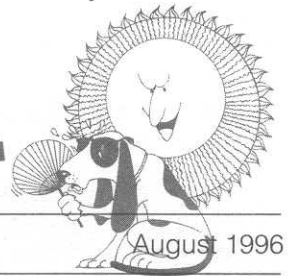


EMPLOYEE UPDATE



Volume 2, Number 7

Falls Church Division

ISO 9001 Campaign Underway by Tom Fioretti

The Falls Church Division ISO 9001 campaign is in the final stage of the certification process. National Quality Assessors (NQA) will review our policies and procedures this month in order to assess compliance with the ISO standard. Additionally, in anticipation of the NQA visit, auditors from Quality and Engineering are conducting pre-survey audits of our internal work instructions and employee ISO awareness levels.

Early next month, NQA is scheduled to conduct the highly anticipated, official internal assessment. You all have been working very hard to prepare for this event, and I believe the Division will do very well—with

few, if any, corrective actions to be taken.

As you may know, the on-site assessment will involve the Falls Church facility only. Employees at our off-site locations (in

Fredericksburg, Virginia; Pensacola, Florida; and Washington, DC) will be briefed on the ISO program so that all Falls Church Division employees will know what is going on and have access to ISO documentation.

Although hard copy distribution of ISO policies and procedures will be limited, an ISO Web site is under construction for internal Division use. Employees who browse the site will be able to access all ISO documentation. □



Corporate Connection

Record Earnings Reported. Raytheon Company reported record second quarter earnings of \$209.4 million, or \$.88 per share, on record sales of \$3.112 billion. "We continued to strengthen Raytheon as a diversified commercial company and we remain a top tier player in a consolidating defense industry due to the performance of Raytheon E-Systems," said Dennis J. Picard, Raytheon's chairman and chief executive officer. "Raytheon's second quarter was led by increased overall commercial sales and profits, and we ended the quarter with a record total backlog."

Pentagon Rankings Released. Raytheon has placed sixth on the Pentagon's recently announced list of the 100 largest defense contractors for Fiscal Year 1995 with \$2.9 billion in prime contract awards.

Reconnaissance System Contract Awarded. The Republic of Korea has tapped Raytheon Company to provide a state-of-

Continued on page 3

ISO Countdown . . . 5 days until Assessment Day.

Falls Church Division Hosts Health Fair

Home Run for Health, Falls Church Division's first in-house health fair, was held on July 25. The event, which attracted 16 exhibitors and 250-plus employees, scored big with free blood pressure checks, glaucoma tests, neck massages and fitness evaluations.

Attendee Velva Weeks hit her own home run, winning the fair's grand prize, a Marriott weekend getaway. Jerry Benteler won a \$30 gift certificate from Sir Walter Raleigh's, Lori Korehi won lunch for two at Sign of the Whale and Phelicia Boone won brunch for two at Grevey's.

Health Center Coordinator Rosalie Georgeadis rated the event a "huge success" and thanked all the employees who supported the fair. Apparently, Falls Church was a hit with the exhibitors, too. One was heard saying, "What pleasant people! I'd like to work here." □



Marriott Foods Executive Chef Don Niebuhr (at left) spices up his low-fat cooking demonstration with free samples for Health Fair attendees.

SEPG Initiates Improvement Plan by JoAn Ferguson

The FCD Software Engineering Process Group (SEPG) was formed in November 1995 to direct and coordinate the Division's software process improvement efforts. As a result, the FCD software process improvement efforts were redefined and refocused with the following primary goals identified:

- Increase project performance predictability by developing better software cost estimates and increasing our project planning and tracking activities.
- Enhance quality and productivity by documenting, teaching and carrying out the Division's best practices.

These goals are common to many organizations in our industry, and the Software Engineering Institute (SEI) has defined a framework for guiding software process improvement efforts. This framework is documented in the SEI's Capability Maturity Model (CMM) for Software.

The SEPG established a hierarchical organizational structure to manage our software process.

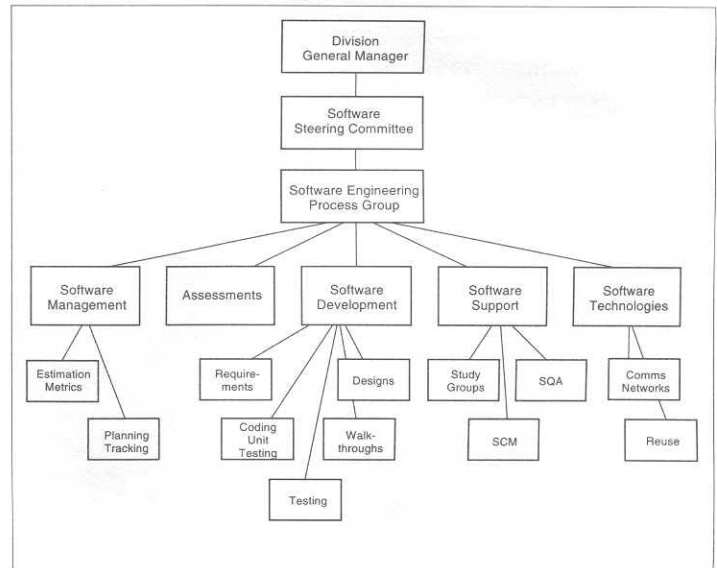
The CMM requires that the organization's standard software process be documented. Again, a hierarchical framework was defined. Recognizing that no single process will meet the requirements of all programs at our Division, the SEPG decided that each project will describe the tailoring of the standard software process

in a Software Development Plan.

The focus of the SEPG's recent efforts has been in documenting the "best practices" currently in use at Falls Church. The SEPG recently released its first version of the FCD Software Practices Manual (SPM). The SPM may be viewed from the Division's SEPG home page: <http://recsys1.se.melpar.esys.com:80/info/sepg>. Hard copy versions will also be available.

An overview of the SEPG's process improvement activities and the SPM has been presented at several software process briefings at the Falls Church and Fredericksburg facilities. Employees wishing to attend future SEPG briefings should contact Q.T. Nguyen at qnguyen@fc or ext. 4010.

The SEPG's monthly newsletter describes current activities within the group and offers articles of interest to the Division's software community. Contact Celeste Peterson at cpeterson@fc or ext. 2613 if

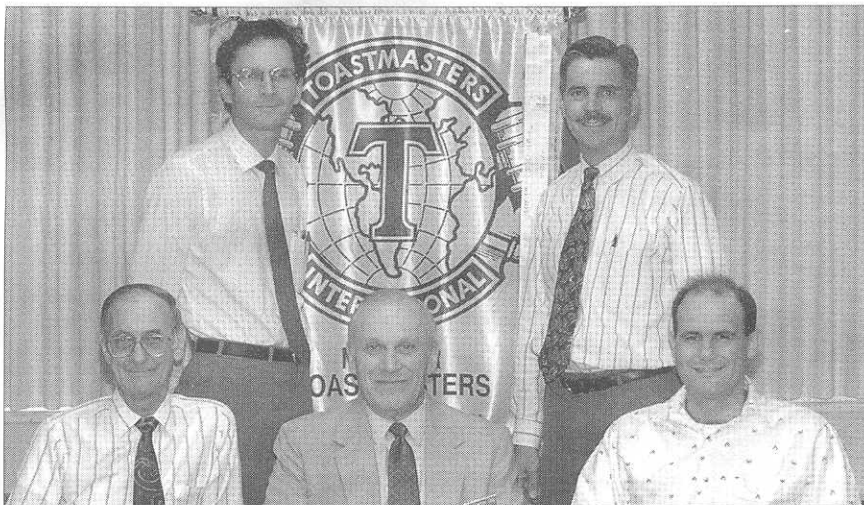


SEPG Hierarchy

you would like to be added to the newsletter's distribution.

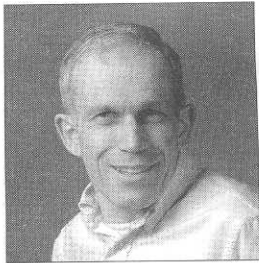
The SEPG is supporting programs as they transition to the activities described in the SPM. All programs starting on or after September 30, 1996, are required to follow the practices described in certain SPM sections. Existing programs are expected to follow the practices as they make good business sense. □

Toastmasters Officers Installed



Newly installed Toastmasters officers include (front row, from left) Wade Gunn, Vice President of Education; Dick Tymoch, Vice President of Membership; and Rocco Tenaglia, Vice President of Public Relations; (back row) Joe Baran, Secretary and Treasurer; and Chuck Eby, President. (Not pictured: Karen Newcastle, Sergeant-at-Arms.) The Falls Church Toastmasters Club meets each Thursday at 11:45 a.m. in the Shenandoah Room. All employees are invited to sit in on a session and see what Toastmasters is doing to promote communication and leadership skills. For more information, contact Chuck Eby at ext. 2773 or ceby@fc.

July/August 1996 Service Awards



Bernard O. Spector
Thirty Years

Fifteen Years

Gerald L. Ehlers
Suzan M. Foulks
Marvin A. Hunter, Jr.
Alan G. Hupke
Carol J. Long
Celeste R. Peterson
Cortland G. Pohle III
William D. Seward
Douglas A. Welch
Russel B. Wolfe

Ten Years

Kirk D. Ainsworth
Joseph W. Bickford
Kathleen M. Dixon
Thomas M. Fraley
Sikhan O. Lee
Lawrence A. Partlow
Glenn R. Templeman
Michael O. Tierney
William R. White
Kelly Williams
Kenneth B. Yancey

Five Years

Terry W. Allen
Darlene D. Carter
Beverly D. Charlesworth
Robert C. Ewald
Ferdinand B. Harrington III
Barry E. Hemmerdinger
Cheryl E. Hipke
James C. King
Tracey A. Serle
John F. Weber
James R. Wills

CORPORATE CONNECTION

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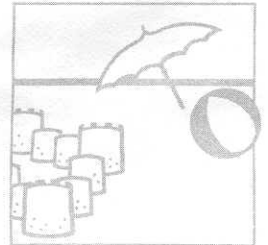
the-art airborne reconnaissance system. The system will use reconnaissance equipment developed and integrated by Raytheon E-Systems and will be installed on four Hawker 800XP jet aircraft made by Raytheon Aircraft. Four additional Hawker 800XP aircraft will also be purchased by the Republic of Korea for similar purposes. The value of the contract for Raytheon could exceed \$250 million over the life of the program. Work on the program will be performed at the Greenville Division and is expected to begin in the fall of 1996.

Strategic Alliance Announced. Raytheon E-Systems has entered into a strategic alliance with Instrumental, Inc. of St. Paul, Minnesota, and GENIAS Software GmbH of Neutraubling, Germany. The companies will jointly develop and market advanced systems management products and services that substantially improve the capability, productivity and return on investment of government and commercial organizations using distributed, high performance computer systems.

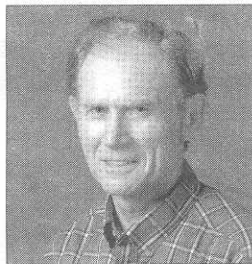
For details on these and other Raytheon business stories, visit the Raytheon Company home page and related Web links at <http://www.raytheon.com>. □

Movers and Shakers

Name	Promoted From	Promoted To
Michael J. Elia	Associate Software Analyst	Software Analyst
Emily W. Hassick	Secretary	Engineering Assistant
Peter K. Kelly	Operations Analyst	Senior Operations Analyst
Donald F. Krintz	Software Analyst	Senior Software Analyst



Retirees



Gary D. Goodman
Twenty-one Years



Hugh L. Shoemaker
Twelve Years

Falls Church Division

ETHICS HOTLINE

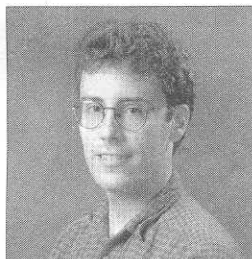
Corporate Hotline
1-800-971-4888 TOLL-FREE



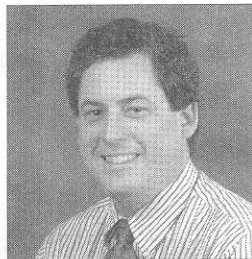
Raytheon Ethics Hotline
1-800-423-0210 TOLL-FREE

**Identities of callers will be held
in strictest confidence.
Anonymous calls will be accepted.**

Academic Applause



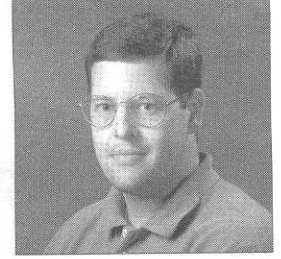
Martin J. Bashore
M.S., Computer Science
Johns Hopkins Univ.



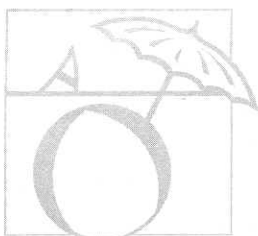
Michael A. Curry
M.E.M.
Geo. Washington Univ.



Sharon J. Donovan
B.S., Bus. Admin. &
Economics
Strayer College



Douglas F. Gardner
M.S., Computer Sci.
Johns Hopkins Univ.



Sports Corner . . . Heading Home as Champs

Closing out a stellar softball season, FCD's own "Heading Home" captured the Women's Division IV summer championship recently. The team, which played a 12-week schedule, competed in the Fairfax Adult Softball League.

Player-Coach Lisa Bossert is recruiting for the fall softball season which begins in early September and runs for eight weeks. For more information, contact Lisa at ext. 4474 or Assistant Coach Lori Love at ext. 4570. □



Women's Division IV softball champions include (front row, from left) JoAnne Whitcomb, Debbie Jaudon, Linda Armistead, Jen Lawson, Katie Love, Kathleen Fitzgerald, Amy Kaufman and Erin Monaghan; (back row) Assistant Coach Lori Love, Denise Phillips, Dalida Nigro, Denise Steigle, Maggie Croghan, Mary Serafin, Carolyn Whitney and Coach Lisa Bossert.

..... Notification of Asbestos-Containing Materials

Most buildings constructed before 1980 include some form of asbestos-containing material (ACM). The main building of the Falls Church facility falls into this category, and the Occupational Safety and Health Administration (OSHA) requires that employees be notified of ACM in that portion of the facility.

Specifically, ACM includes the main building's older, dark brown floor tiles, most of which have been covered with carpet or new tile. It also includes tape on duct edges and insulation on hot/cold waters pipes. These ACM areas are not accessible to the general Raytheon E-Systems employee.

Annual surveys of our facility are conducted by a licensed asbestos inspector from the Facilities Department, and needed remediation of ACM is performed as required. Air monitoring has been performed throughout the building, and all testing indicates that employees have not been exposed to airborne ACM. □

NOTE: IF YOU WOULD LIKE ADDITIONAL INFORMATION ON ACM AT THE FALLS CHURCH DIVISION, CONTACT JOE DAHLE IN FACILITIES AT EXT. 4254 OR DEBBIE SHOWS IN SAFETY AT EXT. 2669.

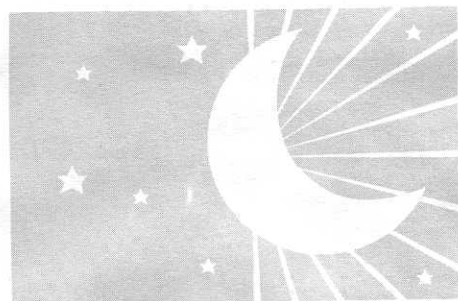
Worth Noting

Welcome Aboard. Falls Church Division's Training Advisory Board (TAB) welcomes its newest member, Laura Howland, who represents Program Management and Business Software. For information about the latest developments in training, contact TAB chair Nancy Gober at ngoerber@fc or ext. 1543.

Feel the Burn. A 16-session aerobics class will be offered at Falls Church beginning on September 17. According to Health Center Coordinator Rosalie Georgeadis, the class fee will be determined by the number of registrants. Contact Rosalie at ext. 4505 or rgeorgeadis@fc for more information, or stop by the Health Center to register for a class by September 3.

A Novel Approach. Is your usual sunny disposition being ruined by a killer commute? Help may be as close as the in-house Technical Library. A mixed bag of books-on-tape is now available for employees' personal use and boasts audio authors ranging from Clancy and Ludlum to Grisham and Michener. To find out how you can drive away your Beltway blues (or to donate your old books-on-tape), contact Librarian John Suggs at ext. 2157 or jsuggs@fc.

Snips and Snails, etc. Congratulations to Lena Strawser and husband James on the arrival of their son Justin Andrew on July 18. Baby Strawser weighed in at 7 lb., 5 oz. □



Employee UPDATE

Send news items to aross@fc
or call 703-560-5000 ext. 4124.

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FIRST CLASS