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LOCKHEED



Employee Handbook



LOCKHEED AIRCRAFT CORPORATION
BURBANK, CALIFORNIA

Welcome to Lockheed



ROBERT E. GROSS
President

WE ARE GLAD to have you with us at Lockheed. We hope you will find it a good place to work and that you will want to stay with us.

Our primary job here is to provide our military and commercial customers with advanced, efficient and reliable aircraft. We are pledged to do everything we can to help our nation remain strong in the air. We hope to assure steady, satisfying employment for our people at fair rates of pay. We recognize good work and offer opportunity to move ahead. We aim to provide our owners with reasonable earnings and security of investment. We want to keep our research active and our plant modern to continue our own leadership in the industry.

You have joined what we believe is the finest aircraft team in the nation. We want you to share in the same feeling of pride we have in that team and its work.

Robert E. Gross

OCTOBER, 1950

LOCKHEED

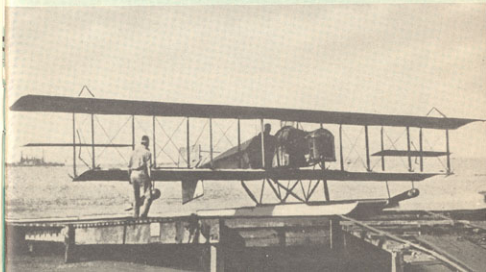
History OF THE WINGED STAR

In an industry that measures its history back for less than half a century, the Lockheed name is one of the oldest. Allan and Malcolm Loughead's first seaplane rose from San Francisco Bay in 1912. Crude by today's standards but trim compared with motorized box kites of the time, the three-seat plane transported hundreds of passengers and led to formation of a manufacturing company in Santa Barbara in 1916. Here the two brothers built two significant planes—a 10-passenger flying boat that set a new duration record in flying from Santa Barbara to San Diego in three hours, and a tiny scout plane that had the first of Lockheed's patented monocoque fuselages.

THE FIRST

Loughead

ROSE FROM SAN FRANCISCO BAY IN 1912



Lockheed **VEGA**

The little company moved to Hollywood in the mid-twenties, and a 12-man staff started work on the revolutionary Vega. On July 4, 1926, the high-wing cabin plane took the air from a hayfield, now Los Angeles International Airport.

Orders poured in and the overcrowded company moved to a larger plant in Burbank, changing its name to "Lockheed," the way the brothers always had pronounced their name. The clean-lined Vegas went on to break a whole series of world speed, range, and endurance records; to fly over both poles; and to make Lockheed's name a standout in an era when almost every important flight set new records.

Favorite of such famous aces as Wiley Post, Sir Hubert Wilkins, Amelia Earhart and Charles Lindbergh were the sleek Lockheed Vegas of the late 1920s.



MODEL 10

The all metal Electra, first plane with the twin tails that become a Lockheed trademark, carried 10 passengers and 2 crew.



MODEL 14

The larger Super Electra, first flown in 1937, had top speed of 250 miles and carried the Lockheed name to world air-line routes.



Lockheed **ELECTRA**

In 1932 a group of investors headed by Robert E. Gross bought Lockheed. The new company spent much of its slender budget and more than a year of experimental work in a desperate bid for the growing transport market. Result of the gamble was the Electra, first of a long series of all-metal liners with the smooth lines and multiple tails that were to become a Lockheed trademark.

The new plane was finished in February, 1934, and became a commercial pacemaker as major airlines placed orders—and the factory began to hum. We broke into the world market with a sale to the Polish national air lines, and soon fast sleek Electras were girdling the globe.

The Electra proved its basic design quality and versatility as new versions—the Model 12, Model 14, and the Lodestar—kept Lockheed abreast of the headlong development in commercial aviation. By midsummer of 1939, 28 of the world's airlines were flying Lockheed planes in 42 different countries.

WORLD WAR II CONTRIBUTION—

OF LOCKHEED MEN AND WOMEN

In 1938 with war clouds rising in Europe, twin-tail Model 14s donned guns and bomb racks to fight aggression. England turned to us for aid, and the Model 14 became the Hudson bomber—the famed “Old Boomerang.” In 1940 we converted the Lodestar to the Ventura bomber, later the Harpoon. The new high speed twin-boomed interceptor, the P-38 Lightning, brought both British and U.S. Air Corps orders.

Pre-Pearl Harbor orders gave us a running start, and December 7, 1941, found us in the middle of one of the greatest expansions ever known to industry. Mass training classes were started for new employees who had never been near an airplane. The six-day work week and round-the-clock operation became standard. We subcontracted huge orders and expanded our plants throughout Southern California, to Texas, and overseas to England and Ireland. Top performance and more and more uses for our versatile fighters and bombers brought heavier orders.

By 1943 we had 94,000 people hard at work. At the peak we turned out airplanes at a rate of better than 23 a day. In the single year of 1944 Lockheed built 83,441,000 pounds of aircraft—more than the output of military planes from the combined U.S. aircraft industry during the four postwar years of 1946, 1947, 1948 and 1949. During the four peak war years our company sales totaled more than two billion dollars. But net profits were low—averaging 1.2 per cent of sales during that period.

HUDSON

Lockheed converted the Model 14 into the Hudson bomber for early British orders, built nearly 3000.



P-38 LIGHTNING

First U. S. fighter with 400 mph speed was the famous P-38 Lightning, built at 15-a-day rate at war peak.



LODESTAR

Introduced in 1939, the 14-passenger, 265 mph Lodestar was the fastest transport of its day.



PV-1 VENTURA

From snowy Attu in the Aleutians to the tropics, rugged Ventura series aided U. S. Pacific fighting.



B-17 Flying Fortresses were badly needed, and the government commissioned us to build them by the hundreds. The Constellation, designed as the world's first stratosphere airliner, first flew in 1943 and went to war as the C-69 military transport. More than 20 versions of the famous P-38 rolled from the lines to serve as fighters, bombers, camera ships, attack ships, and troop and cargo carriers. The war ended with nearly 10,000 Lightnings delivered.

WORLD WAR II PRODUCTION
MAJOR MODELS

	39-42	42	43	44	45	Total
HUDSON	1733	858	350	—	—	2941
P-38	267	1451	2497	4186	1553	9924
LODESTAR	149	161	295	—	—	625
VENTURA	25	913	1203	352	—	2493
HARPOON	—	—	—	69	466	535
B-17	—	48	887	1244	551	2750
TOTALS	2174	3441	5232	2651	2570	19208

C-69 CONSTELLATION

Designed as a high altitude, long range luxury ship, the Constellation became a wartime transport capable of carrying 100 equipped paratroopers.



F-80 SHOOTING STAR



WAR TO PEACE CONVERSION

War's end brought conversion headaches. Contract cancellation cut military production and experimental work. Shortages of parts and materials for postwar models slowed production, employment dropped to 12,000. Rebuilding the Constellation into a luxury airliner and other problems forced us into the red.

But Lockheed planes continued to lead the field. In 1946 the new F-80 jet fighter flew coast-to-coast in 4 hours 13 minutes. The 180-passenger Constitution made its first flight, and the P2V Neptune shattered all distance records in its flight from Australia to Columbus, Ohio.

As production problems smoothed out, the Constellation line began to hum, new models got under way. Employment started to climb, and we were well on our way toward stable production.



LOCKHEED TODAY

In four decades Lockheed has contributed many important firsts to the science of flight. It has pioneered ideas that the entire industry has followed to new eras in aviation. And today it stands with the world's leaders, on the threshold of attainments that ten years ago would have been labeled dream stuff.

LOCKHEED CONSTELLATION

Flying billions of passenger miles for world airlines and in service for the Air Force and Navy, Constellations have been continually improved in speed, range, power, payload, comfort and dependability



LOCKHEED CONSTITUTION

Five years of design, development and testing went into the two 180-passenger Constitution transports built for the Navy during the conversion period.

The F-80, which went out of production in 1950 with more than 1700 completed, pointed the way for improved F-94s and T-33s. Radar-equipped F-94 all-weather fighters began moving from our lines in quantity in 1950. Afterburners boost their speed and range beyond the once fantastic F-80 speed.

The new F-90 is an extremely high speed, long-range two-engine jet penetration fighter, ranking with the world's most advanced designs.

Lockheed's Constellation and new Super Constellation, seating up to 100 passengers, rate with the best in commercial aviation, and our research into jet transports has prepared us to step into that field when the time comes.



P2V NEPTUNE

Lockheed's series of Navy patrol planes have kept pace with rapid changes in naval search tactics.

The P2V is evidence of Lockheed's determination to stay in the lead in the incredibly fast-growing naval search and antisubmarine project. This tough, fast plane has been repeatedly modified to carry the very latest in search radar, submarine detection, and attack devices.

T-33 TRAINER

Extension of the F-80 fuselage for an extra seat converted it into the fast T-33 and TO-2 jet trainers.



F-94 FIGHTER

Latest in the Shooting Star family are F-94 all-weather fighters, carrying newest radar equipment.

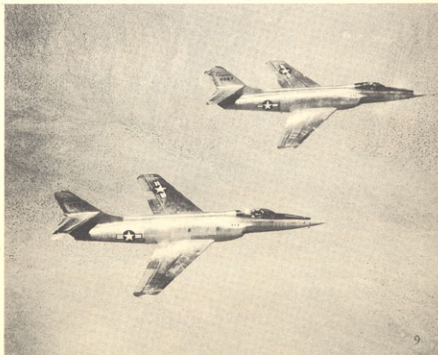


Neither the largest nor the smallest among American aircraft companies, Lockheed since the war has turned out about one out of every 11 military planes and one out of every four commercial transports.

"Look to Lockheed for Leadership" has become a familiar slogan. But it is more than just a catch phrase. Though the Constellation today is queen of the skies, Lockheed engineers are looking ahead to the time when passengers will travel at more than 600 miles an hour in quiet, comfortable Lockheed jet transports. With the fighters we are building flying at incredible speeds, our designers are working on yet faster planes.

But leadership applies to more than our planes and our plans. The character of the people at Lockheed—their craftsmanship, their industry, their spirit—has made the Winged Star what it is today. These qualities, we at Lockheed firmly believe, will keep it flying tomorrow.

LOCKHEED F-90. Years of engineering and production know-how with jets went into this advanced penetration fighter.



Organization Chart

SENIOR OFFICERS



Robert E. Gross
President and
Board Chairman



Courtlandt S. Gross
Vice President and
General Manager



C. A. Barker, Jr.
Vice President and
Treasurer



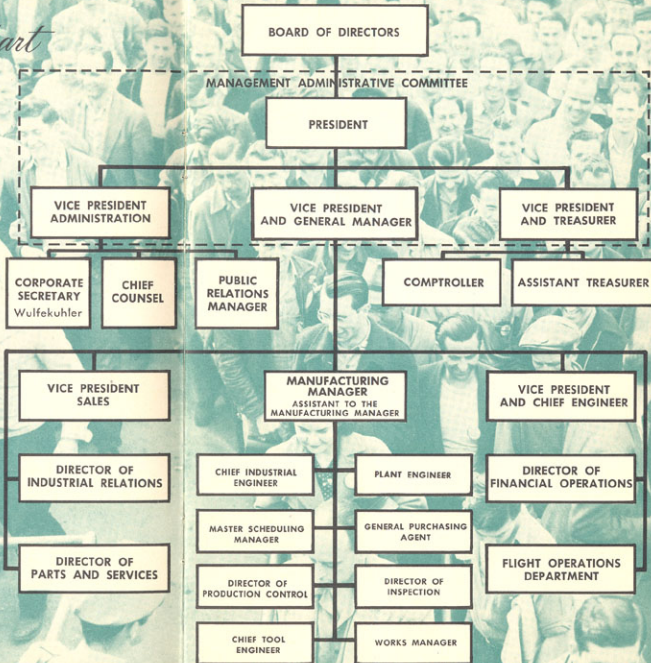
Cyril Chappell
Vice President,
Administration



Hall L. Hibbard
Vice President and
Chief Engineer



Carl B. Squier
Vice President,
Sales



FROM PLANS TO PLANES

A new airplane may start as no more than a salable idea—an idea that sets off years of imaginative sketches, slide rule calculations, drawings, forecasting, research and testing. With the aid of dies and fixtures and huge machines, designs turn into hundreds of separate parts that are then riveted or welded or cemented together. Lockheed's factories are among the most modern and best equipped in the industry, its work force among the most versatile and efficient.



1. Planning starts when Lockheed men meet with military and commercial customers to work out specifications for a new plane.



2. The plane starts to grow on paper—the first step in a three to five year job before assembly lines move. Some 2000 work in the engineering department.



3. Wind tunnel tests, drop tests, lab tests—all characteristics of the finished plane are predicted carefully before construction begins on the prototype.



4. Production planning begins with a mock-up or full scale model of the plane. Here manufacturing methods are planned and location of parts is tested for ease of manufacture, comfort, access.



5. Torture tests of parts to go into the completed plane must prove they have many times the strength required of them in service.



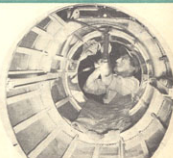
6. As the plane is ready for production, we must gather raw stock and materials from many sources to feed our fabrication shops and assembly lines.



7. Meanwhile, tool designers build plaster molds for dies and patterns, jig and fixture builders go to work, and engineers finish plans for the many parts.



8. Giant machines like this 200-ton stretch press form bars and sheets of metal into tough airplane parts. New airplanes use strong aluminum alloys and stainless steel.



9. Assemblers fit, trim, and rivet the parts into subassemblies—wings, tails, fuselage sections, fairings, and hundreds of small fittings.



10. Subassemblies come together in the final line. Workers bolt and rivet the parts together, install flight instruments, wiring and plumbing.



11. At last the finished plane, tough and dependable thanks to years of painstaking work, rolls from the hangar ready for flight testing and delivery to the customer.

Your Job and Your Future

You'll want to know many more things about your job at Lockheed than we can put into a book this size. We have many types of work here—some 190 classifications as a matter of fact. They call for varied skills and working conditions. But all form important steps in building airplanes.

Some of you get hourly wages, others get salaries. Union contracts cover many jobs but not all, and we've given you a copy of the agreement that applies to you if you are covered so you can become familiar with the details.

We've been quite general in the material that follows so that what we say will apply to most employees. Your supervisor will show you where other ways of doing things apply to you.

HOW WE CLASSIFY YOUR JOB

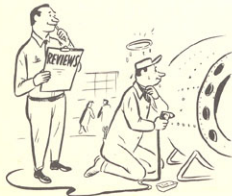
We want to pay you fairly for your work. To do this we describe each job in black and white. Then we rank the jobs according to skills, experience, effort, and other things. Sizing up these factors, we set up pay scales equal to or better than rates for comparable work in the area. All jobs have beginning and top rates, and you can climb the ladder of wage rates as your work improves and you gain more experience. In a rapidly changing industry like ours, we must go over our descriptions frequently. When jobs change, ratings and pay usually change with them.

HOW YOU STACK UP

Good work pays off. Every 16 weeks we look at the job you're doing and rate you. Your supervisor fills out an employee review in which he scores your dependability, quantity of work, adaptability, job knowledge, and

quality of work. One copy is for your department, the second goes into your permanent file in the personnel department, and the third comes to you so you know where you stand. Your supervisor will discuss your rating with you to help you do a better job. Both you and the company benefit from the review—it helps us in trying to get the best job done; it helps you to know just what we want and why.

PERSONNEL RECORDS COPY									
LOCKHEED AIRCRAFT CORPORATION									
EMPLOYEE PERIODIC REVIEW									
DATE	CLASS	NAME	POSITION	EMPLOYEE NO.					
1957	11	J. A. DOE		54130072543	032601				
PARENT RATE	WAGE RATE	LAST PAY	LAST PAY	LAST PAY	LAST PAY	LAST PAY	LAST PAY	LAST PAY	LAST PAY
1650	11.60	1002550103050	101650						
Describe specific work the employee has been performing during this review period and state the approximate length of time he has been on this type of work in your department.									
<i>Work on model 499 Cabin & Crew doors & miscellaneous other large assemblies for drilling, CRS & Assembly</i>									
DEPENDABILITY	<div> <div>Refuses to meet able to carry most responsibility; needs constant follow-up.</div> <div>Usually follows instructions; needs some follow-up.</div> <div>Willing and able to accept responsibility; requires little follow-up.</div> <div>Outstanding ability to follow through on all assignments with no detail supervision.</div> </div>								
QUANTITY	<div> <div>Exceptionally fast; unusual output.</div> <div>Does more work than expected in less than requirements.</div> <div>Output meets acceptable standards; is satisfactory.</div> <div>Output below normal requirements; definitely slow.</div> </div>								
ADAPTABILITY	<div> <div>Meets changed conditions with little effort; has outstanding ability to pick up new jobs.</div> <div>Learns well with minimum amount of instruction; adjusts himself well in a short time.</div> <div>Learns fairly well but needs detailed instruction for each new job.</div> <div>Is slow to learn; has trouble adjusting himself to changed conditions; needs constant instruction.</div> </div>								
JOB KNOWLEDGE	<div> <div>Has limited knowledge of his job; knows nothing of related work.</div> <div>Knows his job fairly well; has little knowledge of related work.</div> <div>Seldom needs help; has good knowledge of his job and related work; is well informed.</div> <div>Has excellent knowledge of his job and related work; is very well informed.</div> </div>								
QUALITY	<div> <div>Makes practically no mistakes; highest accuracy.</div> <div>Makes very few errors; is accurate; does high grade work.</div> <div>Makes some errors but does possible work.</div> <div>Makes mistakes frequently.</div> </div>								
COMMENTS									
<i>Works steady at all times, and is a very competent worker.</i>									
<div> <div>Will change in rate or description be recommended at this time?</div> <div>Yes <input type="checkbox"/> No <input type="checkbox"/></div> <div>If answer is "Yes," be sure to attach a completed Change of Status before this form.</div> </div>									
Supervisor	Date			Date			Date		
Executive	Date			Date			Date		



WHAT ABOUT RAISES?

Raises are up to your boss. If your supervisor feels you are doing good work and deserve more money, he will recommend it when he rates your performance. You'll notice the increase in your paycheck shortly after the change is approved. But he cannot give you a raise above the top rate for your job. When you reach the top rate, your review period stretches out to 32 weeks. Wage reviews can be made in between regular periods, of course, if your classification changes.

Good work + service time = pay raises.

GETTING AHEAD

Nearly everyone looks forward to promotions. In trying to place the best qualified and most senior employee in the best job, we have always kept the door open for promotion and transfer. To give everyone a fair chance when there are openings, we must weigh several points:

QUALIFICATIONS—Are you the most qualified for the job?

SENIORITY—Are you in line for the promotion?

AVAILABILITY—Can you be released without seriously hurting production?

PREFERENCE—Do you want the promotion?

Transfers are another means of getting ahead or finding the job you do best. If you have any questions about them, ask your supervisor. But remember, getting ahead is largely up to you.

GETTING ACQUAINTED

A lot of effort has gone into finding the right job for you. However, everyone starts off with a trial period. This allows us to see how you do, and also gives you a chance to make up your mind about Lockheed. Whether you become a permanent employee is up to both you and the company.

SENIORITY

Seniority is a measure of continuous service and greater usefulness to the company. It is important when it comes to promotion, transfer, retention in



times of cutback, and rehire if you should be laid off in the future. You gain seniority rights at the end of your probationary period, retroactive to your date of hire.

SETTLING DIFFERENCES

Even in the best-run families disagreements occur. If something about your working conditions bothers you, talk it over with your supervisor. Or, if you prefer, take it up with your union chairman under the definite procedures for settling differences that the company and the unions have worked out. You'll find this outlined in your copy of the union contract under "grievance procedure."



UNIONS AND YOU

We recognize the contributions that unions have made to today's industrial set-up. Lockheed and the unions here have a good record of many years of getting along together. We have collective bargaining agreements with four organizations: Lodge 727, International Association of Machinists; Plant Protection Lodge 1638, part of Lodge 727; International Brotherhood of Electrical Workers, AFL; and the Engineers and Architects Association of Southern California.

Your joining a union is entirely voluntary, and we want to deal fairly with all our people, whether represented or not. If you join any except the Guards, you must keep up your membership and pay your dues for the duration of the contract. The contracts provide that failure to keep up your membership is grounds for dismissal.

YOUR EARNINGS

YOUR 40 HOURS

Eight hours a day, five days a week, Monday through Friday—that's the regular work week. Because some parts of building an airplane are a round-the-clock job, we have three shifts. Regular day shift in the factory is from 7 a.m. to 3:30 p.m., with lunch from 11:30 to 12. Swing shift is 4 p.m. to 12:30 a.m., with lunch from 8 to 8:30. And graveyard is from 12:30 a.m. to 7 a.m. Most office and technical employees work from 8 a.m. to 4:45 p.m. on day shift.

TIME-AND-A-HALF AND DOUBLE

Sometimes we must finish an urgent job despite the final whistle, and you may be asked to put in overtime. When this happens, we try to be fair by spreading around the additional work load and extra pay. If you are paid by the hour, you will get time-and-a-half for overtime during the regular five-day week and for the sixth day. It's double time for the seventh. All overtime must be authorized by the company, and your supervisor will try to let you know in plenty of time if you are needed.



EVENING AND NIGHT HOURS

You are paid a bonus for working swing and graveyard shifts and nonstandard weeks. Here's how it works:

SWING SHIFT—Eight cents an hour bonus over day rates.

GRAVEYARD SHIFT—For six and one-half hours work, including a half hour for lunch, eight hours pay plus six cents an hour bonus.

NONSTANDARD WORK WEEK—Five cents an hour bonus.

THAT BIG DAY

You'll look forward to Friday. The paycheck you receive that day covers the previous week, from Monday morning to Sunday night. This short delay gives the payroll people time to figure your hours and deductions. So don't look for your first check until the second Friday after you come to work.



Sick leave pay, any special pay such as flight bonuses, and all pay adjustments are either attached to or included in your regular check. Vacation checks are paid in advance on the Friday before you leave. Unless you say so in writing, no one but you may receive your paycheck. If you're ill, you may ask that your check be mailed.

PAYING THE EASY WAY

When you put that paycheck in your pocket, do you realize you've already paid for a lot of things? The stub on your check shows your deductions and you should keep it as a record. Let's see where your money goes:

You **MAY** authorize in writing:

- 1 Group life, health and accident insurance
- 2 Union dues
- 3 Credit Union savings
- 4 U. S. savings bonds
- 5 Buck-of-the-Month Club dues

You **MUST** pay:

- 1 Federal social security (old-age benefits)
- 2 Federal income tax
- 3 State unemployment disability insurance

YOUR PAY BEFORE DEDUCTIONS

YOUR PAY AFTER DEDUCTIONS

HOURS YOU WORKED

LOCKHEED AIRCRAFT CORPORATION
Burbank, California

EMPLOYEE'S EARNINGS STATEMENT

DATE: JUNE 30, 1961
EMPLOYEE: J. R. DOE
EMPLOYEE NUMBER: 33326013
FEDERAL SOCIAL SECURITY: 02-65-081
FEDERAL INCOME TAX: 7.14
STATE UNEMPLOYMENT DISABILITY INSURANCE: 6.25
TOTAL DEDUCTIONS: 13.39
GROSS PAY: 65.04
NET PAY: 51.65

NOT NEGOTIABLE

You **MIGHT** have to pay:

- 1 Wage assignments in accordance with state law
- 2 Reimbursement to the company for tools, keys, passes, or badges you lose

If you want to stop any deductions you have authorized, be sure to let the payroll department know in writing. Also, you should file a new withholding tax form if your number of dependents changes, so that your income tax deduction may be corrected.

LET'S TAKE TEN

Rest periods give you a chance to relax and have a smoke if you like. Two 10-minute rest periods are provided on both day and swing shifts. Day shift rest periods are at 9 a.m. and 1:45 p.m.; swing shift, at 6 p.m. and 10:30 p.m. Smoking is allowed in the factory during rest periods unless signs say otherwise.

LOCKHEED PROVIDES YOU:

Vacations: After you have been here a year, you are eligible for a vacation and the chance to go fishing. During your first five years, if you're paid by the hour, you receive one week's vacation with pay each year. From then on your vacation lengthens to two weeks with pay. Vacation time doesn't accumulate, so take yours each year. When the work schedule permits, you may plan your vacation for whatever time you choose. In case of conflicts the most senior employee has preference.

If you are laid off after 15 months service or more, you will be paid for the amount of vacation time you have coming. Vacation pay is figured at straight time for an eight-hour day.



Holidays: Six paid holidays come our way during the year—New Year's Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving, and Christmas. Besides the time off, you receive a full eight hours pay at straight time if these holidays fall during the work week. One condition: to be eligible for holiday pay, you must work on either the work day before or that immediately after the scheduled holiday. No extra time off or pay for holidays on Saturday, unless we are on a regular six-day schedule. If a holiday falls on Sunday, we observe the following Monday. Once in a while when you may be asked to work on a holiday, you'll be paid both the holiday bonus and wages for working that day.

Sick Leave: To help you over those days when you are ill, the company allows six days a year sick leave. You become eligible for this after working here 12 weeks. You may need this leave badly sometime, so don't figure on it as extra vacation. Unlike vacation time, unused sick leave accumulates from one year to the next for all employees except those represented by the Engineers and Architects Association, who chose another plan. However, you can't take more than 12 days in any one year. Two things to keep in mind: you must notify your department within 24 hours as to why you're away, and you must fill out a verification card with signatures of your doctor or a relative and your department head.

Workmen's Compensation: We are proud of our safety record, one of the best in industry. But occasionally someone gets hurt. If you are injured on the job, workmen's compensation insurance paid by the company provides free medical care. And after a waiting period of one week, if you're laid up from the injury, you receive part pay for your wage loss. It is very important that the nearest company first aid station be notified if you're hurt on the job. If you need outside medical care for your injury, clear with our medical de-



partment before calling in your family doctor. Then you will be protected if there is any question later about who pays the bills.

Jury Duty: Because our work is important to national defense, our employees often are excused from jury duty. But should you be required to serve, the company allows you a maximum of 20 working days off for your jury panel term. We make up the difference between the jury pay and your regular base rate. Be sure to let your supervisor know as soon as you are called.

BENEFITS YOU MAY WANT AND NEED

LOCKHEED MEDICAL SERVICES

When accidents happen on the job, it's good to know you will be taken care of at once. Our medical department is well set up to handle emergency treatment in the plant hospital and first aid stations. A doctor is on duty at our hospital day and night, and qualified nurses are on call throughout the factory. In serious cases after emergency treatment patients are sent to a regular hospital. Most injuries can be taken care of entirely within our own medical facilities.

Our examining room also makes regular physical checkups of people working in jobs where there may be possible health hazards and hearing examinations of those in exceptionally noisy areas. People hiring in get complete physicals. Since even minor injuries can become serious, we urge you to report immediately to the medical station. It's there for you to use.

OUR GROUP INSURANCE PLAN

We hope you know a good thing when you see it. Group insurance is one of the least expensive ways to protect yourself and your family against hardship caused by death or illness. Our plan is voluntary. If you join, a weekly deduction from your check pays your premium. The group plan includes life insurance; accidental death or dismemberment benefits; hospital, surgical, and medical expenses; laboratory and x-ray fees; and nonoccupational disability payments. You can cover your family for hospital and surgical care with a slightly larger deduction.

You will be covered by the group insurance plan after you join the company and make application under rules outlined in the *Employees Group Insurance Plan* booklet. We hope you will give the group plan some thought and look carefully through the booklet we gave you. Remember, this is a plan that gives insurance protection much cheaper than you can buy it as an individual.

BLOOD DONOR PROGRAM

We are a member of the American Red Cross blood bank. You and every member of your family is entitled to blood transfusions at no cost if you should need them. But this program needs the help of all of us if supplies are to be built for disaster or military use. See your supervisor for a blood donor's card and a chance to help yourself, your fellow-employees, and the nation.

WHEN IT'S TIME TO TAKE LIFE EASY

Your future is important to us. To add to what you will get some day from social security, Lockheed has a retirement income plan that the company pays for entirely. It provides death and termination benefits as well as retirement income. We include every one of you in the plan after you have at least five years of service and are making more than \$3000 a year. But don't confuse our plan with social security. Our plan is additional and costs you nothing.

Here's how it works. The company makes regular deposits in a trust fund to build up your retirement benefits. Normal retirement date is your 65th birthday, and the amount you get depends on your income and length of service. When you come under the plan, you will receive a booklet that explains in detail how it operates.

BUCK-OF-THE-MONTH CLUB

Two bits a week, a buck a month. Multiply that by the thousands of people at Lockheed, and you have a sum that can do a lot of good helping fellow-employees in emergencies and in worthy charities. The Buck-of-the-Month Club is organized for just that purpose. When you join, 25 cents a week is deducted from your paycheck and put in a fund to take care of emergency

cases among Lockheed people and to make donations to dozens of charities including the Community Chest. An executive committee made up of representatives from the LERC, the unions, and the company decides where the money goes.

You can do a lot of good with a little money, and you won't be bothered by solicitors in the factory. Are you with us?

CHOW LINE

At lunch time try one of the canteens right in the factory. You can get wholesome food and coffee or soft drinks at reasonable prices. The canteens are run by a restaurant company and are open every day during lunch hours. Canteen areas are yours to use whether you buy or bring your lunch.



Factory canteens serve hundreds daily with hot food and snacks.

CREDIT UNION

Money in the bank and a good place to borrow when you need it—that's why we have the Federal Credit Union. As an employee, you may join by making a deposit. Each \$5 entitles you to one membership share and a share in the profits. You make cash deposits, or better, authorize a regular deduction from your paycheck. And the money you deposit is always there if you need it. The credit union makes loans to members at low interest.

The credit union, a corporation entirely separate from Lockheed, operates under a federal charter. Each depositor has a say in how it is run and how earnings are divided. Earnings are divided among members in the form of dividends.

LOCKHEED EMPLOYEES RECREATION CLUB

Do you like sports, dancing, stamp collecting, Scouting? These and dozens of other activities make up the program of the Employees Recreation Club. You're a member, and it doesn't cost you a cent. The LERC is set up to organize recreational and sports activities for all Lockheed people. Within the LERC there are many smaller clubs for those with special interests and hobbies.

You have a vote in electing the employees' council, which in turn chooses the club officers and executive committee. Several years ago the company gave the club some property and buildings. Income from this property, along with government bonds, now provides the money to pay for the club's activities and equipment.

See you at the Fall and Spring dances, the all-plant picnic, or the Christmas party for your children. And if you like sports, sign up—we could use you on one of our teams.

LERC sports programs—basketball, softball, golf, bowling and others—attract hundreds.



Square dances are regular events in the LERC series open to all men and women.



Women employees hear discussion of company activities in one of many training programs.

EARN AND LEARN

Do you want to fit yourself for a better job and more pay? Training programs may help you. Our apprenticeship courses, which take four years to complete, train jig builders, tool and die makers, machinists, and service mechanics. Training is on-the-job with four hours a week of classroom work and rotation of job assignments. We take applications once a year.

In our work-discussion program your foreman gets together with you and other employees to talk over problems of quality and costs. This gives you a chance to learn production methods and suggest improvements.

Employees with suitable educational background learn special company functions and prepare themselves for management jobs in the supervisory reserve training course.

The company gives such special technical training as radar, time study, methods, and machine operations when requested by a foreman. Outside courses are also arranged with schools and colleges for those who want further academic training.

The Lockheed Star keeps you posted on what's doing in training programs, and the training department can give you help on your particular needs.

KNOW THE SCORE

ENTERING AND LEAVING THE PLANT

With hundreds of people coming through the gates at one time, things would be confused without a few rules. Unless you have special permission, you may enter the plant only for your own shift. To leave during your shift, you must have permission from your supervisor.

Don't bring guns, explosives, or cameras into the plant. If you find it necessary to take tool boxes, packages, or other materials from the factory, your supervisor will give you a gate pass. Guards will inspect anything of this sort which you take out. They will also want to take a look at your lunch pail.

PERMANENT PASS AND BADGE

We are doing important work here—much of it classified secret by the Air Force and Navy—and we don't want people around who don't belong. Each employee must show both pass and badge to enter the plant. You have a temporary pass to use until your permanent one with your picture is ready. Notice the expiration date on your temporary pass. Be sure to call the plant identification bureau before this date and arrange to pick up your permanent card.

Wear your badge in plain sight above your waist while at work. This badge shows your department, shift, plant, and employee number. People whose work takes them into several departments are issued roving badges.

If you forget your pass or badge, don't go back home for it. Go to the identification bureau in your plant. You will get a temporary card good for your shift. Same with losing your pass or badge. Report it right away to the identification bureau. A new badge or card costs you a dollar, refunded if you find your old one later.



GET CARD FROM
RACK AT CLOCK
STATION



PUNCH IN



SIGN CARD

CARD
PICKED UP
BY
TIMEKEEPER
OR
SUPERVISOR



TIMEKEEPER
RETURNS
CARD
BEFORE
END OF
SHIFT



... AFTER
FINAL WHISTLE
BLOWS



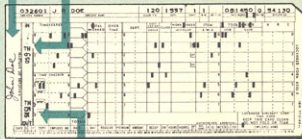
PUNCH OUT



DROP CARD
IN BOX AT
STATION

YOUR BILL TO THE COMPANY

Your timecard is your bill to the company for your services. So be sure it's right. Take your card from the rack each day, punch in at the beginning of your shift, and sign it. In some departments a



timekeeper picks up your card during the shift and returns it to the rack. In others, someone else picks it up, or you may keep it yourself until the end of the shift. At quitting time punch out and drop your card in the box provided. Don't let anyone else punch your timecard—it's your bill.

ATTENDANCE AND TARDINESS

Your job depends on Lockheed's success, and the company relies on you to do your job. We're all in this together—we've got to get the planes out and keep our customers happy. Like a hockey team limping along with a player in the penalty box, one person away from work can slow down our job.

Once in a while you may not be able to make it. When this happens, let your department know ahead of time if possible. If you can't do this, call during the first four hours of your shift. Five days away without word from you, and we figure you've quit.

It's important to be on time, too. On some jobs lateness can cause almost as much trouble as absence. And it costs you money. You are docked for each 10 minutes, or part thereof, that you're late.

Absence or lateness isn't good, but if occasionally you can't help it, the important thing is: let us know so we can have your work done until you get back.

PLAY IT SAFE

Lockheed is a safe place to work—safer even than your own home. The people here make it that way. We spend time and money figuring safer ways to do things and finding safer machines. But it's up to you, too. And don't forget, your safety is important to others—your family and friends and the company. We hope you will read *Safety Is Part of Your Job* and take it seriously. Naturally that booklet can't answer all your questions, so don't be afraid to ask your supervisor the safe way.

SMOKING

When and where you smoke has a lot to do with safety. Use common sense and stick to the rules. Areas with inflammables are DANGEROUS places to smoke. They are plainly posted NO SMOKING. Also, you can't smoke while walking through the aisles or entering or leaving the plant. Otherwise you may smoke before and after your shift, during rest periods, and during lunch.



A WORD TO THE WISE

Let's be careful what we say—most of our work is for national defense. When you hired in, you signed a secrecy agreement. We know you want to live up to this agreement and won't talk about really secret stuff. But a lot of times some apparently harmless talk can give just the tip someone needs to fit the whole secret together.

TERMINATIONS

We hope you plan on staying with us. But if you must leave and want to be paid your final check on the day you leave, let your supervisor know at least three days ahead of time. At any rate, don't just quit. Tell your supervisor you're leaving and he will explain the various things you should do.

WATCH THESE

If we are to work in a safe and orderly plant, we need regulations for the same reason we have traffic laws. Certain rules are especially important. Be careful about these, because breaking any of them can cost you your job:

CANTEEN: For use only at your scheduled lunch period, not at other times during your work day.

LUNCH PERIODS: At your scheduled time—don't leave early or return late.

GIFTS AND PETITIONS: Soliciting money, selling things, circulating petitions, or passing out handbills on company property are forbidden.

TIMECARD: Only your own—punching another employee's card or letting him punch yours is fraud.

THEFT: Report it at once to your supervisor or the nearest guard.

GAMBLING: Prohibited on company property.



DRINKING: Also prohibited—and don't come to work under the influence.

IDLENESS: Do your share of work. When you finish a job, report for another.

PERSONAL PROJECTS: Don't use company material, time, or equipment for your own projects.

CLOCK RUSHING: Dangerous and unnecessary—wait for the final whistle, then walk.

SMOKING: Careful about the right time and place—never in areas marked NO SMOKING.

SAFETY: Follow the rules and use common sense. Horseplay and disorderly conduct are dangerous and are prohibited. Walk, don't run.

ABSENCE: Your responsibility to report promptly.

ATTACHMENTS: Frequent wage attachments cause a lot of trouble, so let's avoid them.

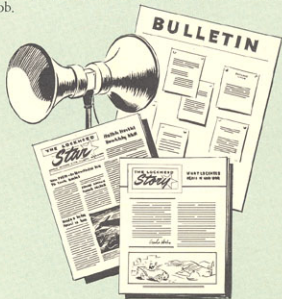
FALSIFICATION: Tell the truth in your employment application and other forms you sign.

KEEPING YOU POSTED

You have to stay up to date to know your way around. Your supervisor will pass along most information to you. But we have several other ways of getting in touch with you when there are important things you should know. When the message is personal we often write you.

For special announcements we use the public address system—usually during rest periods when things are quiet.

Official company bulletin boards are spotted throughout the factory. They are plainly marked. Here's where you'll find important rules and regulations and official information affecting your job.



The *Lockheed Star* is our company newspaper. It comes out every other Thursday and has stories of interest to Lockheed people and important announcements. All employees can run classified ads free.

The *Lockheed Story* tells you interesting and important things about the company—how it's organized, how we do things, and our company ideas on some of our major problems.

Lockheed SUBSIDIARIES

Lockheed's reputation, quite properly, is that of a builder of fine military and commercial airplanes. During World War II we made nearly 20,000 planes. And since that war we have turned out about a fourth of all new airline transports and about a tenth of all military ships produced in the United States.

So not everyone realizes that we have many other interests, ranging from aircraft overhaul and airport operation to making wheels and casters. Our wholly owned subsidiary companies since the war have accounted for more than an eighth of our sales.

The Lockheed Air Terminal next to our main A-1 plant, for instance, is the nation's largest private airport that handles 1500 incoming and outgoing airline passengers a day and a constantly rising volume of business flying and air cargo. Lockheed Aircraft Service for the repair, maintenance and overhaul of military and commercial planes operates bases in Burbank, New York and Iceland. Airquipment Company manufactures aluminum industrial accessories, sealed Aerol wheels and casters, and ground and materials handling equipment like passenger loading ramps and maintenance platforms.

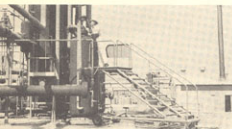
Lockheed also holds a controlling interest in Pacific Finance Corporation, one of the nation's largest business and personal loan companies with offices in eight western states.



Lockheed Air Terminal buildings.



Military planes overhauled at LAS base.



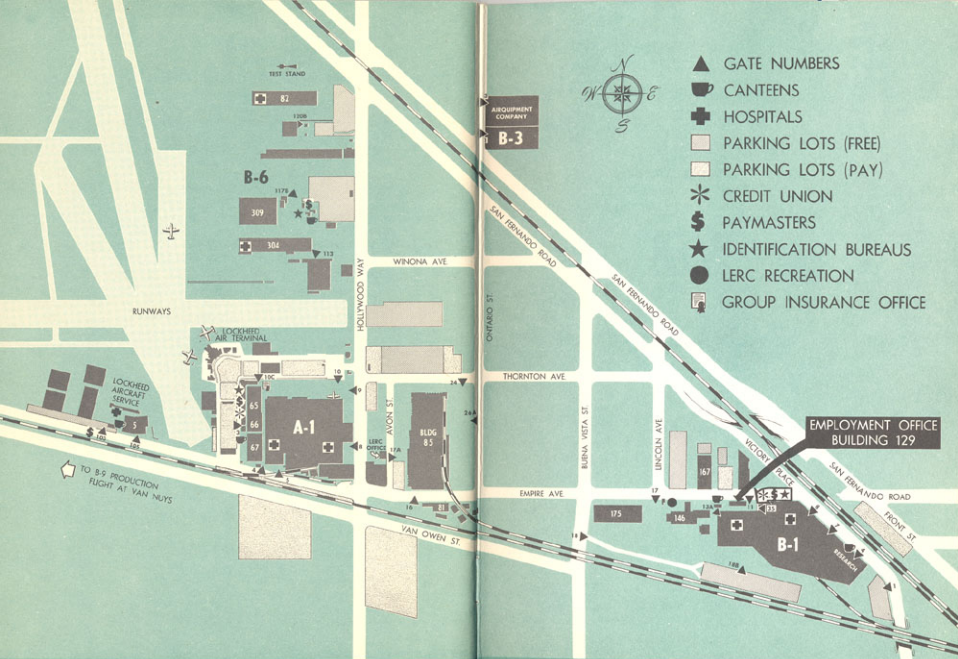
Airquipment stand used by oil industry.



One of Pacific Finance's 79 offices.

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LOCATION OF PRINCIPAL LOCKHEED BUILDINGS AND EMPLOYEE SERVICES