Raytheon Company
Approved Domestic and International Transportation Guideline

Effective Date
28 March 2016

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Purpose

The purpose of this guideline is to ensure a consistent company process for utilization of approved carriers for both Domestic and International service providers to support logistics needs, drive efficiency and minimize risk to the company.

Applicability:

- This guideline applies to Raytheon businesses located in the United States and where Raytheon pays freight charges. For specific Business routing instructions, questions, and specialized services/requirements (such as hazardous, classified, or temperature-controlled shipments), see the "Business Contacts and Freight Specifics" table below.
- See below for shipment escalation contact information.
- This guideline does not apply to DoD Directed or Regulated Shipments including FMS.
- The requirements of this guideline are effective one hundred forty five (145) days from the effective date of this guideline.

Domestic Transportation Process

1. Requirements
- This section of the guideline is to ensure a consistent Raytheon process for the utilization of approved providers for Domestic shipping. The tables below provide the requirements for Table 1.1 Domestic Surface and Table 1.2 Air Shipments.

Table 1.1 Surface Shipments – _U.S. Origin and Destination_

WEIGHT:	SERVICE:	LOCATION:	PRIMARY CARRIER:	SECONDARY CARRIERS:
[1]100 lbs. and under (size constraints apply)	Small Parcel Ground	United States	UPS	FedEx
101 lbs. to 10,000 lbs.	LTL – National	United States	FedEx Freight	Old Dominion
	Time Critical Ground	United States	Old Dominion	None
Over 10,000 lbs.	LTL – Regional	United States	See Business Unit routing instructions	None
	Truck Load - General Commodities including hazardous materials except Hazard Classes 1.1, 1.2 & 1.3	United States	[2]Landstar System, Inc.	[2]Panther Expedited Services, Inc.
	Truck Load – Classified General Commodities and hazardous materials including Hazard Classes 1.1, 1.2 & 1.3 explosives	United States	[2]Landstar System, Inc.	[2]Panther Expedited Services, Inc.

Table 1.2 Air Shipments – *Domestic*

WEIGHT:	SERVICE:	LOCATION:	PRIMARY CARRIER(s):	SECONDARY CARRIER:
[1]100 lbs. and under (size constraints apply)	Next Day; Second Day Air	United States	UPS	FedEx
Over 100 lbs.	Next Day; Second Day Air, 3rd Day Air	United States	UPS Supply Chain Solutions	

International Transportation Process

2. Requirements:

- The section of this guideline is to ensure a consistent Raytheon process for the utilization of approved logistics providers for international shipping. The below provides the requirements for the shipment of Articles with No ITAR/EAR Authorization Required and with ITAR/EAR Authorization Required.

- Please note that this guideline does not apply to DoD Directed or Regulated Shipments including FMS. This guideline does not apply to classified hardware shipment transporting on a DSP 85 license which are governed by a classified transportation plan agreed to between Raytheon, US defense security services, and the foreign government security services.

- The tables below provide the requirements for Table 2.1 Air & Ocean International Shipments. The specific requirements for Non-licensed Articles and License Articles are identified below in Sections 3 and 4 respectively.

Table 2.1 Air & Ocean – *International (Imports & Exports)*

WEIGHT:	SERVICE:	LOCATION:	ARTICLES with No ITAR/EAR Authorization Required	ARTICLES with ITAR/EAR Authorization Required
[1]100 lbs. and under (size constraints apply)	Air	International	UPS	DHL Express UPS Express FedEx
Over 100 lbs.	Air	International	DHL GLOBAL FORWARDING Contact Business Freight Management & Global Trade Organization	DHL Express UPS Express FedEx *Utilization of the 3 carriers is required unless weight or size restrictions prevent. Follow the Exception and approval process in Section 4 and Section 5
Over 100 lbs.	Ocean	International	DHL GLOBAL FORWARDING Contact Business Freight Management & Global Trade Organization	DHL GLOBAL FORWARDING Follow the Exception and approval process in Section 4 and Section 5 Contact Business Freight Management & Export / Import Group

Note: Raytheon must not be designated as an Importer of Record or Exporter of Record in a non-U.S. country for purposes of compliance, unless authorized by the Global Trade Organization.

¹Size guidelines – Non-palletized shipments only; Maximum size is 108 inches in length and 165 inches in length and girth combined (length – plus twice the height – plus twice the width).

· Contact the Raytheon Business Traffic Department for carrier coordination with these specialized services.

3. **ITAR/EAR Authorization Required Articles & ITAR/EAR No Authorization Required Articles:**

- International Shipments fall in two categories: Authorization required and no Authorization required Articles. The below are the requirements for handling shipments of each specific category.

- ITAR/EAR No Authorization Required Articles:
    - o No Authorization Required articles are those subject to the Department of Commerce jurisdiction which are categorized under an Export Commodity Classification Number (ECCN) or category EAR99, and to a country destination under No License Required (NLR).
    - o No special handling is required to secure the supply chain beyond that of a normal commercial shipment.

- ITAR/EAR Authorization Required Articles:
    - o Exports and imports (classified hardware, software, technical data, etc.) governed by an ITAR or EAR authorization – license, exception, or exemption - must utilize a Closed Network provider to transport hardware to secure the supply chain. A Closed Network is defined as logistics network where only dedicated logistics assets and personnel are used in the handling and movement of cargo from origin to destination.
    - o All shipments paid by Raytheon must be shipped with a Raytheon approved transportation provider who has a Raytheon companywide agreement in place. The current list of eligible Closed Network providers are UPS Express, Fed Ex, and DHL Express.
    - o Exceptions to this requirement and the corresponding approval process are identified in Section 4 and Section 5 of this guideline.
      Please contact your Business Freight Manage, Export/Import Operations and Compliance group, and Global Trade Organization for assistance exporting these items.
    - o All shipments where Raytheon is the importer of record requiring US customs brokerage MUST be customs cleared by Raytheon's Authorized Customs Broker (DHL Global Freight Forwarding or Expeditors International).
    - o All shipments where Raytheon required to file a declaration via the Automated Export System (AES) must be completed by Raytheon's Global Trade Organization or Raytheon's Authorized AES filing agent (DHL Global Freight Forwarding or Expeditors International).

4. **Exceptions**

- The following list of cases may occur where a closed network provider cannot be utilized due to customer, commodity, network, or government restrictions. In such cases Raytheon is to utilize Section 5 Exception Management Process.

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- o Customer directs a specific logistics provider who does not operate a closed network. Business Contracts will document the request for a customer directed freight forwarder and forward the business case to GTC (SC, EXIM, GTO and the Authorization Owner must be copied on the request) for approval. Once the approval is obtained, SC will execute a companywide agreement with the customer–directed freight forwarder.
- o Customer directs the use of specific airline that prohibits the use of a closed network.
- o Cargo that exceeds the weight or size limits of the closed network provider
- o Foreign Country restriction on closed network provider movement of military hardware or high value goods.
- o Hazmat freight exceptions of the closed network providers (i.e. Class 1 cargo (explosives), Class 2 cargo (gases), and Class 7 cargo (radioactive))
- o Classified Cargo which follows classified transportation plan approved by DSS.
- o DoD Directed or Regulated Shipments including FMS
- o Articles with ITAR/EAR Authorizations not implemented with appropriate forwarder or country

5. Exception Management Process

- If the use of a closed network provider is not possible due to exceptions listed in Section 4, a Shipment Routing Plan must be documented by Raytheon and the nominated logistics provider and approved by a BU logistics director (or defined designee).
- The logistics routing plan will define all of the handoffs and parties to the transaction from origin to the destination.
- The BU logistics director (or defined designee) will review the routing, the parties, and the process in the movement and handling of the transactions to determine if the shipment routing plan possess a risk of lost freight.
- If the BU logistics director (or defined designee) determines the plan possess too high a risk, they will request an alternative plan be proposed by the freight forwarders for review and approval prior to approving shipment execution.

Shipment Routing Plan Template

Transportation step	Freight Forwarder response	Instructions
Origin Pick Up		Must list all carriers involved in the pick up from the shipper dock to the airline terminal. If this step is done by the Raytheon, customer, or supplier it will be noted by Raytheon
terminal operations and freight management origin		Identify who operates the terminal hub used to consolidate freight onto the airline pallet and who is building airline pallet. Define parties involved in affixing Tracking label for freight movement and management
Airline routing		Provide full flight routing including transfer points and airline used in the routing.
In transit airline tracking		Define process to track cargo during flight

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terminal operations and freight management destination		Define parties involved in picking up airline pallet and management cargo breakdown at destination location.
Destination delivery		Must list all carriers involved in the delivery from the airline terminal to destination dock. If this step is done by the Raytheon, customer, or supplier it will be noted by Raytheon

- All international shipments will be evaluated for the routing using a closed network provider or exception provider by Raytheon Logistic professionals listed below

Raytheon Business Contacts and Freight Specifics

RAYTHEON BUSINESS	CONTACT NAME	CONTACT PHONE #	WEB LINK
Integrated Defense Systems (IDS)	Laura Palotta	978-470-7483	IDS routing instructions
	Denise Bettencourt	978-470-7014	
Intelligence, Information and Services (IIS)	Jim Gray	972-205-5122	IIS routing instructions
	Tuan Nguyen	972-205-7387	
	Betty Keck	972-205-8237	
	Steve Ponting	310-647-3669	
Raytheon Missile Systems (RMS)	Eric Balogh	520-663-8943	RMS routing instructions
	Dede Bottari	520-663-8196	
Space and Airborne Systems (SAS)	Kenny Rebelo	727-302-2317 (ofc) 727-302-2317 (cell)	SAS routing instructions
	Scott Taylor	972-344-4620 (ofc) 214-842-9758 (cell)	
	Nancy Preble	310-647-3897 (ofc)	

Escalation

Escalation to Business Unit Contacts should only occur when primary contacts are unable to resolve a specific shipment issue. Higher level escalation is warranted to proactively address the planning of a shipment or to resolve issues that that have not been addressed.

Escalation: Business Contacts

RAYTHEON BUSINESS	CONTACT NAME	CONTACT PHONE #	CELL PHONE #	EMAIL
Integrated Defense Systems (IDS)	Dang Huynh,	978-604-6434	978-604-6434	Dang.D.Huynh@raytheon.com
Intelligence, Information and Services (IIS)	Lance Lammott, RILCOM Lead	317-306-3634	317-517-3892	lance_e_lammott@raytheon.com
Raytheon Missile Systems (RMS)	Tim Beer RILCOM lead	520-663-8705	520-248-4117	tgbeer@raytheon.com
Space and Airborne Systems (SAS)	Mike Hall, RILCOM Lead	310-647-0543	310-469-2418	michael_1_hall@raytheon.com
	Robert Tevis	972-344-8730	972-261-8821	R-tevis@raytheon.com

Records Management

All functions are required to maintain records in accordance with Raytheon policy 24-RP, Records Management.