

Inside this Issue

This issue of the TMB Newsletter is being dedicated to the coronavirus pandemic. It's an inside look at how it has affected our employees and the way we conduct business. The second page describes what employees miss the most about life before the pandemic. The Newsletter then provides information on our Employee Assistance Program which can provide employees with some great resources during this time as well as some employee milestones. Page three also highlights a webinar that will help keep employees protected from identity theft during this time. The next two pages feature pictures of employees with their new "co-workers" and helpers while temporarily working from home. The next page highlights the need for face masks and how people are pitching in to help out. We also showcase some employees in their new masks they are wearing on their essential errands. Page seven highlights the awardees of our Performance Award Program. Page eight sheds some light on how TMB employees are spending their newly found free time with no more commute. The final page of the Newsletter continues to provide important TMB and community dates, so mark your calendars accordingly!

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Operating During The COVID-19 Pandemic

When our last TMB Newsletter went to print in mid-January, who among us could have foreseen where we would be a short two months later? While we may have heard of a coronavirus in January 2020, no one was yet calling it COVID-19 and it seemed far away and unrelated to our daily life. We now know how quickly everything can change. Since March 13th, when President Trump declared a National Emergency, to a week later when we closed the doors of our Headquarters, we have embarked on a great experiment.



Every day, we are having to create workarounds to current policies and procedures as well as being asked for normally intrusive information on the health of our employees by Government agencies. In order to continue the most regular operations possible, I had to direct the suspension or modification of normal policies and procedures and establish many expedient work arounds. We had to strengthen our controls on teleworking while at the same time, suspending core hours. I am now required to report to NAVSEA on a daily basis (including Saturdays and Sundays), the number of our employees who have been tested and confirmed to have the virus, those who have been hospitalized, and those who had the virus but recovered. I am also required to report any deaths, which Thank God, has not yet been a requirement.

Throughout this entire crisis, we have continued to honor the commitment to mission that our Sailors and Marines show every day in the kind of close quarters that we are now being told to avoid. DoD contractors and the work we perform are considered essential services and our work clearly is. We adopted the DoD guidance on maximum flexibility for teleworking and abandoned the requirement for core hours knowing that many of our employees were balancing work and parenting. This has not lessened the stress of having children at home when they would normally be in school, but it helps provide the flexibility needed to work. All TMB personnel have been calling in to some level of work meeting or check-in everyday which is not only helpful for accomplishing work but keeps us in contact with one another. We have learned to use MS Teams, Skype For Business and other desktop video tools. The scary part of that is seeing how disheveled a person can become after weeks of not shaving or getting a haircut.

Now comes the real test of our resolve. Remote and disbursed work has both positives and negatives. The vast majority of people enjoy not coming to the office, but social distancing also means a greater degree of isolation than most of us are accustomed to. As a company, we regularly check on each other to combat feelings of isolation and stress. I am also acutely aware that some of our employees have had to go into the Yard for work and we have employees who have to work in building yards and cannot shield themselves at home. We have had a close relative of one of our teammates succumb to the virus and we have a spouse who is a nurse treating seriously ill people. Our problems pale in comparison. We are where we are, we must work our way through it, and continue to support the Warfighter while managing our feelings and those of our families.

From what had not even been a blip on our screens to something that touches every aspect of every day, has likely changed how we live and work forever. We need to think in new ways and approach how we work and where we work differently. This is going to require the deployment of smart and motivated people in new ways irrespective of organizational boundaries and traditional titles. What we did yesterday is not necessarily what we will do tomorrow and that continues to unfold.

continued on page 2

What TMB Employees Miss While Staying at Home

* I miss watching my granddaughter play softball and the delay of my grandson starting his first season of T-ball. I'm hoping these activities will happen in the fall, as I love being a softball/baseball grandparent!

~ Kerry Avila

* I miss coming into the office and then leaving my work at the front door to my house!

~ Chris Wall

* I miss my friends. I miss greeting them with a hug and/or a kiss.

~ Michaela Royce

* Spending time with my family/friends and going out to dinner and the movies.

~ Kimberly Neal

* I miss going to Chuck E. Cheese with my granddaughter Skylar. But I'm teaching her how to earn her toys from Papa.

~ Tim Adkins

* I miss being able to celebrate with my family and friends during family events such as birthdays or holidays (we had 5 birthdays in April and May), I miss being able to meet my parents and our kids for our weekly dinner out to a local restaurant, I also miss the freedom of being able to just head out the door, pick up my daughter and granddaughters and go shopping on the weekends and lastly I miss dressing up and wearing my high heels!

~ Felecia Chinn

* There are two things I miss tremendously. Number one - my grandbabies that I can see only via FaceTime. They recently learned to talk, and their vocabulary is still limited, but "coronavirus" is part of it. Number two is my hairdresser. My usually short hair is growing out too long. We exchanged our dilemmas with PMS377 teammate Katie Thatcher and she suggested to start shopping for fancy hats until our hairdressers are open again.

~ Irena Goldfarb



* I miss running the quiet streets of Washington, DC and the Mall and monuments area in the early morning.

~ Dan Clague

* I miss coming to work on Monday mornings sharing my thoughts on some surprisingly rare good off beat movie, documentary or series I saw over the weekend, especially those no one had heard of and hearing their occasional response of "So, what is it about again and who is in it?"

~ Lester Jones

* My wife and I miss having our little granddaughters spending a couple hours with us after school each day.

I also miss watching the Penguins play hockey either live on TV or traveling to Pittsburgh on the weekends and watching them at PPG Paints Arena (LET'S GO PENNS!).

~ Joel Tootill

* We have an 11 month old Granddaughter (our first) who we miss so much especially as she's starting to talk and we're expecting her first unaided steps this week (and fishing-had to throw that in)!

~ Mike Gibbons

* I miss spending time with my friends on Friday nights either hanging out at our house or one of the local restaurants, spending time with my Mom on Saturday mornings and enjoying a cup of Starbucks together, and watching sports with my son.

~ Mary Anne Matsko

* What I miss most about "normality" is not having options. I usually go to the movie theater and see a live musical performance about 3 or 4 times a year. Another example is sporting events. I had plans to see the Washington Wizards play at home against the Detroit Pistons with some friends I haven't seen in quite some time in late March.

~ Michael Farfan

A Funny Take on the Temporary New Normal – Staying in. Staying well. Staying connected.



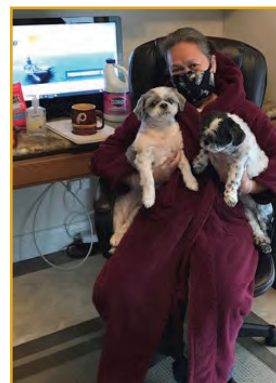
Marvelous Monday – feeling all positive and ready to face the week!



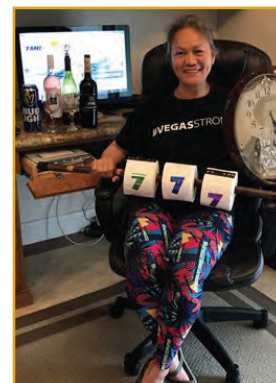
Terrific Taco Tuesday – so far so good! We can make it through the week.



Wacky Wednesday – is it Friday yet?



Tough Thursday – is it Friday yet? Can we come out now? Can we go to Target?



Finally Friday – 5:30 pm happy hour it is!

Operating During The COVID-19 Pandemic continued from page 1

The majority of this issue has been given over to life and work during the pandemic. Cute cat pictures cannot hide everyone's realization that millions have been sickened and thousands have died. Again, we are the lucky ones.

~ Tom Dority, Chairman of the Board, CEO

HR Corner

Felecia Chinn
Director of HR



Employee Assistance Program (EAP)

One of TMB's benefits with Guardian is their Employee Assistance Program (EAP). The EAP is available year-round but they now have a focused section for the current pandemic as well as their standard programs that may assist employees with issues that arise because of the pandemic. Below are some excerpts from their recent newsletter with some helpful tips and resources. See their website (ibhworklife.com) for more information.

NEW! COVID-19 Action Center for Employees - To get guidance on COVID-19 related questions and assistance with challenges in your work and daily life, go to the COVID-19 Action Center at ibhworklife.com. The new site includes information on a range of topics such as the enhanced unemployment benefits, student loans, emotional wellness and more.

Challenges of Working Remotely - If you are new to working remotely, then you are discovering the challenges that come with it. The most frustrating are distractions. As soon as the last one is gone, the next one appears. To deal with distractions, rely less on willpower and more on strategies for each one. Start by keeping a list of distractions you notice. How many did you find or experience, such as dings from email, TV and radio, pet needs, social media, phone calls, text messages, wandering thoughts, and leftover pie that calls out to you? Next, decide on an intervention for each one. If you still struggle, try setting a kitchen timer for 10 to 15 minutes of solid chunks of work time that you blast through—then repeat.

Coping with Your Coronavirus Anxiety - As you make your way through the uncertainties of the new normal, knowing how to cope with feelings of anxiety will make you, the people you care about, and your community stronger. Anxiety often peaks and subsides in a few minutes and passes more quickly if you practice coping strategies regularly. The wellbeing website virusanxiety.com includes free resources and an app to help you care for your coronavirus anxiety and mental health in a global climate of uncertainty. You can ask an expert questions, listen to a mindfulness meditation, take a humor break, practice the daily mantra, or access links to current articles on COVID-19 related topics including parenting, resilience, isolation and financial fears.

Staying Active While Sheltering in Place - The coronavirus pandemic has closed gyms and shut down pools, etc. where we are used to getting our exercise in. Here are a few suggestions for staying active during the pandemic 1) Try a virtual "30 Day Challenge." There are challenges for everything from yoga to push-ups, designed to increase your fitness and instill a habit over the course of a month. 2) Head outside. This is the simplest way to get a solid cardio workout, and the sunlight and fresh air will help your mood, too. 3) Get into chores. Now's a great time to do those energy intensive chores around the house that you've been putting off. One of the most important things you can do for your health is to stand up, and move for 5 minutes of every hour you spend sitting in front of your computer.

Financial Planning and Support - As the number of unemployed workers continues to rise, and declining retail sales bring up worries about the nation's economic health, more Americans are feeling the effects of stress and anxiety about their financial futures than ever before. The EAP can help. In addition to the online Financial Resource Center you also have access to no cost telephonic consultations with financial professionals and certified public accountants including unlimited telephonic counseling and 30 days of financial coaching. The EAP can help you take stock of your current financial situation and develop a road map to help you better prepare for the uncertainties of your financial future.

Source: "Guardian EAP News" May 2020 Newsletter

Security Awareness

Identity Theft: What Can You Do About It?

As COVID-19 continues to impact the world, Americans are becoming increasingly aware of the risk of scams, fraud and identity theft that could occur during this time. In this webinar, you will learn what identity theft is and how to prevent it. What should you watch out for in your email? What about suspicious text messages? Learn the red flags. And know what to do if it happens to you. Log-into ibhworklife.com any time this month to watch the webinar and ask the expert questions!

Source: "Guardian EAP News" May 2020 Newsletter

People of TMB

New Hires (March 17– May 31)

We would like to welcome all of our new hires from March 17 – May 31:

Austine Scales	Richard Portner
Jeff Lynde	Samantha Green
Emily Prokop	Alyce Jackson
Kelly Ridgewell	Frank Vernet
Janet Morris	James Kain
Erika Hart	

TMB Anniversaries (April– May)

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

15 Years – Kurt Busjahn

10 Years – None this quarter

5 Years –

Amanda Ongirski Antwanna Baker

1 Year –

Chris Matteson	Susan Cavanaugh
Margaret Brown	Kayla Beale
Laura Ung	Sabrina Simmons
Brian Coffman	Gary Lamberton
Steven Girten	

Employee Referrals (April– May)

There are no referral bonuses to report this quarter. Please forward any resumes of potential employees that could help us fill critical vacancies to resumes@tmbhq.com.

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.

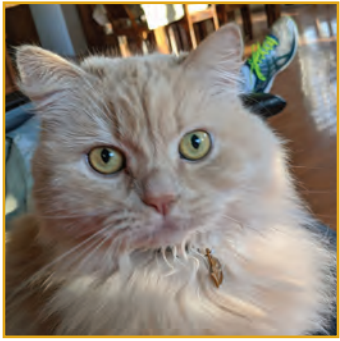
Please send any articles or ideas to cathleen.murphy@tmbhq.com

TMB Question Box

In lieu of the Question Boxes located in the large kitchens on both the 8th and 4th floors, please feel free to send any questions about the company to hr@tmbhq.com. Questions will be periodically answered via All Hands emails.

tmbhq.com

Employee's At Home "Co-Workers and Helpers"



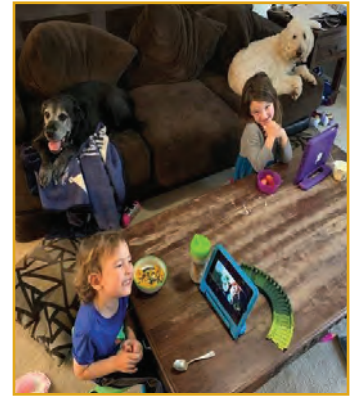
Tom Dority's cats



Brian Coffman's cats



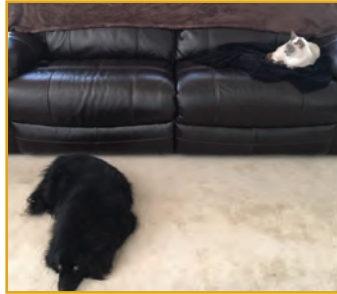
Lauren Sandoval's office mates who are thankfully entertaining each other. 😊



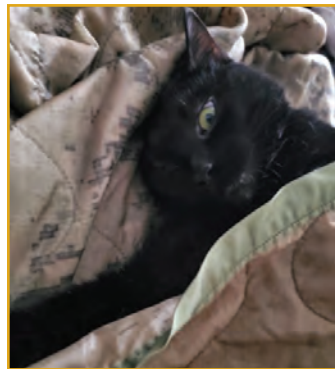
Scott Szurovy's office mates eating lunch with a little iPad time while the parents try to work.



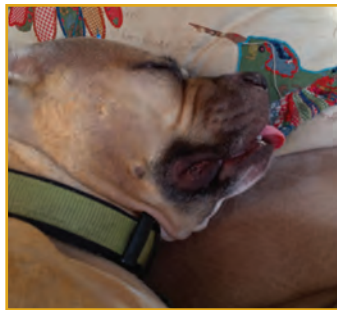
Jake Trybulski's daughter rolled into his office with Strawberry Banana Macaroons made from scratch.



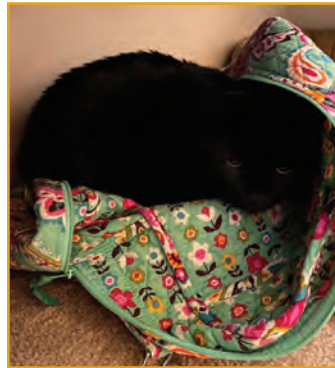
Walt Griffin's office mates are lazy, unless it's time to eat.



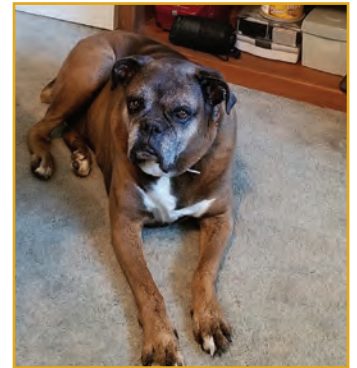
Cathy Powell's cat Jagger (15 lbs) napping in her home office.



Sheila Godlock's dog Samantha-Rose



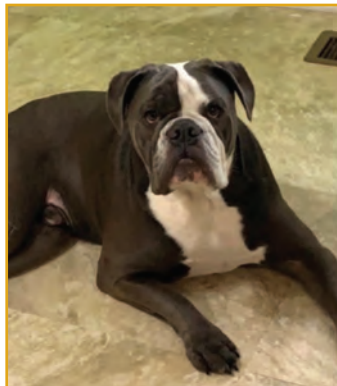
Brittany Ecker's cats Winnie and Binx



Pamela French's dog who is in her office looking for food.



Joel Tootill's little helper/hindrance 🙄.



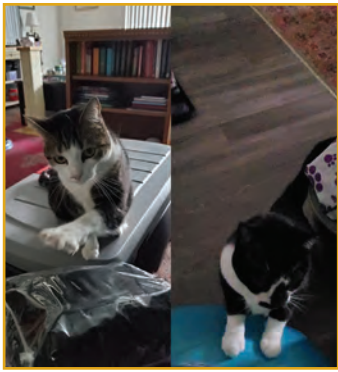
Tammy Harrison's Bulldog Jefe!



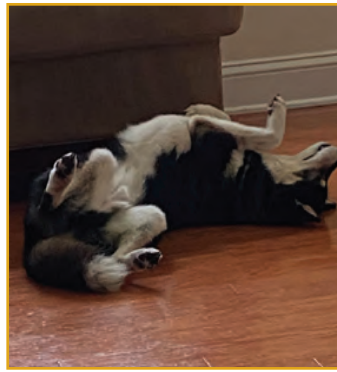
Darryl Shawgo's office mate is enforcing the travel ban!



Stephanie Rudden's daughter was born at the end of January.



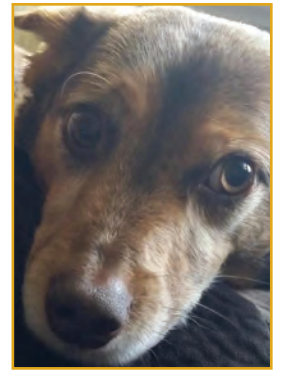
Laura Eversole's cats Dani (left) and Cloe (right)



John West's dog just does weird distracting yoga poses all day.



Rick's new puppy Scout.



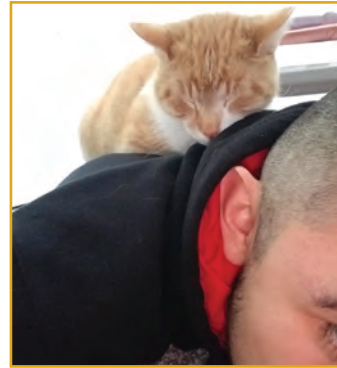
Tracey Pemberton's dog Yoshi, who is trying to employ the Jedi Mind Trick into going for a walk and making him a rib eye.



Brandon Merwin's (ICI) buddy, Ruger who keeps his feet warm while sitting at my desk!



Kimberly Neal's Cocker Spaniel, "Kobe", who has been loving the fact that they are at home all day.



Michael Farfan's cat Chico sleeping on his back while he was doing some upper back stretching.



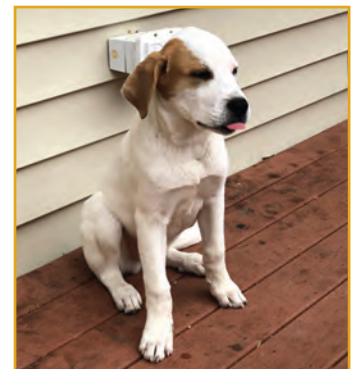
Kristin Ferency's new office mates call her mommy.



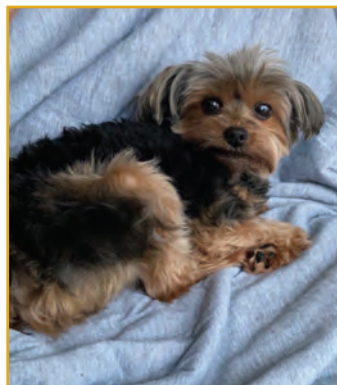
Rhiana Kent's cat Ivy who has been sleeping on the job.



Kristin York's dog is a lazy office mate but he's adorable.



Lauren Frey's Belgian "Maladjusted" Malinois.



Savanah Courtney's (ICI) roommate's dog who needs attention 24/7.



Jim Hilson's coworker managed to squeeze in nine holes of golf during lunch break!

Kerry Avila's almost 4 yr old grandson and their 4 month old Labrador/Great Pyrenes puppies (soon to be monsters) – Callie (left) and Casper (right) – are providing equal parts smiles and distractions. Casper had a definite opinion on being told lunch time was over and it was back to work!

New Mask Culture – *Mask Donations*

My friend Eugene Polishchuk bought a 3-D printer a year ago mostly for printing puzzles and games for kids. The puzzles were fun, and you could not take a step through his house without encountering a 3D printed item. Everything was cozy, and then the world was changed by the invisible deadly COVID-19.

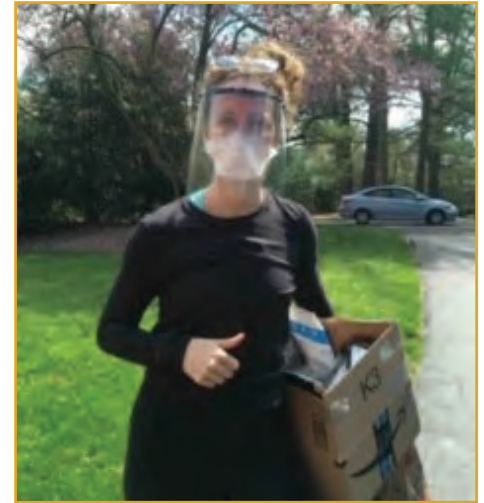
After the initial shock, he sat down to investigate what can be done, from his words:

“On March 27th I watched Joel Telling’s YouTube video on how community is helping out by making Personal Protective Equipment (PPE) for healthcare workers. I immediately joined masksfordocs.com and started printing right away. I delivered the 1st batch (30 shields) to Holy Cross two days later. After meeting the Physician Assistant (pictured here) who explained the front-line situation, that very same night I went to purchase another printer and later a third one.”

This is Callan, Physician Assistant, who works at Holy Cross and Suburban hospitals. She (and her mom) have made numerous trips to

Eugene’s house to pick up the PPE. She has also provided very valuable feedback from the field.

~ Irena Goldfarb



Callan a Physician Assistant

TMB Employees in their Masks

Masks are now required on Navy installations and highly encouraged in public. The Navy contracted with Brooks Brothers to make face coverings for their workforce. Below are some TMB employees in their variety of homemade and store-bought masks.



Tom Dority's t-shirt mask



Walt Griffin's mask



Dan Clague's mask



David Kreischer's mask



Charita Shoulders' reversible stylish mask made by her fashion designer cousin.



Michaela Royce's mask is nothing fancy but serves its purpose.



Mike Gibbons' wife made this mask. Social distancing not a problem for me (especially at night!)



Joel Tootill's nurse wife was prepared with a box of surgical masks along with sterile gloves but she hasn't made his helper and him wear the gloves yet.

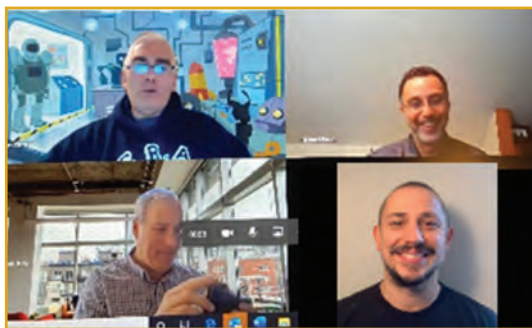
Performance Awards

Employee of the Quarter

TMB is the Prime Contractor supporting the Front Office and Financial Divisions of PMS 377. Sean Mizzer is currently the Connectors Lead supporting PMS377 LCAC, LCU, AADS and SSC programs. In 2019, Sean was promoted to the Connectors Task Lead after supporting the LHA program as a financial analyst. As the Task Lead, not only is Sean responsible for providing senior financial support to two government BFM Program Leads, but he leads a team of financial support analysts who support the Connectors Programs and serves as a mentor to the other junior analysts currently providing support to PMS 377.

Sean's efforts have resulted in a strong team providing financial support to PMS377. His willingness to train and help others extends beyond just the Connectors team. He also willingly shares and trains others that are outside of his span of control on the PMS 377 contract, and throughout TMB.

Sean Mizzer has also shown exemplary patience and leadership



Tom Dority, Rick Parker, Frank Jolly, **Sean Mizzer**

communicate up and down the chain of command as well as mentor his team is unmatched. He is consistently praised for providing excellent support and leadership from the customer. His adaptability, flexibility, patience and thoroughness greatly enhances TMB's ability to motivate, train and retain qualified people as well as deliver the best possible customer support which directly and indirectly supports maintaining and building TMB's revenue. His willingness to share knowledge and train his peers results in better analysts across the company and is exactly what TMB is looking for in our desire to help establish a Culture of Learning.

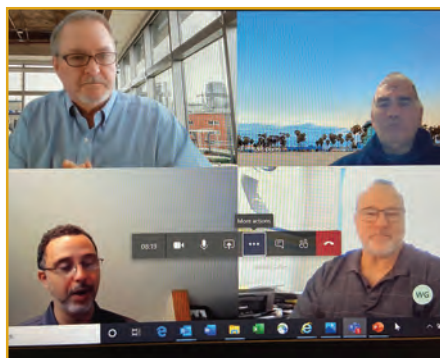
COO Excellence Award

Mark C Bivens II's dedication to PEO IWS 4 and TMB's success as a remarkable asset are evidenced with the whitepaper and accompanying responsorial letter from Rear Admiral (RDML) Douglas W. Small to RADM Akira Saito, Director General of Maritime Staff Office (MSO). The response letter was routed through Captain John Skarin, Major Program Manager (MPM) of PEO IWS 4 and signed by RDML Small. The letter represents the Program Executive Officer's stalwart position of the USN to Japan regarding Releasability of Documentation.

Steve Girten's stellar performance as a senior logistician in support of NAVSEA PMS 326 is evident in the accolades received from the Assistant Program Manager for Egypt, Bahrain, Pakistan and Lebanon at PMS 326: "(We) would like to recognize Mr. Steve Girten for his leadership, expertise, and dedication to excellence as a significant contributor to the Egyptian Navy (EN) FMS Logistics portfolio. His professional performance was invaluable to the success of the EN Follow-On Technical Support (FOTS) program and sets an example for others to emulate.



Nick Arico, **Mark Bivens**, Scott Szurovy, Tom Dority, Dan Clague



Chris Wall, Tom Dority, Rick Parker, **Steve Girten**, Dan Clague

Bravo Zulu

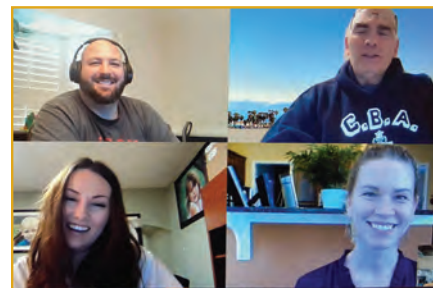
Dan Clague, **Tyler Talnagi**, Walt Griffin, Chris Wall, Rick Parker

Exceptional Support of the PMS 326 Program



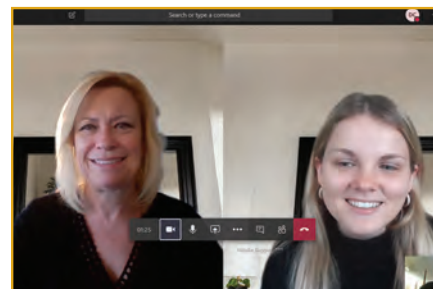
Scott Szurovy, Tom Dority, **Melanie Breads**, Celeste Leich, Dan Clague

Exceptional Support of the IWS 4.0 ESS Program



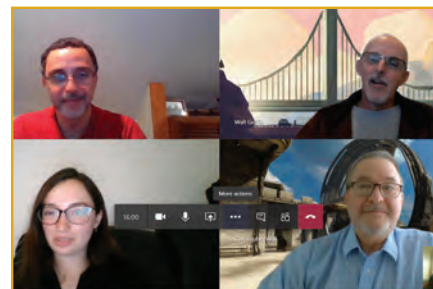
Felecia Chinn, **Natalie Baggott**, Dan Clague

Exceptional Support of the Implementation of ADP



Rick Parker, Walt Griffin, **Katie Flowers**, Chris Wall, Dan Clague

Exceptional Support of TMB's Mentorship Program Proposal



Good Eats & Exercise:

How TMB Employees are Spending Their Newly Found Free Time

For the last several weeks, TMB employees have been working from home to follow social distancing orders recommended by the U.S. Government and CDC guidelines to limit the spread of COVID-19. For some TMB employees, teleworking during the pandemic has generated more free time that has allowed them to pick up new hobbies, skills, or exercise routines that may have been difficult to fit in pre-quarantine.

An exercise routine that Melanie Breads, Junior Analyst on the IWS 4.0 ESS Program, has picked up during this telework period is hiking! Melanie, her mom, and sisters have been hiking miles each day! They have explored many different trails and parks in the Southern Maryland area. Their favorite is Cedarville State Forest, which is made up of many different trails for hikers and a pond for fishing. The longest trail in the park is the Orange Loop, at 6.6 miles long, which Melanie and her family plan to walk soon. With the transition into Spring, Melanie explained that it is nice to have time to get some fresh air, enjoy the sunshine and warmer weather, and spend time with family! Although we are living in a unique time, Melanie states that it is nice to have time to enjoy the little things.

Melanie is not the only TMB employee to use her free time to incorporate more wellness activities throughout the day during the pandemic. Michael Farfan, a Jr. Project Controller, practices meditation when he first wakes up in the morning to strengthen his mind and spiritual wellness, and enjoys taking afternoon walks, running, and doing an exercise routine before or after work to hit the refresh button and finish the workday off strong.

Whipping up something tasty in the kitchen has been another past time for TMB employees. Natalie Baggott, TMB's HR Assistant, has been hard at work in her free time to learn how to bake delicious

treats. One of her favorite dishes that she has made so far are her blueberry scones. Natalie has agreed to share her recipe for the blueberry scones for everyone to have a chance to enjoy.

~ Katie Flowers

Blueberry Scones

Ingredients

- 4 cups all-purpose flour
- 6 tbsp sugar
- 4 teaspoons baking powder
- 1/2 teaspoon salt
- 1/2 cup butter (+2 tbsp additional cold butter)
- 2 large eggs
- 3/4 cup milk
- 1 cup blueberries (fresh or frozen)



Directions: In a bowl, combine the flour, sugar, baking powder and salt; cut in all the butter until mixture resembles coarse crumbs. In a bowl, whisk eggs and milk; add to dry ingredients just until moistened. Turn onto a lightly floured surface; gently knead in the blueberries. Divide the dough in half. Pat each portion into an 8-in. circle; cut each into 8 wedges. Place on greased baking sheets. Bake at 375° for 15-20 minutes or until tops are golden brown. Serve warm. Super easy and so good!



Commitment.
 Excellence.
 Integrity.



Coming Events

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	
Required HR Training	Complete by 30 Sep
All Employees – Emergency Action and Fire Prevention	
Supervisors – Conducting Effective Employee Appraisals	