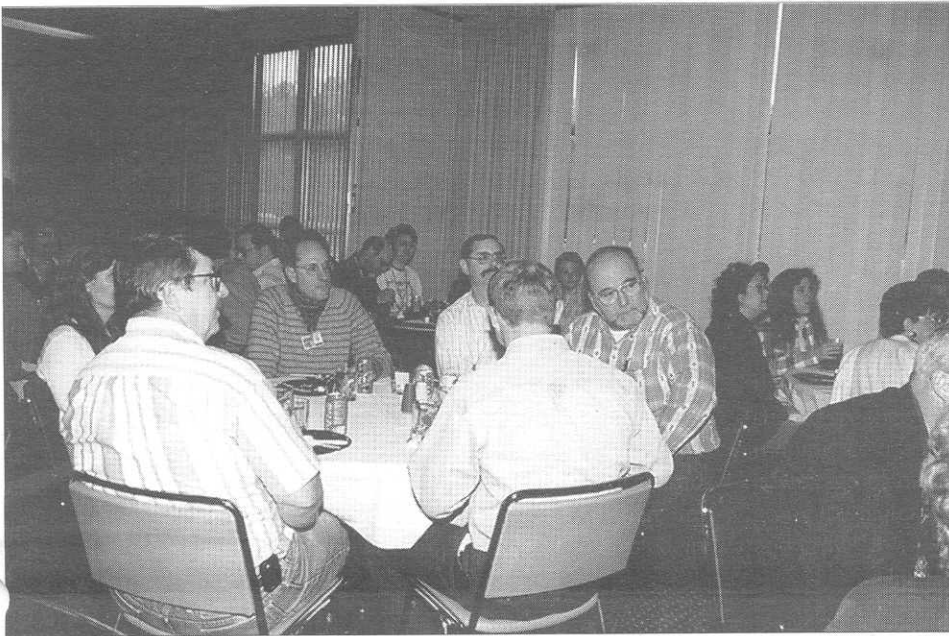


Employee Update

Trainers Thanked for Instituting Change through Education



Attendees at the November 14 trainers' luncheon. The luncheon was organized to thank those who volunteered their time to teach one or more of Falls Church's internal training courses.

Nearly 90 people gathered in the Falls Church cafeteria to thank and congratulate E-Teamers who volunteered their time to teach one or more of the 1997 internal lunch time training courses. "At the 1996 trainers' luncheon there were 38 people in attendance," commented Human Resources Director Pat Flanagan in his opening remarks. "That is how much this program has grown in a matter of one year."

Instrumental in the development and growth of the Falls Church internal training program is Dominique Huff, who coordinated the majority of the 106 different internal training courses offered to E-Teamers in 1997. Additionally, Dominique worked side-by-side with the 86 employees who volunteered their time to teach a lunch time training course. Reaping the benefits of these outstanding efforts were 3,755 E-Teamers who attended one or more of the courses

offered by training in 1997 (averaging to two and a half courses per employee).

"Raytheon is changing," stated Vice President and General Manager Walt Havenstein in his remarks to the group. "The trainers' work is indicative of a changing organization. They are implementing change through education." To reinforce the need for training, Walt doubled the training budget for 1998. This announcement of a sizable budgetary increase, coupled with the General Manager's lunch time remarks, highlighted Falls Church's commitment and dedication to training employees. Emphasizing the need to reinforce formal training, Walt expressed his continued personal commitment to support the efforts of the Training Advisory Board (TAB).

A key player driving the success of the TAB program and the lunch time training seminars is its Chair, Software Engineering

Director Bruce Dautrich. The TAB provides a Falls Church-wide view of training by ensuring synergy of training needs. Its goal is to make maximum use of corporate assets while focusing training on strategic objectives and prioritizing training needs. "Since 1994, the TAB program has gained a significant amount of momentum," commented Bruce. "But, now that Walt has doubled the program's budget, the group's momentum needs to increase even more."

In order to meet the changing demands of today's work environment, training becomes essential. Through the TAB, Falls Church established six fundamental training categories for internal training courses: Desktop, Engineering, Infrastructure, Manufacturing, Mandatory, and Human Resources. These categories outline the wide array of courses Falls Church offers its employees and highlight the importance of training in the workplace. During his remarks, Bruce also introduced Carolyn Vincent. Carolyn recently joined the Human Resources Department and will team up with Dominique to organize and facilitate internal training courses at Falls Church. Bruce concluded his presentation with a charge to all employees to do more in 1998 than was done in 1997 and double the group's productivity.

The internal training program not only has met a need for change, but also has enhanced the development of leaders. "Leadership is making a contribution to the development of other employees," stated Vice President of Human Resources Ken Yancey in his closing remarks. "All employees who contributed to the training program should be congratulated and thanked for their outstanding commitment to our organization." □



Closing Out 1997

Employee Contributions Top the Charts for Children's



Volunteers for the 1997 Children's Hospital Campaign travel to DC to tour the hospital. Pictured from left (front row): Norma Lofgren, Liz MacDonald, Heather Hixson, Daphne Sellers, and Robin Jones. Standing, Rhona Nachman (left) and Stephanie Whitaker.

The 1997 Children's Hospital Campaign chaired by Remote Systems Vice President Mark Neuhausen came to an incredible close as E-Teamers raised over \$10,400. Employees far surpassed the original goal of \$7,500. According to company records, this is the highest amount of employee contributions ever donated to Children's Hospital.

All moneys collected for this year's Campaign became part of Bob Levey's Children's Hospital Drive and went to support the Free Care Fund. This Fund provides medical care for those who are unable to pay or do not have health insurance. Thanks to all E-Teamers who donated to the 1997 Children's Hospital Campaign. □

Creativity Comes Together at Falls Church

Some of Falls Church's craftiest people teamed up on December 2 in the cafeteria to form an 18 booth craft fair. From wood toys and clocks to water color paintings, many E-Teamers began their holiday shopping right here at work. People flocked up to the cafeteria between 11:30 a.m. - 1:30 p.m. to look at the items on display. Teddy bears, dolls, baked goods, hand-painted village houses, ornaments, paper poinsettias, watches, crochet sweaters, and fused glass jewelry were only a sampling of the selection.

For three years, Facilities' Norma Lofgren and Dave Ross organized the event for Falls Church employees, and the event has been a Falls Church tradition for the past six years. Although the event and items on display vary from year to year, a good time is always had by all.

"The quality of the Craft Fair each year depends on the participants. Some years are better than others," said Dave. "It's often difficult to add getting ready for the Craft Fair to all the other things people have to do during the holiday season. All crafters should start thinking about and getting ready for the Craft Fair in July this year!" □

Over 400 Came to Work in 1997



Vice President and General Manager Walt Havenstein congratulates Carl Jacobs and Rebecca Gray on being the 400th employees hired in 1997. Pictured (from left): Walt Havenstein, Carl Jacobs, Rebecca Gray, Coleen McDermott, and Trish Meade.

In December 1997, Falls Church hired its 400th employees. Accepting their offers on the same day, Software Engineers Rebecca Gray and Carl Jacobs did not know the landmark decisions they were making by coming to work at Falls Church.

The year 1997 proved to be an extremely busy and productive year for the Professional Staffing Department, who hired 415 employees, and thus surpassed the year's staffing milestones. These employment figures are merely an indication of what is to come in 1998 since this year's goal is to hire 450 new employees and fill the 200 job requisitions currently posted.

"The Professional Staffing Department has not hired this number of people since 1989," said Employment and Employee Relations Manager Trish Meade. "In 1998, the prediction is to surpass our 1997 hiring record." □

Falls Church Collects Over 450 Toys for Toys For Tots



Heather Hixson (left) and Nancy Render display a sampling of some of this year's Toys For Tots donations.

E-Teamers added an extra name to their holiday shopping lists this year. The name: Toys For Tots. Falls Church employees collected 458 toys for the U.S. Marine Corps Reserve Toys For Tots 50th Anniversary Campaign. The toys went to benefit the needy children in the District of Columbia, Northern Virginia, and Suburban Maryland. Each year, hundreds of area social welfare organizations contact the Marine Corps Reserve with requests for more than 200,000 toys. Falls Church played a significant role in helping the Marines collect these toys by surpassing its internal goal of 250 donations.

On December 19, the Marines drove to Falls Church to collect over 20 bags of toys at the Atrium entrance. After packing the van and making two trips, the Marines dropped off all of Falls Church's donations to the Toys For Tots headquarters in the District.

The toys donated by E-Teamers truly made a difference for some area children, as this may have been the only gift they received this holiday season. "I am sure these gifts brought smiles to the faces of many children," said coordinator Heather Hixson. Thanks to everyone who contributed their time and donated toys to this year's campaign. □

Ethics Corner by Larry Buel

During the next four months, we will focus on a topic vital to the future competitiveness and financial success of Raytheon and the Raytheon Systems Company—that of Intellectual Property. Recent changes in federal law and two recent incidents, where it appears former employees may have stolen company trade secrets, have highlighted the importance of reminding all employees of their obligations regarding the protection and disposition of the company's intellectual property. To this end, in this issue of the *Employee Update* I will address federal law and company policy governing the control and disposition of trade secrets. In the February, March, and April issues of the *Employee Update* I will discuss patents and trademarks, copyrights, and proprietary information.

Before addressing trade secrets and their protection, let's take a moment and define what is meant by the term Intellectual Property. Intellectual Property is literally a product of the human mind that has value in the commercial marketplace. It covers a range of intellectual endeavors that include advertisements, works of art, literary works, engineering and design processes, logos, and computer hardware and software. Distinguishing intellectual property from open source or public domain materials is the right and ability of Raytheon to demonstrate ownership of the intellectual property by requiring compensation for its use by other firms or individuals. Federal and state laws, along with international treaties and conventions, establish the circumstances under which intellectual property may be sold, transferred, or loaned to another party for a particular purpose, and establish the process for the settlement of disputes involving the unauthorized use (or theft) of intellectual property. This body of law protecting a firm's intellectual property was significantly strengthened for two reasons with the passage of The Economic Espionage Act of 1996. First, the Act statutorily defines, for the first time, a trade secret. Second, the Act is the first federal statute to criminalize trade secret theft.

The Economic Espionage Act of 1996 defines a trade secret as any form and/or type of financial, business, scientific, technical, economic, or engineering informa-

tion that derives independent economic value from not being generally known to the public that a company, such as Raytheon, has taken reasonable measures to keep a secret. Examples of trade secrets include, but are not limited to, the following: computer hardware and software, manufacturing processes, mechanical inventions, and financial and contract performance information. Common to such items is that Raytheon makes money or derives economic value from them if their nature, design, detail, specifications, or peculiarities are kept secret from competitors. In other words, trade secret protection remains in force only as long as the item or information remains secret.

Raytheon's ability to obtain legal relief in the event of the theft or misappropriation of a trade secret then depends on the degree to which prudent measures have been taken to preserve its secrecy/confidentiality. This is why the company requires all exempt and certain non-exempt employees, as a condition of employment, to complete and sign Raytheon Form 10-0276, Employee Agreement with Respect to Inventions and Other Intellectual Property. As well, our consultants, independent contractors, vendors, and others may be required to sign similar non-disclosure agreements. Companies with which Raytheon intends to team as part of a new business pursuit are required to enter into a Proprietary Information Agreement (PIA) that circumscribes the manner of delivery, access to, and use of Raytheon trade secrets and other forms of intellectual property. Furthermore, it is the responsibility of each employee to ensure that intellectual property in his/her possession is appropriately marked (e.g., "Raytheon Proprietary," "Competition Sensitive," "Company Most Private," etc.) and safeguarded.

The Economic Espionage Act of 1996 defines trade secret theft as the theft or misappropriation (including intent to retain), reproduction, transmission, or conveyance, and receipt, purchase or possession of a trade secret, or the attempt to or to conspire to commit any such acts. Any current or former Raytheon employee, consultant, independent contractor, vendor, or subcontractor who commits any one of

Continued on page 5



1998 Excellence Awards Nominations Underway

The Excellence Award Program will serve as the key leadership tool for Falls Church employees to recognize one another and acknowledge each others' achievements. As such, all employees are eligible and encouraged to make recommendations for these awards.

This year's awards are designed to emphasize the importance Falls Church places on its core values. Winners will be selected by an employee committee and will be formally recognized at a dinner to be held on March 13. Up to four winners may be selected in each of the six categories.

The nomination process for the 1998 Falls Church Excellence Awards has begun. On January 12 all employees received a Nomination Criteria and Form and any Falls Church employee is eligible to be nominated for one of the six awards. Although the ceremony is taking place in 1998, nominations should reflect 1997 achievements. When making nominations, please indicate which of the following six award categories match the candidates, performance.

- **Leadership Award** – Recognizes an individual whose achievements result in significant improvement in the quality of life at work. This individual inspires

others to greatness; develops innovative ideas which improve morale, products, or efficiency; and helps employees across the organization perform their jobs more effectively. Personal characteristics include high ethical standards, optimism, and zeal for the development of others.

- **Teamwork Award** – Awarded for achievement in Engineering, Administration, or Operation by a team for outstanding performance of a discrete task or an ongoing function in such a way as to make a significant contribution to the realization of an important Falls Church objective. The working of the team as a cohesive unit is a significant attribute intended to be recognized by this award.
- **Continuous Improvement Award** – Presented to the individual or group who implements a process change or idea that results in improved performance of a task, project, or function. The change must result in a cost benefit to the operation, either through improved efficiency, higher quality, less rework, or reduced waste.
- **Customer Satisfaction Award** – Bestowed on the individual or group who provides superior quality products or

services that exceed expectations of their internal Falls Church or our external customers. This may be awarded for outstanding service of a long-standing basis or for particular performance on a one-time effort.

- **Community Service Award** – Recognizes an employee who makes volunteerism an integral part of his or her life, and whose efforts make a significant, positive impact in the community. Activities may be of an educational, civic, charitable, cultural, health, or environmental nature.
- **Innovation Award** – Awarded to an individual or group who contributes an original creative process, product, or solution that results in a tangible benefit to Falls Church.

To nominate a co-worker for an excellence award, complete the nomination form (on back) and mail it to Pat Flanagan at M116 by February 2, 1998. All nominations will be kept in strictest confidence. Should additional forms be needed, please contact Nancy Render at x2750. □

Ethics Corner *Continued from page 3*

the foregoing violations may be subject to both criminal prosecution and civil remedies. For example, a former employee convicted of trade secret theft may be fined up to \$500,000 and imprisoned for up to 20 years. A corporation convicted of such a crime can be fined up to \$5,000,000. Alternatively, the fine can be up to twice the value of the gain or loss resulting from the theft of the trade secret if that produces a larger fine.

Each of us plays a vital role in ensuring the competitiveness and profitability of

Raytheon by safeguarding trade secrets and other forms of intellectual property. Should you become aware of any situation involving the misuse, theft, or failure to protect any Raytheon trade secret or other form of intellectual property, it is your responsibility to immediately notify your supervisor, Charlie Mellies, Falls Church Counsel, or the Ethics Office. Questions regarding intellectual property in general, or trade secrets in particular, should be directed to Charlie Mellies, Contract Services, or the Ethics Office. □

Worth Noting

Following the completion of the merger of Raytheon Company and Hughes Defense (HE Holding, Inc.), Raytheon's Board of Directors declared a quarterly dividend of 20 cents per share on shares of its new Class A common stock and Class B common stock. The cash dividend is payable on January 26, 1998, to stockholders of record at the close of business on December 29, 1997. □

Raytheon Systems Company Falls Church Nomination Form

Nominee's Name: _____

(If a team is nominated, include additional names)

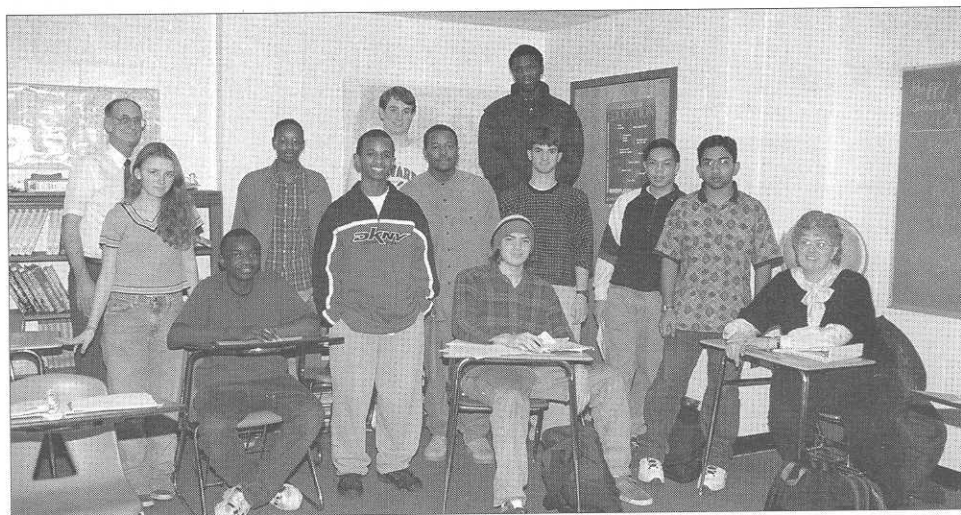
- ☐ *Leadership Award*
- ☐ *Teamwork Award*
- ☐ *Continuous Improvement Award*
- ☐ *Customer Satisfaction Award*
- ☐ *Community Service Award*
- ☐ *Innovation Award*

List the specific accomplishments of the nominee(s) and why you believe an award is merited.

The following information must be provided to allow follow-up questions.

Nominated by _____ **Date** _____

E-Teamer Volunteers Time Coaching at a Local High School



Seated (left to right): Moses Asamoah, Mitchell West, and Adelle Gunn. Standing (left to right): Wade Gunn, Casey Howard, Khalda Ibrahim, Estifanos Mesghinna, Will Linderman, Tony Matlock, Seye Ojumu, Adam Simons, Galileo Mamata, and Syed Shahid.

Adelle Gunn, a Special Education teacher at T.C. Williams High School in Alexandria, has had a passion for debate since her high school days, and for almost 19 years she has coached the T.C. Williams debate club. So, when Adelle developed severe glaucoma several years ago and was advised by her doctor not to drive at night, she thought her coaching days would end. Her husband, Falls Church Senior Technical Editor Wade Gunn, knew how much his wife enjoyed working with the club and offered to be her assistant as well as do the driving for the evening and weekend tournaments. The skills Wade acquired as a long-time member of the Falls Church Toastmasters made him a perfect candidate for the position.

Wade leaves Falls Church every Wednesday at 2:00 pm to drive over to T.C. Williams, where he provides feedback to the team during practice sessions. Adelle and Wade, the club's dynamic duo, are coaching the members of the debate team on to victory. With Wade and Adelle's guidance, three club members have already qualified for the Metro Finals competition. Although this is Wade's first experience with coaching students, Adelle has successfully coached five students to the National finals during her career. (If a student places in the Metro Finals, he or she is then qualified to compete in the National debates.)

The debate team competes in local, regional, and state Virginia High School League (VHSL) tournaments. Throughout Northern Virginia, high school debate clubs are part of

the athletic program. As with any other sport, students are given letters for being part of the debate team, thus tying debate into athletics and increasing the competitive value of the sport. Practices are held after school and students compete on weekends. The T.C. Williams students currently debate in only two competitions, the first of which Wade calls "Student Congress." In this competition, the students propose mock Congressional legislation. Their job is to defend the proposed legislation and persuade others to vote in their favor. The second competition is the "Lincoln-Douglas" debate, which mirrors the presidential campaign debates by these two individuals during the last century. During these debates, students must be prepared to argue both the pro and con sides of a topic.

Wade and Adelle are judges at competitions. Although they are never permitted to judge their students, they have become experts in analyzing the conflict, research accuracy, and speaking and questioning techniques of others. "My wife is the expert," explains Wade, "I am planning on doing this with her until she is ready to retire."

When asked what his biggest challenges are with the club Wade answered, "becoming a presence with the students and learning how to be objective in judging. But the biggest reward is being there to help out and to pass on my knowledge and speaking skills to the students."

In addition to their work with the debate team, the Gunns also volunteer in their church. As a lay minister, Wade conducts

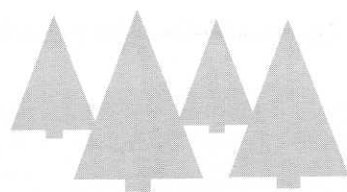
worship services on Sundays at a local retirement home where the service is usually attended by up to 25 people. Leading the singing and reading responses are Adelle's specialties, while Wade organizes the program and conducts the service.

Prior to the debate team, Wade was the volunteer treasurer for the Annandale Christian Community for Action (ACCA) for 10 years. As promised, he stayed with the group until their revenue reached \$1 million per year and then resigned from his post. ACCA provides rides for the low income elderly for doctor appointments, runs a day care center for children of low income families, and collects and distributes food locally to those in need.

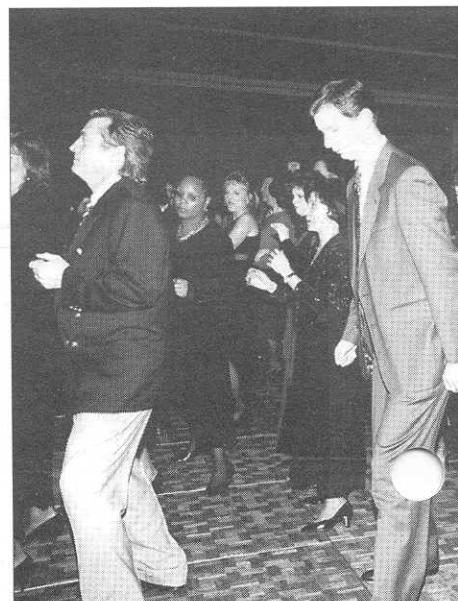
Wade was an English major at Randolph-Macon College, and worked as a journalist for 6 months after graduation. After serving in the Army for 2 years, he came to Falls Church in 1955 and worked for 11 years. He left for a period of time and returned to Falls Church 11 years ago. Wade and Adelle have two children: Timothy, a Bassoon Performance major and a senior at James Madison University; and Laura, a Special Education major and sophomore at Bridgewater College. □

Corporate Connection

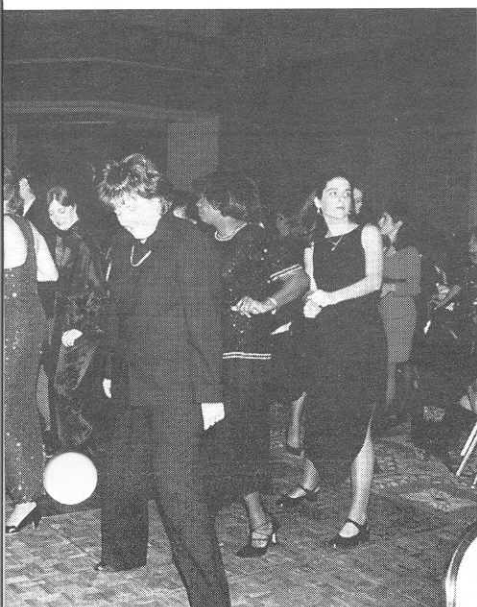
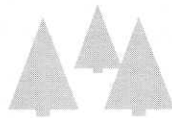
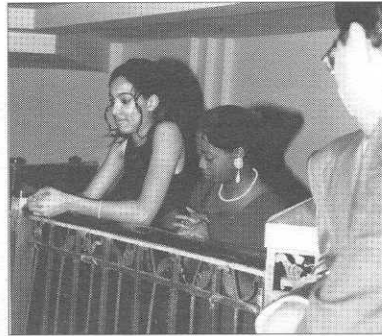
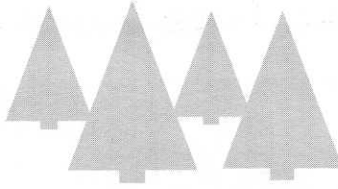
Raytheon Company to Sell Switchcraft to Cortec Group for \$69 Million. The Raytheon Company (NYSE: RTN) announced that it reached an agreement to sell its Switchcraft unit to a company organized by Cortec Group, Inc., and Switchcraft management for approximately \$69 million. Switchcraft, Inc., manufactures a wide range of electronic components, including jacks, plugs, jackfields, connectors, switches, and cable assemblies. The company's products are used in such applications as broadcast studios, guitars, mixing consoles, microphones, telecommunications, and medical electronics. The company, which holds leadership positions in several niche markets, employs approximately 600 people in its Chicago facility and approximately 20 people in Inchon, Korea. The business will continue to operate under the Switchcraft name, and no changes in employment levels are expected. □



Celebrate



the Season!



January 1998 Service Award

Twenty Years

Charles C. Jones
Ned F. Wright

Fifteen Years

Bejamin E. Basham
Paul A. Booth
Leland E. Hughes
Steven H. Norwood

Ten Years

Robert W. Bradshaw
Tracy L. Ciuffo

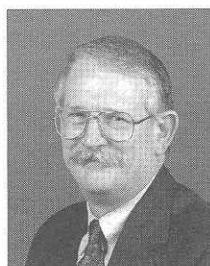
Five Years

Norman C. Bean
Thomas M. Butler
Deborah A. Crone
Roderick E. Harris



Everson J. Hottel
Thirty Years

Academic Applause

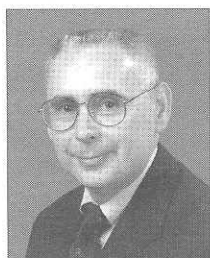


Dennis D. Husch
B.A., Business
Strayer College



Wei-Liang Liu
M.S., Technical
Management
The Johns Hopkins
Univ.

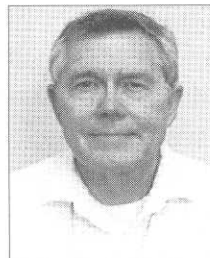
Retirees



Joseph M. Abell
Fourteen Years



Marianne H. Brown
Fifteen Years



James E. Dickson
Five Years



Kyle G. Kenyon
Fifteen Years

Movers and Shakers

Name

Wendi L. Butler
Steven L. Fleming
Marla A. Kominski
James P. Redel
Jeanne M. Robinson

Promoted From

Eng Spec
Mfg Design Asst Lead
Facilities Planner
Sr Design Engineer
Prin SW Engineer

Promoted To

Network Analyst
Manufacturing Supv
Sr Facilities Planner
Drafting Supv
Staff Engineer

Staffing Names in the News

Rehires

Welcome back to the following rehires:

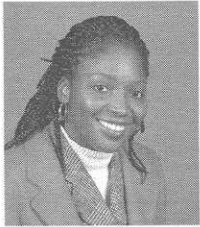
Name	Prior Service
Paul M. Kemlage	12/85 - 4/93
Joseph J. Lickvar, Jr.	4/86 - 5/95

New Hires

Welcome to all of the new hires who
joined us since the last issue:

Name	Coming From	Title & Organization
Monica J. Abito	SGT, Inc.	SW Engineer Air Force Systems
Ming-Shin Chen	Automation Research System	Prin. SW Engineer ISG
Dan T. Dinh	COMSAT	SW Engineer Special Programs
Rebecca B. Gray	Lockheed Martin	SW Engineer Advanced Systems
Carl B. Jacobs	Lockheed Martin	SW Engineer Special Programs
Robert W. Jensen	National Security Agency	Engineering Supervisor Air Force Systems
Ronald T. Kacmarcik	Allied Signal Aerospace	Electrical Engineer Systems Engineering
David J. Kalassay	Independent Contractor	Logistics Manager Special Programs
Alan Katz	Northwest F.C.U.	Sr Field Design Engineer Special Programs
Mark M. Keator	Eureka	Office Clerk Materiel
Thomas R. Knutilla	U.S. Army	Program Manager Business Development and Planning
Pankaj Kumar	Northrop Grumman	SW Engineer Systems Engineering
Yuli L. Mikolenko	Lockheed Martin	Sr SW Engineer Navy Systems
Maria L. Sloan	James S. Eaves, D.D.S.	Receptionist Security
Edward J. Stadelmayer	DMR Trecom	Sr Systems Engineer Digital Multimedia Systems
Viola A. Tugbang	Raytheon Support Services	Purchasing Manager Material
Robert P. Vera	SAIC	Sr SW Engineer Navy Systems
Dencil R. White	Sallie Mae	Principal Function Analyst ISG
David L. Wilson	DARPA	Program Manager Advanced Systems

Lunch-Time Training Program by Carolyn Vincent



Carolyn Vincent

Hi. Allow me to introduce myself. I am Carolyn Vincent, the training coordinator here at the Raytheon Systems Company Falls Church. One of my roles in this position is to make employees aware of the training program and process. Over the course of 1998, my goal is to provide employees with this information. Let me begin by asking a question. Have you checked out Falls Church's lunch-time training program? If not, you should. Falls Church's dynamic lunch-time training program consists of training sessions and study groups. These training formats are consistently growing in popularity. Every day more employees take advantage of the opportunity to learn new skills or to enhance existing skills through this program. It makes it possible for employees to receive training during their normal lunch hour (on the employee's personal time) and receive a free lunch, (compliments of the Raytheon Systems Company) while taking the course. For those employees who would not otherwise have time for training, the program makes training convenient and possible.

Lunch-time training sessions and study groups are open to all employees with few or no prerequisites. The courses do not have to be in an employee's career path, and they do not have to be a requirement for a current

position. If an employee is interested in taking a course or joining a study group, just sign up when the course is offered or the study group is being formed (via e-mail). It's simple. If a training session is full, employees' names are added to a waiting list. The next time the class is offered, priority is given to those on the list. Study groups on identical topics can be taught at the same time but in different locations.

The instructors for the lunch time training sessions are Subject Matter Experts who are Falls Church employees. These employees are experts in the courses they teach and are committed to providing participants with the best possible training. Currently, there are approximately 86 Subject Matter Experts who perform training at Falls Church. Although this appears to be quite a few trainers, the training department is always looking to expand and can never have too many Subject Matter Experts. In fact, more are currently needed to teach NT, UniGraphics, and Microsoft Project Management. If there are other courses employees are interested in

teaching (or if an employee is interested in learning to teach a course being offered by the department), please contact either myself (x4366) or Dominique Huff (x2707).

There are no instructors for study groups. Everyone is a student and a teacher. Anyone can coordinate and begin a study group as long as the topic chosen focuses on something significant to Falls Church's business. The coordinator is not a teacher and therefore does not need to be knowledgeable in the subject area. Anyone interested in beginning or joining a study group should access the SSGSG Home Page at <http://www.fcd.esys.com/ssg>. For employees without computers, one is available in the information center/library or employees can contact Chuck Eby (x2773) for information.

In early February a course catalogue will be distributed to all managers. E-Teamers should see their managers for a listing of the training courses being offered. Let's take advantage of our lunch-time training program. It is a great opportunity for us to learn and grow!

Retiree Update by Tony DePasquale

December ended another year of get-togethers as 70 retirees and their spouses attended last month's retiree meeting. The meeting focused on a variety of discussion items including those revolving around work and recreational activities such as travel, golf, and fishing.

In October, the group traveled back to its old stomping ground and met in the Falls Church cafeteria. Vice President and General Manager Walt Havenstein spoke to retirees and outlined the state of the business and its promising future. Afterwards Manager of Employee Relations Shirley Matisans reviewed the procedures in handling benefit questions and showed retirees the new benefit video.

Retiree luncheons take place at 11:45 a.m. on the second Wednesday of each month and are held at the Old Country Buffet on Pickett Road in Fairfax. All retirees from E-Systems, Raytheon, or predecessor organizations are invited to attend.

Falls Church
ETHICS HOTLINE
703-849-1577

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

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

Employee Update

Send news items to
nrender@fallschurch.esys.com
or call 703-560-5000 ext. 2750

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