

Inside this Issue

This issue of the TMB Newsletter begins with a look back at the uniqueness of the previous year and a preview of the year to come with the company's goals. The second page dives into the Chief Diversity Officer's accomplishments from the previous year and expectations for this year. The Newsletter then provides some employee's frequently asked questions and where the answers to these questions can be found on our ADP system and their employee tool Workforce Now (WFN) site. It also provides some employee milestones. Page three also reviews some new Controlled Unclassified Information (CUI) requirements and trainings. The next page highlights an employee's passion outside of the office in her love of horses and their thoughts of 2020. The Newsletter then showcases our virtual event featuring our Annual Chili Cook-off and Holiday Bake-Off. Page five also highlights TMB's Charitable Support around the holidays and in the future. The final two pages of the Newsletter highlights our Performance Awards including our Employees of the Quarter, the COO Excellence Awards, and the Bravo Zulu awards.

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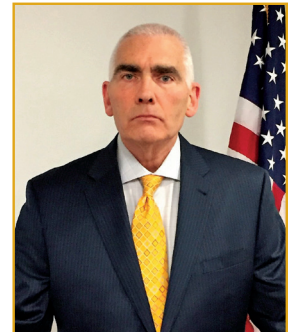
Goodbye 2020, Hello 2021!

I can't think of anyone that wasn't happy to say goodbye to 2020. Last year tested our resolve and caused tremendous hardships for everyone. Employees and family members contracted the virus and in some cases family members and colleagues passed due to this scourge. Despite the pain of losing a loved one, we at TMB did have a great deal to be thankful for in 2020. We were fortunate that not a single TMB employee had to be furloughed, we continued to be paid, and we added some important additions to our contract base including the PEO IWS BFM recompetes and our prime contract supporting PMS 317. TMB finished the year "flat" in terms of our financial performance, achieving basically the same revenue recognition as in 2019. For all the challenges faced in 2020, maintaining the status quo financially has to be seen as an achievement. We secured our 100 M Street facility and seamlessly transitioned to a remote and dispersed workforce. We also responded to a number of procurements for work that aligns with our core competencies submitting over \$180M worth of bids. We also passed the 200-employee mark in 2020. From our start as a husband-and-wife consulting firm of two back in 1997 to where we are today, is a significant milestone. We also established the position of Chief Diversity Officer in July to help shape and sustain an inclusive and equitable culture. While in many cases 2020 was a painful year, it was also one where everyone rose to the occasion to push on and support our Sailors and Marines while juggling child-care, other family obligations and the many smaller challenges of a remote workplace. We have hit the ground running in 2021 with an ambitious set of strategic objectives. They include:

- Protect the health of TMB employees until the Coronavirus is under control.
- In conjunction with our customers, manage our return to a more "normal" business posture that builds on the best lessons learned from Pandemic operations.
- Continue to provide excellence in customer support.
- Achieve Company Financial Goals for Revenue, DL and Profit.
- Build on the accomplishments of 2020 to continue pushing efficiency and effectiveness in all our operations.
- Develop winning bids for recompetes and new business targets. Maximize the value of our Seaport Next Gen contract while we remain a small business.
- Partner with our new ESOP Trustee to identify and implement strategies to advance shareholder value and contribute to TMB future success.
- Implement a Human Capital Management approach that expands traditional Human Resources functions with a foundation of diversity and inclusion.
- Build momentum to address one of the great challenges facing our Industry – growing the next generation of professionals to do our work.

These are obviously objectives at a high level and will require more planning at a tactical level for us to be successful. As 2020 has taught us, we also have to be ready to make adjustments on the fly as factors outside our control present themselves. Based on all we accomplished during the most difficult year in memory, I am confident that working together, TMB will continue to be successful in 2021.

~ Tom Dority
Chief Executive Officer



Tom Dority,
Chairman of the Board/
CEO



Chief Diversity Officer

Lessons From 2020 and Looking Ahead to 2021



Richard Parker
Chief Diversity Officer

As protests took hold across the United States in the summer of 2020, countless companies who did not have a history of talking publicly about racism began to present statements condemning racism and police brutality. It was TMB's position that our employees along with our customer base wanted to see a commitment to action within our company as opposed to vague platitudes and statements about Diversity. I worked with TMB's CEO, Tom Dority, over the summer to create the role of Chief Diversity Officer, which I took on in July. The focus on this role is to cultivate Diversity, Equity and Inclusion within TMB.

We are now six months into this journey and have made tangible progress. Below are some highlights of 2020 and a look ahead into our plans for 2021.

2020 Diversity and Recruitment Goals:

- **Incorporate TMB's Affirmative Action Plan (make it a living document):** TMB's Affirmative Action Plan (AAP) is an annual requirement of the US Department of Labor that benchmarks Diversity throughout the company. Every spring, we partner with a consulting firm, DCI Consulting, to complete our AAP and in 2020, we met all of our annual AAP goals for the previous year. Beginning in 2021, I will brief the entire company on highlights from our annual AAP.
- **Develop a TMB Diversity Training Program:** A TMB Diversity Training Program continues to be a work in progress. To date, we have added two training classes with a focus on recognizing and overcoming unconscious bias to our annual HR training program.
- **Implement communication channels to gather employee feedback:** Starting in September, we held our first of four First Friday Chat with the CDO events, averaging over 60 virtual attendees. In addition, we researched options for employee surveys with a plan on implementing in 2021.
- **Execute the Buddy/Mentorship Program:** TMB's Employee Success Continuum (ESC) was created in early 2020 and includes the TMB Buddy, Mentor and Training Programs. In the second half of 2020, we fine-tuned the ESC Handbook and put in the hard work to get the Buddy and Mentor Programs up and running. All new employees are assigned a Buddy for their first two months of employment and TMB's 2021 Mentor Class is full speed ahead!
- **Fill existing vacancies and develop recruitment strategy:** The recruiting office, headed up by TMB's Director of Recruiting, Jim Hilson, worked hard in 2020 to fill existing vacancies. In July, we conducted a review of our hiring methods and made several changes that have resulted in a significant reduction in the time it takes to fill billets at TMB.

What You Can Expect to See in 2021:

With the newly created Human Capital Management function being added to the Chief Diversity Office role, I am very excited about the future. The four major categories that TMB's Human Capital Management and Diversity Offices will focus on in 2021:

- **Workforce:** Hiring, retaining, developing and promoting diverse employees
- **Workplace:** Creating a company culture rooted in acceptance and belonging
- **Marketplace:** Attracting and successfully partnering with diverse customers and suppliers
- **Community:** Contributing meaningfully to all parts of the community our company serves

As TMB focuses on the four categories highlighted above, below are some of the exciting plans we have in store for 2021:

- Rollout of the 2021 TMB Charitable Plan that will reflect our desire to engage with the community surrounding 100 M Street and with the broader Military community.
- Establishment of a revamped TMB Intern Program in conjunction with the Operations Department, working with TMB mentors and trainers to engage talented individuals while continuing to honor our commitment to diversity.
- Execution of the 2021 TMB Mentor Program, ensuring that all participants in TMB's inaugural Mentor Class have a meaningful experience.
- Increasing Employee Engagement: The original intent of the 'First Friday Chat with the CDO' event was to promote dialogue about Diversity within and around TMB, the military and Corporate America. We plan to expand on that goal in 2021 by continuing occasional 'chat' events and incorporating others, such as speaking events by guests from outside TMB. We will also conduct internal TMB surveys several times a year to engage and solicit feedback from TMB employees.

~ Richard Parker
Chief Diversity Officer

HR Corner

Updates on ADP Workforce Now (WFN)

Felecia Chinn
Administrative
Director/FSO



Since we initially implemented ADP WFN in January 2020, we have learned a lot about the system and how it can be used to benefit TMB and our employees. To date, TMB utilizes ADP WFN for the following:

- payroll processing,
- employee onboarding,
- posting company related policies and procedures,
- employees can update their personal information in the site,
- Open Enrollment elections were submitted by employees through ADP WFN vice submitting paperwork this year,
- year-end items such as W-2s and Form 1095-Cs which will also be available to employees online.

Some commonly asked questions of our HR department are:

- How can I change my Address?
- How do I change my tax information?
- How do I make a change to my 401(k) election?
- Where do I find information about my benefits?
- Where do I find the Annual HR Training Courses?
- Who does Verifications of Employment for TMB?

All of the answers to these questions and many more, can be found in ADP WFN.

- On the Home Page, there is a Quick Links section which provides links to information that is most frequently accessed by employees.
- On the Resources>Company Information>Tools/References page, employees can find links to TMB's Workforce Development Training, Benefits Information and Facilities, HR and Security information.
- Employees can update and manage their own information in ADP WFN to include their address, phone, emergency contacts, tax information and beneficiary information by going to Myself>Personal Information>Personal Profile or Pay>Tax Withholdings.
- ADP also has a mobile app that employees can use to access their pay information from anywhere.

ADP's MyLifeAdvisor line is available to help with ADP portal registration, password resets, and navigation. In addition, they can assist with questions about payroll, benefits and value-added services. Please don't hesitate to contact them at 855-547-8508 if you need assistance.

More to come on ADP WFN as we continue to add new options and information to the site!

Security Awareness

Controlled Unclassified Information: CDSE Develops CUI Training for all DoD Employees

By Adriene Brown

Center for Development of Security Excellence Controlled Unclassified Information (CUI) has been a part of our security lexicon for years. Its reach is expansive because it affects federal, state, local, and civilian entities. But what is it exactly? How should it be handled? What are the marking, release, and disclosure requirements?

CUI is not classified information. It is government created or owned information that requires safeguarding or dissemination controls. The CUI Program is a Department of Defense (DoD) program that standardizes how the executive branch manages unclassified information that requires safeguarding or dissemination controls required by law, federal regulation, and government-wide policy. The CUI Program replaces existing agency programs like For Official Use Only (FOUO), Sensitive But Unclassified (SBU), and others. DoD personnel at all levels of responsibility and across all mission areas receive, handle, create, and disseminate CUI.

Continued on page 4

People of TMB

New Hires

(September 2020 – January 2021)

We would like to welcome all of our new hires from September 2020 – January 2021:

Unique Lawler	Elizabeth Disney
Timothy Hardeman	James Milani
Arelis Martinez	Rae Mangum
Faith Hawkins	Fred Kraus
Steven Jackey	Charles Och
Elizabeth Mulugeta	Jason Acevedo
Michael Kreischer	Wanetta Henry
Georgia Girten	Stephen Morey
Rebecca Winningham	
Elaine Hall (Rehire)	
David Kunselman (Rehire)	

TMB Anniversaries

(September 2020 – January 2021)

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 – Mitzi Lancaster

5 Years –

Jaleesa Chase	Saunders Parrott
Kobla Senaya	Jasmin Robinson
Julie Lewis	

1 Year –

Brett Doyle	Tyler Talnagi
Kathleen Flowers	Tony Ambrosi
Jacqueline Asmus	Celeste Leich
Marcus Mack	Patrick Hackes
Anthony Fauntroy	Kirk Johnson
Chris Clark	Christy Ledridge

Employee Referrals

(September 2020 – January 2021)

During the past quarter, the following people received referral bonuses totaling \$9000.00 by referring people to TMB that we have hired. Thank you to Laura Ung, Kimberly Neal, David Kreischer, Steve Girten and Michael Farfan 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

tmbhq.com

TMB Outside the Office



Teresa Smith, a TMB ONR Code 08 Support Contractor, with her 28-year-old pony who decided to express their thoughts of 2020 on the same day and in the same manner as Teresa's other horse Penelope by sticking out their tongues. Their animal intuition seems to agree with Teresa and many of us regarding 2020 by gesturing "out with old, in with the new...kick 2020 to the curb."



Security Awareness

Continued from page 3

Before the CUI Program, each executive agency (Defense Department, State Department, etc.) would establish a marking system unique to its respective environment. The CUI Program addresses this confusing landscape, which included more than 100 agency-specific policies that led to inconsistent marking and safeguarding, as well as restrictive dissemination policies. The Office of the Under Secretary of Defense for Intelligence and Security (OUSD(I&S)) CUI Program establishes an executive branch-wide policy to develop a uniform system to promote sharing, protect CUI, and prevent the loss of controlled technical information.

The key changes are:

1. There is now one CUI marking system and one cover sheet versus different sets for each executive agency.
2. There are defined, secure configuration standards for federal and non-federal computer systems to share CUI.
3. All CUI must include a category and the origin of the information.

DCSA, through its training element, the Center for Development of Security Excellence (CDSE), developed mandatory training to explain CUI, in concert with the OUSD(I&S) and in accordance with DoD Instruction 5200.48, Controlled Unclassified Information. CDSE launched the training on October 16, on the DoD CUI Program website, which contains resources, policy documents, desktop aids, and more.

All DoD civilian, military personnel, and contractors are required to complete this mandatory CUI training by March 2021 and complete annual refresher training thereafter. Additionally, per DoDI 5200.48, Section 2.9, agencies are required to integrate training on safeguarding and handling CUI into updates of initial and annual cybersecurity awareness training.

EXAMPLES OF WHAT MAY QUALIFY AS CUI:

- Defense Critical Infrastructure Information (DCRIT)
- Export controlled information
- Information related to sensitive international agreements
- Law enforcement information
- Legal privilege
- Pre-decisional budget or policy information
- Privacy Act information
- Naval Nuclear Propulsion Information (NNPI)

For more information on CUI and to take training, visit www.DoDCUI.mil/.

Article Source: Official Magazine of the Defense Counterintelligence and Security Agency, Gatekeeper, Volume 1, Issue 1

https://www.dcsa.mil/Portals/91/Documents/about/err/DCSA_Gatekeeper_v1i1_web.pdf

TMB Events

Annual Chili Cook-Off and Holiday Bake-Off

TMB is fortunate to hold various events for our employees throughout the year but the favorites and longest running events are the Annual Chili Cook-off and the Holiday Bake-Off. For the last 11 years, the Chili Cook-Off has provided our employees the opportunity to showcase their creativity and cooking skills while wowing everyone's taste buds. The Holiday Bake-Off has provided the desserts for our Annual Holiday Open House allowing all attendees to sample the various desserts and vote for their favorites for the past 10 years. Though we could not be together in person for either event, the staff quickly shifted them to a combined virtual event that allowed employees to submit their chili and desserts recipes which employees then voted on their favorites. The winners were announced at a virtual All Hands event and they received gift cards in the mail. Thank you to all who participated in the annual (and hopefully last virtually) Chili Cook-Off and Holiday Bake-Off!!

1st Place Chili:

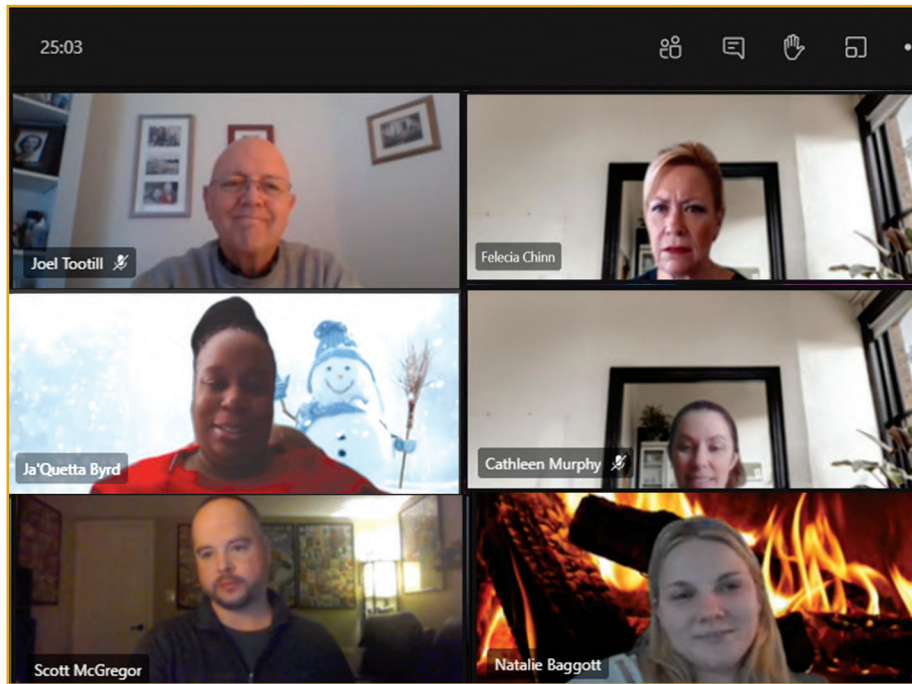
Joel Tootill

2nd Place Chili:

Ja'Quetta Byrd

3rd Place Chili:

Scott McGregor



1st Place Dessert:

Felecia Chinn

2nd Place Dessert:

Cathleen Murphy

3rd Place Dessert:

Natalie Baggott

TMB Charitable Support

TMB has a valued tradition of helping those in need during the holiday season. Over the past several years, TMB and our staff has generously given to a coat drive to benefit Bedington Elementary School in Martinsburg, West Virginia, where 63% of students qualify for free or reduced meals. In lieu of a coat drive, this year TMB sponsored several students with a monetary donation that was used to purchase gifts for Christmas. Our continued thanks to Walt Griffin for leading this effort!

Additionally, we once again decided to support Toys for Tots, a charitable organization founded in 1947 by the United States Marine Corps (USMC). Together with their community partners, they staged toy collection bins at various locations to collect toys for disadvantaged children and families. Due to the pandemic, we were unable to accommodate an in-person toy drive, so TMB donated online and encouraged our employees to do the same if they were able.



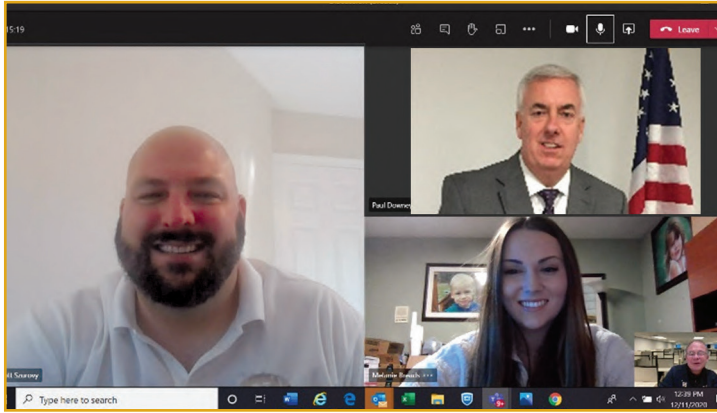
Van Ness Elementary – M St SE, DC

TMB is currently in the process of finalizing our expanded Charitable Giving Program for 2021. We plan on continuing our support to Bedington Elementary and Toys for Tots, while adding further support of Van Ness Elementary School (a local DC Public School) and beginning a partnership with a national non-profit supporting US Veterans. We look forward to continuing to give back to our community and supporting our Veterans!

~ Richard Parker

Performance Awards

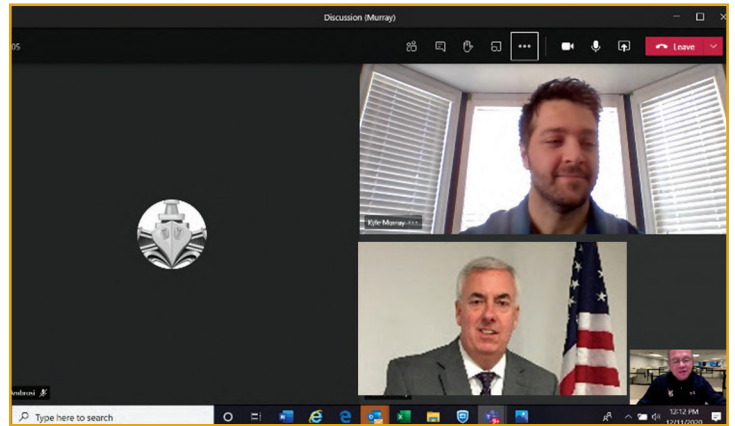
Employees of the Quarter



Scott Szurovy, Paul Downey, **Melanie Breads**, Dan Clague

the various licenses. This effort led to increased support and helped to expedite the processing of highly visible export licenses. Melanie is dedicated to the mission of the program office and to all members of the TMB leadership team. Her willingness to go the extra mile, put in additional hours to learn new systems and take on additional tasking is a testament to her integrity and commitment to others.

Kyle Murray's performance as a junior analyst supporting IWS 10 has been above and beyond in every regard. He quickly developed strong relationships with his customers and has significantly grown his role from what it was when he first started to one which would normally be performed by a senior government employee. Kyle takes great pride in volunteering to help his TMB teammates, particularly when it comes to utilizing Enterprise Resource Planning (ERP), which he has quickly mastered. His customer recently stated "I want to express my appreciation for the work that Kyle is doing. He continues to assist in any way that he can as well as ask if there are additional things that he can do to assist in the overall SCN Tasking that comes from both classes of ships. He continues to support all Data Calls both on a monthly basis and an adhoc basis with precise data and information to provide further details when necessary. He works well independently while I am away and continues to get the work done. He is a pleasure to work with and I look forward to working with him in the future. Great Job done by Kyle Murray!! He makes my job easier!!"



Tony Ambrosi (not pictured), **Kyle Murray**, Paul Downey, Dan Clague



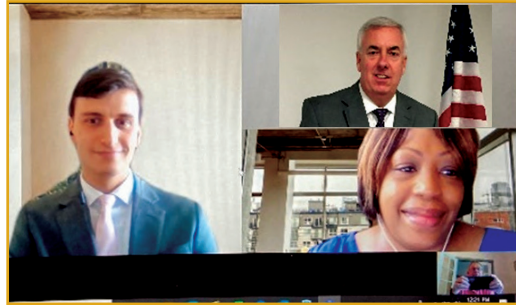
Gabriela Merino

It is with great pleasure that my nomination for Gabriela Merino for the Employee of the Quarter was accepted by TMB's Board of Directors. I have known Gabriela for almost 10 years and have had the pleasure of working with her daily supporting the NATO SEASPARROW (NSPO) Program in PEO IWS 12.0 for the last five years. She encapsulates all the characteristics of the Employee of the Quarter. In NSPO parlance Gabriela is an all-up-round, fully capable of handling anything that crosses her desk. She is a Trusted Agent with the NSPO program office. A description I do not use lightly and one that she has earned due to her commitment to the program. She serves as the de facto lead for NSPO and my "go to" for everything from MSR inputs to candid discussions of the NSPO work environment. One distinguishing characteristic of Gabriela that puts her in that upper echelon of BFM analysts is her proactive approach and sincere desire to provide the best support she can daily. As impressive as her technical skills are what truly sets her apart is the mentorship she provides daily. Gabriela's mentorship goes beyond the on the job training we expect all our senior analysts to provide. It is just part of her nature. She creates a welcoming, comfortable environment where her colleagues know they will be treated with respect and patience and she always makes herself available whenever and to whoever needs her help. In addition to her superior daily support, we have had the opportunity to work on a few proposals together and she has excelled in this aspect of her position as well. Her contributions are always timely, well-thought out and well written.

Performance Awards *Continued*

COO Excellence Awards

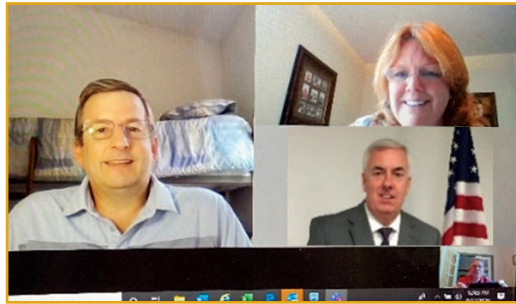
IWS 4.0 recently had an urgent requirement to complete Defense Security Assistance Management System (DSAMS) amendments for the AEGIS Korea program. Although this function was historically performed by a senior employee who had retired, Brian Coffman stepped in to assist the Korea Case Manager with DSAMS case development efforts during a critical time for the Korea new construction program. Thanks to his efforts the case was submitted and implemented in time for the program office to meet contract deadlines. More importantly, he has assumed the responsibilities of someone with far more experience and has taken the initiative to lead all case development efforts for the AEGIS Korea program.



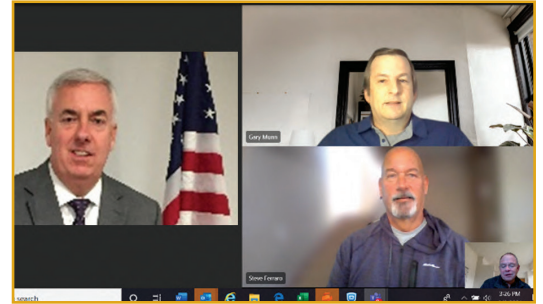
Brian Coffman, Paul Downey,
Traci Sadler, Dan Clague



Tim Atkins, Paul Downey,
Steve Ferraro, Dan Clague



Gary Munn, **Viki Foster**,
Paul Downey, Dan Clague



Paul Downey, **Gary Munn**,
Steve Ferraro, Dan Clague

Viki Foster's performance has been outstanding since assuming a new role with a significantly larger workload than her previous position. From day one, she has poured her heart and soul into learning multiple new programs and budgets. Viki has built a great rapport with senior IWS 2.0 management as well as the SLQ-32 APM and BFM community and we have received outstanding feedback on her performance on a regular basis from them. Her dedication and work ethic have reflected well on TMB as she has been key to demonstrating our ability to fill critical billets quickly and with minimal disruption.

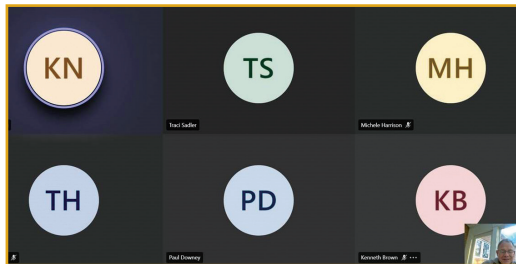
Since becoming a task lead on the PEO IWS BFM contract, Tim Adkins has made a significant impact on a program that was plagued with issues. Tim immediately applied his extensive experience and leadership skills to a program in which he had no prior knowledge or understanding. He directly engaged with the customer to climb the learning curve as quickly as possible while responding to a steady flow of tasking. He gained the confidence of the customer by taking charge of issues that he recognized needed attention and seeing them through to completion while establishing himself as a subject matter expert (SME).

Gary Munn is one of the top performing task leads on the PEO IWS BFM contract and is highly regarded within the community. He plays a major role both internally at TMB and externally with the Government. His team consistently performs at a high level and frequently receives kudos from customers (Gary's direct customer has referred to him as a "rock star"). He has been a significant contributor to training efforts and puts in many extra hours in the execution of his duties. Gary serves as a role model for others to follow and is highly deserving of this award.

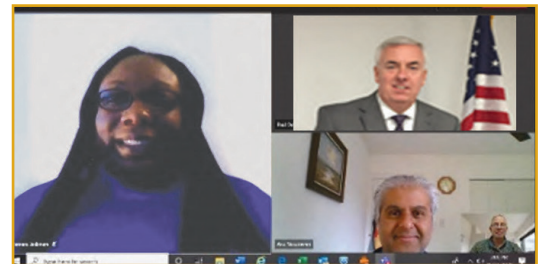
Bravo Zulu Awards

Photo Not
Available

Valerie Diaz, Scott Ferry,
Dan Clague
*Exceptional Support of
the PMS 397 Program*



Kristin Norberg, Traci Sadler,
Michelle Harrison, Tonya Harrison,
Paul Downey, **Kenneth Brown**, Dan Clague
Exceptional Support of PEO IWS Recon



Tamara Jackman, Paul Downey,
Anu Vasudevan, Dan Clague
Exceptional Support of PEO IWS