

THE LDDD REPORT

Memorex Large Disc Drive Division

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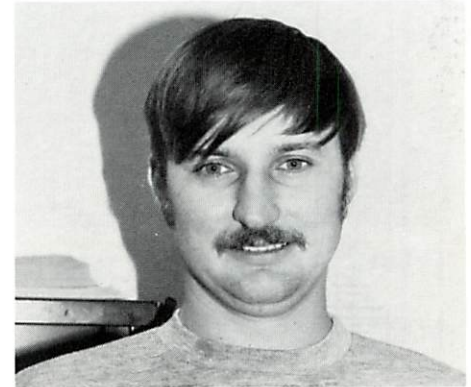
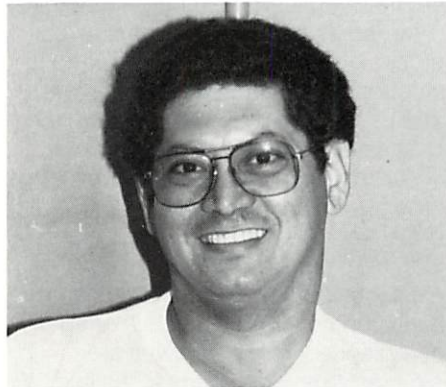
Teamwork is Important

The LDDD REPORT interviewed Martha Wade, the first LDDD employee whose suggestion won an award in the Employee Suggestion Program.

- Q. Were you surprised that your suggestion won an award?
- A. I was surprised about the money. I've made the suggestion before about color-coding the PC boards. Everybody said it was a good idea, but nothing was done about it. Now, with this suggestion program, something will happen. I hope.



- Q. You say you were surprised about the money. You didn't make the suggestion with the purpose of trying to win some money?
- A. No. I was trying to improve quality. But I was happy to get the money. I took it to Reno to try to get some more!
- Q. What do you mean when you say you wanted to improve quality?
- A. I think Memorex has to improve its reputation. People buy products they know are good. If we make a good product and everyone knows it, then we'll be a success. We'll all be better off.
- Q. You sound like a loyal employee.
- A. I am. I've been with Memorex for 13 years. I started here in Building 10 when it was brand new. And the company's been good to me.



First Suggestion Program Winners

by Patti Moat

Martha Wade, Roy Mercado, and Jerry Ebling are the first employees from LDDD to win cash awards in the newly-instituted Employee Suggestion Program.

Jeff Bryant made the awards at the July 28 Managers' and Supervisors' Meeting. Each employee had made a suggestion that would result in a savings for the company.

Martha, who works in the Prototype Lab, suggested color-coded tabs for identifying printed circuit boards and was awarded \$250. Roy, who works in Facilities, suggested a centrally-placed ground pole which would eliminate the hazardous aspects of grounding equipment. He was awarded \$100.

Jerry, who works in Spares, was a double winner with two suggestions, for which he was awarded \$50 each. One suggestion involved eliminating one box and a half-bag of flowpak in shipping each 5Y part and spare, and the other was that Cost Accounting reevaluate the cost of two assemblies and adjust the value of these kits to reflect the correct cost.

Suggestions are being made at a rate of several each day, and additional winners will soon be announced.

"This is your program," states Sheila Staton, ESP Administrator. "We all want to see LDDD, and Memorex as a whole, prosper while you receive the credit for your ideas."

- Q. You've seen a number of changes then.
- A. Yes. I've been through the good times and the bad.
- Q. How does the situation look to you now?
- A. I think we're in the best position we've ever been. This is the beginning of some very good times. If we keep up our quality.
- Q. How do you think we can "keep up our quality?"
- A. Through teamwork. We need to share our knowledge and to work with each other. I believe in that.
- Q. What's your job?
- A. I'm a lead technician in the Prototype Lab. We make the PC boards according to the engineering designs and work out the problems before they go into production.
- Q. Are you aspiring to any other job?
- A. No. I wouldn't want to be a supervisor because of the paper work. I like to work with people as much as I can.
- Q. What about working with people do you like?
- A. I like training people. I like sharing ideas. In here (the

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Message From Jeff Bryant

The concept of teamwork is emphasized a great deal in our business because we realize that without the combined and coordinated best efforts of all of us we cannot accomplish our significant and challenging business objectives. Much of our management attention is focused on teamwork and trying to build strong teams in achieving group efforts.

While much has been said about teamwork, there are a couple of basic ingredients to good teams that each of us must accomplish.

First of all, teamwork means doing your own job well. To the best of your ability. Consistently.

Teamwork also means doing what you say you're going to do when you said you would do it. To the best of your ability. Reliably.

These two basic ingredients, if done by each of us, will build trust and confidence and make us all strong team players. Strong teams are made from groups of strong team players.



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Two New Managers Join Bryant's Staff

Jerry Julian was named Manager of LDDD Quality Assurance on August 26. Jerry had been Process/Test Engineering Manager and before that, QA Manager for Heads and HDA's.

Jerry joined Memorex LDDD in 1981, having worked at IBM for 11 years, where he held various management positions in process and quality engineering. Before going to work for IBM, Jerry served for five years as an officer in the U.S. Navy, having various shipboard assignments on destroyers and LST's. He received a B.S. from the U.S. Naval Academy in 1964.

Jerry believes that this is an exciting time to be working at Memorex LDDD because "we are making a quantum leap from our old philosophies and products into the future." Asked what his objectives will be as QA Manager, Jerry replied: "My objectives are simple: to get good parts to the line, to maintain strict process controls, and to ship a superior product to our customers."



"We must take a hard line on product quality, but must also take a very active role in solving quality problems and in establishing process controls."

Robert (Bob) Johnson was named Manager of LDDD Engineering in June, 1983, filling the position vacated by Peter Noto. Bob has responsibility for all LDDD Engineering, which includes Test, Process, PCB Engineering, Failure Analysis, and Equipment Maintenance.



Prior to this assignment, Bob was Manager of Staff Engineering reporting to Wade Meyercord. He had joined Memorex earlier this year, transferring from the Westlake Operation of Burroughs where he was the Manager of Engineering Research and Development for the Optical Memory Program. Bob has held positions of responsibility with Rockwell International, Systems Control Inc., and the Weapons Laboratory of the U.S. Air Force at Kirtland Air Force Base. Bob has been an adjunct professor of Mechanical Engineering at California State University, Fullerton, and the University of New Mexico.

Asked what challenge he has found in his new position, he answers that his first priority is to increase HDA yields. A second goal is for the engineering staff to take complete ownership for projects to assure "crisp" completion.

Basic Assembly Skills Training Schedule

Training Room (PCB Area)	
Date	Event
Monday - Friday 7:00 - 9:00 a.m.	Mechanical Assembly
Monday 9:15 - 11:15 a.m.	Component Identification
Monday 12:30 - 3:15 p.m.	Soldering, Makeup (Days)
Monday, Tuesday 3:30 p.m.	Component Identification (Swing)
Tuesday 9:15 a.m. - 3:15 p.m.	Chassis Wiring & Cable Routing
Wed., Thurs., & Fri. 9:15 a.m. - 3:15 p.m.	Soldering (Days)
Wed., Thurs., & Fri. 3:30 p.m.	Soldering (Swing)





5Y Program Ends on Schedule

On June 30, the last new-build 5Y drive was shipped, completing the schedule for the new-build manufacture of the 3652 product line. This effort capped a nine-month record of meeting production schedules in the 5Y Program and is of major significance to the LDDD production staff.

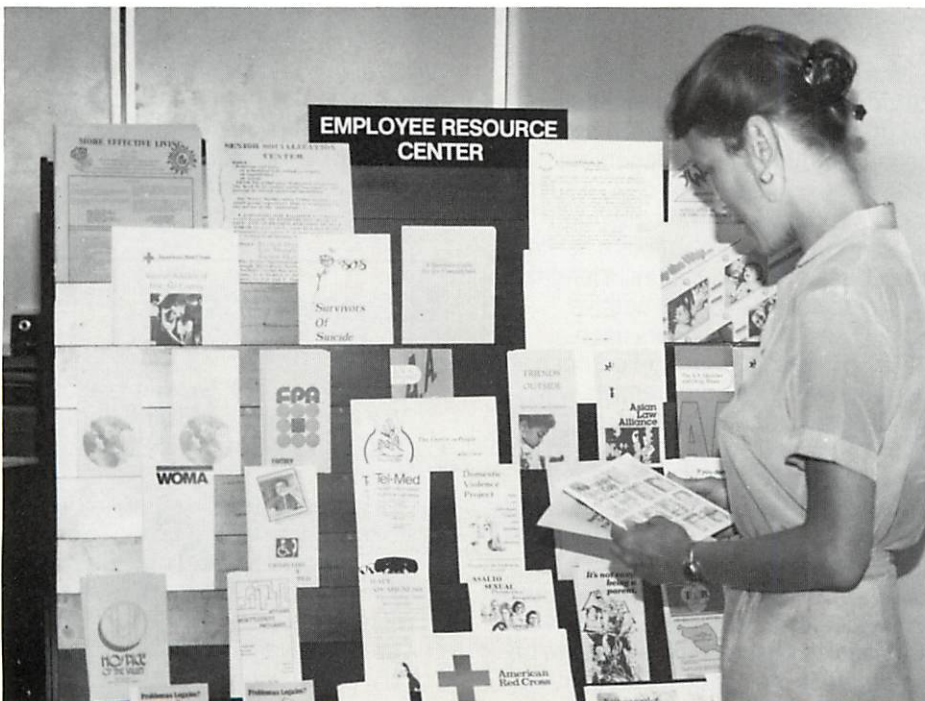
Of additional significance is the fact that five of the six product types were exactly on target (both time-wise and quantity-wise). This had not been accomplished successfully before.

"We think that this schedule accomplishment has set a standard

that will be met and surpassed by subsequent programs," states Bruce Campbell, Production Manager. "It shows what can be done through the team approach. Everyone worked together to meet the high expectations we had set for ourselves. It was a divisional effort."

To demonstrate their appreciation for this cooperative effort, the middle management team served a barbecue steak luncheon to LDDD employees.

Then, it was back to work on the new products—the 9410 (the Burroughs version of the 5Y) and the 3680.



Two New Employee Resource/Information Centers in Building 10, one in HR and one at the Nurse's Station, hold brochures, pamphlets, and reference books to channel information and assistance regarding personal problems to employees.

Gallery of Stars October

Ken Miller Tool Room Lead, Manufacturing (13 years)

"Ken has proven to be a very conscientious, reliable employee who wears many hats: leadman, purchasing, vendor contact, etc."

Gil Montez 5Y Test Technician, Manufacturing (13 years)

"Gil has demonstrated to all his ability to get the job done under pressure."

Melanie Grabe Procurement Quality Engineer, Quality Assurance (4 years)

"...excellent work in the Materials Control project... Her thoroughness and dedication to the task of disc control..."

Greg Meiningner Planner/Scheduler, Material (5 years)

"He often goes beyond the 'call of duty' by doing expediting, material handling, etc., to get the job done."

Cuong Nguyen 5Y Technician, Manufacturing (13 years)

"All work that he did was effective, thorough, and professional. Cuong is multitalented and accepts challenges cheerfully."

Calendar of Events

Date	Event
November 2, 3, & 4	Managing at L3D
October 27	Managers & Supervisors meeting
November 10	Managers & Supervisors meeting
December 7	Managers & Supervisors meeting
December 5	All employees meeting

Roving Reporter

The LDDD Roving Reporter asked three of the division's executive secretaries the question:

"What do you know about your boss that no one else knows?"



Linda March, secretary to Paul Sheffield

"Paul always sings and yodels and tells jokes. I think that's how he relieves tension."



Kit Little, secretary to Bob Behlman.

"Bob gets a certain look on his face when he's pressured. I know not to bother him at that time."



Kay Lavezzo, secretary to Jeff Bryant

"Jeff has a sweet-tooth for Red Cream Soda."

Catching Flies in Palm Springs

by Tracy Berger

Over the weekend of September 23-25, twelve hard-hitting LDDD employees entered the California State Championship Industrial Softball Tournament in Palm Springs. The result? The Memorex team won two games and, out of 64 teams, finished in the top 20.

Memorex qualified for this state championship tournament after playing IBM, Safeway, PG&E, and other companies in a weekend-long (July 16-17) industrial softball tournament in Cupertino. The team beat IBM twice and won three games in a row before they took on PG&E for the final championship game on July 17. After a close game, the Memorex team lost. But second place was enough to qualify Memorex for a spot in the state

championship tournament in Palm Springs and the world championship tournament in Cincinnati. The team was able to raise the money for the Palm Springs trip, thanks to contributions from the MAG office, the LDDD, and the individual players. (Unfortunately, the cost of going to Cincinnati was too high—maybe next year!)

The LDDD softball slammers include: Bob Glaviano, Joe Mausser, Tom Robinson, Jim Rizzi, Sonny Doquisa, Mac Pamanian, Marty Saron, Tom Squier, Terry Pule, Robert McDonald, Rudy Villagomez, and Buc Bondura. Several of them are veterans of the 'Vultures', the MAG-sponsored city league softball team. So the teamwork was in place and in full swing when the team entered the tournament. Three cheers for the home team!



Management Training

by Jeff Paris

The LDDD has implemented a comprehensive management training program aimed at first-level managers called Fundamental Management Skills. The course, which covers such topics as motivating, delegating, coaching, evaluating, problem solving, and counseling, is 32 hours in length, and is delivered in 8 consecutive weekly sessions of 4 hours each.

To ensure a uniformity of purpose and commitment to the program, as well as a common understanding of the techniques and skills to be applied from it, the LDDD has adopted a top-down approach to the program's implementation. Simply stated, Jeff Bryant and staff familiarized themselves first with the program, after which middle management took the course. This format was essential to ensure that the skills to be acquired by the first-level participants would be reinforced by their second-level managers, and thus could effectively be transferred and utilized in the workplace.

The program was officially kicked off the week of September 19. A second group of managers will begin the course the week of November 14. The plan is for every first-level manager to participate in the program this year. Participants will be informed of their candidacy by their manager.

Teamwork

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Prototype Lab), we share a lot. We even have a lending library.

- Q. You also share a love of plants, it seems.
- A. Yes, we started bringing in plants to have something green to look at. Then we started new plants from cuttings. Now we have a lot of green to look at.
- Q. There's a warm feeling in here. Part of it is because of the plants, but there's something else. People seem contented. Do you know why?
- A. It's a good place to work. As I said, we share a lot.