

Secretaries with know-how can get ahead

United Press International
NEW YORK — The secretarial route to management is becoming more common, but being a secretary can be a rewarding career in itself — if it's approached in the right way, the author of a book for secretaries says.
 "A good secretary has an extraordinary range of skills but she often doesn't know how to capitalize on them and translate them to higher pay and a more interesting job," Jodie Berlin Morrow said. She has translated

her experience giving seminars to secretaries into "Not Just A Secretary" (Wiley Press \$8.95), a book she co-authored with Myrna Lebow on how to get ahead in the field.
 "Secretaries have all the leadership skills," Morrow said. "Demand far outstrips supply and if a secretary is smart she can carve out an administrative job for herself."
 Morrow uses the "she" gender throughout the book with reason. More than 99 percent of the almost 4 million people employed as secretaries are

If you're using the secretarial route to management, learn everything you can about the company and industry you are in. The knowledge can lead to lucrative careers in sales or marketing.

women. She never has been a secretary but her co-author has. Secretaries have become more assertive. They have organized to some extent and even have a "National Secretaries Week" this week.
 But there's a long way to go. "Society still underrates her job,

her boss underrates it, her company underrates it, and she underrates it," Morrow said.
 She said she prefers to go beyond the traditional "don't" approach and concentrate on "do's." The book touches all bases on how a secretary can move up, or, if she likes her job,

enhance it, beginning with assessing her skills.
 "Skills go far beyond typing and steno," she said. Secretaries have to deal with people on many levels, act as a public relations representative, be able to handle information, make decisions on the spot and be familiar with office procedures.
 "The first step in our seminars is to have the women honestly assess their skills," she said. "We have them keep a time log. It's a pain but it's an eyeopener. Many are amazed at what they do."
 The next step is approaching the boss with the new knowledge. Morrow said the most important thing is to be "direct

and non-confrontational."
 Here's what she advises a secretary to do with her future:
 If you are in a dead-end job she recommends looking for another one, but not just any secretarial job.
 "Find a field you are interested in," she said. "If you have no interest in insurance, you shouldn't look for a job as secretary with an insurance company."
 Look beyond the "job" attitude and toward a career. Find out the educational requirements or knowledge in the field you are interested in and get additional education if necessary.
 Be honest about your abilities.

If you are interested in home decorating, but don't have the talent to become a designer, for example, you can find a job in the home sales.
 Look at your whole life. How do you like to dress, what kind of people you are most comfortable with. If you like to be up-to-the-minute fashion, for example, you might be better working at an advertising agency than at a bank, a more conservative environment.
 "Interview your prospective employer," Morrow said. "Ask the former secretary what the firm's policy is on promotions."



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Government narrows list for nuclear waste dump

United Press International
WASHINGTON — The government plans to cut the list of potential sites for the nation's first high-level radioactive waste dump to five or six by this summer, the Energy Department's top nuclear waste official said Tuesday.
 The government has nine sites in six states under study as possible locations for the underground nuclear dump — Texas, Nevada, Louisiana, Mississippi, Utah and Washington.
 Michael Lawrence, acting director of the Office of Civilian Radioactive Waste Management, said the department will release a detailed "mission plan" next month that will establish a schedule for partially opening the first nuclear waste storage site by 1998.
 But the program has been struggling and falling behind schedule as it encounters scientific problems and major public opposition in every state under consideration.
 Lawrence said at a briefing he views the mission plan as a document that will lay out a realistic schedule for developing a site to store 70,000 metric tons of waste material from commercial nuclear power plants. The waste remains dangerously radioactive for thousands of years.
 "We will still end up with a 1998 (opening) date because Congress was specific and our contracts with utilities call for acceptance of waste by then," said Lawrence.
 The rest of this year is critical to the program, he said, because the department intends to release reports by Aug. 1 that will drop three or four sites from consideration.
 After that, the department intends to nominate three sites by November or December, Lawrence said. Under the Nuclear Waste Policy Act, three locations must be nominated by Jan. 1, 1985.
 Those three sites will receive "detailed site characterization" to determine their suitability for the waste storage.
 The department reported to Congress late last year it will not be able to recommend a single site by 1990, although the law

calls for the president to recommend one site to Congress by 1987.
 Under the new plan the selection still will not occur by 1990.
 "We've got to be certain technical basis for the selection is impeccable," Lawrence said.
 After 1990, Lawrence said, the schedule will proceed as follows:
 —NRC licensing of a site by 1994.
 —Preliminary construction work from 1994 to 1998.
 —In 1998, the facility will begin partial operation, accepting only 400 tons of radioactive waste per year, increasing to 3,000 tons per year within five years.
 Lawrence said his office has resolved most of the technical problems with the Nuclear Waste Policy Commission over selecting guidelines for siting waste sites.
 As a result, he hopes to get the NRC's approval for guidelines by May. Under the guidelines, the department must get NRC concurrence for the selection plan.

Astronauts foiled by pin in capture of Solar Max

United Press International
SPACE CENTER, Houston — A 1-inch long fiberglass pin used to hold a thermal blanket on a sun-watching satellite almost doomed the rescue of the \$245 million satellite earlier this month, astronauts said Tuesday.
 Astronaut George "Pinky" Nelson said his initial efforts to capture the Solar Max satellite were foiled by the small pin that protruded near a steel docking pin.
 He said an investigation revealed that drawings used by engineers to design the TPAD failed to show the small fiberglass pin.
 Nelson and fellow crewmates — Robert Crippen, Terry Hart, Dick Scobee and James "Ox" van Houten — eventually snared the satellite with Challenger's 50-foot robot arm and

the crew earned its nickname the "Ace Satellite Repair Party" by repairing the satellite and putting it back into orbit during their six-day flight.
 Scientists said the first satellite repair job in space salvaged the \$245 million Solar Max satellite and paved the way for future satellite repairs.
 The crew of the 11th mission showed off slides, video tapes — just a portion more than 3 miles worth — that they took during space voyage.
 The crew praised the longer for its performance, suggested engineers keep working to improve the shuttle-let system.

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