



UPDATE

Program for Individual Careers Helps Close the Gap Between You and Opportunity

On January 19, 1977, the Information Services Business Division introduces the Program for Individual Careers. It will be offered to Headquarters employees for approximately one month before being expanded to all field locations.

Information Services Business Division's Program for Individual Careers enables employees to nominate themselves for positions open within the Division, and thus have a greater degree of control in their career planning. Direct involvement in one's own career goals is one of the major features of the Program for Individual Careers that will be an ongoing system within the Division.

While many of you may not be familiar with the self-nomination concept, similar programs have been successfully implemented at several General Electric businesses. The Relations Operation evaluated these programs and used them as a model to develop our own self-nomination system. The program will have numerous benefits for both you and the Division. By making all employees aware of open positions, and providing the opportunity to nominate themselves as candidates, the program will greatly help management to identify, place and make better use of available personnel; and offer more recognition and self-fulfillment of employee needs and career interests. Additionally, self-nomination will assist management in achieving the goal of having employees placed in positions that make the most of their qualifications. . . and that provide them with challenge and opportunity.

Open Posting Will Help Make Opportunities Known

A manager will open the position by completing a Request for Personnel (RFP) and having it approved by appropriate management. When these approvals have been obtained, the position will be officially "open." Descriptions of the open positions will be posted each Wednesday locally or nationally for two weeks. Additionally, this information will be available on-line through Cross-File. At Headquarters, a summary of Rockville, local and national open positions, with pertinent information about each, will be posted weekly using a document known as *Program for Individual Careers—Position Opportunities*. In the field, a designated Program Administrator will obtain the listing from Cross-File.

During the biweekly posting period, you, the employee, can review the requirements as defined in *Position Opportunities*, and then make your own decision on nomination. If your background and skills match the position requirements and, if you feel that the position would complement your career objectives, you can nominate yourself.

To be eligible for applying for an open position without your immediate manager's approval, you must be in your current position for one year. If you do not meet the time requirement you may apply after obtaining your immediate manager's signature on the Application.

Self Nomination. . . The Opportunity to Sell Yourself

You can nominate yourself for an open

position by using a *Program for Individual Careers Application*, available from Employment at Headquarters, and from the Program Administrator in the field. Fill out the application summarizing your interest in the position and your qualifications. An Individual Experience Record and/or resume also may be attached if you wish. Mail or telecopy your application to the employment representative shown on the *Position Opportunities* listing within fourteen (14) days of the posting date.

In the past, employees have sometimes learned of a position opening too late to do anything about it. How many of you have thought: "I really would have liked to be considered for that job." With the Program for Individual Careers you will now be aware of open positions. . .and more importantly, have a fair and equal opportunity to be considered.

You've Nominated Yourself. . . Now What?

Once the employment representative receives the *Program for Individual Careers Applications* from self-nominated applicants, and as appropriate other qualified candidates have been added to the list, the employment representative will review the nominees with the hiring manager, who will then draw up a candidate slate of approximately two to four qualified individuals. Self-nominees who do not make the candidate slate will be notified by phone, by the employment representative, within two working days of the decision.

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ROCKVILLE, MARYLAND

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At the same time, if you are a nominee who has made the candidate slate, you will be informed and you should set up an interview with the hiring manager. When you reach the interview stage of the cycle, you should discuss your candidacy with your manager before arranging an interview date with the hiring manager.

After all interviews have been conducted, the hiring manager will make his or her own evaluation of the candidates' qualifications for the open position and then make the decision. Naturally, only one of the candidates will be selected. The hiring manager will inform the other candidates of the decision. . . and how it was arrived at . . . immediately after the selected candidate has accepted the offered position.

In every instance, a sincere effort will be made to keep all applicants up-to-date on the status of their self-nominations. It must be stressed that the concept of self-nominations is not cosmetic in nature. . . it is the outgrowth of a belief that by making employees more directly involved in their career paths, both they and the Division will benefit. As with many new programs, there may be questions left unanswered. Please communicate your suggestions and concerns — as quickly as these surface — to your manager or anyone in the Employee Relations Operation. We all want this program to be meaningful and worthwhile.

Questions & Answers

Listed below are some of the most frequently asked questions from both employees and managers when self-nomination programs were implemented at other General Electric components.

Q. . . Will All Open Positions Be Posted?

A. . . No. All positions open, up to and including subsection level, will be on the list, dependent on the locale. The idea is that most positions which can be filled locally, will be advertised only locally. On the other hand, those positions for which candidates are less numerous may be advertised nationally. For example, if an administrative professional position opens in Rockville, and appears to be fillable in Rockville, it won't be advertised in San Francisco . . . unless some special circumstances are involved.

Q. . . What Kinds of Positions Might Not Be Listed?

A. . . The following are some examples of positions that might not be listed:

Level changes where an individual retains the same position title, but the level is increased because of increased responsibility.

Reassignment of responsibility within an existing component resulting from a reorganization where changes do not result in promotional opportunities.

The position is to be offered to an employee on lack-of-work who is entitled to a best possible offer.

The establishment of temporary, co-op, program trainee or summer positions.

Q. . . Will Other Candidates be Considered?

A. . . To give the hiring manager the widest possible choice of qualified candidates, the program accommodates the simultaneous consideration of external and internal candidates in filling open positions. External

candidates might include those employees on lack-of-work, returning veterans, employees from other Division or Company locations and persons from outside the Company.

Q. . . Can I Nominate Myself for Any Position At Any Time?

A. . . This program assumes a responsible attitude by all employees. However, you may nominate yourself for any position open, provided that you seriously believe you fulfill the qualifications, and provided that you've been in your current position a minimum of one year.

You may nominate yourself for positions when you do not have the minimum time in your current position if you obtain your immediate manager's signature on the Application.

Q. . . What Happens If I Get a New Position As a Result of This Program?

A. . . Generally, it is expected that the selected candidate for a new position will be released by his or her manager as soon as possible. You must be released within 30 days from the date the new position is accepted, except when negotiated differently by the releasing and hiring managers.

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Update is published bi-weekly by the Information Services Division for the benefit and information of employees. Articles and photographs may be submitted to Update, Information Services, 401 N. Washington Street, Rockville, Maryland 20850; or call 8*273-4387.



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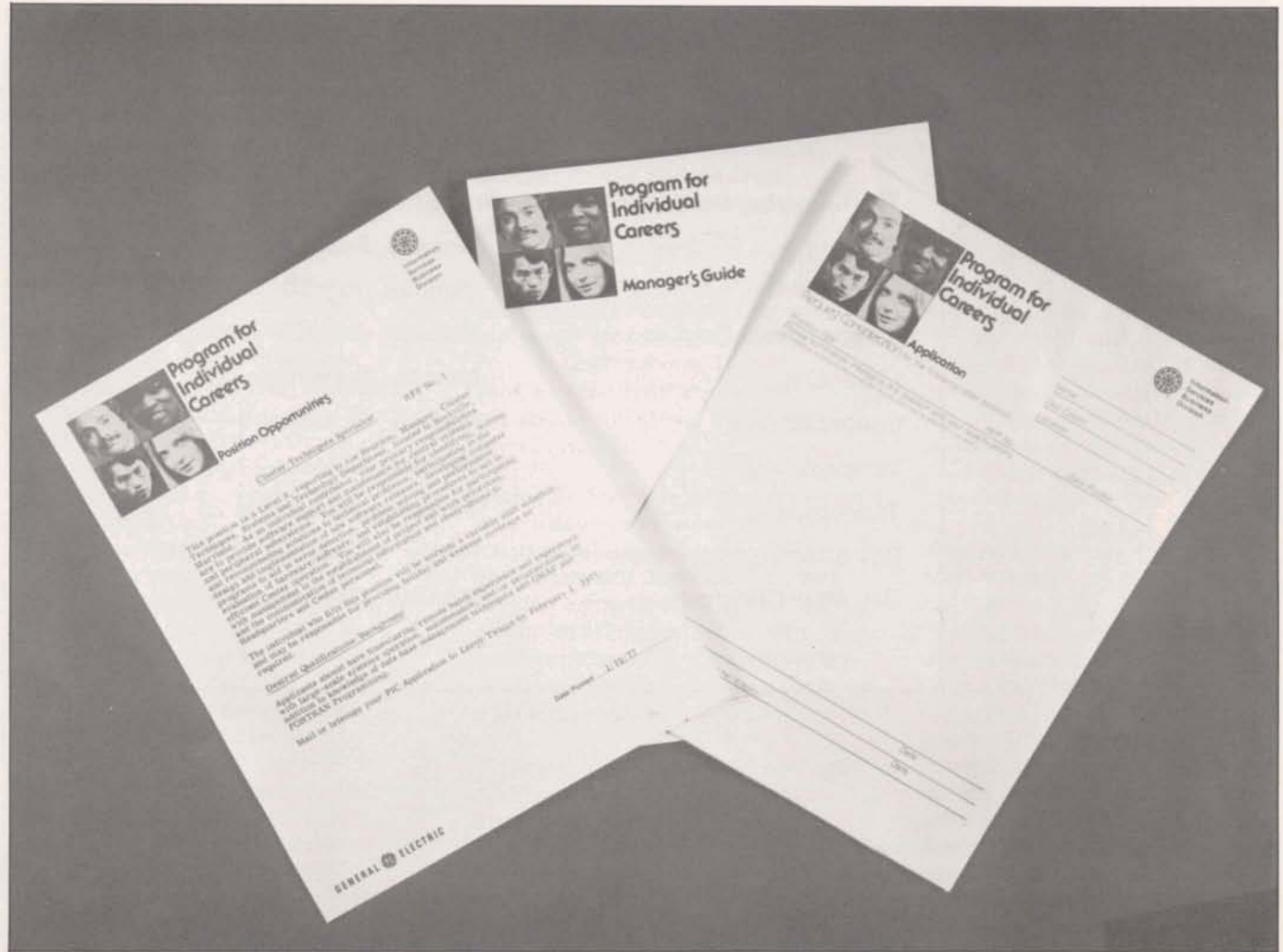
Q. . .Can I Discuss the Selection Process?

A. . . If you wish to more fully discuss the selection process at any step of the procedure, you may contact the Manager, Employment and Community Relations. If further communication is still required, you may refer to the Appeals Section of the Employee Handbook.

Q. . .What Are The Key Elements That Will Make This Program Successful?

A. . . The Program for Individual Careers will require the whole-hearted support of all employees and managers. Employees will be expected to treat the opportunity professionally and attempt to evaluate position requirements with their quali-

fications before nominating themselves for a new position. On the other hand, it will be incumbent upon managers to review carefully each nomination with their employment representative and to make certain that all applicants and candidates are informed of the hiring decision during each step of the process. If we all treat the program as the opportunity it is intended to be, it will be a success and we will all benefit.



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Tools for advancing your career with General Electric's Information Services Business Division. At left is a typical "Position Opportunity" to inform ISBD employees and describe a position which is currently open. The booklet in the center, the "Manager's Guide," explains how ISBD's

new Program for Individual Careers works, and how to prepare and post a Position Opportunity. The multi-copy form at right is the "Program for Individual Careers Application" which you must complete if you wish to nominate yourself for any particular Position Opportunity.



1977 Holidays

The following are designated as holidays for 1977:

Washington's Birthday	Monday, February 21
Memorial Day	Monday, May 30
Independence Day	Monday, July 04
Labor Day	Monday, September 05
Columbus Day	Monday, October 10
Veterans Day	Monday, October 24
Thanksgiving	Thursday, November 24
Day after Thanksgiving	Friday, November 25
Day after Christmas	Monday, December 26



USDC

INFORMATION
SERVICES
BUSINESS
DIVISION

ROCKVILLE,
MARYLAND

Jan. 27, 1977
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New Organizational Realignmentments in Rockville

In our continuing evolution toward more efficient and effective internal organization, Dr. George J. Feeney, Vice President and Division General Manager, has announced organizational realignmentments in several of the Division's departments.

Marketing Department

F. Don Montgomery, formerly User Systems Manager in Systems and Technology, has been appointed Manager, Data Management Operation in the Marketing Department. Don will head up a staff in Nashville, Tennessee, with two basic purposes: to continue the development of data management systems such as DMS II; and to pursue further implementation of ISBD's largest single account, the Hospital Corporation of America.

Dick Bretagne will be joining Don in Nashville. Formerly Business Systems Manager in Systems and Technology, Dick now assumes the new position, Manager, Health Care Services.

Harold R. Moore, formerly Data Management Systems Manager in Rockville, also joins Don in Nashville, as Manager, Data Systems.

The Market Programs Operation, managed by Peter B. Salisbury, also announced several changes. In this component, Dana M. Lowry, Product Planner, has been appointed Manager of Business Data Services. Dana's component will focus on main-stream operational business applications, with order service receiving special attention throughout 1977. Other areas such as manufacturing, marketing and distribution, are also slated for special focus later in the year.

A. William Gindra, formerly Product Planning Manager, also joins Pete's team as Manager of Management Data Services. His responsibilities will be aimed at the business planning market, and will target such areas as business forecasting, financial analysis, planning, and analysis services. MAP Services offerings will be included as part of this organization's functions as well. The target prospects will be top management people in major U.S. and foreign countries.

N. Lee Beyer, Manager of the Product Programs Operation, also has some major changes. Donald G. Bishop, formerly CAO Project Manager, has been named Manager of Product Integration, a new function in Product Programs. This component will function as a communication interface between the

Marketing Department and Systems & Technology in helping to define Marketing's requirements for new products and product enhancements.

Another new function in Product Programs is VS Programs, which will be managed by Lyle Plitt, formerly VS Marketing and Sales Support Manager. This particular change is very significant, as it reflects the integration of the VS marketing functions into the Marketing Department. VS sales functions remain in the Sales Department.

The Customer Service Operation, Mel Szot's newly expanded organization, now also includes Business Systems Development, of which Mel is the Acting Manager, and Manufacturing Systems Development, managed by Joseph R. Schmid. Both of these functions were formerly in Systems and Technology, and have been moved to Customer Service to aid in ISBD's commitment to bringing application development closer to the user and more responsive to his demands.

Systems and Technology Department

Aksel Olesen's Advanced Technology Systems Operation has been trans-

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Don Montgomery



Dick Bretagne



Hal Moore



Dana Lowry



New Organizational Realignments *Continued from page 1*

ferred from Strategic Planning to the Systems and Technology Department. The goal of Advanced Technology Systems is to provide a technical plan for ISBD's 1980 systems. Within the Advanced Technology Systems Operation, James D. Babcock has been appointed Manager, Advanced Software Technology. Jim was VS Services Program Manager prior to his new appointment.

Within David J. O'Connor's Operating Systems component, Barry Siegall has been named Manager of VS Special Systems; Lee K. Stanton is the new Manager of VS Operating Systems; and Robert H. Penny assumes the position of Manager, VS Product Systems.

The primary purpose for the move of these VS Services to Operating Systems

is to place both VS and GCOS Background operating systems together and improve communications between the two and with Foreground Operations. It is expected that this will help make still better use of manpower and expertise resources in all these areas.

Language Systems, under J. Peter Manzo, has been transferred from User Systems to David F. Foster's File Systems Operation to enhance the required close interaction between File Systems and Language Development.

Sales Department

Bruce K. Barnard, formerly Manager of the VS Sales Operation, has been named Manager of the Sales Depart-

ment's new Sales Consulting Operation. The primary function of this new organization is to improve branch revenue performance by providing concentrated assistance to the field in the areas of planning, territory analysis, local market focus, branch operating procedures, priorities, and assignments.

At last month's Field Management Meeting, Roger Hobbs, General Manager of the Sales Department, announced a "Metro Plan" designed to capitalize on the high potential markets of Los Angeles, Chicago and New York. As part of this plan, a new management organization has been established in

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Bill Gindra



Don Bishop



Lyle Plitt



Joe Schmid



Jim Babcock



Barry Siegall



Lee K. Stanton



Bob Penny



Utah Merger To Bring GE New Area of Opportunity

The shareowners of the General Electric Company and Utah International voted overwhelmingly December 15 to approve the merger of the two companies. Utah's principal business is mining, predominately outside the United States.

Following the GE share owner meeting in Stratford, Connecticut, and Utah's share owner meeting in San Francisco, General Electric's Chairman Reginald H. Jones told reporters at a special press conference in New York that the merger "will hold great promise for the share owners of both companies.

"This merger will bring General Electric into a whole new area of opportunity, natural resources. This is an area of enormous potential for future earnings growth because the world is industrializing and demand for fuel and raw materials is increasing very rapidly," said Jones.

Utah shareowners will markedly increase the diversification of their invest-

ment by becoming share owners of General Electric. In addition, Jones pointed out, "Utah will add greatly to GE's well-advanced diversification beyond the manufacture of traditional electrical equipment and into the faster growing materials and services business." Jones said that services and materials accounted for about 14 percent of Company earnings in 1966, about 27 percent in 1976, and that this would increase to 40 percent with the addition of Utah — with 60 percent of earnings coming from equipment manufacture.

The Utah merger also advances GE as a worldwide Company, according to Jones. General Electric's international sales have been growing twice as fast as its domestic sales, and Jones indicated that two-thirds of GE's international business has been coming from countries that are growing faster than the United States. As a major contributor to the U.S. balance of payments, GE had a favorable balance of trade totaling \$5 billion in the past five years, of which

\$1.5 billion was achieved last year. "Our exports," said Jones, "provide about 80,000 jobs in the United States, directly or indirectly.

"The planet is undeniably growing smaller and more interdependent. Worldwide marketing, sourcing, and competition are the wave of the future. Companies that limit their horizons to one country are restricted in their strategic potential. Of course, we have to protect ourselves against cyclical swings and currency fluctuations in various markets, and we have plenty of experience in that regard," Jones stated.

The ability of Utah International's reserves of natural resources — minerals in the ground — to help offset the effects of inflation and Utah's proven record as an outstanding growth company were also cited by Jones as major factors that would be supportive of the merged companies' long-term strategic objectives.

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New Organizational Realignment *Continued from page 2*

Los Angeles and Chicago to direct the activities of the multiple branches in those locations. Mike Schermer, formerly Manager of the Chicago Commercial Branch, has been named District Manager for Chicago. The Los Angeles

District appointment will be made shortly. In New York, the District function will not be necessary due to the higher market density and closer proximity of branches in the Eastern Zone.

Also in the Sales Department, Ronald V. Rasmussen has been appointed as the new Manager of the Northeast Zone. Stephen A. Marmion has been named Manager of ISBD's Detroit Branch.



Bruce Barnard



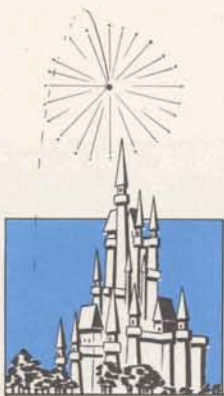
Mike Schermer



Ron Rasmussen



Steve Marmion



GE Carousel of Progress May Be Greatest Show On Earth For Us

If the old adage of "there's no business like show business" holds true, GE has certainly drummed up a lot of customers with its longest running show—the GE Carousel of Progress.

The curtains for the popular show, depicting progress through electricity, recently rolled up for the ten millionth guest in less than two years at Walt Disney World in Florida. And this is in addition to the 46 million other people who visited the show when it made its debut for GE at the 1964-65 New York World's Fair and then reopened for an eight-year run at Disneyland in California.

On hand to help GE mark the occasion of its ten millionth guest were Mickey Mouse and Donald Duck. Stepping through the turnstile on a sunny Florida December 9 morning for the honor was Mrs. George Houseweart of Greensboro,

North Carolina. With her was her husband and their two children, Susan, 9, and David, 4. The family received a gold key to the Magic Kingdom from Mickey Mouse and a GE Toast-R-Oven from GE Resident Manager Tom Widmer.

In commenting on the entertaining and educational show, which has also informed the public of contributions by GE employees in improving the quality of life, Widmer noted there are special value ticket books for GE employees. These can be obtained by writing Georjanne Edmon, GE Carousel of Progress, Walt Disney World, Post Office Box 40, Lake Buena Vista, FL 38230. The ticket books give employees membership in the Magic Kingdom Club and are good for visits to Disneyland in California as well as Walt Disney World in Florida. Membership also gives you reduced rates at participating Howard

Johnson motels across the country.

Even if you don't happen to be one of the lucky ones this year making a trip to see GE's "greatest show on earth," you might want to tell your friends and neighbors about the show. It is designed to explain progress through electricity, and that's what GE jobs are all about.

Stock Prices and Fund Unit Prices for the Year 1976

Here are the GE "Stock Prices" and the average "Fund Unit Prices" used in the crediting of participants' accounts for the various months of 1976 under the Savings and Security Program.

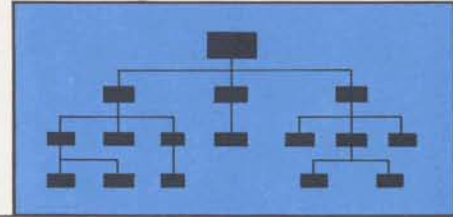
The "Stock Price" is the average of the closing prices of GE Stock on the New York Stock Exchange for each trading day in the calendar month.

The "Fund Unit Price" is the average of the daily fund unit prices, determined for each trading day of the New York Stock Exchange in the calendar month by dividing the number of fund units into the net asset value of the Fund.



BECOMING THE TEN MILLIONTH guest (and potential customer) at GE's Carousel of Progress at Walt Disney World last month was Mrs. George Houseweart of Greensboro, North Carolina. She and her husband and their two children, Susan, 9, and David, 4, are shown being welcomed and receiving a gold key to the Magic Kingdom by two of Disney World's most renowned figures.

	Stock Price	Fund Unit Price
January	\$52.220	\$26.986
February	53.329	28.042
March	52.098	27.962
April	53.190	28.088
May	51.469	27.547
June	54.722	27.317
July	56.899	27.987
August	54.790	27.759
September	54.798	28.310
October	52.000	27.255
November	51.444	27.175
December	52.858	27.961



The ISBD Organization January 1, 1977

George J. Feeney, Vice President and General Manager Information Services Business Division	John M. Griffin, Manager Industry Accounts Operation	Felix Y. DuPont, Manager Special Projects	Walter A. Lees, Manager Sales Administration
	Ralph E. Bice, Manager Electric Industry Accounts	A. William Gindra, Jr., Manager Management Data Services	Ellen R. Kistler, Manager Eastern Zone
Norman B. Barth, Manager Information Services Relations Operation	Robert E. Evanoff, Manager Industry Accounts Support	Dana M. Lowry, Manager Business Data Services	Robert B. Manning, Manager Central Zone
Donald C. Clark, Manager Affirmative Action Programs	Robert O. Fohl, Manager General Industry Accounts	Jon S. Melnyk, Manager Network Software Services	Ronald V. Rasmussen, Manager Northeast Zone
Frank W. Gibbins, Manager Employment and Community Relations	Kenneth G. MacDonald, Manager Petroleum Industry Accounts	Robert A. Simmons, Manager National Training Operation	Frank H. Robertson, Manager Pacific Zone
Allen U. Nuss, Manager Personnel Practices and Development	Everett L. McCleary, Manager General Electric Accounts	N. Ed Wetzel, Manager Headquarters Training Operation	James P. Schuster, Manager Southwestern Zone
David A. Shepherd, Manager Employee Relations—Sales	Richard A. Mirro, Manager Banking Industry Accounts	Fred A. Wood, Manager Product Training Program	Sally A. Smith, Manager Federal Sales Operation
John P. Werbicki, Manager Employee Relations—Systems and Technology	Arthur B. Sims, Manager Management Services Accounts	Paula A. Zak, Manager Field Training Operation	James W. Spencer, Manager Southern Zone
	Thomas F. Vinci, Manager Telephone Industry Accounts	Melvin F. Szot, Manager Customer Service Operation	
George J. Feeney, Acting Manager Information Services Strategic Planning Operation	Marvin F. Lewis, Manager Custom Applications Operation	Joseph Adams, Jr., Manager Validations Billing	Paul R. Leadley, General Manager Information Services International Department
Norman W. Harvey, Manager Strategy Development	Willard A. Gilly, Manager Project Review Office	Margaret T. Holt, Manager Product Support	Warner R. Sinback, Manager International Facilities Projects
Conrad G. Persels, Manager Strategy Development	Robert E. King, Manager Custom Applications Project	Timothy B. Madison, Manager Customer Assistance	Robert F. Streight, Manager International Market Development
	F. Don Montgomery, Jr., Manager Data Management Operation	Joseph R. Schmid, Manager Manufacturing Systems	Hugh S. Jackson, Manager Brazil Project
Robert R. Hench, General Manager Information Services Marketing Department	Richard F. Bretagne, Manager Health Care Services	Mel F. Szot, Acting Manager Business Systems	Robert H. Rogers, Manager International Market Development
N. Lee Beyer, Manager Product Programs Operation	Harold R. Moore, Manager Data Systems	Glenn W. Uthe, Manager Expediting	Paul L. Wexler, Manager International Support Operation
Donald G. Bishop, Manager Product Integration	John M. Neuenschwander, Manager Marketing Support Operation	Robert T. Hobbs, General Manager Information Services Sales Department	Robert Donnestad, Manager International Accounts
David E. Cearnal, Manager Special Programs	William R. Hewlett, Manager Marketing Communications	Bruce K. Barnard, Manager Sales Consulting Operation	Anthony R. Kench, Manager International Sales Support
Thomas L. Joehl, Manager Foreground/Background Programs	Thomas B. Hickey, Manager Pricing	Michael J. Emmi, Manager Atlantic Zone	Raymond W. Marshall, General Manager Information Services Systems & Technology Department
Gerald A. Paulsen, Manager Application Programs	Marianne M. Millett, Manager Market Analysis and Competitive Pricing	Paul H. Inserra, Manager Headquarters Sales Operation	Jerome M. Butler, Manager Systems Planning
Lyle A. Plitt, Manager VS Programs	Peter B. Salisbury, Manager Market Programs Operation	Roger B. Gregory, Manager Remote Facilities Management	William R. Bacon, Manager Systems Deployment
Harold Stover, Manager Terminals Project		Robert E. Huber, Manager Forecasting, Analysis & Measurements	

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TECHNICAL INTERCHANGE

FORTY CAN NOW SORT FILES

In response to requests from the field, the GCOS 600/6000 Sort/Merge program (previously stand-alone) now can be invoked from FORTY as a subroutine. Entire files can be sorted at logical decision points within a FORTY program.

Previously, you were only able to sort *arrays* within a FORTY program. The program itself could not employ the 600/6000 Sort/Merge capabilities. If files had to be sorted after preliminary processing, three job activities were necessary (an original FORTY program, a Sort/Merge activity, and a subsequent FORTY program).

With construction of the new interface, a single FORTY job activity can contain calls to the 600/6000 Sort/Merge package. A knowledgeable GCOS user, referencing the Sort/Merge reference manual (GE publication 2400.01), simply inserts appropriate interface code into a FORTY program.

The following is an example FORTY program. The routine SORTER is defined by GMAP code. The GMAP macro statements from SORT to FILCB inclusive can be modified to suit a particular application (see publication 2400.01). Below, 01 is the input file and 02 is the output file.

FORTSORT 05/16/77

```
BRUN *
BEND
##ASIS
$ OPTION FORTRAN
$ LOWLOAD
$ LABEL1. THE USE CARD SEPARATES THE SORT BUFFERS FROM
$ LABEL2. THE FORTRAN BUFFERS.
$ USE .SMA/1/, .SMB/10000/, .SMC/1/
$ FORTY INFORM,NLNO
PRINT,"DEMONSTRATE THE CALLING OF SORT "
PRINT,"FROM A FORTRAN PROGRAM."
* THIS IS THE CALL TO THE SORT ROUTINE
CALL SORTER
PRINT,"RETURNED FROM SORT ROUTINE"
STOP
END
$ GMAP NDECK
SYMDEF SORTER
SORTER NULL REGS SAVE REGISTERS
600SM
*
* 'XLBL' IS THE RETURN POINT FOR THE SORT PROGRAM.
*
* 'LBL2' IS TO DUMMY INPUT SYMDEF TO THE SORT. IT IS NOT
* USED WHEN SORT IS CALLED AS A SUBROUTINE, BUT MUST BE
* PRESENT OR THE PROGRAM WILL NOT WORK.
*
SORT INFCB,,XLBL,LBL2
FIELD (W1,W2)
SEQ (A2)
ASSIGN (01),02 FORTRAN FILE CODES FOR INPUT AND OUTPUT
FILE CODE 01 = INPUT
FILE CODE 02 = OUTPUT
*
ELECT I,,,,,,,,I
FILCB INFCB,**,2,,,1,15
LREG REGS RESTORE REGISTERS
XLBL LXL1 REGS GET RETURN ADDRESS
TRA 0,I
EIGHT
REGS BSS 8
END
$ EXECUTE
$ LIMITS ,18K
$ PRMFL 01,R,S,MD1B400/SORTIN
$ FILE S1,X1R,IOR
$ FILE 02,X2R,IOL
```



A PLEA FOR HELP TO THE READERS OF UPDATE

My name is Craig Bryars, and beginning with this issue, I will be the editor of UPDATE. Being new to this assignment, as well as to General Electric, I would like your help.

UPDATE needs to hear from you. It needs news tips, articles, human interest stories, technical interchange items, photographs, and, as long as they are constructive, your suggestions and criticisms about how to make UPDATE a better paper for the employees of ISBD.

Before you get on the phone to call me about your Aunt Mildred's hangnail operation, however, allow me to throw a few *caveats* into my request for help. News items are strongly encouraged. Important sales events, new company policies, new system features, new software packages, significant honors, are all the kind of stories that are the lifeblood of our little publication.

Interesting features dealing with aspects of the division or its employees are also things that UPDATE would like to print. For instance, if your branch office sets some kind of sales record and your office gets together to celebrate, let UPDATE know about it (and send a reproducible black and white photograph, please). If you are a TR who writes short stories as a hobby and last weekend you were awarded the Pulitzer Prize, let UPDATE know about that.

If you have any questions about whether an article is of interest to UPDATE, just ask. I would really like to hear the things that you think are worthy to print in UPDATE. That doesn't mean they will all be printed, but neither of us will ever know if you don't ask.

One more thing, if you have been harboring secret fantasies that you are another Brenda Starr, or Carl Bernstein, UPDATE would like to put your fantasies to work. UPDATE needs stringers, conscientious people who will keep it informed on a regular basis, about what all is going on in the universe of ISBD. You don't have to be a professional writer, just nosey and willing to blab.

Thank you for your help. The number for UPDATE is still the same: 8*273-4387. I am looking forward to hearing from you.

