



Inside this Issue

This issue of the TMB Newsletter begins with an announcement of the promotion of TMB's new President/COO. The first page also discusses our improved Professional Development Training program. The second page features photos of our recent Morale and Welfare events including TMB's 22nd Anniversary Party, Ice Cream Social, Fall Football Kickoff Event and 11th Annual Chili Cookoff. The Newsletter then provides information for HR and Financial Planning in 2020 as well as some employee milestones. Page three also reviews what Adverse Information is and how to report it. The next page highlights some charities that TMB has supported this year including a new school supply drive for a local elementary school. Page five highlights our annual Holiday Open House, Bake-Off Contest, and new Door/Cube Decorating Contest. The Newsletter then features the photos of our recent Spot Award winners. The TMB Cinema Review showcases a review of the film "Maiden." The Naval Traditions section provides descriptions of the positions that make up a bridge watch team. The final page of the Newsletter continues to provide important TMB and community dates, so mark your calendars accordingly!

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Daniel G. Clague Promoted to President and COO

On January 1, 2020, Daniel G. Clague was promoted to President, Chief Operating Officer with Thomas M. Dority retaining his roles as Chairman of the Board and Chief Executive Officer. These significant changes were approved by the full TMB Board of Directors and will allow us to better manage our current business portfolio while preparing for the future. Tom Dority commented: *"I am neither retiring nor stepping back to a part-time role. Rather I will focus on strategic planning and the management of our transition from a small business to a mid-market firm. I will oversee and manage our Business Development activities; drive external communications with Government and Industry; and take on the role of ESOP Trustee. There will still be a lot on my plate."*



Dan will run the daily operations of TMB, providing leadership and management that supports our core values. He will bring a new vitality to operations and a renewed focus on excellence. Dan is a 1983 graduate of the United States Naval Academy and has a Masters' Degree in Management from the Naval Post Graduate School. He is also a graduate of Harvard University's John F. Kennedy School of Government and is a Program Management Professional. Dan has 36 years of combined professional experience including 20 years Active Duty Navy experience as a Supply Corps Officer. He has been with TMB since May 2003 taking on every critical technical and management role required to support our customers and grow the business. He is the right person at the right time for this job and we are very fortunate to have him!

TMB Professional Development Training

Over the second half of 2019, TMB strengthened our commitment to the ongoing development and training of our personnel. While we have always done trainings, our resources needed to be consolidated and updated and that has been completed through the rollout of a new SharePoint site. Many of our Navy customers have made continuous training a requirement under new contract awards and it makes good sense to be able to "grow our own" analysts. As a company, we would much rather promote from within when new opportunities arise but to do so, people have to be ready to step up to new and more complex work. This SharePoint site will be a "living" library and a resource available to all TMB personnel. The enhanced coursework will provide greater depth in understanding Navy BFM followed shortly by training in our other core competencies including: Contracts Management, Engineering, Logistics and Foreign Military Sales (FMS). We have also begun to offer regular classroom training on a recurring basis to complement our on-line resources. We are currently offering classroom training in "ERP for Beginners" and "Advanced ERP"; "Introduction to NEPS" and "Introduction to Earned Value Management". All classes are scheduled for roughly an hour and are offered multiple times per month to accommodate client support requirements. In addition to on-line DAU training and focused competency training, TMB conducts monthly "Brown Bag Training" as part of our commitment to ongoing professional training and development. Since 2012, we have repeatedly delivered numerous "Brown Bag" training sessions on various topics related to our support of Navy programs and plan to continue these popular offerings in 2020.

Company Events

22nd Anniversary Celebration



TMB's founder Bob Bennett and Tom Dority open the anniversary celebration



Felecia Chinn and Bob Bennett cutting the anniversary cake

Ice Cream Social



Ice cream bar is set up and waiting



Employees making their ice cream sundaes



Employees working on their ice cream-based crossword puzzles

Fall Football Kickoff Event



TMB's football field set up



Employees working on their football tosses



Winning football team: Kayla Beale, Savannah Courtney (ICI), Rachael Dawson, Chris Wall, Kerry Avila

Chili Cookoff



Dan Clague explaining the history of the Chili Cookoff



Let the tasting begin!



Chili Cookoff Winners: 3rd Place Gary Munn, 1st Place Scott Szurovy, 2nd Place Jacqueline Asmus

HR Corner

Below are a few HR updates and planning guidance for 2020:

ADP Became TMB's System of Record for Employee Information

ADP is the new system of record for all employee information and elections (other than 401(k)) such as tax forms, benefit elections, and personal information. ADP is currently configuring TMB's platform, and once complete for ALL services, there will be a formal roll-out and in-person and webinar training. For now, only paystub and basic demographic information will be available on Workforce Now. More to come once this aspect of the transition is complete.

TASC Replaced Flores and Associates

TMB has changed its third party administrator for flexible spending accounts from Flores to TASC.

- Health FSA elections were available on January 1, 2020.
- Transportation and Parking FSA elections will be separately tracked with TASC. Elections for each plan type will be separately listed on pay stubs.

Retirement plans

- The 401(k) IRS Limit is increasing to \$19,500.00.
- The 401(k) Catch-up contribution limit remains the same at \$6500.00.
- The Annual Compensation limit is \$285,000. This is the maximum compensation the company can base contributions on.
- The IRS Overall Contribution limit is the lesser of \$57,000 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 2020 is \$137,700.00.

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. There is no longer a need to provide us with different percentages for 401(k) and 401(k) Catch Up contributions (if eligible). Both the Fidelity Retirement and ADP systems will apply an eligible employee's elected deferral percentage to the maximum 2020 amount of \$26,000 based on age.

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

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 TMB-net SharePoint 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 SharePoint site on the Forms page.

People of TMB

New Hires (July – December)

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

<i>Samantha Johnston</i>	<i>Jack Fletcher</i>
<i>Natalie Baggott</i>	<i>Hugh Edens</i>
<i>Kassandra Mitchell</i>	<i>Vincent Smiroldo</i>
<i>Michael Farfan</i>	<i>Brett Doyle</i>
<i>Tyler Talnagi</i>	<i>Kathleen Flowers</i>
<i>Stanley Brown</i>	<i>Majdi Mukhar</i>
<i>Celeste Leich</i>	<i>Jacqueline Asmus</i>
<i>Tony Ambrosi</i>	<i>Marcus Mack</i>
<i>Kenneth Tillery</i>	<i>Zachary Foster</i>
<i>Keith Fauntroy</i>	<i>Kirk Johnson</i>
<i>La'Sha Pendergast</i>	<i>Christian Adoma</i>

Rehires:

<i>Kyle Manning</i>	<i>Patrick Hackes</i>
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TMB Anniversaries (July – December)

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

15 Years – *Irena Goldfarb*

10 Years – *Kristin Ferency*

5 Years –

<i>Scott Szurovy</i>	<i>Tae Song</i>
<i>James Masterson</i>	<i>Ted King</i>
<i>Susanne Haley</i>	<i>Sharon Godlock</i>
<i>Tracey Pemberton</i>	

1 Year –

<i>Mary Anne Matsko</i>	<i>Steve Ferraro</i>
<i>Devin Howard</i>	<i>Frank Drennan</i>
<i>Anu Vasudevan</i>	<i>Jenna Pietropola</i>
<i>Danilo Sandoval</i>	<i>John Deptula</i>
<i>John Szczyglinski</i>	<i>Michael Gibbons</i>
<i>James Hilson</i>	<i>Wilfredo Romero</i>
<i>Tamara Jackman</i>	<i>Jonathan Mitchell</i>
<i>Ronald Youngblood</i>	

Employee Referrals (July – Dec.)

During the past quarter, the following people received referral bonuses totaling \$7000.00 by referring people to TMB that we have hired. Thank you to Maxine Smith, Brad Watzlavick, Kyle Murray, Kirsten Whitney, Kayla Beale and Vincent Smiroldo for helping us to fill critical vacancies.

Employee News

Please share your story and exciting accomplishments with hr@tmbhq.com.

tmbhq.com

Security Awareness

Adverse Information – Report! Report! Report!

All TMB employees have a responsibility to report adverse information which indicates that an employee's ability to safeguard classified information may be impaired because of questionable conduct. Examples that must be reported include but are not limited to:

- Use of narcotic or hallucinogenic drugs not prescribed by a doctor or Alcoholism
- Dishonesty/abuse of trust or Immoral/notoriously disgraceful conduct
- Sexual Harassment
- Demonstrated financial irresponsibility, garnishments or bankruptcy
- Any indication of mental illness (an illness that could cause a defect in judgment or reliability).

Reports should be based on facts NOT rumors. TMB employees with or without a security clearance should make reports concerning suspicious contacts and adverse information to the Facility Security Officer (FSO).

TMB Charities



This fall TMB sponsored a Back to School supply drive for the teachers at our local elementary school, Van Ness Elementary. TMB and its employees donated paper towels, sharpened pencils, dry erase markers and disinfectant wipes. These supplies will assist the teachers for months to come!



Again this year, TMB sponsored a toy drive for the USMC Toys for Tots program. During our Holiday Open House, local Marines joined us for lunch and picked up the toys donated by our employees and guests. The company donated numerous toys as well in hopes to brighten a child's Christmas morning.



Leading up to our Holiday Open House TMB held its annual Coat Drive. The coat drive benefits children at Bedington Elementary located in Martinsburg, West Virginia. Bedington has historically had a significant number of needy children without proper warm clothes so TMB and many employees donated coats, gloves, hats and scarves for these children.

Holiday Open House



Another successful TMB Holiday Open House!

TMB Bake-Off



Bake-off Winners: Felecia Chinn (2nd place),
Rachael Dawson (1st place),
Rita Shoulders (ICI) (3rd place)

A big thank you to our 18 Bake-off contestants.
As always, many delicious desserts were made and enjoyed by everyone!

Door/Cube Decorating Contest

TMB held its first annual door and cube decorating contest. Employees voted for their favorites and the winners were:



First Place: Frank Jolly



Second Place: Brittany Ecker



Third Place: Ja'Quetta Byrd

Spot Awards



Pam French, Dan Clague and Robin Long
*Spot Award for exceptional support
to TMB Recruitment*



Paul Ramdas and Scott Szurovy
*Spot Award for exceptional support
to IWS 4.0*



Frank Drennan and Scott Szurovy
*Spot Award for exceptional support
to IWS 4.0*



Charlene Beaman and Tom Dority
*Spot Award for exceptional support
to IWS 1.0 BFM*



Tom Dority, Stephanie Rudden
and Steve Ferraro
*Spot Award for exceptional support
to IWS 4.0 BFM*



Tom Dority, Tamara Jackson and Steve
Ferraro
*Spot Award for exceptional support
to IWS 1.0 BFM*

Spot Awards



Richard Parker, Sean Fogarty and Mike Joyce
Spot Award for exceptional support to PMS 377

Way to go!

TMB Cinema Reviews

“Maiden” – Documentary - Drama Non-Actor: Tracy Edwards and crew

In the 1970's Tracy Edwards was an intelligent student living in Wales England with dreams of becoming a ballet dancer. But after the death of her father at age 10 she began to get into adolescent trouble. At 16 she was expelled from school leading her to decide on a whim to sign up as a stewardess, aka “cook,” on an all-male yacht which was her first introduction to sailing.

During a stopover in the United States she met King Hussein of Jordan who encouraged her to buy her own yacht to compete in the 1989 prestigious Whitbread Round the World 33K Mile Race with an all-female crew. With zero sailing experience among them, the 12-woman crew spent two years restoring an old yacht christened Maiden



in spite of perpetual blatant sexism and predictions of doom and their deaths. Not only did they survive the race they finish second in their class shocking the sports world.

“Maiden” is a taut gripping documentary about one young woman’s dream that will take you on a journey you won’t soon forget. Filled with thrilling amateur footage as well as present-day interviews, “Maiden” is wonderfully suspenseful. But beyond the social political ramifications of what their story represents, it also is a riveting up close and personal adventure of humanity being pitted against the unpredictable nature of the seas.

“Maiden” will make you cheer.

~ Lester Jones

Naval Traditions

Salty Sam Q&A –

Question: *What are some of the positions that make up a bridge watch team?*

Answer: **OFFICER OF THE DECK** – At sea, the officer of the deck (OOD) is stationed on the ship’s bridge and is in charge of the navigation and safety of the ship. The OOD, often aided by a junior officer of the deck (JOOD), supervises and conducts on-the-job training for the junior officers and enlisted personnel of the bridge watch team.

BOATSWAIN’S MATE OF THE WATCH – Officially established in 1794, boatswain’s mate (phonetically pronounced as bosun) is the oldest rate in the Navy and has a rich history of honored traditions. They are considered the leaders and backbone of every ship’s crew. The origins of the term boatswain can be traced to the Saxon word *swein*, meaning “boy” or “servant,” and the late Old English word *bat*, meaning “boat.” In the days of sail, the boatswain was in charge of the ship’s anchors, cordage, colors, deck crew, and the ship’s boats. Today, the boatswain’s mate of the watch (BMOW) has specific duties. An enlisted assistant to the OOD, the BMOW ensures that all members of the underway watch are posted, alert, and are in the proper watch standing uniform. The BMOW helps carry out the ship’s routine and ensures that the watch functions efficiently. A BMOW must be a qualified helmsman. He or she may supervise the on-watch helmsman if senior to the quartermaster of the watch (QMOW).

QUARTERMASTER OF THE WATCH – The quartermaster of the watch (QMOW) assists the OOD in navigational matters and maintains the ship’s daily written record, also known as the deck log. In Connell and Mack’s *Naval Ceremonies, Customs, and Traditions*, they note “the quartermaster originally had nothing to do with the bridge or steering of a ship, but was assigned to the specific duty of looking after troop quarters. In later years, these men were retained aboard after troops debarked and were assigned to other duties.” Today, those additional duties include

reporting and recording weather changes and executing required ship’s navigational lighting changes when standing watch.

CONNING OFFICER – The word *conn* was first used in the English language in the early 1600s and referred to controlling or directing the steering of a ship. Thus, the conning officer is responsible for giving the helmsman instructions on direction and thrust of the ship’s engines. Changes in course and speed of a ship can also be ordered by the OOD, but the helmsman can only respond to the conning officer’s orders—this keeps the helmsman from being confused by multiple sets of orders.

HELMSMAN – The helmsman is responsible for keeping the ship on course as directed by the conning officer. The lee helmsman is responsible for operating the engine order telegraph, ensuring that all bells are correctly answered. The term helmsman can be traced to the Germanic word *helmo*, which means “handle”— as in the handle or steering apparatus of the ship. Thus, the helmsman is the Sailor who physically steers the ship, or keeps the ship on course.

NAVIGATOR – The navigator is the person aboard a ship who is responsible for the ship’s position and route. The navigator advises the commanding officer and OOD as to the ship’s movements and, if the ship is running into danger, as to a safe course to be steered. The responsibilities of the navigator include planning the journey, estimating timing to destinations while en route, and ensuring hazards are avoided. Finding your way through the world’s vast oceans is no easy task, so you can imagine how important the job of a navigator is, how the tools of navigation have changed through history, and why these skills are still important for today’s Sailors.

~ Lieutenant W.T. Door

Source: <https://usnhistory.navylive.dodlive.mil/2019/07/25/nautical-terms-and-naval-expressions-seamanship-edition-part-3/>



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Coming Events

JANUARY

- New Year's Day1 Jan
- 2020 Benefit Plans in Effect1 Jan
- Birthday of Martin Luther King, Jr 20 Jan

FEBRUARY

- President's Day (Floating Holiday).....17 Feb

MARCH

- TMB Facilities – Spring Cleanup Week.....23-27 Mar
- Required HR Training Complete by 31 Mar

APRIL

- Nationals 2020 Home Opening Game (1:05pm)2 Apr

MAY

- Memorial Day..... 25 May

JUNE

JULY

- Independence Day (Observed) 3 Jul