

Inside this Issue

This issue of the TMB Newsletter highlights the Winter Holiday season at TMB and the changing of the year. The lead article focuses on wrapping up 2017 and looking ahead to 2018. The Newsletter then breaks with tradition to provide additional room for pictures of our Spot Awards, 9th Annual Chili Cookoff and Army Navy Week. It continues with the HR Corner which provides some important information to assist you in planning for 2018 as well as employee milestones. The Security Awareness section stresses the importance of reporting adverse information and provides examples of what this information may look like. A few employees recently traveled to Tokyo, Japan and photos of their experiences are featured on page four. Also featured on page four are the charities that TMB employees support throughout the holiday season. The Newsletter goes on to share photos of TMB's Holiday Open House. Following the pictures is a look at our support to the Program Executive Office (PEO) for Integrated Warfare Systems (IWS) 10.0 and their management of the systems in the integration of the Ship Self-Defense System (SSDS). The TMB Cinema Review showcases a review of the "The Founder" which is the true story of McDonalds' "founder." The Naval Traditions section shares a poem about a sailor aboard a submarine during Christmas. The final page of the Newsletter continues to provide important TMB and community dates so mark your calendars!

Content

Year Wrap Up & Year Ahead	1
Company Events.....	2
HR Corner	3
Security Awareness.....	3
People of TMB.....	3
TMB Around the World.....	4
TMB Holiday Charities	4
Holiday Open House	5
Spotlight On a Program.....	6
Naval Traditions.....	7
TMB Cinema Review	7
Coming Events	8

2017 Wrap Up and The Year Ahead



Happy Holidays from TMB

2017 was another strong year for TMB with many significant accomplishments. Financially, we increased annual revenue from \$37.2M to \$42.3M, achieved \$1.3M in Gross Profit and enter 2018 with \$6.7M in Retained Earnings – all high-water marks for the Company. TMB successfully navigated the first year of ESOP share repurchases for retirees and departed employees and complied with ERISA guidelines for Early Diversification which has the added benefit of recycling shares at a faster rate. All of this was possible because we developed a well-reasoned Strategic Plan for managing this responsibility over many years. TMB invested in a complete redesign of our internet site to refresh our external profile and beef up site security. Our Contracts and F&A staff spent the better part of 2017 building a new Cost Accounting System and preparing us for the transition from Deltek to Unanet. Particular thanks are due to Kerry Avila, Richard Parker and Cathy Powell who did the heavy lifting of data conversion, report modification and process improvements to make us more efficient and effective within the new system. We submitted several strong proposals in 2017 with over \$80M in bids still under evaluation with NAVSEA. We also built a robust 2018 pipeline and established strong positions for our recompetes and new business targets. All of this was made possible because TMB significantly increased proposal development capacity ahead of a critical bidding year. We were not without setbacks however. Our subcontract position at SPAWAR ended in March and ONR decided to restrict our ability to recompete for our Code 33 work resulting in the end of that contract engagement in September. While contracts ending is a normal part of our business,

the sunseting of these two engagements represents the loss of \$1M in annual revenue – never a good thing.

We are expecting revenue and profit to continue to increase in 2018 from the levels achieved in 2017. The exact amount will be determined by the timing and number of awards for bids submitted during 2017. What is most important about this year and what we have been building towards is that 2018 will present business development opportunities that come around perhaps once in a decade. Two factors have converged to make this so: the expiration of the Seaport-e "Master Contract" and the desire of our customers to place the last five-year orders on Seaport-e prior to April 2019. Critical recompetes such as PEO IWS BFM and PMS 317 will be up for bid in 2018 along with several new opportunities for TMB where we are well positioned. We already know that we will be working on at least 10 proposals totaling approximately \$250M in value most likely between April and August 2018. This is a tremendous workload but if successful, TMB will have secured a healthy revenue stream for another five years. We will also have to put together our proposal package to win a new Seaport Master Contract (Seaport-NxG), the timing of which will allow us to bid as a small business prime through April 2024. Bid and proposal activity will not be our only focus in 2018. We can't lose sight of the fact that we must continue to deliver technical excellence and maximize financial performance on all contracts. We must fully implement Unanet which will make us more efficient and effective and allow us to redirect corporate staff efforts towards

Continued on page 7

TMB Company Events

Spot Awards



Walt Griffin, Allen Shin
Spot Award for exceptional support to PMS 326



Walt Griffin, Brittany Ecker
Spot Award for exceptional support to PMS 326



Gary Perkins (IWS 10.0), Tom Dority, JR Woolley, Reginald Hendrix, and Bart Tibayan (IWS 10.0) *Spot Award for exceptional support to IWS 10.0*



Walt Griffin, Katline Crockett
Spot Award for exceptional support to PMS 326



Walt Griffin, Deborah Celenza
Spot Award for exceptional support to PMS 326

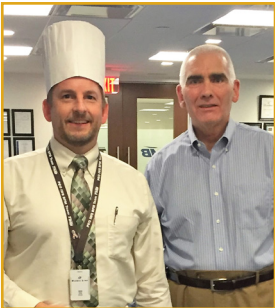


Tim Adkins, Tom Dority
Spot Award for exceptional support to PMS 415



Gary Munn, John West, and Paul Downey
Spot Award for exceptional support to IWS 2.0

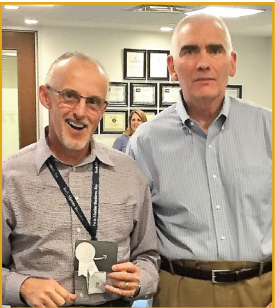
9th Annual Chili Cookoff *A big thank you to all of our cooks:* Gary Munn, Walt Griffin, Katline Crockett, Felecia Chinn, Bridget Rich, Kyle Manning, Gustavo Sanchez, Steven Jackey, Darlese Green, Mark Manley, Dave Neumann, Kenneth Brown, and Scott Szurovy



First Place ~ Gary Munn
"Southern Comfort"



Second Place ~ Katline Crockett
"Rain to Fire Turkey Chili"

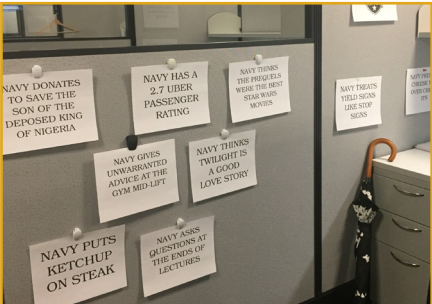


Third Place ~ Walt Griffin
"This and That"

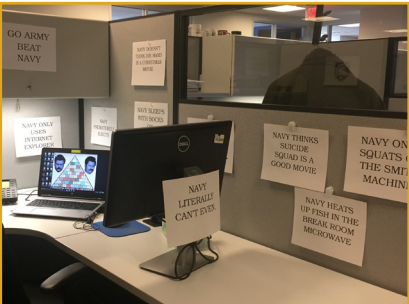


Army Navy Week – 118th Army vs Navy Football Game

TMB employees getting into the spirit of the greatest rivalry in sports.



West Point graduate, Austine Scales, shows her pride by taking playful jabs at the Midshipmen



Naval Academy graduate, Dan Clague, shows his pride by displaying his Annapolis issued robe next to the West Point robe he gained through an inter-academy bet while he was a cadet and trinkets from past games in his office.



HR Corner

HR Planning for 2018

Below are some helpful HR reminders when planning for 2018:

Retirement plans

- The 401(k) IRS limit is increasing to \$18,500.00.
- The 401(k) Catch-up Contribution limit remains the same at \$6,000.00.
- The Annual Compensation limit is \$275,000. This is the maximum compensation the company can base contributions on.
- The IRS Overall Contribution limit is the lesser of \$55,000 or 100% of annual salary. This is the maximum amount that can be contributed by both you (employee deferrals) and the company (employer contributions).
- The Social Security Wage Base for 2018 is \$128,000.00.

401(k) Contributions

If you wish to change your 401(k) percentage, go to www.401k.com and then send an email to HR at hr@tmbhq.com letting us know of the change.

NOTE: Elections must be made as whole percentages – the system does not accept dollar amounts or partial percentages.

Felecia Chinn
Administrative Director



401(k) Catch-up Contribution Details

For those of you age 50 and older, the 401(k) and 401(k) catch-up elections are separate deductions per our payroll system. Since they are independent of each other, they may be deducted at the same time. In addition, since they are independent, once a limit is reached for the regular 401(k), deductions will NOT automatically start for the catch-up.

If you would like to establish a 401(k) catch-up election for 2018, please email HR at hr@tmbhq.com.

Beneficiary Forms

Please be sure to update your beneficiary forms if you have any changes to make. The beneficiary forms for the Guardian and ESOP plans are posted on the TMBnet site on the Forms page. The beneficiary form for the 401(k) plan is located on the www.401k.com site. Select Menu, Profile and then Beneficiaries.

Tax Forms

If you need to make any changes to your Federal or state tax exemptions, the W-4 and state tax forms are located on the TMBnet site on the Forms page.

Taylor Church
FSO



- wage garnishments or other indications of financial instability (bankruptcy, etc.)
- unexplained affluence or wealth
- repeated instances of failing to follow established security procedures
- unauthorized release of classified information and/or unauthorized access to classified information systems
- violations of information systems security requirements

*** Adverse information reports should be based on facts, not on rumors or hearsay. Managers are required to report adverse information on their cleared employees and on employees being considered or processed for a security clearance.

People of TMB

New Hires (August – December)

We would like to welcome all of our new hires from August – December:

Kevin John, Susan Engel, Robert Osmon, Tommy McKinney, Victor Policarpio, Manny Pimentel, Daniel Dague, Kelli Miller, Roger McGinnis, Maalik Howard, Jonathan Lester

TMB Anniversaries (September – December)

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

10 Years –

Felecia Chinn

5 Years –

Tammy Harrison

Thomas Luong-Murphy

1 Year –

Candice Maultsby

Norman Boster

Stephanie Rudden

Austine Scales

Melanie King

Forrest Novacek

Tom Condon

Kenneth F. Brown

Shanese Wood

Scott Ferry

Brittany Ecker

Paul Ramdas

Nelson Castillo

Employee Referrals (August – December)

During the past quarter, the following people received referral bonuses totaling \$3,000 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: *Shelly Burrell, Dana Brown and Brian Bosak*

Employee News

Congratulations to Gail Boyd who received her MBA with a concentration in Aquisitions on December 2, 2017.

tmbhq.com

Security Awareness

Reporting Adverse Information:

Employees (both cleared and un-cleared) of TMB have an obligation to report adverse information to the TMB Facility Security Officer.

Adverse information consists of any information that negatively reflects on the integrity or character of a cleared employee, that suggests that his or her ability to safeguard classified information may be impaired, or that his or her access to classified information clearly may not be in the interest of national security.

Examples include:

- allegiance to the United States
- criminal convictions / arrests
- use of illegal drugs
- excessive use of alcohol
- mental or emotional illness

TMB Around the World



Above: Nick Arico (Bowser) and Mark Bivens (Donkey Kong) along with some Government customers and teammates dressed up to do the Mario Kart tour of Tokyo Japan.



Above: Scott Szurovy, Nick Arico, Mark Bivens (left side) and their Government customers and teammates gather together for dinner at Andy's Restaurant.



Above: While sightseeing with his Government customers and teammates, Mark Bivens came upon some famous Japanese artists.



Left: Kitazawa, in Setagaya, Tokyo, is well known for the density of small independent fashion retailers, cafes, theaters, bars and live music

TMB Holiday Charities

Bedington Elementary School Coat Drive

This was TMB's 3rd year participating in the Bedington Elementary School Coat Drive. TMB's involvement with the school began when Walt Griffin's youngest son William was a student there. Walt's wife Charisse was very active at the school and became aware of their annual coat drive to help provide warm winter coats to the many children who wouldn't otherwise have one. Bedington Elementary is a small school of approximately 160 students serving PK – 2nd grade located in Martinsburg, WV. On average 60% of Bedington students qualify for free meals throughout the school year. If they are fortunate enough to have more coats than students, Bedington distributes the excess coats to other local schools.



U.S. Marine Corps Reserve Toys for Tots Program

The Toys for Tots mission is simple "collect new, unwrapped toys... and distribute those toys as Christmas gifts to less fortunate children..." The program was founded by Major Bill Hendricks, USMCR in 1947 in Los Angeles, CA. Approximately 5,000 toys were collected before Christmas 1947 and the first toy was a handmade doll. In 1948, the USMC officially adopted the program and turned it into a nationwide project for the Reserves. Walt Disney designed the now famous Toys for Tots train logo and created the first national poster. Over its life span, the Marine Toys for Tots Program has distributed over 530 million toys to over 244 million less fortunate children.



Holiday Open House



Tracey Sizemore and
Sefanit Moges



Michelle, Aiden and
Aaron Cureton



Katline Crockett, Mimi
Phamdang, Felecia Chinn



Samir Khan and Allen Shin



Anthony Neal and
Lucian Mardy



Tom and Judy Dority



Dan Diaz and
Taylor Church



John West



Shannon Griffin and
Walt Griffin



Jinny Koo Irvine and
Trang Phamdang



Deborah Celenza and
Katline Crockett



James Masterson,
Sean O'Connor, and
Brittany Ecker



Bria Rich, Bridgette Rich,
Erika Hart and
Virginia Moore



2017 Holiday Bakeoff



First Place ~ Dan Diaz
Flan Rumcake



Second Place ~ Haley Avila
Peanut Butter Crunch Balls



Third Place ~ Steven Jackey
Baklava

SPOTLIGHT ON

Program Executive Office (PEO) Integrated Warfare Systems (IWS) 10.0, SSDS Integrated Combat Systems

PEO IWS 10.0 manages all systems in the integration of the Ship Self-Defense System (SSDS) which coordinates all of the ship's existing sensors, self-defense weapons and countermeasures into a unified, distributed, open-architecture system. It provides the ship with automated and rapid-reacting anti-air defenses, aimed particularly at countering the sea-skimming Anti-Ship Cruise Missile (ASCM) threat.

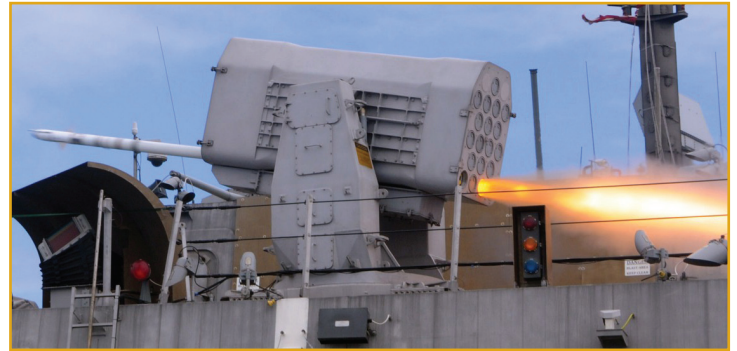
Our IWS 10.0 support is a legacy part of TMB's PEO IWS Omnibus Business Financial Management (BFM) contract. It consists primarily of BFM support including all aspects of budget execution, procurement, financial management and contract administration. The direct BFM support consists of 12 personnel including our subcontractor Kratos, Inc. The other area of support on this contract is program integration on behalf of the IWS Participating Acquisition Resource Managers (PARMS) while liaising with PEO Aircraft Carriers (PMS312) and PEO Ships (PMS377, PMS317) for amphibious ships.

Because of this dynamic team we are fully integrated with all of our Government customers and provide the full spectrum of financial support.

Because of this dynamic team, we are fully integrated with all of our Government customers and provide the full spectrum of financial support by contributing to SSDS procurement planning

and strategy initiatives with the IWS 10 Program Office personnel, NAVSEA Contracts, Field Activity personnel, and other contractors. We assist in research, development, preparation, and prioritization of Program Objective Memorandum (POM) program requirements and issue papers for Refueling Complex-Overhaul (RCOH) combat systems for In-Service Aircraft Carriers (PMS312). We review, update, and maintain copies of PMS312 and PMS317 planning documents on behalf of IWS 10. These documents include 7300s, Obligation Phasing Plans (OPPs) and internal IWS 10 Funding Request Forms (FRFs) utilizing Enterprise Resource Planning (ERP), Master Manipulation Tables and Carrier Program Reviews (CPRs). The team supports IWS 10.0 by analyzing the 7300s and OPP submissions to verify their completeness and accuracy and to ensure that resulting Task Planning Sheets (TPS) and Work Breakdown Structures (WBS) map to the requirements. We ensure all planning documents are kept current and readily accessible to develop budgets and IWS Quarterly Execution Review (QER) financial data. Overall, the team has a knack for preparing funding documents, including Work Requests (WR), Requests for Contractual Procurement (RCP), Project Directives (PD), Military Interdepartmental Purchase Requests (MIPR), Financial Accounting Data (FAD) Sheets, and Purchase Requests (PR) using ERP, Program Resources Integrated Solutions Management System (PRISMS) and Automated Document System (AUTODOC). We also support the preparation of Procurement Requests (PRs), contract modifications, Technical Instructions (TIs), and other financial documents compatible to both the Standard Procurement System (SPS) and N-ERP.

The Integration Program Management team acts on behalf of the IWS System Integration Program Manager (SIPM) in their efforts to support CVN 68 Class RCOH availabilities comprised of Combat System (CS) modernization/refurbishment planning, programming, procurement, production, and delivery. This also includes Alteration



Rolling Airframe Missile (RAM) (Photo Source: seaforces.org)

Installation Team (AIT) planning and programming for removals and installations and life cycle support product deliveries. Performing these duties requires being knowledgeable in the processes and products to plan and execute CS configurations, financial management, Removal/Installation, Integrated Logistics Support (ILS), risk management, and collecting and reporting shock qualification data. RCOH also requires implementation via Ship Change Documents (SCDs) per the Surface Ship and Carrier Entitled Process for Modernization Management and Operations Manual. The foregoing elements are collectively reported and reviewed quarterly with the RCOH Program Office, as well as AIT Metrics reports in support of quarterly program reviews with the shipyard.

IWS 10's main focus is the ship self-defense mission for aircraft carriers and amphibious warfare ships which coordinates several legacy shipboard systems, as well as six major acquisition programs:



MK-15 CIWS
(Photo Source: seaforces.org)

SSDS, Rolling Airframe Missile (RAM), NATO Seasparrow Missile System (NSSMS), Cooperative Engagement Capability (CEC), Close-in Weapon System (CIWS), and MK38 Machine Gun System. These systems provide faster, more effective accomplishment of ship self-defense missions. SSDS provides automated and integrated detect-to-engage ship self-defense capability against Anti-Ship Cruise Missiles (ASCMs), air, and surface threats.

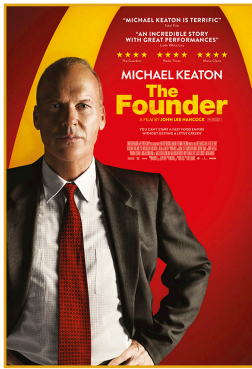
~ Reginald Hendrix

TMB Cinema Reviews

"The Founder" Family Drama.

Actors: Michael Keaton, Nick Offerman, & Laura Dern

The Founder" is the true story of McDonald's "founder" Ray Kroc (Michael Keaton), a struggling milkshake machine salesman from Illinois who works out of the trunk of his car. One day on a sales call for a rare large order, Kroc meets Mac (John Carroll Lynch) and Dick McDonald (Nick Offerman) who were running a small burger operation in Southern California in the 1950s. Kroc was so impressed by the brothers' speedy system of making food that he immediately saw the franchising potential. But Kroc's early benevolent intentions give way to an obsession as he calculatingly maneuvers himself into the strategic position of pulling the company away from the brothers to create the now multi-billion dollar



empire of 36,000 stores in 118 countries and 70 million customers served daily.

Actor Michael Keaton delivers one of his finest performances as Ray Kroc. You see both the intimate side of Ray's personal story as well as his ruthless and calculating business side in the iconic company's origin to its eventual big slice of life impact on American life. "The Founder" showcases almost effortlessly

how Ray Kroc embodied everything admirable about American entrepreneurship and personal motivation as well as the embodiment of outright despicable behavior in achieving his dream. A smart little film that not only entertains but also could very well compel you to visit your nearest Golden Arches for a burger after the movie is over.

2017 Wrap Up and The Year Ahead

Continued from page 1

tasks such as contract closeout and rate variance reconciliation. The full implementation of Unanet "dashboards" and reporting capabilities will allow us to engage our Program and Project Managers more fully in the management of their contracts. As we continue to grow, we must have line managers more engaged and responsible for the finances of their contract spans of control. We must continue to focus on recruitment and improve the speed at which we back-fill vacancies and staff new contracts. Finally, we must begin to place more emphasis on critical policies, procedures and structures to ensure that we are in full compliance with the many regulations required of a Federal Government Contractor. One of the burdens of our growth is that we no longer fly under the radar and must be prepared to respond to all the new requirements brought on by our success. 2018 will be an exciting year for TMB!

~ Tom Dority

Naval Traditions

A Submarine Christmas Poem

'Twas the night before Christmas, he lived in a crowd,
In a 40 man berthing, with shipmates snoring so loud.
I came down the sail with presents to give,
And to see just who in this undersea boat did now live.
I looked all about, a strange sight did I see,
No tinsel, no presents, not even a tree.
No stockings were hung, just a 'poopy suit' close at hand,
On the bulkhead hung pictures of a far distant land.
He had medals and badges and awards from far and wide,
But one in particular my eye did soon find.
Why, they were Dolphins, with a tiny submarine...
pinned on with pride,
Then a sobering thought did come to my mind.
For this place was different, it was so dark and dreary,
I had found the home of a Sub Sailor, once I could see clearly.
The Sailor lay sleeping, silent and alone,
Curled up in his rack, dreaming of home.
The face was so gentle, the berthing in good order,
Not how I pictured a U.S. Submarine Sailor.
Was this the hero whom I saw on TV?
Defending his country so we all could be free?
I realized the families that I've seen this cold night,
Owed their lives to these Sailors who were willing to fight.
Soon, 'round the world the children would play,
And grownups would celebrate a new Christmas Day.
They all enjoyed freedom each day of the year,
Because of these Sailors, like the one lying here.
I couldn't help but wonder how many lay alone,
On a cold Christmas Eve, under sea, far from home.
The very thought made me pause and brought a tear to my eye,

I dropped to my knees and started to cry.
The Sailor awakened and I heard a gruff voice,
"Santa, don't cry for me; this life is my choice.
I'll defend the seas on this day
And let others rejoice."
The Sailor rolled over and drifted to sleep,
I couldn't control it, I started to weep.
I kept watch then for hours, silent and still,
And we both shivered a bit from the night's aching chill.
I didn't want to leave, on that dreary, cold night,
This Guardian of Honor, so willing to fight.
Then the Sailor rolled over and with a voice soft and pure,
Whispered, "Carry on, Santa, it's Christmas Day... all's secure."

~ Author Unknown

<http://goatlocker.org/resources/nav/sailorsxmas.htm>



The Los Angeles-class attack submarine USS Tucson (SSN 770) previously lit up with Christmas lights and ornaments. (Photo: U.S. Navy)



Commitment.
Excellence.
Integrity.



Coming Events

JANUARY

New Year's Day	1 Jan
2018 Benefit Plans in Effect	1 Jan
TMB Professional Brown Bag	12 Jan
Birthday of Martin Luther King, Jr	15 Jan
TMB Professional Brown Bag	19 Jan

FEBRUARY

TMB Professional Brown Bag	2 Feb
TMB Professional Brown Bag	16 Feb
President's Day (Floating Holiday).....	19 Feb

MARCH

TMB Professional Brown Bag	2 Mar
TMB Professional Brown Bag	16 Mar
TMB Facilities – Spring Cleanup Week.....	26-30 Mar
TMB Professional Brown Bag	30 Mar
Required HR Training	Complete by 31 Mar
All Employees: Effective Communication for All Employees	
Supervisors: Employment Law For Supervisors-- What You Should and Shouldn't Do	

APRIL

Nationals 2018 Home Opening Game (1:05pm)	5 Apr
TMB Professional Brown Bag	13 Apr
TMB Professional Brown Bag	27 Apr

MAY

TMB Professional Brown Bag	11 May
TMB Professional Brown Bag	18 May
Memorial Day.....	28 May

JUNE

TMB Professional Brown Bag	1 Jun
TMB Professional Brown Bag	15 Jun
TMB Professional Brown Bag	29 Jun

JULY

Independence Day	4 Jul
TMB Professional Brown Bag	13 Jul
MLB 2018 All Star Game, Nationals Park	17 Jul
TMB Professional Brown Bag	27 Jul

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