

DATA SYSTEMS TODAY

March 29, 1996

Extra Effort Deserves Recognition

There's a saying that a job well done is its own reward. While it is true there is a definite sense of satisfaction that comes from successfully completing a task, receiving acknowledgment from your peers is something most of us find equally, if not more, rewarding.



ICARE Council members (from left) Greg Hoke, Don Youngman, Phil Pinkham, Dave Cihon, Jesse Galaviz and Linda Kell meet to review nominations. (Not pictured is council member Ann Harris)

The ICARE (Improved Customer Awareness REcognition) program was developed so that deserving employees could be recognized for putting forth the extra effort needed to overcome obstacles and get the job done right and on schedule. The ICARE program, now in its third year, has presented over 270 awards. Award winners were recognized for efforts made outside of the scope of their own job functions — their concern was not for themselves or their particular area of responsibility, but for the good of a project as a whole.

If you know someone who has demonstrated initiative and provided customer support and service above and beyond expectations, the ICARE

Council would like to hear from you. Remember, you must be the 'customer' and the nominee the 'supplier' of the product or service provided.

ICARE nomination forms are available from the special bulletin board display racks or from any council member. Completed forms may be submitted to a council member or the council's mail station at 10-00.

This program is run by employees for employees. It requires the participation of all of us in order to be successful. Won't you take a few moments of your time to nominate a deserving individual or team? □

The ICARE Program is in full swing at DSD Mississippi. See page 5 for details.

Litton Announces Second Quarter and Six Months Results

Litton Industries, Inc. reported net income for the second quarter and six months ended January 31, 1996 increased 14% over the prior year periods to \$32.7 million and \$69.4 million respectively. Sales for both periods rose 6%, totaling \$739.4 million in the second quarter and \$1.6 billion in the first six months of the fiscal year.

John M. Leonis, chairman and chief executive officer of Litton stated, "Sales, operating profit and operating margins improved during the 1996 second quarter and six month period in each of Litton's three principal operating segments. Acquisitions completed in fiscal year 1995 contributed to these improvements. We expect other recently announced acquisitions to have a favorable impact on financial results in the second half of fiscal 1996.

Since the beginning of our current fiscal year, we have completed or announced the acquisition of companies with combined annual revenues of approximately \$1 billion. All of these acquisitions will add to our position in advanced electronics and strengthen our core businesses within that segment." □

Stock Cash Dividend

A cash dividend of 50 cents per share on Series B Cumulative Preferred Stock has been declared by the Board of Directors of Litton Industries, Inc. This regular quarterly dividend is payable April 1, 1996 to shareholders of record March 18, 1996. □

It's Time To 'Spring' Ahead

Clocks should be set forward one hour as we change to daylight savings time on Sunday, April 7 at 2 a.m. □

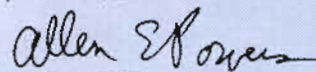
President's 1996 Equal Employment Opportunity/Affirmative Action Statement

As we begin another year, I would like to take this opportunity to remind all employees of their responsibility to support the division's policies of equal employment opportunity and affirmative action for all applicants and employees. In addition, I would like to place a special emphasis on each employee's role in ensuring we are provided a work environment free of ethnic, racial, sexual and other forms of harassment.

To guarantee the success of this policy, Litton Data Systems will continue to:

- Recruit, hire, train and promote persons in all job classifications without regard to race, color, religion, sex, age, national origin, disability or veteran status.
- Ensure that all personnel actions including, but not limited to, compensation, benefits, promotions, transfers, layoffs, recall from layoffs, disciplinary actions, company sponsored training, tuition assistance and all other terms and conditions of employment are administered in conformance with the principles of equal employment opportunity.
- Consider a report of harassment, in any form, a serious incident requiring a thorough investigation and, if appropriate, prompt implementation of disciplinary action.

Responsibility for the implementation and coordination of these policies is that of Lynn Withrow, Employment & EEO/AA. Lynn reports directly to Tom Kelly, Director of Human Resources. Any questions regarding these policies should be directed to Lynn, who is responsible for monitoring and reporting programs designed to measure the effectiveness of the division's affirmative action program and the investigation of reported incidents of discrimination or harassment. Lynn may be reached at (818) 707-4308.



Allen E. Powers

President, Litton Data Systems □

Litton news briefs

Litton Wins NASA Contract for New Space Talk Radios

Litton's Amecom division, College Park, Maryland, was awarded a \$3.3 million contract by the National Aeronautics and Space Administration to co-develop and produce advanced radio communication sets for astronauts who will build and maintain NASA's space station. The new units are being designed to provide high resolution voice communication between space-walking astronauts and crew members inside the space station and aboard an attending shuttle vehicle.

Litton Plans Acquisition of Sperry Marine

Litton Industries, Inc. has agreed to acquire Sperry Marine Inc. from an investment partnership led by J.F. Lehman & Company. Total consideration for the transaction, which will be in the form of a stock merger, will be approximately \$160 million. Located in Charlottesville, Virginia, Sperry

Marine is a worldwide leader in providing advanced electronic navigation and guidance systems to commercial and military customers for marine and aircraft applications. The business had 1995 sales of about \$145 million. Operations will continue to be located in Charlottesville.

Gordon to Head Washington Operations

John E. (Ted) Gordon, 54, has been elected a Litton corporate vice president and appointed to head its Washington office, located in Arlington, Virginia. In his new post, Gordon will be Litton's chief representative in day-to-day relationships with all branches of the federal government. Gordon joined Litton in 1993 after retiring from the U.S. Navy as Judge Advocate General, the service's chief attorney, with the rank of rear admiral. He earned a bachelor of science degree at the U.S. Naval Academy in 1964 and a juris doctor degree from the Temple University School of Law

in 1973.

Frey to Head Strategic Planning

James H. Frey, 57, has been appointed a vice president of Litton Systems, Inc. and named to head strategic planning for all Litton operations. In his new position, Frey will lead Litton's continuing assessment of its core technological and market strengths and evaluation of prospective markets for future expansion. Frey had been president of Litton's Itek Optical Systems division, Lexington, Massachusetts, which has been purchased by Hughes Electronics Corporation. He has more than 35 years of experience in engineering, science, systems and operating management.

Litton Awarded \$234 Million in Antitrust Action

A jury has found in favor of Litton Systems, Inc. against Honeywell, Inc. for violations of the Sherman Antitrust Act. The jury awarded damages of

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DoD Standards/ Specification Reform

"How-to" Standards Canceled

In the face of a declining defense budget and the shift of technology leadership from the Government to industry, the Department of Defense (DoD) identified standards/specification reform as an important element of the ongoing Government acquisition reform initiative.

In June 1994, Secretary of Defense, William Perry, issued a memorandum initiating standards/specification reform activity that significantly changes the way DoD procures goods and services. The memorandum directed the use of performance specifications to the maximum extent practical, and development of a streamlined procurement process to encourage contractors to offer alternate non-government standards/specifications by which they will develop and produce products. As a result, DoD has a major reform effort underway to convert or cancel "how-to" documents that are not considered "performance" type documents. To date, approximately one-half of the 151 standards dispositioned by the Defense Standards Improvement Council have been canceled.

The memorandum also directed that military specifications, other than performance specifications or those mandated by law, cannot be imposed in new procurement solicitations without waiver approval by a senior acquisition executive. The overall intent is not to eliminate military specifications and standards but to eliminate their automatic development and imposition as the cultural norm. Many solicitations now being received by the Division reference military documents 'for guidance only' or are void of any references to such documents.

In March 1995, Litton Data Systems established the DSD/DoD Standards Reform Focus Team to act as the Division focal point for receipt, distribution and response to DoD standards reform information, and to assist in the selection or development of alternate documents to be used in lieu of those canceled or converted by the Government. The team, led by Hank Rice of

Division Product Assurance, has members from Business Development, Contracts, Program Management, Product Development, System Development and Integration, and DSD Mississippi. With support from process owners, they are identifying alternate industry standards to be used in lieu of government standards. The team is also developing a network accessible listing of industry standards selected for Division use. This information is being shared with Litton Divisions and other west coast aerospace companies.

Secretary of Defense Perry issued another memorandum in December 1995 revising his 1994 direction. It directs "block changes" to the management and manufacturing requirements of existing contracts be made on a facility-wide basis whenever such changes are technically acceptable to the Government. The Government expects that replacement of multiple government unique management and manufacturing systems with common, facility-wide systems will eventually reduce the costs to both contractors and DoD. The Government Administrative Contracting Officer (ACO) assigned to a facility is designated as the single point of contact for this effort. The ACO is expected to coordinate contractor proposals with the multiple procuring activities and issue a block change modification to all affected contracts when concurrence is received. The entire process from contractor proposal submittal to executed block change modification is projected to take no more than 120 days.

Litton received a request from the Under Secretary of Defense to support the block change initiative. Data Systems submitted a plan to Corporate describing the methods we plan to use to identify candidates for block change and any expected cost savings. This plan involves analysis of requirements imposed on our major programs, interviewing key process personnel, and reviewing problem specifications, recent DoD cancellations and a study performed for the Government identifying standards that are significant cost drivers. This initial effort, currently underway, should be completed by April 1, 1996. □

In the Spotlight

Our mystery employee last month was Edwin (Eddie) Cortes, a Senior Contracts Administrator in the Contracts and Pricing organization. Eddie's current responsibilities focus on handling contract negotiations for the international side of Business Development. Eddie prefers this side of contracting because it involves so many different aspects — the 'people' side where you are meeting new customers and entering negotiations, legal issues because you are dealing with the language and terms of a contract and, of course, understanding the financial and business impact of the proposed program.



Eddie came to Data Systems three years ago well versed in these areas. Following his graduation from Rutgers University with a degree in Language and Economics, Eddie went to work for Liz Claiborne as a Human Resource Manager. He left that position when the time came to fulfill his ROTC commitment. He entered the Air Force and trained as a missile launch officer, at one point spending about four and a half years in "beautiful, but really cold Montana!" Eddie wisely realized that being a missile launch officer would not be a very marketable skill outside of the Air Force. When an opening arose in the contracting field, he took advantage of the opportunity. He was awarded a prestigious Education With Industry (EWI) slot, one of only 50 candidates chosen from 2,500 applicants. This program of cooperation between the Air Force and the aerospace industry allows an Air Force officer to work for ten months in a management position in a leading aerospace company, while continuing to be paid by the Air

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Sexual Harassment Policy Statement

It is Litton Data Systems' policy to maintain a work environment free from all forms of sexual harassment. Sexual harassment is also prohibited by state and federal laws and regulations.

Sexual harassment is defined as unwanted sexual advances or visual, verbal or physical conduct of a sexual nature when:

- Submission to or rejection of such conduct is used as the basis for employment decisions affecting the individual, or
- Such conduct unreasonably interferes with an individual's work performance or creates an intimidating, hostile or offensive working environment

Such conduct may include many forms of offensive behavior such as, but is not limited to, the following

- Unwanted sexual advances or propositions.
- Offering employment benefits in exchange for sexual favors (quid pro quo).
- Making or threatening reprisals after a negative response to sexual advances.
- Conduct of a sexual nature such as a making sexual gestures, displaying sexually suggestive objects, pictures, cartoons or posters.
- Making or using sexually oriented derogatory comments, epithets, slurs and jokes
- Making sexually oriented graphic commentaries about an individual's body, using sexually degrading words to describe an individual, suggestive or obscene letters, notes or invitations.
- Sexually oriented physical conduct such as unwanted touching, impeding or blocking another's movements.

If you feel you are being subjected to any such conduct by a co-employee, customer, vendor or member of management, we encourage you to bring your concern to your supervisor. If your concern involves the actions of your supervisor, or if you simply prefer not to bring the matter to your

supervisor, you may present your concern directly to Lynn Withrow of Employment & EEO/AA at 818-707-4308, or call the Division Hotline number (Agoura/Moorpark: 818-902-4442; other California: 1-800-843-5165; outside California: 1-800-237-0934).

Complaints filed under this policy will be thoroughly, objectively and confidentially (need to know) investigated. The investigation will include interviews of all individuals believed to have information regarding the alleged harassment, including the alleged harasser. The results of the investigation will be communicated to affected persons, including the employee who initiated the investigation. Policy violations will be met with appropriate disciplinary and remedial action, which may include termination of the employment of the harasser and the taking of steps to prevent further acts of harassment in the workplace.

It is the obligation and a condition of employment of all employees to cooperate fully in the investigation process. Disciplinary action may be taken against employees who do not cooperate and those who interfere with a co-worker filing a complaint under this policy.

If you believe this procedure has not adequately resolved your concerns, you may file a claim with the California Department of Fair Employment and Housing (DFEH) at 322 West First Street, #2126, Los Angeles, CA 90012-3112, 213-897-1997. DFEH will serve as a neutral fact finder and will attempt to assist you and the Company in resolving the matter. If DFEH concludes that harassment has occurred and DFEH is unable to achieve voluntary resolution, you may seek a public hearing before the California Fair Employment and Housing Commission, or you may file a civil claim. If the Commission finds that harassment has occurred, it may award reinstatement, back pay, changes in the Division's practices and/or other appropriate remedies. □

The Rec Club Corner

Litton Ladies' Golf Club Announces 1996 Schedule

The Litton Ladies' Golf Club will once again be holding their summer Twilight League at Westlake Golf Course every Tuesday evening at 5 p.m. from April 9 through October 22. Annual dues to join the Twilight League are \$5.00 and green fees are \$10.00 for 9 holes. Anyone interested in playing is welcome to sign up; women or men, employees, family or friends

Six tournaments are also planned: Mountain View Golf Course (April 27), Alisal River Course in Solvang (May 25), Vandenberg Air Force Base (May 26), the SeaBee Golf Course in Port Hueneme (August 3, with a barbecue following the tournament), Los Amigos Golf Course in Downey (September 21) and DeBell Golf Course in Burbank (sometime in the fall).

New members are invited to join by contacting a club officer: Katherine Baca at extension 4802 (Agoura), Linda Etheridge at extension 5181 (Agoura) or Magali Leal at extension 5766 (Moorpark). □

Help Protect Your Vehicle

Have you recently made a change in the vehicle you drive to work? Don't forget that new vehicles, or changes in your vehicle registration, must be reported to the Security Department. Motor Vehicle Information forms, available in the lobbies of Building 1 in Agoura and Building 5 in Moorpark, should be completed and sent to Kurt Dschida at Mail Station 15-24 in Agoura.

Keeping this information current will enable the Security officers to notify you of any problems that may occur, such as headlights left on or damage to your vehicle. □

Litton news briefs

(From page 2)

\$234 million to Litton for Honeywell's illegal monopoly of the market for inertial reference systems (IRS). These systems are supplied to aircraft manufacturers, airlines and general aviation. Honeywell is expected to appeal this award. □

DSD Mississippi ICARE Program Recognizes Twenty-Five for Outstanding Achievements

The Improved Customer Awareness REcognition Program got off to a great start in January 1996 at DSD Mississippi with the acknowledgment of outstanding customer service delivered by five individuals and four teams, representing a total of twenty-five awards. Engineering Lab Director Doug Somerville is pictured below presenting awards to the following:



(Left to right) Carla Welborn, Tom Mc Gill, Dot Patteson, Carolyn Hayes, Cynthia Hunt, Mira Johnson, Carolyn Wyatt, Carolyn Worley and Duane Hohn for procuring \$200,000 worth of product support in two days.



(Left to right) Amy Cox, Debbie Acker and Valerie Brune for setting up the Software Control Center.



Cynthia Abney for exemplary work in producing CSTS (Combat Simulation Test System) provisioning packages.



Susie Walker and John Walker for outstanding support during the SACCS (Shipboard Automated Communication Control System) final delivery.



Deannie Kuebler for providing lab support above and beyond normal expectations.



Jim Moran for completing the EWS CIDS (Electronic Warfare Stimulator Critical Item Development Specification) ahead of schedule.



Lockwood Peckinpugh for his outstanding support of new business activities.



Richard Schultz for his outstanding support of new business activity.



(Left to right) Duane Hohn, Linda Little, Jerry Storey, Larry Bloodsworth and Blair Sherwood for producing the Mississippi quality award package.

Standards of Conduct: Labor Mischarging

This month's article addresses the importance of accurate labor charging.

Would you be upset if you discovered that someone was using your charge account number to make purchases? Most credit card companies assume you would be. For this reason, they go to great lengths to ensure that you are only charged for what you purchase.

In many ways, Litton Data System's customers are very similar to credit card users. When employees at Data Systems charge their time to a work order number, what they are actually doing is charging their time to a customer's charge account. When an employee fails to accurately record time on their timecard, or fails to charge their hours to the correct charge number, the customer is mischarged.

For this reason, the division audit organization actively monitors Division labor charging practices. When discrepancies are identified, Division Audit ensures that they are corrected. Additionally, Division Audit evaluates

the discrepancies to determine if potential mischarging activity is involved. It is important to note that a discrepancy is not necessarily indicative of mischarging activity. In fact, most noted discrepancies are procedural errors (i.e., no In/Out time; incorrect addition).

One of the monitoring tools utilized by Division Audit is the weekly floor audit. These random audits increase employee awareness and provide statistics which are used to compare actual timecard accuracy rates to the Division's goal. The Division's floor audit accuracy rate goal is 95%.

One reason for the Division's past success in meeting this goal can be attributed to the active involvement of individual departments. Their efforts have helped raise employee awareness of the importance of timecard accuracy.

Even with all of the attention that is focused on the importance of timecard accuracy, discrepancies do occur. Many of these are the result of employees forgetting to allocate their

time on a daily basis. By maintaining your timecard in a visible location, you can help reduce this type of discrepancy.

With your continued support, you can help the Division meet and exceed its accuracy rate goal and hence reduce the likelihood of the Division's customers being mischarged.

Additional information regarding this topic can be obtained from the "Timecard Checklist for Employees," Division Standard Practice 1000, "Standards of Conduct;" Division Standard Practice 3000-1, "Employee Timekeeping and Paychecks;" and Administrative Manual policy 04-5, "Timecards."

The headlines in many newspapers today reflect the aggressive position taken by the U.S. Government in seeking out mischarging activities. The penalties faced by both companies and employees who are found guilty of mischarging are severe. For this reason alone, it is vital that you take steps to ensure that you accurately record your labor charges. □

Spotlight

(From page 3)

Force. Eddie was selected for a position in Contracting at Northrop in El Segundo. At the conclusion of the EWI program, he was assigned as a Procurement Contracting Officer at the Air Force Space and Missile Center in El Segundo. One of his most challenging and invaluable learning experiences was to handle all the contracting involved with building a base commissary from the ground up. He also went back to school and earned a master's degree from USC.

After eight years as a career officer, having attained the rank of Captain, Eddie returned to civilian life, and joined the Division.

Eddie and his wife, Astrid, love to travel, especially to warm climates. One favorite destination is the Caribbean. The birth of their daughter,

Natasha, almost 18 months ago has not slowed them down — she loves to travel, too!. In fact, at the time of our interview, Eddie was making plans to surprise his family with their first trip to Hawaii.

It's clear to see that Eddie adores his daughter and takes his role as a father very seriously. He and Astrid are currently enrolled in a couple of classes to learn sound parenting skills. And, they are eagerly awaiting the birth of their son in early June.

Eddie commutes about a hundred miles each day from his home in the South Bay area. He uses the time on the road to listen to music or books on tape and unwind from the day.

He also plays golf "badly," he says, and told me he is renowned, not for his golf score, but for his seemingly

bottomless capacity to eat hot dogs and drink beer during the game!

This month's mystery employee has been with Data Systems since the early 1990's. She's known for her involvement with physical fitness, and loves movies, country western dancing and motorcycle riding. Do you know who she is?

Please submit all entries to Data Systems Today Spotlight Contest at M/S 15-22 by April 5, 1996. Include your name, employee number, location and extension. A total of ten winners will be chosen at random from all correct entries. Winners will each receive a pair of movie tickets to an Edwards, General, Pacific or United Artist theater. □

Milestones

Congratulations to the following employees who celebrated their anniversaries during the month of March. Employees with 20, 25, 30 and 35 years of service are invited to be pictured here.



Alice Asalley

30 years, Clerk, Data Control, Product Development.

25 years: Rimtautas Dabsys.

15 years: Maria Cabrera, Milad Kairouz, Verlene Whaley, Martha Criss.

10 years: Susan Perkins, Roger Beethem.

5 years: Ellen Gilbert, Randall Ward
□

Promotions

Congratulations go to the following employee.

Administration: Charles Itagaki to Programs Finance Administrator. □

Gone fishin'

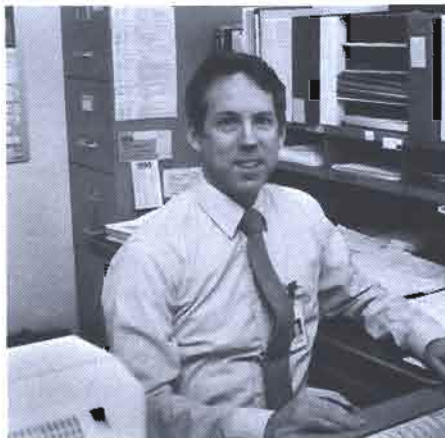
Data Systems salutes its retirees on their years of service and wishes them continued success in the years ahead.

Sheldon Slepak □



Morris Cain

30 years, Engineering Specialist, Product Development.



Mark Friedman

25 years, Member, Senior Technical Staff, System Development and Integration.

Hotline

Employees may call the Division "Hotline" with any questions or comments or perceived noncompliance with the "Standards of Conduct."

The Hotline numbers are:
Moorpark/Agoura Hills/Woodland Hills. 818-706-4669
Other, Ca. 1-800-843-5165
Outside, Ca. 1-800-237-0934 □

On board

Data Systems extends its welcome to the following employees who recently joined the Division.

Business Development: Betty Kennard

Product Development: Craig Pedego, David Zastrow, Gary Famiglietti, Angelita Alt, Marina Beltran, Joseph Benjamin, Arturo Cabrera, Jamie Calderon, Eloisa Carrion, Dulce Chavez, Leonor Clement, Schionda Cotton, Cathy Escamilla, Robert Fenlason, Maria Garcia, Richard Guzman, Michele Goldberg, Valerie Huling, Christina Inoke, Norberto Jose, Richard Klein, Hope Martinez, Ann Maynard, Lennette Medina, Erlinda Ochoa, Sandra Park, Louise Ramirez, David Rogers, Jesse Ruelas, Jeffrey Ruiz, Cipriana Salgado, Aura Sepulveda, Lilian Sibrian, Darlene Solis, Floridalma Soriano, Jesus Sotelo, Jerry Wederman. □

Credit Union Introduces TAX LOAN Program

Premier America Federal Credit Union has announced the availability of a new TAX LOAN to be used for any purpose, such as financing tax payments, bill consolidation, vacation plans, large purchases or loan consolidations. The TAX LOAN is being offered at 13.4% A.P.R. for loan amounts up to \$7,500.

If you use the Credit Union's 24-hour Automated Telephone Banking System and your assigned PIN to request the loan, Premier America will drop the loan rate to 12.4% (this includes a 1/2% discount for payment through automatic transfer). Just call 772-4000 in the 818 area code or 1-800-772-4000 nationwide and follow the voice prompts.

This offer expires on April 15, so hurry! For more information or assistance with the Automated Banking System, contact any branch or call an Information Specialist at the numbers listed above. □

Bargainmart

Employees and retirees of Data Systems may use this column free of charge. Ads are limited to one per person each edition and may be extended to another upon request

Ads must be fewer than 25 words and will include home phone numbers only (except Rideshare) Ads not meeting these requirements will not be published nor will they be returned. Send ads to Employee Services at M/S 15-22

Deadline for the next issue April 5.

FOR SALE

1988 LAKEVIEW 26' MOTORHOME, Class C Excellent condition, 38K miles, sleeps 7. Loaded \$21K (818) 343-8065

FOR RENT

VACATION South Lake Tahoe, 4 + 3, furnished house w/spectacular views & boat dock. Minutes to ski slopes & casinos. (818) 784-0724.

OTHER

REALTY: Call for brochure, "Las Vegas, City of New Beginnings" or let me

give you a free tour of the fun capital of the universe. Lorrin Peterson, PPM Realty, 1-800-315-PETE

ACOUSTIC CEILINGS Furnished/unfurnished homes New/Respray. Interior wall repairs Texture to match Jim Daniels for free estimate. (805) 584-8747 License #436134

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SALES REPS WANTED! Be your own boss. Fastest selling Self Defense Weapon 'Paralyzer Pepper Spray' Legal, no certificate needed Call Myra (818) 892-0868 anytime Leave message

REAL ESTATE Questions regarding home loans or refinancing? Should you refi, can you refi; points/no points, variable or fixed rates? Call Sharna Lubin (818) 883-8674

HOUSE CLEANING. Palmdale, Lancaster, Leona Valley areas Nine years experience, great prices. Free estimates Cathy (805) 267-1548. ☐

ETC notes

Gift Certificate Drawings

Phil Pinkham was the winner of a \$100.00 J C Penney gift certificate in February's drawing. The winner of the quarterly drawing for a \$250 certificate was Norma Kaminski.

Thanks to everyone who participated in the annual Transportation Survey! Results will be announced next month. ☐


Second Day Free!
May 1 - Sept. 30, 1996

**Sea World Club USA Members
 Receive Two Days' Admission For The
 Price Of One With
 Your Club USA Card
 And A Vacation Kit
 Coupon!**



See Chris Cavaliere
 Employee Services x4323

to receive your FREE Card & Vacation Kit!

DATA SYSTEMS TODAY

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