

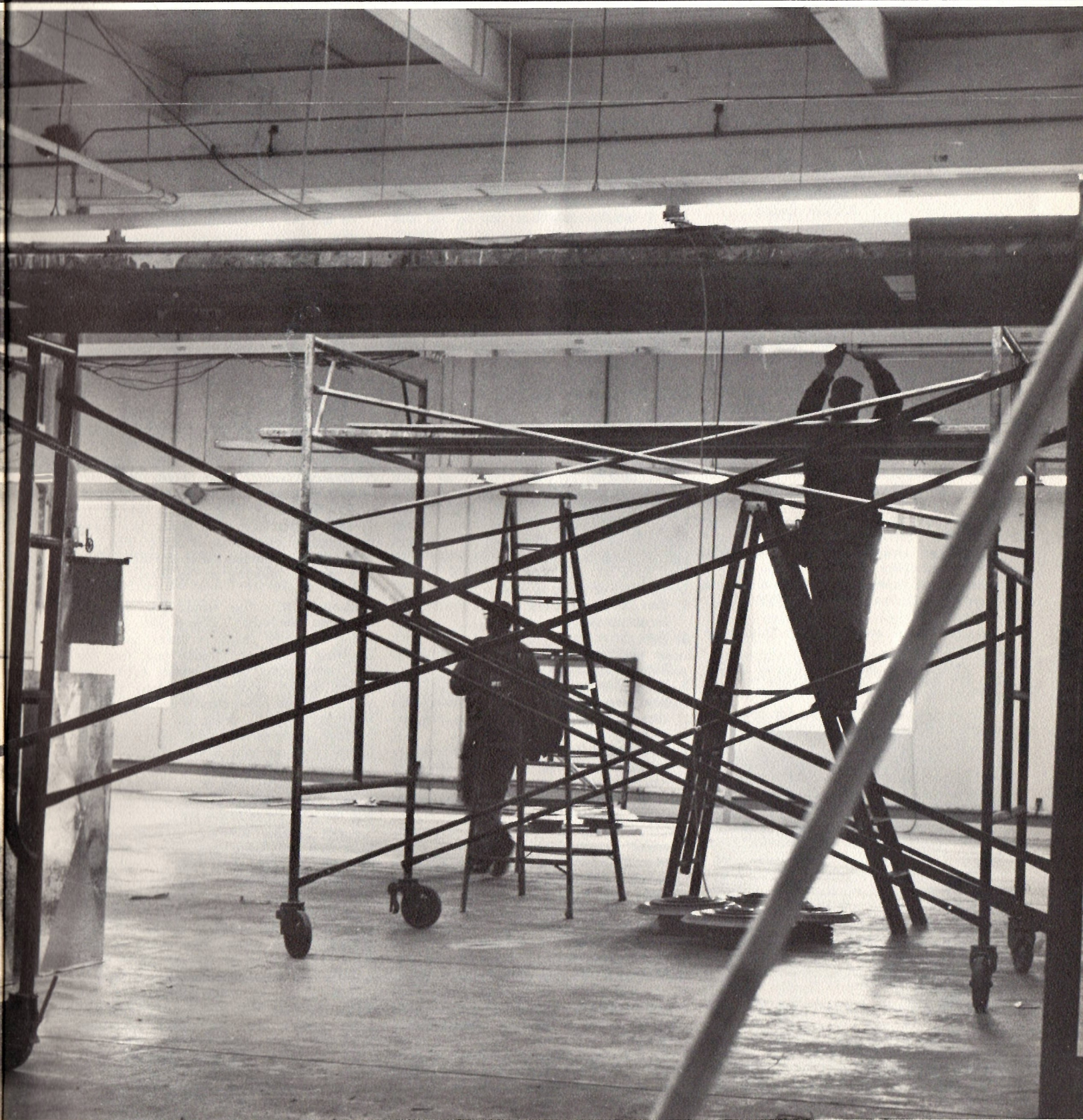


tek talk

employees' publication of Tektronix, Inc.

volume 7, number 10

December 15, 1960



abstract design: IO building remodeled

exchange

Appreciate Birthday Cards

To the editor,

For some time I have wanted to express our appreciation of Howard Vollum's sending birthday remembrances to each of us.

I have hesitated to call or phone Howard to thank him personally, for I know how busy he must be. For two years now I have received a lovely card, so I hereby want my expression of appreciation of this known.

All of us who work here find difficulty in saying just how much it really means to us.

(It was unanimous to send a vote of thanks from the group.)

Muriel Phillips
Cables Swing

On Fringe Benefits

To the editor,

When I look at a series of figures such as presented on fringe benefits in the last group representative minutes and part of those figures are not clear to me, I mistrust the whole presentation and do not give it the attention it rightly deserves. I think most people react in the same way.

In order to clear the fog in my own mind I tried to approach the thing in a little different way. It worked for me and I thought it might work for others.

Here it is:

Joe Doaks (or is it Mary?) is paid \$1.50 per hour, or \$12 per day. He is paid for 52 weeks of five days each (\$3120).

Vacation, 10 days at \$12 (\$120).

Holidays and shutdown days, eight days at \$12 (\$96).

Sick leave (assuming half the allowable leave is used), five days at \$12 (\$60).

Total, \$276.

Actual days worked $(52 \times 5) - (10 \times 5)$ equals 237 days.

Coffee break, 20 minutes ($1/3$ hour) for 237 days (79 hours,) which at \$1.50 per hour is \$109.

Total payments to Doaks for hours he didn't work are thus \$385.

Coffee and insurance (per Don Kepler), \$96.

Profit share and retirement, estimated at 30 per cent (figure for current period thus far is 33 per cent), \$936.

Grand total, \$4537 to Doaks, which for the 237 days actually worked is \$2.39 per hour.

The percentage increase over \$1.50 is 59 per cent. This is an impressive increase over the national fringe-benefit figure cited by Guy Frazier, of 20.8 per cent.

I have talked with Guy and find that the difference in Tek's favor is even greater, since the national 20.8 per cent figure includes certain legally required benefits, such as payments by the company for social security, workman's compensation and unemployment compensation that are not included in the figures above.

Eddie Richmond
Instrument Mfg. Staff

I Like Tek

To the editor,

Where else could you find a company like Tek? There are those, and they are in the great minority, who expect more than would be possible for any company to give and still stay in business and show a profit and have the future I truly believe Tek has.

There has been much talk of nepotism at Tek. Those who would have Tek show discrimination in this way do not believe in the true Tek Spirit. There are many well-known organizations in and around the Tek area that will not allow relatives to work anywhere in the organization, whether it be in the same city or not. This to me shows a lack of trust, and I would truly not like to see this come to Tek.

I am not in the Management group, but I sincerely hope to be one day. This is a company where your advancement depends 90 per cent on you. If you are not getting ahead as fast as you think your ability warrants, do something about it. There is always a need for competent people in supervisory positions. The more you have to offer and the harder you work for yourself and your company, the farther you will go. There are so many fields of opportunity here at Tek that almost everyone should be able to find his right place.

The benefits here at Tek are so much more than many concerns of its age and size. Too many times these benefits are taken for granted. Believe me, many, many of Oregon's employed do not have any of these benefits and I dare say very few have all we have. I would like to bring some of them to your attention:

1. Ten days sick leave a year, which may be accumulated.
2. Ten days paid vacation a year with an additional day after five years until fifteen days are earned.
3. Two PAID PLANT SHUT-DOWN days per year, which thus far have been chosen by popular vote of you, the employee.
4. Retirement Trust which is making excellent returns on money the company has invested for us, at no cost to us. (Take a look at the interest rates paid!)
5. Life, health and accident insurance, which for my family and myself (four people) costs me less than \$20 per month. (Have you checked insurance rates recently?)
6. TEKEM STOCK received from our own Tekem corporation. I think this is fabulous, and I cherish each share that has been made available to me. (For those of you who do not want it, you can turn it in for cash at any time without losing out on the next issue should your attitude or circumstances change.)
7. Profit share, which though it may be small this month, next month could be larger and it gives me something to strive for.

tek talk

Published and printed by Tektronix, Inc., 13955 SW Millikan Way, Beaverton, Oregon, by and for its employees and with the cooperation of the Printing, Photography and Advertising Departments.

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8. Group representatives, whom we elect to air our problems, express our worries and/or opinions. Management backs the reps and there is no friction, which there should not be. (If you feel they are not effective: You elected them—DID YOU SUPPORT THEM?)

9. Recreation committee, made up of fellow workers who arrange for annual picnic, dance, clubs and take charge of the game and recreation equipment for these affairs.

10. Communications for Tek Week, Tek Talk and Scope Scoop (this is Tek's fourth dimension.)

11. Personnel for the Tek-sponsored classes ranging from Math to Effective Writing. These classes truly benefit everyone at Tek: Those taking the course because they have first-hand learning, and those working with the "student" because these learnings have a way of passing on to those around you.

How much coffee would you drink at 10 cents per cup? Thank you for my share. I truly enjoy it twice as much knowing it is free. Thank you, too, for the background music which calms my coffee nerves. Also for the news reports and important news details available to us when they are still important.

Most important, thank you for the fellow workers you have hired to work with me. It is not just a building or a name that makes Tek what it is and what it will be, it is the people who work in and for it to make it the BEST.

I am looking forward to many years with Tek and I sincerely hope that some of those who find fault with my company will stop and think of the good points. For those who do not agree with what I have written I offer, "Tho I do not agree with the words you say, I will defend to the death your right to say them." No doubt we will all profit from what is said, whether it be good or bad.

Believe me, I would like to sign this letter, because I'm proud of Tek, but I must request that you please withhold my name.

(Name withheld)

(More on page 6)

RAMAC-

Tektronix' New 'Electronic Brain' Tackles Material Control Problems

Tek's RAMAC has come.

The huge IBM machine, located in the Interim Office building, is in the popular sense an "electronic brain." Yet it can't think; and persons who have worked with a RAMAC before refer to it familiarly but fondly as an "electronic idiot," because it will do only what they tell it to do.

But for an idiot, the giant "Ram" is a pretty amazing performer.

It can read. It can write. It can take instructions.

It can remember up to 10 million digits. It can carry on complicated calculations in sequence. It can perform 33 additions a second. It can make decisions.

It can even interrupt itself to answer questions. To respond to a thousand queries takes only about 15 minutes of its operating time.

Speed, Accessibility its Main Contributions

What we're paying for, essentially, is speed and accessibility of information. The RAMAC, more powerful than any combination of machines Tek now has, will greatly increase the rapidity and the accuracy of requirements forecasting.

At present we make a requirements forecast run about every six weeks to find what parts and materials we need, and make an allotment run—an analysis to set up the transfer of parts to assembly areas—once each three weeks.

With the Ram, the two runs will be combined and made every three weeks—and later maybe every two weeks. The forecast period won't change; it still will be about 24 weeks.

First the Ram will tackle our inventory and material control problems. The cash Tektronix has tied up in inventory thus can't be used for other, profitable purposes. Reducing inventory would free many of those dollars.

Carrying a large inventory means some down-the-drain costs, including warehousing, paper work, handling, broken and outdated parts and interest on the money.

How to reduce the costs? Plan material needs better, by analyzing production schedules and forecasting more accurately. Enter the Ram, whose job will be to find how many of what parts must be sent where, to make what instruments, and when.

Keeps on Top of Facts

Many times a day Material Control has to know all about a certain part—how many are on hand, how many are needed for production, and when more are coming. Ram keeps constantly on top of these facts, and can answer in an instant.

Like most electronic brains, the Ram is a **stored program** machine. This means somebody has to figure out ahead of time what sort of processing it should

do and give it a complete list of instructions, coded in "Ram talk" and fed in on punched cards. These instructions are called a **program**. Whether the machine works marvels or not depends on the program—and thus on the programmer. Feeding it an incomplete set of instructions means only that it will make mistakes at machine speeds.

The Ram "remembers" instructions by storing them as magnetic dabs of information on its memory drum. When the operator punches the "go" button, the machine obeys each order in turn.

"Phonograph" Arm Reads, Writes

In the machine's central processing unit is a stack of discs, very much like records in a juke box. A continuing stream of information about the current status of parts is "written" on the grooves of the discs by a moving phonograph-type arm, which lays down the part number and data about it in the form of magnetic spots. Later, when someone needs to know this information, the same arm locates and can "read" the data immediately.

Here's how the Ram works on a typical problem:

Into the card reader, as punched cards, is fed an instrument forecast, telling how many instruments of what kind we plan to make in the next period. Ram takes this material and, piloted by the instructions that it "remembers", compares it with the current data on parts availability in its disc file. By "backing the instrument out of the door and taking it apart," it figures out how many of each component part we'll need, and on what dates.

Makes Important Decisions

In solving this problem, the Ram does arithmetic, picks and chooses and combines data, and makes certain decisions, programmed for it in advance; for example: "If a certain condition exists (say, we're out of a part), do this. If not, do that." The Ram's ability to make these choices is called **conditional transfer**, and the decisions it makes control the rest of the processing.

The RAMAC, like our present system of scheduling and forecasting, will figure what parts and materials are needed and when. But it will do more. To help our schedulers, it will automatically issue memo work orders (to lessen the chance of our being caught without certain parts), "move tickets" and allotment cards.

From time to time, while the machine is working on a given program, somebody outside will have to know right away the status of a certain part. You may ask this question at a Remote Inquiry Station located in Material Control. Your typed inquiry is fed into the machine, which several times a second checks to see if any questions are being asked and, if so, to answer them.

Several times a day the warehouse will supply cards indicating changes in parts status—how many parts have been received and how many issued. So the Ram will know at any time the number of parts on hand, how many are needed and when, how many must be issued over a certain period of time, how many are on order and when these are due. And it can blurt out all this information at a moment's notice through the inquiry station.

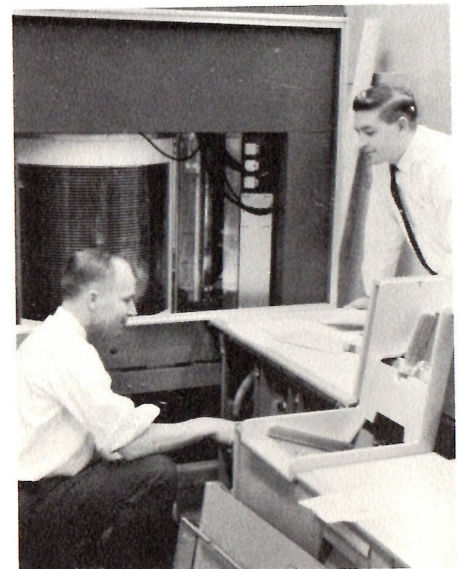
It will give you an answer for the current forecast period, or for any length of time you have specified.

Laying the groundwork for the new machine has taken the better part of a year, according to Ralph Pratt, systems unit chief. Meetings have been held in all areas that it will affect, to get agreement on its use, and to specify what input is needed and how often. Because the machine must be used at its utmost to justify its use at all, our entire information program is being redesigned with this in mind.

The RAMAC will be run by present Tek personnel; also a training program will be carried on in the company.

Our programming has been checked on other RAMACs in Portland and Seattle, to ferret out any flaws in the system. For a time, the Ram will run in parallel operation with our present system of allotment and requirements forecasting. Then, when Tek feels the machine is operating smoothly, the existing system will gradually drop away and leave the giant RAMAC on its electronic own.

IBM CUSTOMER engineer Herb Gesselberg helps install Tek's new RAMAC computer as Dwain Quandt (Data Processing) watches. Behind Herb is the machine's 10-million-digit stack of memory discs.



ideas that have built Tektronix: No. 1

HOWARD VOLLUM--On Tek Philosophy; Status Symbols; Company Growth and Outside Staff; Efficiency and Creativity; Permissiveness and Rules

Believing that Tektronix owes its growth and stature not only to the research, engineering and productive skills of its people but also to the unique and vigorous ideas of its leaders, Tek Talk has begun a search to learn just what some of these ideas are.

All too often, because we've grown big fast, we lose track of these philosophies. Often they become hearsay, and sometimes even distorted, but still they are a pervading influence.

The first interview is with President Howard Vollum.

We hear a lot about the "Tektronix philosophy." Just what is that philosophy?

It's more an atmosphere than anything else. We try to give the maximum amount of responsibility to everyone—depending on what his job is. It's preferable to do that rather than set up a series of rules or laws.

Here, it's the responsibility of each person to do as he sees fit, within the framework of his job.

Although some things we do are governed by our job—for example, how we must dress—other things like common parking facilities, open cash boxes, trusting people to do their own timekeeping, these are things common to all of us as human beings.

We prefer not to have a series of status symbols—two more feet of office space when you get promoted, then a rug with the next promotion, then a pad under the rug...

Do you feel people have no need of status symbols?

The needs of individuals differ. We try to meet those needs reasonably. I believe people who do have to rely on status symbols are insecure. My experience has been that the most valuable people are those who don't have to.

In any case, it's a matter of degree. If it doesn't interfere with others, we don't pay too much attention. The big problem is, once you get this status thing going, it gets competitive.

Some newcomers may mistake lack of status signs here for lack of position or authority. This is not so...

Your real status is the status you've

earned—and when you've really earned it, you don't need the symbols.

How much does our atmosphere contribute to the company's success?

It's hard to make a formal assessment, but many customers have told me they like to deal with us, and that if our product and that of another company were equal they would still do business with us because of our attitude toward service and quality of product.

The willingness, for example, of our field engineers to do more than is called for is quite an important thing...

From what does our attitude of service and quality stem?

One factor is that good morale tends toward good products. We don't ever want to let the customer down.

I'm convinced that almost everyone wants to do a good job. The percentage who do not is very, very small. One of the biggest causes of frustration is the inability of a person on a job to meet his own standards. No one knows better than he himself if he is or isn't meeting them...

How important is backing up each employee with all the equipment he needs?

I don't know that quality depends on equipment. You can go overboard on this very easily. Several unsuccessful companies I know of concentrate more on ways to do things than the atmosphere to do them in.

Often you hear, "If only we had this or that machine..." We have to guard against this attitude.

Once again, it's a matter of judgment. You can pay a tremendous price for having too little equipment—and you can decrease your profitability with an excessive amount. Often, here, because we're growing and changing so fast, the life of equipment is short as to actual usefulness.

Buildings are no different. Inefficiency results from having too little space. Yet they're pretty costly to build and maintain. We're doing our best to steer an optimum course in our present building program.

What is really needed to do the job? This is an extremely important question to work on.

Is it hard to keep the Tektronix atmosphere as we grow bigger?

It's a lot harder to maintain the atmosphere, just as it must be in any company of any size, but it's still possible. Sometimes growth is used as an excuse for lack of a creative atmosphere, just as, "If only we had this or that machine" is.

Or at Tektronix we may hear, "It's not as nice as it used to be, but that's the price we must pay for growth..." It's a convenient excuse, but not necessarily true.

Keeping our atmosphere can be done, but it requires hard work. A company accomplishes this goal almost automatically when it's small, because then everybody sees everybody else.

When it gets big, directly informing each other is difficult because the top people are insulated by the requirements of their job. The solution is to get the people who are in direct contact to act like the top people did at the start. This isn't easy, because the people we hire for this purpose have different backgrounds, outlooks and obligations to the company.

We feel that promoting large numbers of people from the plant to supervisory positions, even if some may not be quite ready, is better than hiring supervisors from outside. It gives each employee a feeling he has a chance.

What about hiring staff from outside? There seem to be feelings both for and against.

There are times when both sides are right, and I'd hate to see either in a dominant position. Some jobs require training—especially education—that it's hard for us to duplicate.

There are exceptions, but we can't count on them happening in sufficient

numbers, and we can't expect to grow if we do.

However, sometimes there's a tendency for the grass to look greener elsewhere, and just because we and our people are unable to do something, we may feel there is a person somewhere outside who can. All too often this is not true.

Our basic philosophy is to attempt to develop the abilities of our own people to meet our needs. Many things contribute to this development: Experience, natural ability to adapt, private study and reading, formal courses, Tektronix training programs...

Does our attitude toward profit differ from other companies'?

I don't think we're much different from most well-managed companies.

It's easy to confuse long- and short-term goals, but we try to balance them. We can't do everything just to maximize the profit this year, nor can we put off the idea of making profit to never-never land.

We try to look ahead, and also to act now in the way that customers like to see us act. They don't expect us to give them anything. They expect to receive something of value for their money. By giving just a little more than they expect, we gain a great deal in dollars and good will.

Could we be more efficient if we had a more highly structured organization?

There is a very serious tendency in some areas to do too much time-wasting, but it's offset by the employees' willingness, energy and enthusiasm for work when the pressure is on.

Again, somehow we must come to a balance and compromise between the two extremes. Too much restriction brings on this attitude: "If they're going to make me act thus and so, then the heck with any extra effort..."

We have to be careful we don't destroy morale. I don't think the problem of goofing off is true of anything like a majority, nor does anyone do it consistently, but some have more of a tendency than others.

Just because there are a certain amount of abuses in our system doesn't mean we should condone them. We should do all we can to see that they stop.

Such abuses don't produce happiness for the persons who indulge in them. The only happy persons are the ones who do good jobs and know it.

We don't want to give up the atmosphere in which each person is free to

contribute as much as he can. Yet it's not fair for the creative person—who thrives on such an atmosphere as ours—to carry others who may take advantage of it. The individual supervisor should talk to these latter people.

We can maintain our atmosphere by educational programs, by setting personal examples, by counting it as a "plus" for an employee who does work hard...

Whatever faults we have, attempts should be made to correct them without the necessity of making them the subject of a new rule or law. It's easy to develop habits which can become insidious growths and can sap our strength very rapidly.

Does growth of the company mean adding more rules?

We do have to add rules when we grow bigger—or to express those we already have more formally. Everyone's needs are different, including the rules and regulations optimum for him.

There is an optimum number of rules which gives a maximum of freedom. No rules at all means anarchy. Without traffic rules you probably couldn't have driven to work today. On the other hand, it's bad to have rules that are disregarded.

We have a general policy of permissiveness. Management people differ in their approach. Some are more authoritarian. Some only seem to be—and vice-versa.

There are different styles in management. A person is best off in his individual style. When you try to put everyone in the same mold you have trouble. We all can still have the same goals and so on, but just take a little different route to reach them.

Some people prefer one type of management in a company, some another...

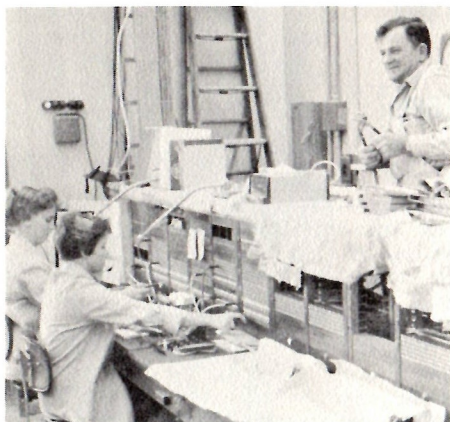
How much individual difference will our system tolerate?

We couldn't have dishonesty, in the broad sense—persons who may say one thing and do another. I don't think we can stand much in the way of alcoholism either. These are the basic things... Also, actual insubordination is a problem for the supervisor. It indicates the employee's basic insecurity, and his need for help.

By contrast, take a person who maybe is too outspoken at the wrong times. There is no disgrace or moral failing to that, only bad judgment.

The more individual differences we can tolerate, the better off we are.

December is Time of Big Changes For Tek's Central Phone Area



MARIDEL WHITE (left) and Loretta Paulson kept at their switchboards in the Metals building despite early December building renovation. Here an electrician, busy at his work, fails to distract the gals.

Tektronix Facilities department and West Coast Telephone company have joined forces at the Metals building to renovate and expand our main switchboard facilities, so we can adequately serve our two new assembly buildings and other new structures to come.

The tearing down and rebuilding has meant that the switchboard operators worked amid assorted debris, noise and workmen for over a week.

Phone Service Big Job

Enough equipment and personnel to man a small community exchange have been on the job daily from 7 a.m. to after midnight in the telephone center in that building, points out Tom Williams (Communications), who's in charge of switchboard operations.

Tek now has four full-time operators on day shift, including at the Sunset plant PBX, and one girl on swing. Operators are Helen Berger, Grayce Hitchcock, Loretta Paulson, Maridel White and Dottie Wruble.

Kay Feightner, Metals building receptionist, also is a qualified operator. Group supervisor is Margaret Wittmayer. Her working assistant, Marge Edwards, prepares and maintains the phone directory, and is an operator, too.

Although plagued with a continuing problem of circuit overload, the girls report that Tek employees have been both cooperative and understanding. Too, West Coast has worked hard to keep us in phones and supplied with new modifications to instruments, and to hold mechanical disorders to a minimum.

Phone Demand Increasing

Despite the efforts of most Tek's to be conservative when ordering phones, instruments, Bob Herren (Facilities) has come to accept the rule of thumb, "One phone to every five people," as Tek growth continues.

EXCHANGE ↗

Keep Dollars at Home
To the editor,

At this time of year the ancient Roman warning "Caveat Emptor" (Let the buyer beware) seems particularly appropriate, especially with reference to merchandise now appearing from communist-bloc countries. Those who sell as well as those who buy this material are co-operating in their destruction, as communist leaders from Lenin to Krushchev have predicted they would.

This is an integral part of the economic phase of the cold war, designed to bleed the US treasury and to put dollars behind the Iron Curtain, where they can be used against us.

The idea that communism is an outgrowth of poverty and that this money will help eliminate poverty and thereby destroy communism is one of the greatest fallacies ground out by the communist myth-mills, and repeated in parrot-like fashion by the popular press.

In view of the present threat of a monetary crisis, now is the time to keep more dollars at home. We can't win the cold war by building up the enemy at our own expense.

Insist on knowing the country of origin of all merchandise you buy. Don't buy from Albania, Czechoslovakia, Bulgaria, Hungary, Poland, USSR, East Germany, Yugoslavia or China.

C. S. Woodworth
Mechanical Engineering

COVER—Carpenters, plying their trade, lost no time in converting the former Printing area in the Interim Office building into office space for Personnel, Human Relations, Communications and Messenger Service.

Employees Sign Up To Donate Corneas

A growing number of Tek employees have volunteered to donate their corneas after death to Good Samaritan hospital's Devers Memorial eye clinic—the so-called "eye bank."

The hospital has asked that, rather than cause duplication of paperwork by signing up at Tektronix, employees who have indicated interest in the program contact the eye bank by mail (1015 NW 22nd, Portland 10) or by phone (CA 3-3171).

By donating your cornea, you can restore sight to persons who have lost their own through corneal defects. Your cornea is useable no matter how old you are when you die, what the cause of your death or whether you have had an eye disease.

You need not authorize the gift of your eyes in your will. Nor can you leave them to specific individuals through the eye bank.

No Charge Made

The eye bank depends entirely on public support. It does not charge either the surgeon or the patient for its services. Eyes may not be bought or sold.

Bob Hart, group representative coordinating chairman, has a complete list of questions and answers about corneal donation, and a sample signup form.

MARGE LOOSER (Personnel) held her first one-woman show of oil paintings at Beaverton public library during November. Marge, who has been painting for several years, is pictured with three of her works. (Photo courtesy Beaverton Valley News.)



THESE CONTROVERSIAL letters keep coming in:

To the editor,
Confound Christmas anyway!
(name withheld on request)

To the editor,
Who says confound Christmas?
I demand equal time for Santa Claus!
(name illegible)

Dear Illegible,
That **was** Santa Claus.

ED.



THIS IS Ann Molek (Customer Service) and a tarantula who's been going the rounds at Tek. Brought here by Jim Cook (Encino), the bug—known as “Freddy the Field Engineer” or “Little Chris”—was for a time learning to be an eight-armed line tuner in Field Training. Then Tek's kids got wind of him.

After that he went home each evening to one child or another, who exhibited Fred and his tentacles or whatever they are in biology classes, show-and-tell time, etc.

It got hard to keep track of his whereabouts. Probably somewhere there was a sign which read: “Please Check Out Tarantula Here.”

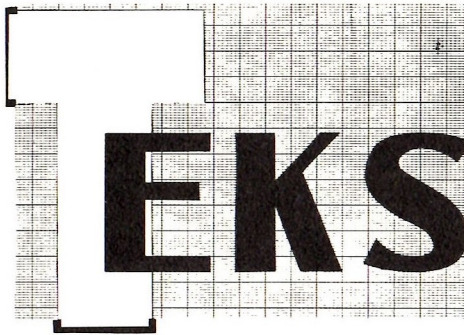
Chris Christensen (Customer Service) went so far as to read books and study up on spider behavior, and so is probably Tek's only authority on the subject.

Anybody with questions on tarantulas, feel free to call Chris at 247. Ask for the spider man.

IF YOUR NAME is Robert Johnson, you either:

(1) Have no chance at all of being hired at Tek because we already have our quota of Robert Johnsons, or

(2) Have a very good chance of being hired, because we collect



Robert Johnsons.

Tek has seven of these assorted Bobs, one each in Field Training, Component Design, Ceramics, Instrument Design and Test Planning, and two in Future Products.

Two of them are Robert M. Johnsons. Two of **these** are Robert Michael Johnsons.

Others include Robert E. and Robert Lee (but no Robert E. Lee), also Robert B. and Bob H.

SOMEBODY noticed this warning in the Facilities parking lot: DO NOT PARK BEYOND THIS SIGN.

Behind the sign was a ditch 20 feet deep, our reporter adds.

Nobody was parked in the gully, which goes to show that people obey signs.



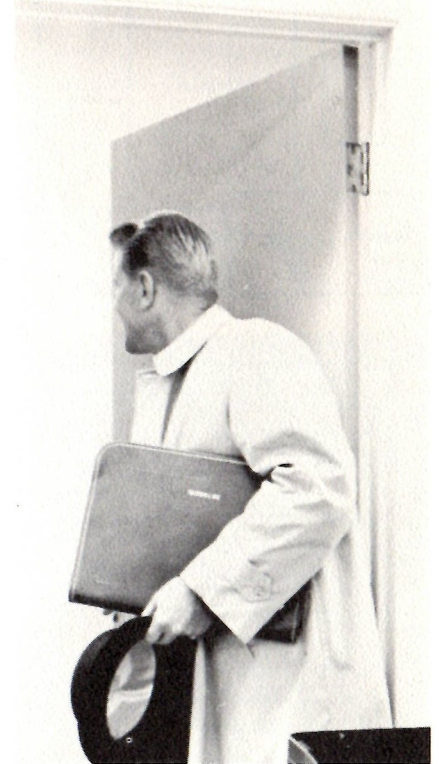
SANTA CLAUS—overweight and unshaven—will soon be making his merry rounds, stuffing himself into chimneys with bundles for kiddies and up. Christmas is nigh, and we hope yours is a good one.

Folks who are weary of haggling annually with the corner yule tree dealer and who failed in their 1959 attempt to build their own tree with 2 x 4s and dowels will soon be tramping off with axes to the forest, where they will doubtless hack their own trunk and limbs.

So you won't get lost in the woods, we relay an old rule:

To find north, see which side of the tree moss is growing on. (Ignore any moss on east, west or south side of tree.)

BYRON BROMS (Marketing), out of town for a week and unaware that carpenters, et al, were running amok in the IO building, returned on a Monday and opened the door to his small but homey private office:

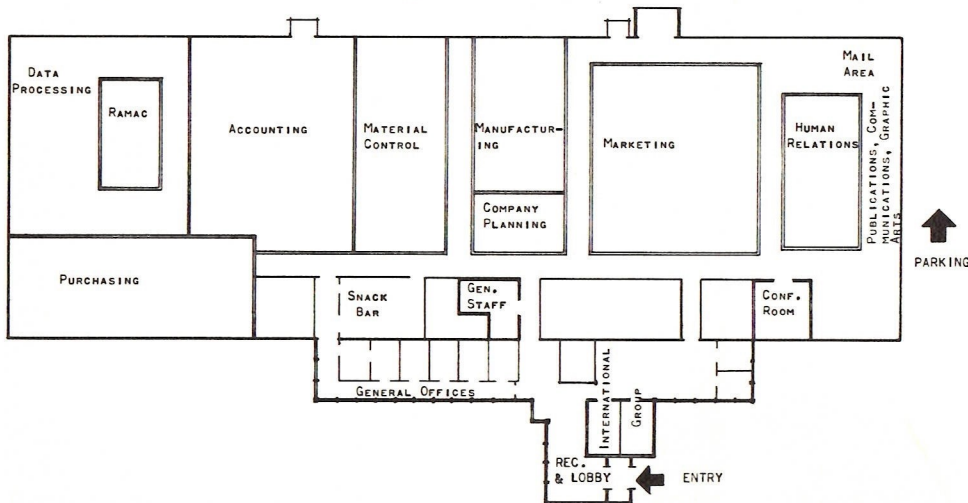


And he did a quick double-take: No office! Instead, he was confronted with a long corridor running off toward the horizon. Here he is from the other side:



Messenger gal Patti Olson, who happened by just then, says he looked like the world had just dropped from under him.

IO Renovation Nearly Finished; Assembly Plants "on Schedule"



Plant 3 will take over the upper story of Assembly 47 in late February. The bottom floor will be turned over to Tek about March 13.

Our new cafeteria, located between the assembly structures, is expected to be in use by February 27—or before, if possible, so we won't have to set up temporary eating areas in the halls of Assembly 39.

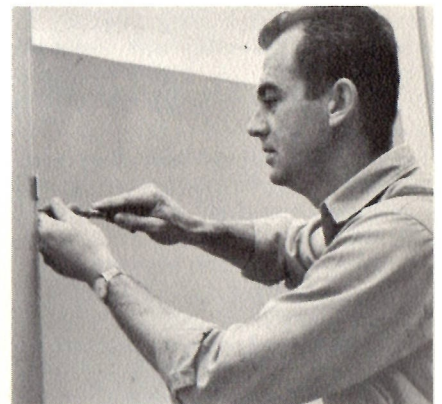
EDD Footings Done

Footings have been completed for our Electron Devices division building, rising south of the assembly plants and scheduled for completion by roughly midsummer.

Basic groundwork is now going on, including installation of domestic water and sewage facilities, and a cement rat-proof floor is being poured.

Militarized Products division December 9 moved into its new quarters in the Facilities building addition. The new area brings together MPD personnel from two locations, the Facilities annex and Beaverton city hall.

DOC UGLESTAD was among the carpenters who put in long week ends converting the IO building to its new use.



SHAPING UP FAST now is the interior of our new assembly buildings. This is Plant 1, the upper story of Assembly 39.

Almost all the shuffling of Administration, Marketing, Finance, Manufacturing, staff and executive groups in the Interim Office building is completed, according to Jim Anderson (Finance), who shepherded the big move.

The extensive changes made to Tek's headquarters may have confused employees who visit the building only occasionally. The accompanying map indicates where the major functions now are located.

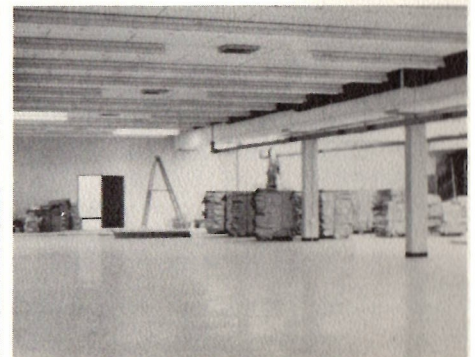
The big project in Tek's "race for space" remains our two new assembly buildings on Jenkins road, buildings 39 and 47.

Both are proceeding on schedule, Facilities Manager Dick Pooley said this week.

First Due in January

Contractor Ross B. Hammond plans to turn over the east building, number 39, to Tektronix January 16. It will house assembly plants 1 (upstairs) and 2. Workmen, under Tek supervision, have begun to install benches and shelving.

SCHEDULED FOR completion on or before February 27 is the new cafeteria, which will serve both assembly buildings.



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