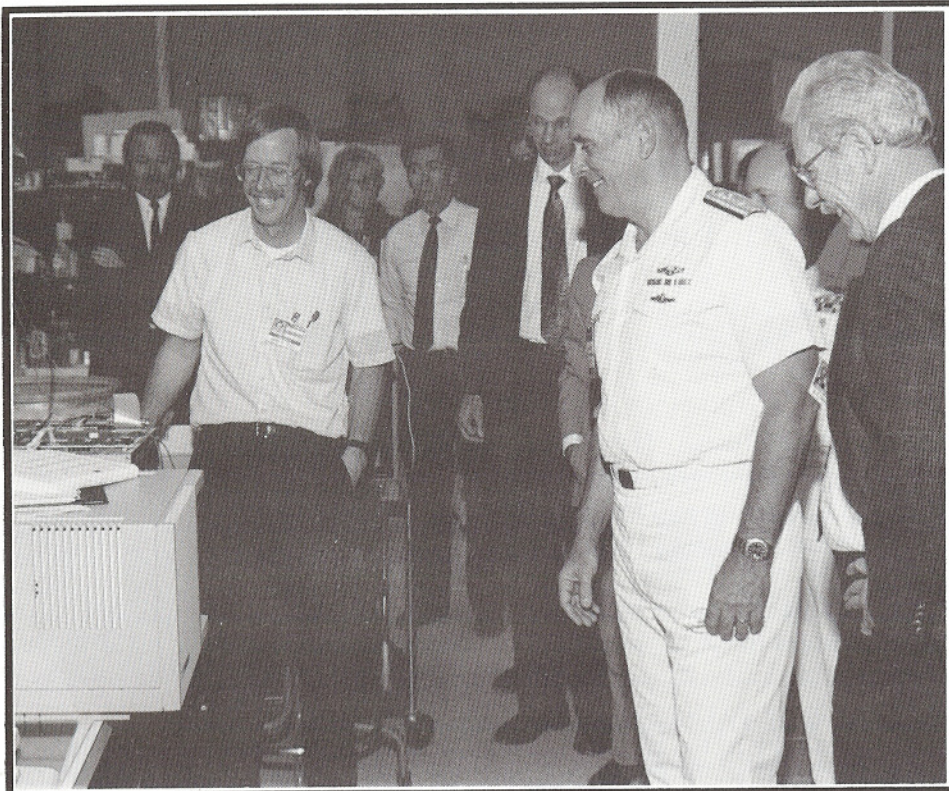
A Government security inspection was held during the week of November 5. These inspections are conducted on a semi-annual basis by the Defense Investigative Service (DIS). The inspections are conducted to insure that Librascope personnel are complying with all of the appropriate Government directives and requirements.

In the course of a DIS inspection, inspectors interview approximately 10% of all cleared personnel and review approximately 10% of all classified materials on hand. Additionally, they look at all controlled work areas and classified computer operations, as well as several areas of administrative operations. According to Jack Dyer, Mgr., Security, the results of the inspection were "satisfactory."

"One area of concern was our extensive holdings of classified documents," said Dyer. "A concerted effort will be directed at reducing all classified materials that are outdated, and/or not approved for retention by the appropriate authority. A review of all classified materials will start in December.

"I wish to thank all personnel concerned for their support and assistance during our last DIS inspection." ■

## Librascope Visitor



Jim Fults, Staff Engineer, discusses the status of CSDC Electronics brassboard integration with RAdm. Douglas Volgenau during last month's Executive Review.

## Voicemail: Can Increase Productivity

Many businesses and organizations use voicemail systems to handle and route incoming telephone calls, and the current consumer perception of such systems is that they are mainly sophisticated answering machines. "But that's the tip of the iceberg," said Patricia Lehman, Administrator, Telecommunications

"The business applications are vast, and continually expanding. The most valuable aspect of voicemail systems, and the least understood, is interactive messaging. That is, company members can communicate internally with each other much more effectively through voice messaging than they ever could before.

"If someone wishes to contact several others, that can be done with a simple command. At the other end, the recipient of a message can review it several times without inconveniencing the caller. And by using the Call Sender feature, a response can be returned to the caller efficiently, by pushing one button on the telephone.

"Once a company starts shifting a major part of its communications to the voicemail box, it frees the time of everyone in the company to be more productive. Employees can listen to their messages, prioritize those messages in order of importance, gather the information needed for their response, and be prepared to answer the caller – so productivity is greatly increased with voice messaging in place."

Over 450 employees are using voicemail at Librascope. For information, call Irma Castruita, Communications Analyst, X-2281.



# P R O P O S A L

Proposal - an act of putting forward or stating something for consideration

By Cynthia King, Manager, Proposal Coordination

## The Request for Proposal . . .

At Librascope, proposals are developed in response to a solicitation from the U. S. Government called a Request For Proposal (RFP). The RFP contains a Statement of Work (SOW) which details the tasks to be performed under the proposed contract, and instructions for the content, format, size, and style of the written proposal. Proposals range in size from a few pages to multi-volume documents that total thousands of pages. Librascope proposals focus on our primary areas of business and support the United States Navy, Army, Marine Corps, and Air Force.

## The Bid/No Bid Decision . . .

Once an RFP is received, a select Librascope Management Team reviews the solicitation for its applicability to Librascope's business expertise. Availability of resources to perform the contract if we are successful, and our likelihood of winning the contract are also considered. This process (the Bid/No Bid decision) is performed on each RFP to assure that valuable company Bid and Proposal funds are used wisely.

## Forming the Team . . .

Proposal development begins with a kick-off meeting involving all the team members who will have a part in preparing the proposal. The proposal team is composed of: (1) the technical staff, and (2) the production staff. The technical staff includes the Proposal Manager (usually the Program Manager for the contract if the proposal is successful), and the engineers, programmers, logisticians, designers, etc., who will perform the work upon award of the contract. The production staff includes Proposals and Special Projects, word processing, graphic art, production editing, photo lab, and the print shop. These two groups of people must work cohesively to produce a winning proposal. To facilitate communication and the sharing of ideas and to keep close con-

trol of possibly sensitive data about the solicitation, a designated area termed the "War Room" is created as a headquarters for the proposal team.

## The Outline . . .

An outline, which serves as a roadmap for the proposal, is developed by the Proposal Manager and Proposal department personnel. This outline breaks each element of the SOW into a separate topic. The first phase of the proposal writing process is the "storyboard" effort. The use of storyboards assures that the proposal writing effort is correctly focused on the critical issues of the RFP. Each topic in the outline is assigned to a responsible author who develops a storyboard for that topic. The storyboard outlines how the author intends to discuss the subject matter and what graphics will be used to support it. These storyboards are placed on the walls of the War Room to be reviewed by other authors, the Proposal Manager, and the Red Team.

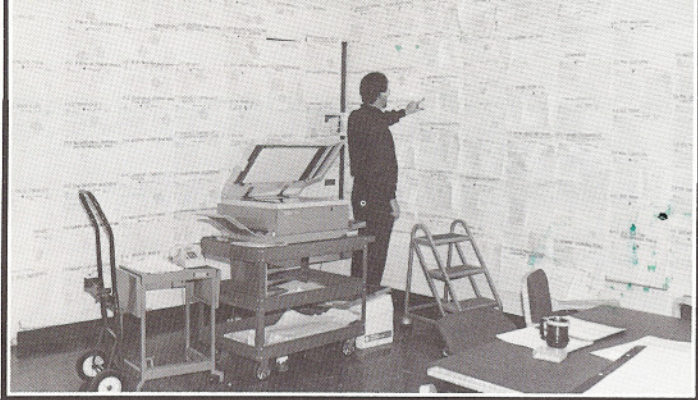
## The Red Team . . .

The Red Team is a group of senior-level Librascope staff members from engineering, marketing, quality and product support, reliability, manufacturing, and production. They are selected because of their expertise, and their experience and familiarity with the proposal process. Their mission is to review the storyboards and the written proposal for adherence to the SOW requirements. They use the evaluation criteria of the RFP and check the technical accuracy of the proposal and its overall appearance.

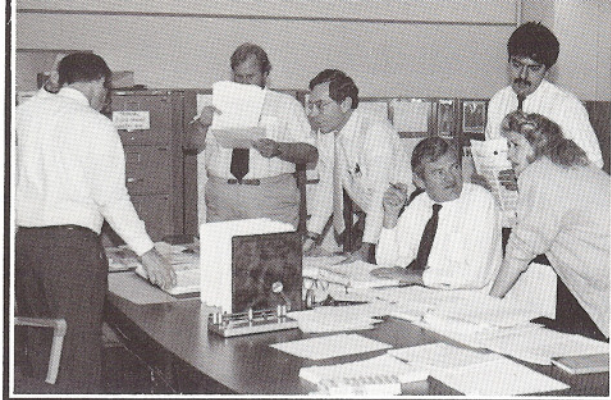
## The Authors . . .

Following Red Team approval of the storyboard the authors begin writing their in-depth narratives and generating their supporting graphics. Computer networking capabilities enable the production staff to capture electronically both text and graphics that are being developed at various locations around the plant.





**The War Room — headquarters for the proposal team.**



**Authors generate the narrative and graphics.**

## **The Production Staff . . .**

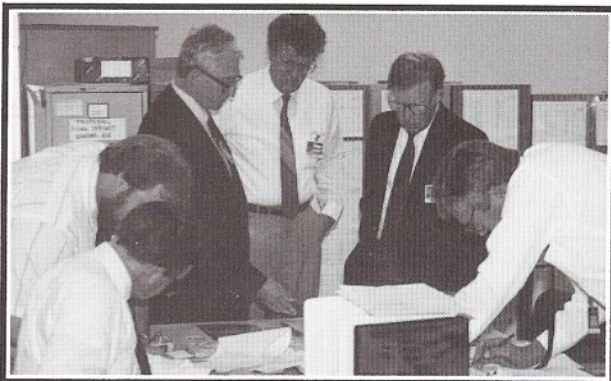
When all the text and art have been completed the production staff edits, assembles, and formats a review set of the documents for the Red Team. The Red Team critiques and comments on these documents as described previously. Their comments are reviewed by the Proposal Manager and responsible authors. The text and art are then corrected and re-written as required. The production staff then begins assembling the document(s) in final format. They perform the final editing and proofreading of the text, layout and integration of the text and art, and printing of the covers, tab dividers, and any photographs or renderings used in the document.

## **The Final Review . . .**

The final review of the proposal is a formalized review involving the members of the Red Team and other staff members chosen by the Proposal Manager to assure that the document is complete and responsive. The Proposal Manager and the Manager of Proposals and Special Projects conduct a final page check of the proposal before sending it to the print shop.

A typical proposal development cycle, from the date of issue of the RFP to the required date of receipt by the solicitor, is 30 to 45 days. In this short time frame, many tasks must run concurrently. These include research, design of hardware and software, estimating of costs, planning and scheduling from engineering, manufacturing, and logistics, and final preparation of the written proposal. These efforts require extended hours, including weekends and holidays.

The proposal effort is critical to the company. It is through this effort that we obtain new contracts. In these days of diminishing defense dollars, it is critical that Librascope responds to RFPs with precise, accurate, and strong proposals. This is only possible through the help and teamwork of all those involved.



**Red Team checks technical & financial accuracy.**



**The Production staff produces text and graphics.**



**The final step - printing & the finished product!**



# TQM – Total Quality Management

## Are We Helping The Coach?

Teamwork is an absolute must for two-man beach volleyball. Unfortunately, as the number of players on a team increases, the team's output tends to become less sensitive to individual effort. Because of this, one of the prime tasks for today's corporate leaders is keeping their work forces alive and well by stimulating performance, recognizing accomplishments, and rewarding the responsible team players for work well done. Within any large corporation, three major categories of team players stand out.

A good share of the team really cares about their company. These are the **ENTHUSIASTIC** team members. They truly do want the best for their company, and they routinely accept their daily difficulties and annoyances with intelligence, resourcefulness, patience, tact, and courage. These are the players a coach really loves!

There's another large percentage of the team that comfortably plugs along at their jobs. These are the **CONTENT** team members — the silent majority. At one time, many



of these players were enthusiastic, but now they just mind their own business and dutifully perform at an acceptable level. They remain receptive to suggestions that may make their lives and jobs better, but they really don't like to get "involved." Although they generally choose not to participate in changing things for the better, at least they're smart enough not to be a part of making things worse. These are the people who remember that their mother said, "If you

don't have something nice to say, don't say anything at all." These players are happy with themselves, have a warm feeling of security, and are valued by a coach who realizes that everyone can't be a star!

Then there's the last segment of the team. These are the **MISERABLE** team players who have totally forgotten that their employer is currently responsible for the clothes on their backs, the roof over their heads, the food their families eat, the cars they drive, and just about everything else they want or need. They're the ones who openly dislike their job, their boss, their standard of living, their mom, their apple pie, their

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**"Within any large corporation, three major categories of team players stand out."**

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Chevrolet, their LIFE! These are the players a coach wants to trade to Cleveland.

There is no such thing as magic. No matter what handle you happen to give it, a corporate philosophy that promotes continuous system review and improvement cannot magically solve problems overnight. It must, however, begin with the people, ALL the people, the TEAM.

The goal of TQM is to simply establish and maintain the motivation to continuously improve. Training, recognition, and reward are the key motivators. The **ENTHUSIASTS** must be kept from drifting into contentment. The **CONTENTS** need to be given the means to regain their enthusiasm. Even the **MISERABLES** can be uplifted with the right motivation.

*by Paul White*

*Quality Assurance TQM Facilitator*



### < Children's Christmas Party - Saturday, December 8 >

The annual Librascope Children's Christmas Party, for employees' children and grandchildren up to 12 years, will be held Saturday, December 8, in the employees' cafeteria, from 10:00 am to 3:30 pm. Invitations and R.S.V.P. cards have been mailed to all employees. The party includes a visit and photo with Santa, gifts, entertainment, and refreshments. For party reservations or information call X-1210.



## Libravets thru Nov.

20 Years — Benny Otero  
15 Years — June Norman, Mark Derksen  
10 Years — Rick Caputo, Harry Klein, Taifun O'Reilly,  
Richard Skey  
5 Years — Debbie Kershner, Veronica Eli, Magda  
Guerra, Paul Flaherty, Virginia Ayala

## Holiday Season V.I.P. Party at Disneyland

Come join the party with your family and  
friends and enjoy this exceptional value. . .

Saturdays & Sundays

December 1, 2, 8, 9, 15 & 16

9:00 am to 12 midnight

\$17.75 per person (all ages)

\$9.75 savings off regular admission price!

Tickets On Sale -- Employee Services Office

Daily from 11:30 to 12:30 pm

## New Employees

James Beggs, Technical Programmer; Deborah Thaler,  
Accountant; Linda Lesniak, Department Clerk; Kathleen  
Congrove, Staff Assistant; David Johnson, Accountant;  
Santos Ayala, Mail & Records Clerk; Kimberly Jones,  
Facilities Engineer.

## Promotions

Gary Boyer, from Sr. Methods Analyst Mechanical to  
Manufacturing Engineer; Peter Ruzicka, from Mail &  
Records Clerk to Property Coordinator; Dorothy Moulton,  
from Manufacturing Planner Trainee to Manufacturing  
Planner.

Christmas Candy On Sale  
See's Candy & Jim Terry's Fudge  
Employee Services Office  
Beginning Wednesday, December 12  
11:30 AM to 12:30 PM Only

## Calendar thru February

For information and tickets for the events listed below, contact the Employee Services Office, X-1210.

### DEC

8

**Children's  
Christmas Party**  
California Rm.  
10 am to 3:30 pm

8

**Country  
Christmas  
Music**  
Amphitheatre  
The Judds & More!  
Tickets \$27

10

**Annual Holiday  
Charity Drive**  
12/10 thru 12/20

11

**The GO GO'S**  
Amphitheatre  
Tickets \$21

24-31

**Christmas  
Holiday  
and Plant  
Shutdown**

### JAN

1

**New Year's  
Holiday 1991**

5

**KENNY G and  
Michael Bolton**  
Amphitheatre  
Tickets \$30.50

19

**Librascope Golf Club  
Golf Tournament**  
Upland Hills Golf Course  
For info. call X-1218

### FEB

15-17

**Employees' Weekend Trip & Golf  
Tournament in Laughlin, Nevada**  
3 nites/4 days at the Hilton Flamingo  
\$170 per person.  
Plus golf at the Emerald River Golf  
Course

22-24

**Ski Trip to Mammoth Mtn.**  
Private Rm at Mammoth Sierra  
Condos, rdtrip transportation, Sat. night  
dinner, box lunch on bus to and from  
Mammoth.  
\$130 per person