

## Inside this Issue

*This issue of the enhanced TMB Newsletter brings you a number of exciting articles including some great news on the recent ESOP valuation. The second page delivers a letter from the CEO along with some insight on what a "War Room" is and how it benefits our customers. The Newsletter goes on to offer directions to find the answers to many Human Resources FAQs as well as TMB Milestones. An update on having Foreign Liaison Officers on site and how that affects security protocols is explained on page three. The next page brings an exciting human interest story on one TMB employee's journey to the U.S. and pictures of other employees' travel overseas. The Newsletter then presents photos of the recent TMB All Hands and Performance Awards. An update on our support to the Warfare Systems Program Office (WSPO) at Naval Surface Warfare Center (NSWC) Dahlgren Division presents a look at how our BFM's are supporting our customers. TMB Cinema Review showcases a review of the 2016 film "Hell or High Water." The continuing Naval Traditions article focuses on the Sailor's Creed, Commissioned Officer's Oath and the "Navy Hymn." The final page of the Newsletter provides important TMB and community dates so mark your calendars!*

## Content

|                             |   |
|-----------------------------|---|
| ESOP Valuation.....         | 1 |
| CEO Corner .....            | 2 |
| War Room.....               | 2 |
| HR Corner .....             | 3 |
| Security Awareness.....     | 3 |
| TMB Milestones.....         | 3 |
| TMB Around the World.....   | 4 |
| Coming to Amercia.....      | 4 |
| All Hands 19 April.....     | 5 |
| Spotlight On a Program..... | 6 |
| Naval Traditions.....       | 7 |
| TMB Cinema Reviews.....     | 7 |
| Coming Events .....         | 8 |

## TMB Share Price Increases 18%!

On April 1, 2017, TMB received the official annual ESOP Valuation Analysis from our Independent Trustee. That analysis concluded that the Fair Market Value (FMV) of a share of TMB stock increased from \$98.00 per share at the end of 2015 to \$116.00 per share at the end of 2016. This 18% increase in FMV was the result of TMB enjoying its best financial year in company history, the win of more prime contracts in 2016, and the Valuator's confidence in TMB going forward. What is an ESOP you may ask?

- An Employee Stock Ownership Plan (ESOP) is a unique benefit which makes employees owners of a company and has numerous benefits for the employee-owners:
- ESOPs create a direct link between company interests and employee interests.
- Employees become equity owners and should be focused on company growth.
- Working for an ESOP makes it more than just a job and a paycheck – a portion of each employee's retirement future is tied to the success of the company.
- As the value of the company increases, the value of employee shares increase.
- As the value of the company decreases, the value of employee shares decrease.
- Unlike a publicly traded company, an ESOP must make business decisions based on the long-term growth, profitability, and success of the company.



From left to right: Scott Ferry, Thomas Luong-Murphy, Tim Adkins and Austine Scales meet to discuss process improvements for TMB support of PMS 415 mission requirements.

- It is the long-term value of the company that matters, not quarterly numbers or annual valuations – what the ESOP is going to be worth at each person's retirement is key.

All TMB employees are eligible to become participants in the ESOP the first day of the month following the completion of their first year of service. After that, to be eligible to receive an allocation of shares for each plan year, an employee must work at least 1,000 hours within the plan year and be employed on the last day of the plan year (December 31st). A participant's portion of the allocated shares for each plan year is based on the percentage their salary is to the pool of all eligible participant salaries.

How did TMB become an ESOP?

Bob and Pat Bennett founded Tech-Marine

*Continued on page 7*

| Plan Year | Company Revenues | Share Price | Total % Shares Distributed |
|-----------|------------------|-------------|----------------------------|
| 2008      | \$15.5M          | \$40.00     | 15.8%                      |
| 2009      | \$17.9M          | \$49.90     | 34.9%                      |
| 2010      | \$15.1M          | \$55.80     | 47.8%                      |
| 2011      | \$14.2M          | \$43.00     | 59.8%                      |
| 2012      | \$14.6M          | \$46.00     | 68.7%                      |
| 2013      | \$13.1M          | \$47.00     | 71.7%                      |
| 2014      | \$14.6M          | \$103.00    | 78.4%                      |
| 2015      | \$28.8M          | \$98.00     | 90.5%                      |
| 2016      | \$37.2M          | \$116.00    | 100.0%                     |

## CEO Corner

We have been issuing a regular Newsletter for the past year and decided to take it to the next level with a more professional look and production. Very much like TMB itself, our Newsletter is maturing and becoming more polished and sophisticated. As we continue to grow, succeed and serve both our Country and our employee-owners, we are committed to continuous improvement. We will still focus on articles about our employee-owners at work and in our communities as well as important dates for our people. There will still be this regular column from myself and Dan Clague will continue to write about naval traditions. We are adding regular columns on Human Resources and Security topics of interest and are open to any suggestions that you might have to make this more interesting and meaningful to the TMB community – past and present. If you have an interesting story to tell or are willing to help with our production and layout, please come forward and make your mark on our Newsletter.

I also wanted to add my thoughts about the tremendous increase in our ESOP share price. Being a huge baseball fan, I compare our 2016 valuation analysis with enjoying a win in July. When playing a 162-game schedule, you can't let yourself get too excited about one win or too down on one loss. You want to be playing and winning the last game of each season. So too with our 2016 valuation. It is great, don't get me wrong, but any single ESOP valuation is just a snapshot in time. Like a win in July, you enjoy it for an hour and focus on continuing to perform and prepare for the next day's challenges. For each of us, what should matter is playing and winning that last game. As an employee-owner that means maintaining a well-run and successful company that will still be achieving increased valuation when you retire and begin to receive a share distribution. Let's enjoy what we have accomplished but know that there is more work to do.

## What is a War Room?

*I hear people in the office talking about going to the "War Room". What are they talking about? What's a War Room?*

TMB has two Project War Rooms located on the 4th floor of 100 M St SE in Washington DC. These two war rooms support the PEO IWS 4.0 Engineering Support Services (ESS) contract that was awarded to TMB in May 2016. But why do we have them?

Modern day project war rooms are modeled after military command centers originally set up during World War II. Whether they are called war rooms, situation rooms, or command centers, centralized and specific purpose-built project meeting spaces provide a dedicated location for project teams and stakeholders to collocate and visually communicate the activities associated with the execution of critical projects/programs. The idea of a war room is to physically and visually gather information into a 'single location' to facilitate communication, problem solving, risk mitigation and status reporting.

While not focused on winning armed combat conflicts, project management war rooms provide much of the same knowledge sharing and decision-making benefits of their military counterparts. These war rooms gather people and information in one location, for concentrated problem solving, by utilizing the project/program information posted. War rooms serve as a controlled source for important project information that includes data visualizations of key performance metrics such as budget, schedule, issues, risks and overall project health.

Project War Rooms are essentially a room-sized visual communication tool. Project stakeholders, who visit the room, can quickly get up to speed on progress, current status and any issues that may be facing their team or other teams to help create

synergy across the entire programmatic portfolio. Team members can quickly look at project information without searching through files to gather the information readily used and needed to promote project advancement and information transfer.



---

***"The main goal of any project war room is to communicate effectively enough, that anyone unfamiliar with the project should be able to grasp the status of the project rather quickly after entering the room."***

---

TMB's war rooms are collocated on the DC office's 4th floor and support the PEO IWS 4.0 COR and PEO IWS 4.0 Future Engagements respectively. These war rooms are divided into areas by country (Japan, N. Korea, Australia, Norway, and Spain) and Weapons and Launchers. The information located on the walls by country visually depict: schedules, contract information, country case information, risk areas, and project details.

These conference war rooms will be used to hold Foreign Military Sales (FMS) meetings that will allow meeting members to quickly grab information at their fingertips, and apply project/program information to topics and issues being discussed.

~ Ken Brown

## HR Corner

The HR team is asked a lot of the same questions on a routine basis. Most HR questions can easily be answered by going to our TMBnet site and checking the FAQ section on the Policies and Procedures tab or the Benefits Information tab. Below is a list of questions and answers to assist you:

**How do I access the TMBnet site?** Login with your firstname.lastname (without the @tmbhq.com) and enter the password you use to login to your TMB laptop. If you are a remote employee, enter the password you use to access your TMB email. If you're experiencing problems with accessing the TMBnet site, please contact CWPS at 703-263-9539 or by email at [servicerequest@tmbhq.com](mailto:servicerequest@tmbhq.com).

**What do I do if I need to change my address?** Go to the TMBnet site and from the Forms tab, download the Address/Name Change Form. Complete, scan and email it to [hr@tmbhq.com](mailto:hr@tmbhq.com).

**How do I change my Direct Deposit information?** Go to the TMBnet site and from the Forms tab, download the Payroll-

ACH Enrollment Form, your state tax form and the W-2 tax form. Complete, scan and email the forms to [hr@tmbhq.com](mailto:hr@tmbhq.com).

**How do I get my Deltek password reset?** From the Deltek site, you can click on Forgot/Reset Password and a password will automatically be emailed to your TMB email account. If you are locked out of Deltek, send an email to [hr@tmbhq.com](mailto:hr@tmbhq.com) and you will receive an email with a temporary password to your TMB email account.

**Please note: CWPS cannot reset Deltek passwords.**

**Where do I find my TMB pay stub?** Go to the [www.401k.com](http://www.401k.com) site and select Payroll\$. Paychecks are listed there.

If your questions are not answered by accessing the TMBnet site, our HR Team is always available to assist you.

## Security Awareness

*Foreign Nationals to be Seated in TMB Spaces:  
What Changes Will Happen??*

Our IWS 4.0 ESS team anticipates having a Foreign Liaison Officer (FLO) from Norway be seated in our FLO spaces located on the 4th floor in August 2017. As such employees should be cognizant of the following:

- Foreign Nationals seated on-site will be issued a TMB badge with their photo and a red line to the right of the photo. Foreign Nationals who are not seated on-site are issued a TMB Visitor badge with a green "V" and a number on it.
- Segregated work area(s) or "FLO" spaces have been established for those Foreign Nationals who will be seated onsite at TMB. TMB employee work areas will not be accessible by Foreign Nationals. Kastle cards provided to Foreign Nationals will be limited to accessing the FLO spaces and front lobby areas only.

- TMB supervisors of foreign persons shall ensure that Foreign Nationals are escorted at all times unless they are in the FLO spaces.
- Supervisors and those tasked with escorting responsibilities should educate themselves (and others) on regulations pertaining to export control and the company's Technology Control Plan (TCP). Promoting awareness about what can be disclosed or accessed by Foreign Nationals is key in safeguarding the information that TMB is entrusted to protect.
- All TMB employees who interface with Foreign Nationals shall receive a copy of the TCP and a briefing from TMB's security team.

Please contact our security team at [security@tmbhq.com](mailto:security@tmbhq.com) or Taylor Church, FSO at 202-448-9756 if you have any questions.

## People of TMB

### New Hires (January 1 – April 15)

*We would like to welcome all of our new hires from January 1 – April 15:*

*Gillian Alston, Charlene Beaman, Carolyn Burrell, Deborah Celenza, Taylor Church, Maurice Cooper, Michael Dwyer, Pamela French, Jinny Koo-Irvine, Rebecca Mercanti, Cathleen Murphy, India Richards, Michaela Royce and Robert Wallace*

### TMB Anniversaries (January – April 15)

*We would like to thank all of the people celebrating their anniversaries here at TMB for all of their hard work.*

*10 Years – Judy Brangers*

*5 Years – Brad Robinson  
Janice Henderson  
Ted Thomas*

*1 Year – Dayna Mizzer  
Belva Johnson  
Joyce Hammerdorfer  
Dana Brown  
Julie Lewis  
Tammy Taylor  
Chrissy Grassman  
Kristin York*

### Employee Referrals (January 1 – April 15)

*During the past quarter, the following people received referral bonuses totaling \$7000 by referring people to TMB that we have hired. Thank you to the following for helping us to fill critical vacancies and new growth billets: Charlene Beaman, Frank Jolly, Sarah Krumm, Dan La-O, Brad Rhines, Ken Turner and Kristin York.*

**tmbhq.com**



# TMB Around the World



Above: Nick Arico and Mark Bivens on travel in Tokyo for the IWS 4.0 ESS Japan Program Review.



Above: Henry Live at the Royal Australian Naval (RAN) future HMAS Brisbane DDG 41 Launch Ceremony.



Above: Clague Family in front of Clague Family Homestead Farm House, Lonan, Isle of Man, continuously farmed by Clague family since 1511 or sooner.



Above: Jeff Malone with the IWS 12 NATO Sea Sparrow Program Office in Thailand for a Program Management Review.

## Coming to America

The year was 1996, I was just graduating from the main university in Lome (Togo's capital) with a degree that is equivalent to a bachelor's degree in Business Management and I got a job in banking. Since I was looking to further my education, my parents decided to send me to Quebec, Canada to pursue a master's degree since an education in a North American school was greatly valued in Togo.

One day, I received a large envelope in the mail with what I thought was feedback from the University at Montreal. It turned out to be a congratulatory message from the U.S. Department of State notifying me that I was selected as one of the winners of the Visa lottery, a program where foreign nationals are awarded permanent resident visas and the opportunity to eventually become a U.S. citizen.

Six months earlier, a friend told me about the Visa lottery program and I decided to try my luck. For most people in Togo, moving to the U.S. remains an impossible dream since applying for a visa without substantial financial means is almost certain to lead to a rejection. I remember thinking that this was much more than just getting a lucky break; it's an opportunity that was certainly going to change my life. The U.S. is a country I greatly admired when growing up but never really thought I was ever going to have the opportunity to live there.

But winning was only the first step; the first real test was to get through the final screening process. I went for comprehensive medical exams followed by a series of interviews at the

*Continued on page 5*





## TMB All Hands 19 April 2017



Top Left: Performance Award Recipients from left to right: Thomas Luong-Murphy, Kenneth Brown, Sean Fogarty, Kimberly Neal, Byron Mumford, Bridget Rich, Dana Brown and Kobla Senaya.

Top Right: Guarding the pizza from left to right: Zachary O'Connor, Scott Szurovy, Aaron Cureton and Tim Adkins.

Bottom Left: Standing Room Only in the Bennett Conference Center as Performance Awards are announced.

Bottom Right: TMB President and CEO Tom Dority answers questions during the All Hands Meeting.

### Coming to America

*Continued from page 4*

U.S. embassy. Additionally, like any other green card applicants, I had to prove that I was going to be able to support myself financially and that required huge sacrifices from my parents.

Then came the day I was set to leave. I remember being excited and anxious at the same time; the thought of leaving my friends and family was very hard. But as I stepped on that plane, heading to New York City, I was feeling more optimistic about the future than ever before.

Going through the almost one year long process to get to the U.S., I thought the greatest obstacle was finally behind me. But I quickly realized that the biggest challenges arose once I set foot on Ameri-

can soil. My first year was particularly difficult; the cultural change was particularly notable. Coming from a French speaking country with very limited knowledge of the English language and a strong African accent, it was difficult to communicate.

Although I was educated, I realized that my degree from Togo would not get me a decent job here, unless I supplemented it with a degree from America. Ultimately, I enrolled in an MBA program and graduated a few years later. So as you can see, my journey to the U.S. and to TMB was very unexpected. Regardless of how this journey came to be, I am pleased that it happened.

~ Kobla Senaya



## SPOTLIGHT ON

# Warfare Systems Program Office (WSPO) at Naval Surface Warfare Center (NSWC) Dahlgren Division

In late April 2016, TMB was notified by CACI (prime contractor), that their bid on the recompetes to continue providing Business Financial Management (BFM) support to the Warfare Systems Program Office (WSPO) at Naval Surface Warfare Center (NSWC) Dahlgren Division had been declared the winner. At that time, three TMB associates provided BFM support to WSPO and that has grown to as many as five associates. Currently, WSPO is supported by TMB's Ken Turner, Shelly Burrell, Belva Johnson, Tammy Hill, and Ted Thomas. Together, this team brings many years of financial and technical expertise to WSPO.

---

*The TMB team providing exemplary support to WSPO at NSWC Dahlgren Division is an excellent example of how the job TMB associates carry out every day impacts and is likewise impacted by other activities TMB supports throughout the Navy.*

---

The mission of the NSWC Dahlgren Division "is to provide research, development, test and evaluation, analysis, systems engineering, integration and certification of complex naval warfare systems related to surface warfare, strategic systems, combat and weapons systems associated with surface warfare. Provide system integration and certification for weapons, combat systems and warfare systems."<sup>1</sup> Specifically, TMB associates in NSWC Dahlgren support the following Programs: Ships Self Defense System (SSDS), AEGIS, and AEGIS Ballistic Missile Defense (BMD). As BFM's, the TMB team helps to manage a combined \$350M for the aforementioned programs each fiscal year (FY). This support extends well beyond NSWC Dahlgren, as WSPO receives funding from and collaborates with other program offices, directorates, commands, and branches of the armed services such as PEO IWS 10, PMS 312, PMS 317, PMS 377, PMS 378, PMS 443, SEA 05, SEA 21, U.S. Fleet Forces, Air Force, Commander, Naval

Air Forces (CNAP), South East Regional Maintenance Centers, IWS 1, IWS 3, IWS 4, IWS 5, IWS 9, SEA 05, SEA 21, Marine Corps, Coast Guard, and the Missile Defense Agency (MDA).

As BFM's, the TMB team is involved in the entire budgetary and financial life cycle of the FY. Starting with organizing the Major Program Manager (MPM) priorities from sponsors, the team then works with task leads and program directors to build Task Planning Sheets (TPSs) and plan the funds required to accomplish the MPM priorities. WSPO budget requirements are then submitted and allocations are received from sponsors. If allocations are less than required, the TMB team assists in building reclama packages to specify any tasks that will not be accomplished due to lower funding levels. From there, the team assists in funds execution and oversight. This entails the acceptance of funding documents from sponsors to execute the task priorities per the TPSs, working closely with sponsor BFM's to ensure obligation benchmarks are met per appropriation, establishing and managing Work Breakdown Structures (WBS) in ERP, and assisting task leads in planning and coordinating all their government personnel, funding contractors and managing procurements or material requisitions. Throughout the execution process, the TMB team assists in answering data calls from the department, division heads, branch heads, WSPO front office and from all Sponsors. The team supports internal mid-year reviews with all task leads to identify any technical or financial issues, provides weekly reports to all task leads to provide insights into the financial health of all their tasks, ensures all expiring funds are executed before the end of the FY, responds to carryover drills for any



(Photo: DoD)

funds or appropriations that do not expire and will carry over into the next fiscal year, performs year end close out, and starts the process anew to ensure funding is in place to start up a new FY.

The TMB team providing exemplary support to WSPO at NSWC Dahlgren Division is an excellent example of how the job TMB associates carry out every day at the Washington Navy Yard impacts and is likewise impacted by other activities TMB supports throughout the Navy in order to keep our Sailors and Marines on the leading edge of technology and shipbuilding.

~ Jake Trybulski and Ken Turner

<sup>1</sup> Naval Sea Systems Command website – [www.navsea.navy.mil](http://www.navsea.navy.mil)

## TMB Cinema Reviews

*"Hell or High Water"* Drama/Action.  
Actors: Jeff Bridges, Chris Pine & Ben Foster



Set in contemporary West Texas, two brothers Toby (Chris Pine) and Tanner (Ben Foster) are the central characters in the film's plot. Toby is a divorced father who's trying to make a better life for his son. His brother Tanner is an ex-convict with a short temper and a loose trigger finger. Together, they plan a series of heists against

the bank and its respective chain of branches in one week before they foreclose on their family ranch. Standing in their way is a Texas Ranger named Marcus (Jeff Bridges) who is only weeks away from retirement. As the siblings plot their robberies, they must get their crime spree done carefully with the crafty old lawman close on their tails before he rides off into the sunset.

Nominated for Best Picture, Best Original Screen Play, and Best Supporting Actor, Jeff Bridges' execution is flawless from beginning to end with moments of authentic tension and anxiety as well as biting and zinging humor. It also has two intertwined thoughtful subplots on the social commentary of the working poor in America and the nurturing importance of brotherhood and family ties. In action and spoken word, "Hell or High Water" is the kind of movie that makes you fall in love with the lost art of dialogue and flavorful "down home" conversation. This is one of the best films from 2016.

~ Lester Jones

## TMB Share Price Increases 18%!

*Continued from page 1*

Business on July 7, 1997 and after ten years, they began to contemplate a strategy whereby they could realize the fruits of their hard work and transition to full retirement. They could have sold to the highest bidder and TMB would have ceased to exist as a unique entity. This would have thrown employees into another company for better or worse. The Bennetts chose to gradually transfer ownership to the employees through an ESOP, thereby delaying a full payout for themselves but preserving the unique character of TMB. Our ESOP was established on 30 October 2008 with an original ten-year loan payoff window. That loan was fully retired at the end of 2016 – two years ahead of schedule due to our success. We are now pivoting to the Repurchase Obligation and you will be receiving much more information on this phase of our ESOP management. For now, as an employee-owner, please be proud of our accomplishments!

## Naval Traditions

### *The "Navy Hymn" is Eternal Father, Strong to Save.*

The original words were written as a poem in 1860 by William Whiting of Winchester, England, for a student who was about to sail for the United States. The melody, published in 1861, was composed by fellow Englishman, Rev. John Bacchus Dykes, an Episcopalian clergyman.

The hymn, found in most hymnals, is known as the "Navy hymn" because it is sung at the U.S. Naval Academy in Annapolis, Maryland. It is also sung on ships of the Royal Navy (U.K.) and has been translated into French.

*Eternal Father* was the favorite hymn of President Franklin Delano Roosevelt and was sung at his funeral in Hyde Park, New York, in April 1945. It was also played by the Navy Band in 1963 as President John F. Kennedy's body was carried up the steps of the U.S. Capitol to lie in state. Roosevelt

had served as Secretary of the Navy and Kennedy was a PT boat commander in World War II.

The two verses always played at joint Navy and Marine Corps events are:

Eternal Father, Strong to Save,  
Original 1st verse

*Whose arm hath bound the  
restless wave,  
Who bidd'st the mighty ocean deep  
Its own appointed limits keep;  
Oh, hear us when we cry to Thee,  
For those in peril on the sea!*

*Eternal Father, grant, we pray,  
To all Marines, both night and day,  
The courage, honor, strength, and skill  
Their land to serve, thy law fulfill;  
Be thou the shield forevermore  
From every peril to the Corps.*

J. E. Seim (1966)

### *The Oath of the Commissioned Officer*

For Officers, from Annapolis to Officer Candidate School, every change of rank is accompanied by the following oath:

*"I, (your full name), having been  
appointed an officer in the Navy  
of the United States, as indicated  
above in the grade of \_\_\_\_ do  
solemnly swear (or affirm) that  
I will support and defend the  
Constitution of the United States  
against all enemies, foreign or  
domestic, that I will bear true faith  
and allegiance to the same; that I  
take this obligation freely, without  
any mental reservations or purpose  
of evasion; and that I will well and  
faithfully discharge the duties of  
the office upon which I am about to  
enter; So help me God."*

~ Dan Clague

### *The Sailor's Creed*

Every sailor – Enlisted or Commissioned – knows The Sailor's Creed. It's the mantra that best outlines the Navy's core values:

*"I am a United States Sailor. I will support and defend the Constitution of the United States of America and I will obey the orders of those appointed over me. I represent the fighting spirit of the Navy and those who have gone before me to defend freedom and democracy around the world. I proudly serve my country's Navy combat team with Honor, Courage and Commitment. I am committed to excellence and the fair treatment of all."*



Commitment.  
Excellence.  
Integrity.



## Coming Events

### JUNE

TMB Rooftop Picnic ..... 1 June (Rain date 8 June)  
TMB Day at the Nationals Game ..... 14 June  
Required HR Training ..... Complete by 30 June  
All Employees: Emergency Action and Fire Prevention  
Supervisors: FMLA for Supervisors

### JULY

Carry the Flag 5K ..... 1 July  
Run/walk 5K on the Capital Crescent Towpath in Georgetown  
at 8:00 AM to honor the U.S. flag and the men/women who  
currently (and previously) served this great Nation.  
Independence Day ..... 4 July  
20th Anniversary of TMB's Founding ..... 7 July

### SEPTEMBER

Labor Day ..... 4 Sep  
Required HR Training ..... Complete by 30 Sep  
All Employees: Teambuilding for all Employees  
Supervisors: FLSA – What Supervisors Need to Know  
Required Security Training ..... Complete by 30 Sep  
TMB's Annual Security Briefing

### OCTOBER

Columbus Day (*Floating Holiday*) ..... 9 Oct  
U.S. Navy's 242nd Birthday ..... 13 Oct  
9th Annual TMB Chili Cook Off ..... 20 Oct

### NOVEMBER

U.S. Marine Corps 242nd Birthday ..... 10 Nov  
Veterans Day (Observed) ..... 10 Nov  
Thanksgiving Day ..... 23 Nov  
Required HR Training ..... Complete by 30 Nov  
All Employees: Preventing Workplace Violence –  
What Employees Need to Know  
Supervisors: Progressive Discipline

### DECEMBER

Benefits Open Enrollment Period ..... 1-15 Dec  
TMB Toys for Tots and  
Winter Coat Drive ..... 1st Two Weeks of Dec  
118th Army vs Navy Football Game  
(Philadelphia, PA) ..... 9 Dec  
TMB Holiday Open House ..... Week of 11 Dec (date TBD)  
Christmas Day ..... 25 Dec



100 M Street SE, Suite 800  
Washington, DC 20003

202.448.9701

tmbhq.com