



Inside this Issue

This issue of the TMB Newsletter begins with an exciting announcement of our PEO IWS BFM Recompete Win! The second page discusses TMB's new Culture of Learning initiatives including our new Distinguished Speaker Series and TMB's Internal Trainings. The Newsletter then provides information on our ADP system and their employee tool Workforce Now (WFN) as well as some employee milestones. Page three also reviews what Controlled Unclassified Information (CUI) is and how to protect it. The next page highlights some TMB travel around the world and an employee's outside interest in parrots. Page five highlights our new Performance Award Program and a PMS 326 trip to Lucia Warehouse in Chesapeake. The Newsletter then features TMB recruiting and the importance of employee references. The TMB Cinema Review showcases a review of the film "Ford v Ferrari." The Naval Traditions section provides background on who Isaac Hull was. The final page of the Newsletter continues to provide important TMB and community dates, so mark your calendars accordingly!

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PEO IWS BFM Recompete Win!

On January 29, 2020, TMB received notification through the SeaPort Next Generation (SeaPort-NxG) portal that we had been selected the winner of the Program Executive Office for Integrated Warfare Systems (PEO IWS) Business Financial Management (BFM) Omnibus recompete. This five-year contract is potentially worth \$126M to our company and represents a tremendous win that will allow us to continue providing support to one of our longest tenured Navy customers. Under this contract, TMB and its partners provide BFM support across the entire portfolio of PEO IWS programs both United States Navy (USN) and Foreign Military Sales (FMS). This includes the range of activities necessary to support the full range of the Planning, Programming, Budgeting, and Execution System (PPBES) as implemented in Department of Defense (DoD), Department of Navy (DON), and Naval Sea Systems Command (NAVSEA). This is a tremendously large and complex undertaking requiring over 170 full time professionals per year supporting a dozen different Major Program Managers (MPM) who share common requirements that must be tailored to unique program and product line demands. We must continue to balance a drive for efficiencies through common business practices with an understanding that one size doesn't fit all in our support.



TMB employees and subs supporting PEO IWS 1.0 task planning kickoff meeting

Thomas Dority, TMB Chief Executive Officer (CEO), commented: "We are extremely blessed to earn this opportunity to continue our work for the PEO IWS. This speaks volumes for the excellent support Team TMB has provided to PEO IWS. No matter if you have worked here for ten years or two weeks, this is a tremendous tribute to your excellence and commitment. We should all be proud of what we have achieved. It is not easy to win such a high-profile engagement after five years on the job. We will not rest on this accomplishment but rededicate ourselves to providing value added support in everything we do."

As we enter our second five-year contract providing full scope PPBES support to PEO IWS, we will also focus on investing in the future. We believe that it is important to develop the next generation of financial and contract management analysts who will be ready to step in as more senior staff approach retirement. To that end, we plan to redouble our commitment to training and mentoring and in developing fully functioning analysts who are committed to their tradecraft for the long haul. The easy solution is to hire the "full-up round" who, are increasingly, hard to find. We owe it to our PEO IWS customer to ensure that they have a well-balanced workforce of senior, mid-level and junior level analysts today and for many years to come.



TMB PEO IWS BFM Task Leads

TMB Culture of Learning

TMB Distinguished Speaker Series

In 2020, TMB is investing a lot of resources (time and money) in improving our ability to effectively and efficiently manage and deliver company products and services for both our government clients and our employees. You see this in our changing from Flores to TASC; changing our IT services provider from CWPS to Intellectechs; implementing online recruiting and employment candidate management via iCIMS; and finally using ADP to more automate and streamline our HR and payroll functions.

We are also investing in our employee's skills knowledge and training. Your senior managers hear me often talk about wanting to establish and sustaining an active, vibrant "Culture of Learning" within TMB and our employees. I believe continuous learning is the life blood that keeps our day to day work personally interesting and improving the products and services we provide our clients; thus, improving our ability to re-win current work and win new work. You now see more and more invitations to attend company training events such as "Advance Excel", "Congress 101", etc. These events take time and effort by various TMB Subject Matter Experts (SMEs) to organize and present. We fully understand that some topics might not interest you and some that might interest you are not available when you are available. But the important thing to take aboard is that we are going to keep providing those opportunities for you to learn.

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One such opportunity to learn that we are establishing is the "TMB Distinguished Speaker Series." I am personally taking onboard the task of getting this "idea" up and running. The intent is to seek out leading voices in our industry to come talk to us. I envision speakers to include retired Navy Admirals, senior current military personnel, executives from other companies, and technical experts in emerging areas. Right now, I am working to schedule one Speaker per quarter. We will try and schedule the event during lunch time, but it will depend on the Speaker schedule as you can understand. This effort is just another component to stimulate and sustain a Culture of Learning.

Our first "TMB Distinguished Speaker" Rear Admiral Pete Williams, USN, RET, is scheduled to come and discuss "Model Based Systems Engineering". System's engineering may not

directly relate to your job as a BFM analyst for IWS 1.0. However, I guarantee what IWS 1.0 decides to spend its money on in the future may be influenced by "Model Based Systems Engineering" as it is gaining traction in the Navy. This an opportunity to hear from a senior industry and former Navy leader about "something" new.

In closing, we're starting this speaker series to stimulate and grow our "Culture of Learning." As the company Chief Learning Officer, I hope you participate in all our learning experiences, as your time and workload permit. Thank you and send me suggestions you might have.

~ Dan Clague

TMB Internal Trainings

For the past decade or more, TMB has offered internal training to its staff in order to provide preparation towards bettering service and support to our customers. While this training was effective, senior leadership had reached a pivotal point during the first years of the BFM contract, which indicated the necessity for better training and more coursework to elevate the preparation of our staff to meet the ever changing financial support environment of NAVSEA and the customer. To meet this challenge, senior leadership established the initiative to overhaul parts of the training to make it available on a more frequent and comprehensive basis.

To that end, in November 2019, TMB management implemented the enhanced training resource library. This repository retains the prior training materials for reference, which also allows any staff member to conduct their own training within the DAU/DAWIA online certification courses. These materials and courses are referenced on the TMB Workforce Training SharePoint site, which was launched in November, as well. In addition, this site provides the members of our TMB staff and the seated subcontractors the ability to monitor the upcoming internal training classes offered



monthly with our Subject Matter Experts as instructors. The training coursework provides any number of options for gaining insight and a working knowledge of the Navy Financial Management tools and skills required to perform the day-to-day functions. Coursework covers a litany of subjects covering the PPBES requirements called out for the Navy-wide BFM community. The curriculums cover topics, such as, financial planning and execution, field funding document creation, budgeting, contracts management and Excel training. Each of these courses aligns with the requirements of financial and data management TMB is required support under all our BFM related work. At the present time TMB offers roughly 14 classes, with new classes being incorporated into the training portfolio on a recommended or as needed basis. We are always looking for suggestions and ways to improve our training and welcome all ideas. We urge everyone to take advantage of this training and thank all those who have so far.

To access the training guidelines, in person course schedule and reference materials, please go the TMB Workforce Training site here <https://tmbhq.sharepoint.com/TMBWorkforceTraining>.

~ Dan Clague

HR Corner

ADP – Workforce Now (WFN) Employee Self Service Portal

ADP became the system of record for all employee information and elections (other than 401(k)) such as tax forms, benefit elections, and personal information in January 2020. ADP's Workforce Now (WFN) Employee Self Service Portal allows employees to:

- Read about our organization's news.
- Receive notifications regarding important annual HR and Security Trainings.
- Access resources such as forms and company policies.
- View or update your personal and work-related information.

Be sure to make WFN your go-to for all things TMB!

Felecia Chinn
Director of HR



ADP Mobile

With ADP Mobile, employees can access information including pay information, employee contact information and benefits plan information, company news and more. Download the mobile app today!

My Life Advisors

ADP's My Life Advisors can assist employees with navigating their Employee Self Service Portal and they are available to answer any questions you may have regarding payroll, benefits and finding and updating information in the portal.

Contact MyLife Advisors at **855-547-8508**
Monday – Friday from 8am-11:30pm ET.

Security Awareness

What is CUI and How to Protect It

Controlled Unclassified Information (CUI) is Government created or owned information that requires safeguarding or dissemination controls consistent with applicable laws, regulations and Government wide policies.

- CUI is not classified information. It is not corporate intellectual property unless created for or included in requirements related to a Government contract.
- CUI designations include, but are not limited to:
 - For Official Use Only (FOUO)
 - Law Enforcement Sensitive (LES)
 - Sensitive But Unclassified (SBU)

Why is it important?

Because there are fewer controls over CUI as compared to classified information, CUI is the path of least resistance for adversaries. Loss of aggregated CUI is the one of the most significant risks to national security, directly affecting lethality of our warfighters. There are over 1 million contracts in the NISP alone with DFARS Clause 252.204-7012, "Safeguarding Covered Defense Information and Cyber Incident Reporting for the protection of DoD CUI" and over 3 million with CUI in the cleared industrial base overall.

Safeguarding For Official Use Only (FOUO) Information:

- FOUO information should be handled in a manner that provides reasonable assurance that unauthorized persons do not gain access.
- During working hours, reasonable steps should be taken to minimize risk of access by unauthorized personnel. After working hours, FOUO may be stored as a minimum in unlocked containers, desks or cabinets if Government or Government-contract building security is provided. If Government or Government –contract building security is not provided, it must be stored at a minimum in a locked desk, file cabinet, bookcase, locked room, or similar place.
- FOUO documents may be destroyed by shredding or tearing into pieces and discarding the pieces in a regular trash container unless circumstances suggest a need for more careful protection.
 - While in TMB spaces, if you send an FOUO document to the copier, please ensure you pick it up promptly. **If it is found unattended, it will be placed in the Shred It bin immediately.**

Continued on page 7

People of TMB

New Hires (January– March 16)

We would like to welcome all of our new hires from January – March 16:

| | |
|------------------|------------------|
| Chris Clark | Christy Ledridge |
| Priscilla Taylor | Chet Kinney |
| Amy Schneble | Keirra Meekins |
| Roxann Deltuva | Rhiana Kent |

TMB Anniversaries (January– March)

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

15 Years – None this quarter

10 Years – None this quarter

5 Years –

| | |
|-----------------|----------------|
| Kenneth Brown | Kai Gwynn |
| Lester Jones | Teo Quinde |
| Traci Sadler | Joanne Gary |
| Gabriela Zurita | Gary Munn |
| Frank Jolly | Laura Eversole |
| Kimberly Neal | Paul Downey |

1 Year –

| | |
|------------------|-----------------|
| Asanvi Mensah | Brad Watzlavick |
| Darryl Shawgo | Cooper Sharp |
| Michele Harrison | Brooks Holtman |
| Javier Sanchez | |

Employee Referrals (January– March 15)

During the past quarter, the following people received referral bonuses totaling \$2000.00 by referring people to TMB that we have hired. Thank you to Sabrina Simmons and Jacqueline Asmus for helping us to fill critical vacancies.

Employee News

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

Newsletter Articles

We're always looking for volunteers to help with the Newsletter. Please send any articles or ideas to cathleen.murphy@tmbhq.com

TMB Question Box

The Question Box provides an opportunity to ask questions about the company that can be answered during our monthly All Hands meetings. Questions can be anonymous or not. There is a Question Box located in the large kitchens on both the 8th and 4th floors.

tmbhq.com

TMB Around the World

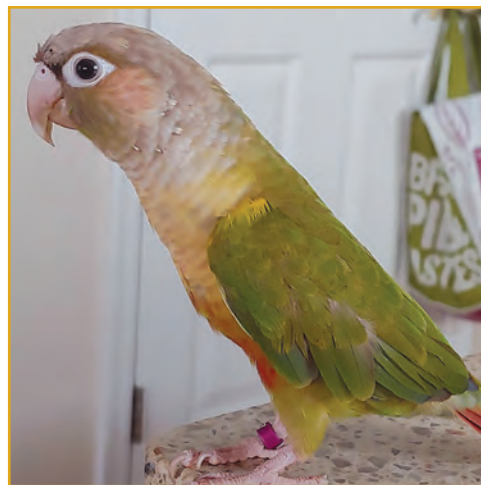


Photos from Mike Gibbons' early winter trip to Japan for IWS 4.0 Engineering Support Services

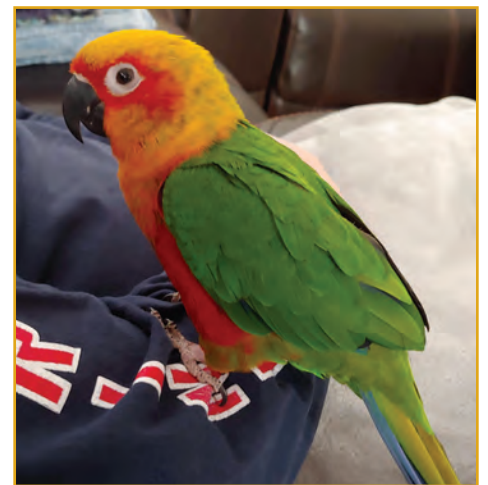
TMB Outside the Office *One Employee's Love of Birds*

In the Summer of 2019, I wondered into a pet store to look at some items. I happened to see two budgies that were cute, so I decided to purchase them along with some toys and a cage. Every day when I wake up in the morning, they tweet constantly, bouncing around, cooing like an owl and kiss each other which makes me happy. Sometimes they wrestle with each other; mostly Suba starts the fighting/roughhousing and John Deere pushes Suba down from their swing. During their play time, they love to play with Lucky.

Lucky is a Pineapple Conure with a unique body shape of a candy cane, although my wife always disagrees with me on that. At approximately 9am each day, she screams "Babyyyy!!!" Lucky takes several baths per day; I don't know why, but she does. Her favorite hobbies are chewing confetti papers/newspaper and spending time with the budgies. In January 2020, my wife and I drove down to Greensboro, NC because we were extremely excited to get another bird, Zeus. Every day I look at him, the more I think his head has a unique shape of binoculars. He gets very defensive about his carrots - stealing his carrot bowl. He also screams at his food/carrot bowls; I don't know why, but he does and it's funny (good for my wife and I, but bad for him). His favorite snacks are nuts, cheez-its, sunflower seeds, and



Lucky
(Pineapple Conure - Female)



L: Suba, R: John Deere
(Male Budgies)

sometimes I feed him unsalted french-fries. According to my wife, he always misses me and is looking for me while I'm at work. When I come home, he loves to be on my shoulder and starts licking my whole face and uses his whole binoculars head to clean out my ears. His sign of happiness is quacking like a duck and dancing and he loves to ring his bell. Occasionally, I "peek-a-boo" Zeus and he likes to yell "peek-a-boo" back. His favorite music is Bob Marley and Sean Paul. He also plays music by tapping the bowls with his beak. Zeus screams through the day with an approximate 110 decibels which sets off my house glass break sensor.

~ Allen Shin



Zeus
(lenday Conure - Male)

Performance Awards

TMB 2020 Non-Manager Employee Performance Award Program

TMB is recognizing that we have employees going above and beyond to provide great support to our Government clients and employees. Thus, TMB's Board of Directors (BOD) for 2020 approved a substantial, non-Senior Manager employee performance awards program. This program replaces our current "Spot Awards" program. The 2020 employee awards program will consist of periodic awards that reward employees for:

- Dedication to going above and beyond the daily expectations and requirements of the customer, both internal and external.
- Demonstrating work related efforts from which TMB benefits significantly either internally or externally.
- Demonstrating TMB's commitment to treating customers, teammates, and partners with respect, working collaboratively and adhering to TMB's core values.
- Identifying opportunities for corporate growth and taking the initiative to work with leadership on professional or business development that aligns with corporate strategic goals.

Performance awards will consist of a single quarterly TMB Employee of the Quarter (EOQ) Award for \$5,000.00; periodic Chief Operating Officer (COO) Excellence Awards for \$1,000.00 per award; and TMB Bravo Zulu Awards which will consist of \$250.00 gift cards.

Processes and procedures for submission and selection of these awards have been promulgated via a COO email dated 28 FEB. It is worth noting that the "Employee of the Quarter" award will be selected by the TMB Board of Directors based on qualifying nominations recommended for review by the COO. Please refer any questions regarding these awards to your manager.

~ Dan Clague



TMB's First Bravo Zulu Recipient

Devon Howard

*Exceptional Support of Monthly Invoicing
for the IWS BFM Program*

PMS 326 Trip to Lucia Warehouse

The TMB PMS 326 Logistics Team traveled to Chesapeake, Virginia on January 14, 2020 to conduct a survey of STRIP SHIP assets on behalf of NAVSEA PMS-326. STRIP SHIP assets are materials and systems that are removed from decommissioned Ex-US Navy ships for the purpose of reutilization for Foreign Military Sales (FMS) customers by way of overhauling equipment or using



John Szczyglinski

them for spare parts. These materials are stored in the Lucia Warehouse located in Chesapeake, VA which is used as a staging area for follow on shipments to numerous Follow on Technical Support (FOTS) countries. The assets were evaluated to determine if they could be repaired to Ready for Issue (RFI) condition for the Egyptian Navy Destroyer Brigade. The equipment could also be used to support two future OLIVER HAZARD PERRY CLASS FRIGATE (FFG-7) transfers. Money is saved by avoiding complete

system upgrades through the overhaul of Excess Defense Articles (EDA) assets because parts can be repaired in a fraction of the time it takes to manufacture them or to evaluate installing a new system. Much of the equipment that is removed from Ex-US Navy ships are often obsolete and no longer in production in the US market. Overhauls provide for faster replacement times and savings in equipment replacement and labor fees estimated at \$1.7M.

Assessment of this equipment provides a cost savings to our Government customer by identifying old, broken down, or obsolete materials for repair to higher-quality condition. The materials that can be overhauled or repaired support the US Government's foreign clients and US interests overseas.



Gary Lamberton

~ Katie Flowers

Spotlight On Recruiting

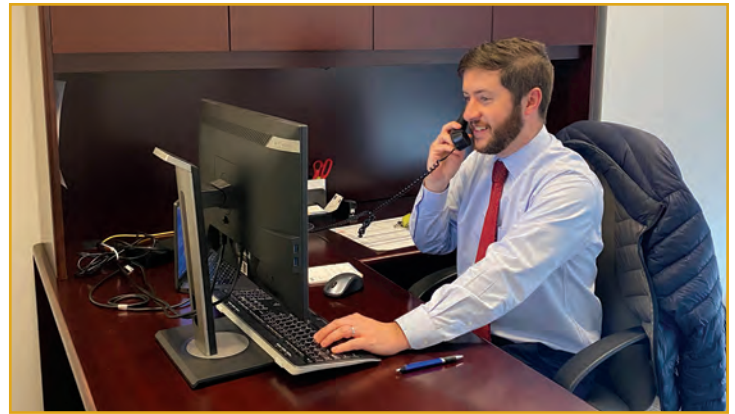
Win-Win-Winning at Recruiting

The strong state of employment in our economy ironically presents a challenge to TMB in our continuous quest to add to our team the talent we need to support our growth. With Navy-support professionals generally gainfully employed and not actively seeking new positions via conventional channels such as internet-based job boards and job fairs, TMB needs to use all the other resources available – conventional and not – to identify and connect with those whom we would like to consider for hire to our team.

Amongst the most effective resources for identifying professionals who are strong candidates for employment at TMB are our current team members. Who better to connect with those professionals whose talents and goals align well with TMB's mission and culture than those who currently carry out its mission and form its culture?

All the candidate sourcing and screening technology in the world is no substitute for the good judgment of TMB's employees. When a current employee recommends a candidate for hire, the company can be reasonably confident that the candidate has some value to offer should they become a member of our team. That is not to say that the referring employee needs to sign off on the referred person's ability to qualify for a position and perform up to TMB's standards to establish that confidence on the part of the company, and that is completely okay; rather, by referring someone and providing the appropriate contextual background (e.g., "I know this person only from commuting together, so I can't vouch for their work quality, but I know they're a professional, positive person") the current employee provides TMB's hiring team (leadership, managers, and the recruiter) a valuable connection and head start in assessing a candidate's fit for our opportunities. The company can be assured based on the current employee's knowledge of what it takes to serve our customers successfully that the candidate has potential to align well with TMB's mission and culture.

All the candidate sourcing and screening technology in the world is no substitute for the good judgment of TMB's employees.



Jim Hilson, TMB Recruiter, on a phone interview with a candidate

Connecting with a potentially well-qualified candidate via an employee referral clearly has value for TMB, and TMB employees also have a lot to gain by putting in the time and effort to make referrals. Firstly, recommending someone for hire represents an opportunity potentially to "pick your own teammates." If you know someone in our industry is a productive professional with whom you work well, why not seek the chance to bring them aboard your own team? A study by the Journal of Vocational Behavior concluded that agreeable professional relationships between coworkers correlates directly with job satisfaction and "life satisfaction." Helping to build a team of people with whom you know you work well is a direct path to achieve this benefit.

TMB's generous Referral Bonus Program offers another significant benefit to employees who refer candidates. Any employee below the program manager or project manager level is eligible for a \$1,000 pre-tax referral bonus if the person whom they refer is hired successfully. This bonus program demonstrates the company's recognition that hiring based on employee referrals results is a strategy worthy of investment that leads to improved performance by the company and for which employees who participate should receive a piece of the resultant financial gain. The Referral Bonus Program affirms: "Our company has always grown through referrals since those on-board understand our corporate culture and what it takes to be successful at TMB."

When TMB employees take the opportunity to refer candidates whose professional background aligns well with TMB's mission and culture, the result is a win-win-win situation for TMB, the newly hired employee, and the referring employee. The company gains a valuable new employee, the newly hired employee gains an opportunity at a respected, growing company, and the referring employee gains a teammate with whom they have a positive, familiar relationship from Day 1 as well as the Referral Bonus in their paycheck.

On a related note: TMB recently implemented a comprehensive new applicant tracking system, iCIMS, which helps to ensure that referrals – and all candidates – progress smoothly through the recruiting process. Candidates may create an iCIMS profile and apply directly to current opportunities via TMB's Career Portal, or TMB's recruiter may link candidates to positions for which they are well-qualified within iCIMS, as will often be the case for referred candidates. You can direct your referrals to ICIMS at <https://careers-tmbhq.icims.com/>. Employees need to submit candidate referrals for review to resumes@tmbhq.com and they should feel free to discuss their referrals with me (202-735-2488, james.hilson@tmbhq.com).

~ Jim Hilson



Keirra Meekins, a referral and recent TMB hire, and Jim Hilson sat down for an interview

TMB Cinema Reviews

“Ford v Ferrari” – 2019 - Drama Action
Actors: Matt Damon – Christian Bale

Academy Award-winners Matt Damon and Christian Bale star in “FORD v FERRARI”, based on the remarkable true story of the visionary American car designer Carroll Shelby (Damon) and the fearless British-born driver Ken Miles (Bale). Together they battled corporate interference, the laws of physics, and their own personal demons to build a revolutionary race car for Ford Motor Company and take on the dominating race cars of Enzo Ferrari at the 24 Hours of Le Mans in France in 1966.

With a first-rate screenplay, it is singularly the best movie you will ever see about racing as well as the best at giving you, the audience, that raw experience and sense of cars moving at unfathomable speeds. Add to that, top-notch casting where every single character, whether their roles were big or small, have great relevance to a uniquely American story about ambition, American ingenuity, passion and dogged persistence to always succeed. Running 2 hours and 30 minutes, “Ford v Ferrari” is that rare film this is memorable, exhilarating and highly entertaining to watch.

~ Lester Jones



Security Awareness

Continued from page 3

- FOUO documents and material may be transmitted via first class mail, parcel post, or for bulk shipments – fourth class mail.
- Fax or email transmission of FOUO information (voice, data or facsimile) should be by encrypted communications systems whenever practical. FOUO information may be put on an Internet web site only if access to the site is limited to a specific target audience and the information is encrypted.
- Administrative penalties may be imposed for misuse of FOUO information. Criminal penalties may be imposed depending on the actual content of the information (privacy, export control, etc.)

Naval Traditions

Salty Sam Q&A –

Question: Who is Isaac Hull?

Answer: Isaac Hull was both a hero and one of the most important leaders of the early U.S. Navy. He was born in Connecticut in 1773. His father was an officer under George Washington during the Revolution who died aboard a British prison ship in 1775. Young Isaac was raised by General William Hull of the Continental Army, who wanted him to go to college, but the boy loved the sea and became a cabin boy in 1787.

Isaac Hull showed great personal bravery from a young age. At 16, he rescued the captain of his ship when the vessel wrecked, dragging the man nearly a mile through the water to the shore. He was quickly given command of another merchant vessel in the West Indies, where he performed so well that when the United States Navy was formed, he was directly commissioned as an officer.

He served on frigate Constitution during the Quasi-War with France and led a cutting out action (essentially sanctioned piracy) of a French ship in Santo Domingo. His citation for this action included the phrase “reflects the highest credit upon Lieutenant Hull”, a phrase still used in citations for Navy awards today.

By 1811, Hull was the captain of the Constitution. Here he led the most famous of American ships on many of its most famous missions. He skillfully evaded impoundment of the

ship in Annapolis by out-sailing an entire flotilla of British ships in a dead calm. He then sailed the ship to Boston where he took her against the British frigate Guerriere in the battle that earned Constitution her nick name “Old Ironsides”, completely destroying the Guerriere while only losing 7 American lives. This last victory had a huge impact on American morale in a war that was going poorly until then. He and his crew were awarded \$50,000 as prize-money for the victory, a small fortune at the time.

After command of the Constitution, Hull was on the naval board and oversaw the Washington Navy Yard reconstruction after it was burned by the British. He also later led squadrons of ships in the Pacific and Mediterranean.

Isaac Hull died in 1843 in Philadelphia after 37 years of service to the U.S. Navy. One of the main roads at the Navy Yard is named in his honor.

~ Lieutenant W.T. Door





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Commitment.
Excellence.
Integrity.



Coming Events

APRIL

- Distinguished Speaker Series3 Apr
Rear Admiral Pete Williams, USN, RET on
“Model Based Systems Engineering”
- TMB All Hands – ADP Employee Portal Brief 16 Apr

MAY

- PEO IWS BFM Recompete Win Celebration 13 May
- Memorial Day 25 May

JUNE

- TMB All Hands – Fidelity 401(k) Brief 11 Jun
- Required HR Training Complete by 30 Jun
All Employees – Communication Skills for Employees
Supervisors – Employment Law for Supervisors:
What You Should and Shouldn't Do

JULY

- Independence Day (Observed) 3 Jul
- Independence Day 4 Jul
- TMB All Hands – ESOP Brief 16 Jul

AUGUST

- TMB All Hands –
Intellectechs Cybersecurity Brief 6 Aug

SEPTEMBER

- TMB All Hands – TMB Year in Review and
Upcoming Opportunities & Challenges 1 Sep
- Required Security Training Complete by 30 Sep
TMB's Annual Security Briefing