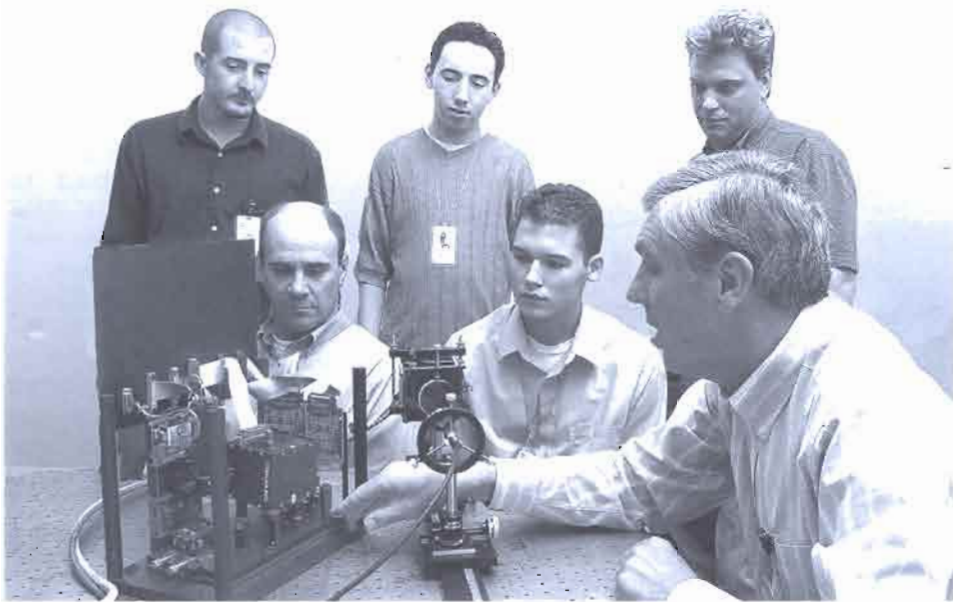# Honors Co-Op Program Benefits Students and Industry

From left (standing) Michael Vertuno, Nick Toole and Stuart Mills,
Member, Senior Technical Staff, and (seated) Lance Mead and Adrian Macauley listen as Technical Manager Barry Dydyk provides instruction on the Optical Correlator, one of the projects on which the interns have been working this summer

By providing students with learning 'beyond the laboratory' real life work experience, companies such as Litton may also benefit by meeting potential high-quality entry level employees. This is the concept behind the Honors Co-op Program, which debuted in 1986 at California State University, Northridge in response to industry requests for technical apprentices. Those chosen to participate make a one-year commitment, working full time during the summer and half-time during the fall and spring semesters.

This summer, Data Systems has been fortunate to play host to four top-achieving students. These promising engineering students, who report to Engineering Project Director Linda Friedman and attend her weekly staff meeting, have been working with Dr. Shan Barkataki on research for Collaborative Software Development Technology and Dr Barry Dydyk on an IRAD project concerning accelerated optical correlation Dr Barkataki, a CSUN professor of computer science, is their co-op faculty advisor and will be evaluating their progress and performance at Litton

Nick Toole, a senior at CSUN major-

ing in Computer Science with a minor in Mathematics and Philosophy, joined the intern program because he wanted to participate in a program "which offers vast opportunities and insight into the mechanics of real-world business." He says it's been a positive experience. "So far, I have enjoyed working with the other co-op students and appreciate the guidance offered by Litton employees "

Nick serves as the vice president of CSUN's Association for Computing Machinery (ACM) student chapter, has been on the dean's list for six semesters and was a recipient of a 1999 Litton Industries scholarship. He says his biggest challenge will come this fall, when he returns to school and continues working half time He'll be "hoping to discover a way to live a contented life with only three hours of sleep per night!"

Adrian Macauley, a junior at Cal Poly, San Luis Obispo, is majoring in Mathematics with a minor in Business and Computer Science. He's a member of the Cal Poly Math Club, Sigma Alpha

Data Systems Today

Litton

Intranet Gets New Look

Have you logged onto the DSD WEB lately? If not, you'll be surprised to see it has a whole new look!

Michael Kamara and Ruby Stallworth of our Information Systems group have been hard at work making the WEB more user-friendly and adding many new features to enhance the range of information available to employees with just a click of the mouse.

The DSD WEB is a great source of reference information. You'll find organizational pages, Division manuals, travel information, such as per diem and local mileage rates, internal job postings, Division forms, including the newly added ICARE nomination form, and more.

Need to locate someone? The Division Telephone Book and the Litton-wide Telephone Book can both be accessed through the WEB's home page.

The WEB also provides a gateway to the Corporate Intranet. One of the newest links leads directly to the quarterly conference calls held between Litton senior management and industry analysts regarding Litton's financial performance.

If you're interested in purchasing a computer, printer or software, you'll find information on the discount programs available to Litton employees from Dell, Lexmark and Software Spectrum.

Another new feature is the Download Center featuring frequently needed software.

The Intranet is available to all Data Systems employees with an NT ID and access to the network. You'll need a browser (Internet Explorer or Netscape) and a PC connected to the network or access via the Internet using the CITRIX server

According to Roger Bowen, manager of Information Systems, the newly enhanced Intranet is just the beginning. "This is a great means of internal communication that we plan to continually upgrade. Our goal is to provide information that employees want and need and make it so easy to access that everyone will develop the habit of logging onto the Intranet each day to find out what's new at Data Systems, as well as within the Corporation."

Beginning shortly, employees logging onto the DSD WEB will be able to view the monthly stock purchase plan updates previously sent via e-mail.

The DSD WEB address is http://merlin/DSD/index htm. Any questions concerning the Intranet should be directed to Michael Kamara at (818) 706-4843. ❏

IMPORT/EXPORT NEWS

The purpose of Import/Export News is to provide the most current information available on Defense Trade Policy, Licensing practices and Compliance issues Direct questions and/or comments to Jean Tschopp, Division Export Coordinator at (818) 707-4063, or to Reina Bergfors, Export Coordinator at the San Diego facility (858) 623-6757. For further export related issues, visit the Export/Import site on the Litton Virtual Private Network (VPN) at http://172 16.1.25/vpn/.

IMPORT/EXPORT FORMS AVAILABLE ON THE DIVISION INTRANET

For easy access and reference, new and revised Data Systems Export/Import forms are now available on the Division Intranet under the header "Forms & Manuals." Division Standard Practices (DSPs) related to Export/Import have been updated and are published on the Intranet as well. Two existing DSPs, one dealing with the general topic of "Importing and Exporting" (DSP 1003-4) and the other covering "Transmission of Electronic Information" (DSP 1003-19) have undergone major revisions. DSP 1003-6, "Exporting Unclassified Technical Data," and DSP 1003-7,"Manufacturing License Agreements, Technical Assistance Agreements and Distribution Agreements," are two new DSPs. All persons dealing with international business/contract matters should read all revised material as well as new DSPs to ensure that our export compliance status remains approved

For assistance with completing any of the export documents, or for questions regarding the new and revised Export/Import procedures, please contact your Export Coordinator ❏

Richard MacKenzie is August Employee of the Month

Richard MacKenzie was named Agoura's Employee of the Month for August.

Rich has supported almost every proposal submitted to Data Systems over the past 30 years, consistently bringing his knowledge of pricing and the various pricing software tools, as well as his creative thinking and analytical and organizational skills, to producing accurate, responsive and understandable Cost Proposals for our new and continuing business proposals.

In his role as manager of the Pricing Department, he is responsible for all phases of proposal cost volume development. Most significantly, no matter how late final proposal cost data is provided, Rich ensures the proposal is priced and all customer-required cost formats are generated in 'superhuman' speed. There is no deadline that Rich won't meet

With the downsizing of the Pricing Department, the increased demands for customer-unique cost forms, frequent updates for cost proposal requirements and the vital importance of our new business proposals, Rich has tackled the rising demands with his renowned humor and many long nights and weekends

Most recently, Rich played a critical role in the AADC Capability, Egyptian COC and Profiler proposals.

Rich has also been a mentor to Pricing Department personnel Finally, he brings his vast knowledge and expertise to bear in helping Contracts, Business Development, Program Management and Finance to develop costing and pricing strategies for competitive proposals, by quickly and responsively pricing "what-if" variants for the proposals.

Rich has continually demonstrated outstanding performance in the execution of his responsibilities and is most deserving of Employee of the Month honors. ❏

July ICARE Awards Add 3 to Agoura Honor Roll

(From right) David Dawson, Don Richards and Don Barteld were

presented with ICARE awards by Division President Bill Allison in recognition of their superior customer service

Three individuals were honored by Division President Bill Allison during the July ICARE Award Ceremony in Agoura Hills.

Don Barteld was nominated by Mike Marcus for displaying ingenuity, technical competence and timely support in accomplishing the installation and configuration of new digital equipment for the photo lab within one week of its receipt. The new equipment enables Mike to provide faster and more complete photo service to his customers and eliminate the need for expensive outside vendors.

David Dawson was nominated by Don Silbaugh for implementing an inline date reduction process that allows data reduction tasks to be completed concurrently with formal testing, thereby reducing the overall schedule span. As a direct result of the productivity gains realized by David's process improvements and his significant time investment on both THAAD and AADC over a six month period, the THAAD Build 2.6 formal tests were completed four days ahead of schedule and David's portion of the AADC TIM 3 presentation was ready on schedule.

Don Richards was nominated by Al Ungar for the critical role he played in the timely delivery of the AADC updated cost proposal to NAVSEA in Washington, D.C. Arriving in Washington armed with just one copy of the proposal, Don spent many hours at Kinko's, along with Jan Bush and Kief Tackaberry from Data Systems' Washington office, printing, collating, binding and packaging the required three copies of the proposal and delivering it with a half hour to spare The total time from start to finish of this delivery was 35 hours.

The presentation of these awards brings the total in Agoura to 612. ❑

Data Systems Receives THAAD EMD Subcontract Award Valued at $31.5M

Data Systems received authorization from Raytheon to proceed with work on the Theater High Altitude Air Defense Engineering Manufacturing and Development (THAAD EMD) effort.

The THAAD EMD effort, to be performed under subcontract to Raytheon, continues Data Systems' THAAD Integrated Risk Mitigation Restructure (IRMR) efforts performed under subcontract to Lockheed. Data Systems will perform the tasks for Configuration 1 (C1) EMD Builds 4 and 5, and be responsible for leading and executing the duties of the Battlement Management (BM) Software Item (SI) Integrated product Team (IPT) discrete tasks, as well as providing level of effort engineering support as part of the BMC4I Segment.

This effort, which will be performed as part of a collocated team in the Lockheed facility in Huntsville, extends from August 2000 through September 2008. Configuration 2 (C2) EMD Builds 6, 7, and 8 are expected to be initiated by 2004. ❑

2 Honored by ICARE in Ocean Springs

David Johnson presented Carla Cook

with two ICARE awards in March Not pictured is Patti Moore who was unable to attend

During March, two more Ocean Springs employees were presented with ICARE awards in recognition of their outstanding efforts.

The team of Carla Cook and Patti Moore was nominated by Sarah Peckinpaugh for coordinating the superbly organized State of the Division meeting conducted in February at the Ocean Springs Civic Center

Carla Cook was also nominated by Bob Wilensky for processing and making available a classified Simulation Tape to support the Build 7 activities on UKTACC. ❑

Hotline

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

Agoura Hills. 818-706-4669

Other Ca 1-800-843-5165

Outside Ca. ... 1-800-237-0934 ❑

Requirements Management Training Offered in Ocean Springs

Data Systems' employees (top to bottom, l to r)

Shannon Mason, Haskel Lee, Shannon Swiney, Lockwood Peckinpaugh, Richard Cannon, Deannie Kuebler, Steve Hayes, Mike Basoco and Ken Woechan recently completed requirements management training.

As part of our continuing efforts to enhance our competitive advantage, Data Systems recently offered extensive Requirements Management training to a large group of its Mississippi employees as well as three special guests Ken Dropco from the Naval Oceanographic Office, Major Scott Davis of the USMC, and Ms Ella Abele from Litton Marine Systems.

The on-site training consisted of two courses provided by Rational University. The first course was *Requirements Management with Use Cases*. Over three days, the course focused on managing the changing requirements of a project analyzing the problem; defining the product-vision and product features; defining software requirements and requirement attributes; and maintaining traceability for use in scope management, change management and impact analysis.

The second workshop was on *RequisitePro*, Rational's tool for capturing and managing the changing requirements of a project. Hands-on exercises were used to enhance the concepts presented in Rational's Requirements Management course. Students gained an understanding of how to use RequisitePro to apply software development best practices Additional emphasis was placed on project set up; defining documents and requirements and requirement attributes and traceability links, and using the repository to manage project scope and assess the impact of the changing requirements Data Systems' employees completing the training included Mike Basoco, Haskel Lee, Richard Cannon, Shannon Mason, Mike Concannon, Ken Palmertree, Steve Hayes, Lockwood Peckinpaugh, Debbie Hickman, Shannon Swiney, Charlie Hilbers, Ken Woechan and Deannie Kuebler. ❑

Co-op

Epsilon fraternity and the Dean's list Adrian says he participated in the program to gain experience. "Since Data Systems is part of such a large corporation, those affiliated with Litton are exposed to business practices on a national as well as international level "

Adrian has been particularly interested in calculating project effort/ schedule estimates using the COnstructive COst MOdel (COCOMO) software for proposals "By learning the software and going through several estimates, I was able to get a better look at probably the most important part of the company, which is the negotiation with other organizations for possible business " Adrian says his eyes have been opened to many things "Aside from learning new software and applications, I have discovered a lot about what actually goes on in a corporation and how business is conducted outside of the classroom It has given me a preview of what to expect when I complete my academic career so that I do not enter the workforce with a blindfold

The atmosphere and the personnel I have worked with have all been top notch. I am challenged by the caliber of work that others do and the ideas they come up with."

Mike Vertuno attends CSUN as a computer science major Like the others, he's amassed an impressive resume so far, including Webmaster/Publicist for ACM from 1999 to the present, membership in the International ACM and the Engineering Honor Society, Tau Beta Pi, and 5 semesters on the Dean's list. His special areas of interest are operating systems, software development, data structures and algorithms, and web development Mike chose to participate in the Honors Co-op program because it offered valuable work experience in his field of study and in a learning environment. "When I was hired by Litton, I was first intrigued with the variety of benefits offered by the company, including educational reimbursement and the savings and stock purchase plans. The friendly atmosphere, informative employees and interesting projects made it easy to adapt to the working environment. I have enjoyed working on projects that involve cutting-edge tech-

nology, such as the Optical Correlation and Collaborative Software Development, and I have learned a lot about development tools (Visual Studio), generating reports, networking, active server pages and the overall software development process. By the end of the summer, I hope to obtain some experience on other projects so I can expand my options when classes start."

Lance Mead, a junior majoring in Computer Science at CSUN with a minor in Mathematics, also joined the Honors Co-op to obtain real world experience in the industry and not just classroom training. He also appreciates the educational reimbursement program, which offsets the cost of attending the University. Lance was already somewhat familiar with Litton, having worked previously at Guidance and Control Systems in their memory lab and then on space and re-entry computers. Lance says he wanted to return to Litton largely due to his prior experience at Guidance. "The classroom does not really model the real world environment of large projects with the members of large teams working together In fact, most of my instructors would call that cheating!" ❑

DCM Oxnard Recognizes Outstanding ISO Audit Performance

They weren't among those named as July ICARE winners, so when five Agoura Hills' employees received a personal invitation (but no explanation) from Division President Bill Allison to attend the July ICARE Award Ceremony, they approached the event with more than a little trepidation.

Hopefully, nervousness turned into a sense of accomplishment following the ICARE award presentations when Mr. Allison introduced Stan Polinsky, DCMA (Defense Contract Management Agency) software representative and lead auditor on the ISO 9001 audit conducted from April 12 - 17, 2000. Taking advantage of the crowd gathered to see the ICARE ceremony, Mr. Allison had invited Mr. Polinsky to use this perfect opportunity to recognize the noteworthy ISO efforts of these deserving individuals.

Jim Cilva of Data Systems' EPG (Engineering Process Group) created an ISO 9001 software audit checklist following the guidelines in accordance with ISO 9000-3 1997 (E). This activity represents an outstanding product and effort, which

(From right) Stan Polinsky presented awards to Jim Cilva, Frank

Smalarz, Madeline Osborne, Gary Duffy and Hank Rice for their noteworthy accomplishments during the DMC ISO audit he lead in April President Bill Allison expressed his appreciation for the excellent customer service provided by the group.

allows for auditing of the software engineering processes with a completely mapped list of 252 clauses (requirements).

Gary Duffy of System Test provided and maintains richly detailed test data in a cohesive data set that should assist in future planning and testing of enhancements for the OCU as well as other projects.

Frank Smalarz, OCU upgrade project manager, demonstrated an outstanding risk management model that he has been using to identify, manage and mitigate risk on the OCU project.

Madeline Osborne of Product Assur-

ance was responsible for creating and maintaining an ISO Assessment Summary Sheet that provides management with the status of the DSD ISO 9000 system at any point in time, including corrective actions, audit schedules, etc.

Henry Rice, Product Assurance Manager, developed a process maturity rating system that is contained in all ISO audit reports as a useful measure.

Congratulations and job well done to all for their efforts to provide exemplary service to two important customers - DCMA and MARCORSYS (USMC), which requested the audit ❑

Data Systems Ocean Springs Lends Support to Boys and Girls Club

The Honorable Ronnie Musgrove, Governor of the State of Mississippi, was the guest speaker at the 8ᵗʰ Annual Steak

Attending the annual dinner hosted by

the Boys and Girls club for Data Systems were Charlotte Barial, Sharron Clark, Dwight and Pat Kibler, Bob Wilensky and Jim DeMarco, who is pictured with Boys and Girls Club member Elizey Penns

and Steak Dinner hosted by the Boys and Girls Clubs of Jackson County Litton Data Systems Ocean Springs joined local businesses, including Ingalls Shipbuilding, Halter Marine, Friede Goldman, Hancock Bank, The Mississippi Press and many others to sponsor a table at this fundraising event held on June 29 in Pascagoula.

The mission of the Boys and Girls Club is *"to serve youth between the ages of 6-18 by providing programs generally not available to them from any other source. Through the effective use of resources, the clubs provide educational, as well as recreational social development and directed leadership opportunities to prepare members for responsible adulthood."* Data Systems recognizes the importance of programs such as this, which provide our young

people with the challenge to strive for excellence, to become responsible citizens and to increase their self esteem.

Governor Musgrove spoke on the importance of the Boys and Girls Clubs in providing a positive, structured and focused atmosphere for young people to grow and develop He cited his own small town background and told the young people in attendance that they could achieve success if they were willing to set goals and strive to achieve them.

In conjunction with this event, a silent auction was held to raise money for the Boys and Girls Clubs and awards were presented for outstanding members from the various local areas. During the event, various State and local organizations, including the State Attorney General's Office and the cities of Ocean Springs, Gautier and Pascagoula, formally presented contributions to the Boys and Girls Clubs. ❑

In the Spotlight

Our last mystery employee was Barbara Morgan of the Business Development organization.

Barbara's Data Systems' career began in 1984 when she answered an advertisement for an administrative secretary for the business development organization. Originally tasked with providing secretarial support for a number of business development and international marketing personnel, Barbara's responsibilities have increased over the years as she has been promoted a number of times, attaining her current position as Manager of Administration for Business Development in September 1994. Barbara is responsible for controlling and maintaining the Business Development budget, which means monitoring all the Business Development departments to ensure that they don't overspend - a job she says is quite a challenge, but one she very much enjoys. She feels it lets her utilize her organizational talents, as well as her ability to gently, but persuasively garner the support and cooperation of the people with whom she works. She says she thinks her co-workers would describe her as quiet and reserved, and says she agrees with that assessment — at least on the surface!

Barbara found not only a home at Data Systems, but a wonderful husband as well. She met Doug when he was doing some engineering work with Business Development - they started dating almost immediately and were married about a year and a half later in 1988. She says it's great being married to someone who works at the same company because you have common ground on such a big part of your life. Doug, she says, provides support and encouragement both at work and at home.

Barbara and Doug, who have five grown children between them (Sheila, Kathy, Mike, Allison and Chris), are very family-oriented and enjoy a warm relationship with all the children, as well as Barbara's parents and siblings who live nearby. Although she says she *hates* to cook, Barbara and Doug's home has become the focal point for all the family gatherings.

Thanks to daughter Allison, Barbara became a grandmother a few years ago and says it's more wonderful than she

ever imagined. Once a dance enthusiast who has taken almost every kind of dance instruction since she was five years old, most of Barbara's leisure time now is devoted to spending time with Kevin, 3, and Ava, 1. She is also eagerly awaiting the birth of her third grandchild, Luke, this month.

Barbara says she and Doug also enjoy taking walks with their dog, Terry, attending events at the Thousand Oaks Civic Arts Plaza, watching DVD's and attending Mass on Sundays She's not the most enthusiastic traveler, but does like to get away occasionally to relax in Santa Barbara or Las Vegas. Another hobby that began several years ago is collecting for the Beatrix Potter and cow theme rooms in her home - a hobby that's taken on a life of its own! Her

grandchildren, of course, love all the stuffed animals, blankets and such, but none of the items are allowed outside of their assigned rooms lest they begin encroaching upon the rest of the house!

Barbara says that she was hoping to find a 'home' when she came to work here and she has been fortunate to have had opportunities for advancement, a challenging career and great people with whom to work. She's especially proud to have helped initiate the ICARE program and to be the originator of the ICARE (Improved Customer Awareness REcognition) acronym. Other accomplishments include being selected as a YWCA Woman of the Year in 1991 and being a member of the BDC Team chosen to receive the Bill Wagner Continuous Measurable Improvement Award in 1996 for streamlining the proposal development effort.

Congratulations to **Nancy Roche**, **Chris Huffman** and **Kathy DeSImone** for correctly identifying Barbara.

Our next mystery employee has been associated with Litton on and off since the late 1960's, working at two other divisions before coming to Data Systems in 1988, where she's worked in one organization During her last vacation, she took a 'daring ride on a flying trapeze.' You can tell by looking at her computer that she's a cat lover. Do you know who she is?

Please submit all entries to *Data Systems Today* Spotlight Contest at M/S 15-07 by September 5, 2000 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, AMC, Mann or United Artist theater. All current Data Systems' employees are eligible to participate. ❑

Milestones

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

David Widing

20 years, Manager Programs Finance Section, Administration

30 years: Steven Shimasaki.

20 years: Robert Coulsell, Peter Haughawout, Glenn Shulim, Donald Stafford.

15 years Jack Alanen, Kim Decker, Warren Wegerer.

5 years: Paul Kheary, Marie Nooris. ❑

Promotions

Congratulations go to the following employees.

Engineering: Robert Klein to Field Engineering Specialist. Robert Paulsen to Engineering Project Director. John Reaves to Senior Scientist. Scott Wright to Field Engineering Specialist. ❑

On Board

Data Systems welcomes the following new employees.

Administration: Paul Nestroyl, Richard Oliver.

San Diego: Lisa Burtman, Ruth Davis, Ken Dirske, David Ferguson, Doan Ly. ❑

Gone Fishin'

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

George Hall

Gregory Houdlette

Frank Kaatz ❑

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 15-07.

Deadline for the next issue: September 5.

FOR SALE

MAHOGANY DINING TABLE, 6 chairs, breakfront - $1,500. Pennsylvania House Cherry Wood Queen Ann Bedroom Set with 2 night stands, double dresser - $1,000. Call (818) 887-0204 ❑

ICARE *Recognizes Excellence in Huntsville*

Engineering Project Director Linda Friedman

presents an ICARE award to Linda Glenn (center) while nominator Chris Adams looks on.

Linda Glenn, who supports the Litton Battle Management Software Integration IPT in the Lockheed Martin Huntsville facility, was nominated by Chris Adams for her role in the incorporation of the radar interface into Battle Management. Since assuming her role in the Sensor Management Focus Team, Linda has brought consistency and a thorough engineering process that has finally documented and incorporated the radar interface in the Key Events Dictionary and state transition diagrams.

Linda's clear thinking, attention to detail and willingness to go beyond the required direction has resulted in a much improved interface with well partitioned functionality and the inherent maintainability that is required for modular use. Her efforts outside of her normal job duties has helped make everyone on her team more productive since the implemented functionality can be easily traced, understood and replicated.

Congratulations, Linda, for a job well done! ❑

ETC Notes

Gift Certificate Drawing

Linda Colson won the $100.00 J.C. Penney gift certificate in June's drawing

AVR Commuter Survey Results

During the week of June 5, 2000, Agoura Hills employees completed AVR/Transportation Survey forms indicating their work commute travel patterns during the week. This annual survey helps update the employee transportation data base used for reporting requirements under the South Coast Air Quality Management District's (SCAQMD) Rule 2202. This regulation governs the Division's program aimed at reducing the number of employee vehicle trips being made during peak commuting periods.

Results from this year's survey show Data Systems' ridesharing levels increased from 1 08 to 1.15. While this is an improvement over last year, it still falls short of the goal of 1.5 set by the SCAQMD.

Thanks to everyone who helped the Division in its efforts to achieve compliance by participating in this year's survey ❑

Personals

Thanks were received from the following.

Debbie Castillo for the cards, flowers and kindness expressed towards her family following the recent death of her father. ❑

Standards of Conduct: Towards a Strong National Defense

This month's article was provided by Duane Anderson.

The strength of our nation lies in the many freedoms that we enjoy. At the foundation of that strength is an individual's willingness to recognize the responsibilities associated with maintaining those freedoms.

The Department of Defense, as our major customer, has developed regulations over the years that contractors agree to follow in order to be awarded contracts. Because of the different type of contracts the government awards, the basic intent is to ensure that business is conducted and costs are treated in a consistent manner The Federal Acquisition Regulations (FAR) and Cost Accounting Standards (CAS) are the major rules that contractors are expected to follow These rules were established to ensure that our tax dollars receive the appropriate treatment in our government's buying process.

The Division's implementation of the FAR and CAS rules is carried out through our Policies and Procedures, Accounting Disclosure Statement and us.

It is recognized that we can't personally know all the rules and regulations However, the basic rules that we are all expected to follow are found in the Division's *Standards of Conduct* booklet. The 17 Standards contained in this 20 page booklet are as follows

1. Data Systems Employees - Equal Employment Opportunity
2. Conflict of Interest
3. Gratuities
4. Marketing Information
5. Employee Communications
6. Accurate Books and Records
7. Export and Boycotts
8. Audit by Government Agency
9. Cost or Pricing Data
10. Procurement Policies
11. Political Contributions
12. Environmental Concerns
13. Data Systems Quality Program
14. Anti-Trust
15. Labor Charging
16. Security
17. Disciplinary Action

Many of the Standards are not necessarily related directly to doing business with the U S. Government, but are sound business practices you would want your own employees to follow if you were operating your own business.

The overriding principle is stated on page 1: "All Litton business shall be conducted ethically, honestly and with integrity

At the foundation of our nation's strength, which includes a strong national defense, and our Division's strength is our willingness to recognize and accept our responsibilities. ❑