

## Inside this Issue

*This issue of the TMB Newsletter begins with focusing on the reopening of our 100 M St, DC office. The second page features an article from our Chief Diversity Officer who provides an update on his accomplishments and looks forward to the remainder of the year. The Newsletter then shares an All Things HR crossword puzzle to test your Human Resources knowledge in a fun way. The answers are provided later in the Newsletter but no cheating! Page 3 also provides some New Hires and employee milestones. The security awareness section offers a reminder to all employees that they need to report any foreign travel regardless of the purpose. The next page is an exciting report from a TMB employee who is living and working in Egypt on our PMS 326 contract. He shares his experience and some photos. On page five, the Newsletter highlights some of our virtual events we held prior to the office opening again. The Newsletter then shines a spotlight on our mentor program and the assistance it has provided an employee. Page eight announces the TMB Performance Award recipients for the COO Excellence Awards and Bravo Zulu awards. Congratulations to all our awardees!*

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## TMB Office Reopening

As we all know, the Coronavirus first impacted the US in January/February 2020 and TMB, along with our Navy customers, began widespread telework posture in March 2020 causing TMB to close our 100 M Street on 03/20/2020. With increased vaccination rates, TMB is working hard to reopen the office and welcome back our employees.



Each desk is equipped with cleaning spray, hand sanitizer, a mask and tissues

TMB will target Tuesday 09/07/2021 (day after Labor Day) as the date that we fully reopen the office to post-Pandemic operations. With local jurisdictions rapidly removing most/all business restrictions and NAVSEA currently moving towards 50% capacity in Washington Navy Yard (WNY), we believe this fall will be a safe and appropriate time to open the doors once again. We do recognize that the course of the Pandemic is evolving and difficult to predict and will remain flexible as conditions continue to fluctuate. TMB is also following the guidance relative to vaccination requirements as directed by the President and the Department of Defense for its employees and support contractors. We intend to fully comply with Government direction as it too evolves and matures.

The guidance for our Return to Office (RTO) will apply equally to TMB employees and subcontractor personnel working on our contracts. We will have set offices for our Chief Executive Officer (CEO), Chief Operating Officer (COO), Chief Growth Officer (CGO) and a handful of other TMB personnel while everyone else will now "hot desk." We are establishing an online reservation system for day(s) in the office in which an employee can reserve a cubicle. Below are some adjustments we are making over the summer in preparation for the opening.

- Design an office configuration based on maintaining the best lessons-learned from Pandemic operations and not an office configuration designed to keep people separated from each other.
- Configure the 8th floor for maximum occupancy. If we are designing an office not based on separation, this allows more capacity for flexing the workforce.
- Turning the four corner offices on the 8th floor into team workspaces.
- Empty the interior supply room and convert to secure conference room.
- Copier rooms and kitchens will be cleaned and will be fully opened.

*Continued on page 5*

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A new team workspace room in progress with our new view of a new building and the new So Capitol St. bridge in the background



Map of restaurants (both fast casual and sit down) near 100 M St SE

# Chief Diversity Officer

## Mid-Year CDO Update

What a difference a year makes! This time last year we had just officially created the Chief Diversity Officer (CDO) role at TMB and I was busy working with the executive team to define the role and begin the TMB Diversity, Equity, and Inclusion (DE&I) journey!

And so much has happened since July 2020. In January, TMB took another large step and I added the role of Human Capital Management (HCM) Director to my title, with the intent of 'Implementing a Human Capital Management approach that expands traditional Human Resource functions with a foundation of diversity and inclusion.'

In March of this year, everything changed, as the TMB family was struck with the unexpected passing of Frank Jolly, who, at the time of his death, was serving as the Finance Task Lead on our PMS 377 Support contract. The Finance Task Lead of 377 is responsible for senior level BFM customer interface and managing a team of over 20 employees providing Business Financial Management (BFM), Earned Value Management (EVM) and Cost Estimating support to NAVSEA. Since I had supported PMS 377 prior to becoming the CDO; Tom, Dan and I decided the best way to support the team and move forward was for me to take over as the Finance Task Lead, while continuing to serve as CDO and HCM Director.

It soon became apparent that these three roles were too much for one person to handle, and TMB began the search for a new HCM Director. After several months of defining and refining, TMB promoted our own Jim Hilson to the role of HCM Director. Jim and I have worked closely together throughout our time at TMB, and we will continue to work closely going forward as I continue to execute the role of CDO at TMB!

So, it's been a year – what is going on with Diversity? Well, thanks for asking!

I have heard from many of you over the past year as you have shared concerns, ideas and 'checked in'. I appreciate hearing from all of you. Below are some highlights of 2021 and a look in on our current plans for the near term.

### Major Accomplishments so far in 2021:

- Established a new Diversity and Inclusion Statement, reinforcing TMB's commitment to Diversity, Equity and Inclusion in the workforce.
- Established a 2021 Charitable Plan, which includes re-engaging with a local elementary school and establishing a partnership with Wounded Warriors, along with a continued commitment to Bedington Elementary School and Toys for Tots.
- In February, as part of our celebration of Black History Month, we heard from an amazing guest speaker, retired Senior Executive Service (SES) Mr. Elliott B. Branch.



Richard Parker  
Chief Diversity Officer

- In March, I sent a series of Friday emails highlighting amazing women around the world with an emphasis on women in and around the military but also including several global female leaders.
- In April, we completed our Affirmative Action Plan (AAP) with our consulting partner, DCI Consulting. As we have every year since our AAP was created, we met all of the goals we set for the previous year. The AAP report showed that we increased our number of female managers and our number of veteran hires, two major diversity goals for 2020.
- Earlier this year, we re-established our partnership with Van Ness Elementary, a neighbor of our 100M Street office. So far this year, we have donated over 10 large boxes of office supplies and we will be delivering a large number of laptops in the fall.
- Our 2021 Mentorship Program is continuing to move forward. One of the goals of the mentorship program is to prepare analysts to be ready for promotion opportunities when they become available and we hope to see some concrete results in this area soon. I received excellent feedback from the participants as a result of a mid-year survey and plan to incorporate many of their suggestions into the 2022 Program.



As we head toward Fall, the reopening of schools and hopefully a continued journey toward normalcy, we have several exciting events planned for this year:

- In 2021, Veterans Day is on Thursday, November 11th. TMB will be donating to the Wounded Warriors program. Although it is not on the official race calendar yet (it was canceled last year due to COVID), we are hoping to invigorate employee participation in the Veteran's Day 10K. Keep an eye out for additional information and details as we get closer to November.
- TMB will also continue to participate with our annual holiday charitable events, including the Bedington Elementary gift donation run by Walt Griffin and our annual Toys for Tots toy donation.

We are planning to continue all of these great initiatives and events in 2022 and are looking for ideas of more ways to engage with our employees and our greater community.

As an example, earlier this year, a TMB employee, Katie Flowers, came to me with an idea to partner with a local women's shelter as part of our recognition and celebration of Women's History Month.

*Continued on page 6*

# HR Corner

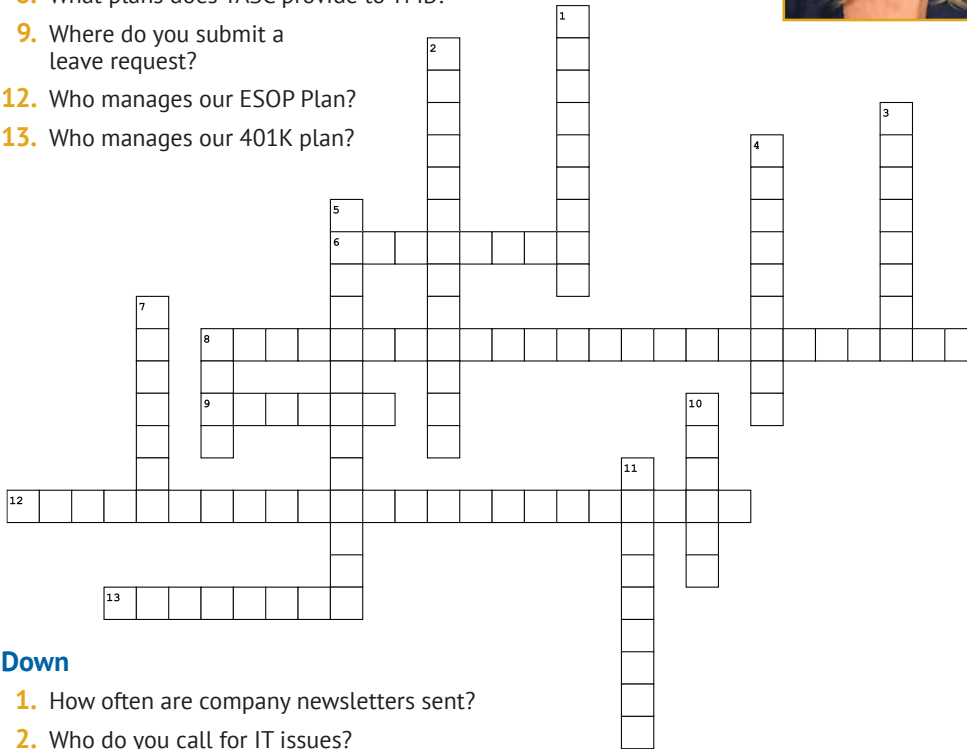
## All Things HR Crossword Puzzle

Felecia Chinn  
Administrative  
Director/FSO



### Across

6. What could you receive a \$1,000 bonus for?
8. What plans does TASC provide to TMB?
9. Where do you submit a leave request?
12. Who manages our ESOP Plan?
13. Who manages our 401K plan?



### Down

1. How often are company newsletters sent?
2. Who do you call for IT issues?
3. What company provides TMB's dental plan?
4. Where in ADP can company policies be found?
5. What is one floating holiday for TMB?
7. Who do you contact if you have problems with your timesheet?
8. How many annual HR training courses are there?
10. To see your benefit elections, click on the \_\_\_\_ tab in ADP
11. What company provides TMB's medical plans?

Answers on page 5

## Security Awareness

### Foreign Travel

Since many travel locations are starting to resume normal activities, more and more people are planning to take vacations. Please remember that if you are planning to travel outside the U.S., you are required to complete TMB's Traveling Abroad Brief and submit a Traveling Abroad Form to [security@tmbhq.com](mailto:security@tmbhq.com). The purpose is to increase awareness and personal safety while traveling internationally, to increase awareness of potential targeting by foreign intelligence, provide information on current travel warnings and alerts, and to provide you with information about where to seek assistance while traveling abroad.

The Traveling Abroad Brief and form can be found in ADP WFN by going to Resources > Company Information > Tools/References. They are located in the Facilities, HR & Security section. Once the security team receives your form, we will provide you with a link to the Department of State with any travel warnings and information about assistance while traveling abroad. When you return from travel, we will need to debrief you and report your foreign travel in DISS; we will contact you directly to schedule a meeting. Please contact [security@tmbhq.com](mailto:security@tmbhq.com) if you have any questions and be safe!

## People of TMB

### New Hires (April 5, 2021 – July 2021)

We would like to welcome all of our new hires from April 5 – July 2021:

Brooke Marquardt	Jason Eisen
Jamesha Yorkshire	Tyler Clifford
Tressa Waller	Lorraine Birch
Alexander Paquet	George Wall
Elisa McGrath-Martinez	Cheryl Wachter
Jeffrey Atkinson	Andy Silva
Otto Morgan	Amanda Pullen-McGrath
Kelly Ripp	Edwidge Laroche
Stephen Stewart	Mila Harinandan
Kenyetta Hazel	Amanda Guidry
Jessica Eadie	Patria Little
Kristian Thompson	Paul Lippe
Timothy Moore	Curtis Donaldson
Erica Whitney	Auriana Cureton
Benjamin Reynolds	Lauren Celenza
Sarah Skourtis	Bethany Mack
Kevin O'Shaughnessy	Luz Ciarcia
James Howe	Christopher Edwards
Jeffrey Gruse	Adrian Smith-Jordan
Lucas Fittipaldi	Melanie Lashus

### TMB Anniversaries

(April 16, 2021 – July 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** – None this quarter

**5 Years** – Samir Khan

Sefanit Moges	Tracey Sizemore
Nick Arico	David Kreischer
Henry Live	Mary Simmons
Darlese Green	Princess Jordan

**1 Year** – Amanda Hollins-Teixeira

Kelly Ridgewell	Frank Vernet
Tennyson Palmer	Janet Morris
Teresa Smith	Renzo Farfan
Erika Hart	James Kain
Darryl Johnson	Roy Roberts
Hayden Russell	Tyreace Reid
Yasmine Scott	Scott McGregor
Catina Goldring	Coco Yang

### Employee Referrals

(April 16, 2021 – June 2021)

During the past quarter, the following people received referral bonuses totaling \$4000.00 by referring people to TMB that we have hired. Thank you to Chris Wall, Jaleesa Chase, Jonathan Mitchell and Winston Wonsang for helping us to fill critical vacancies.

### Employee News

Please share your story and exciting accomplishments with [hr@tmbhq.com](mailto:hr@tmbhq.com).

**tmbhq.com**



# TMB FMS Support in Egypt

As part of its support for Naval Sea Systems Command (NAVSEA) International Fleet Support (PMS 326), TMB is on the point of the spear in Foreign Military Sales (FMS). In Alexandria, Egypt a small office of FMS professionals and their admin support, provide the advice and assistance that enables smooth development and execution of United States Navy (USN) Fleet Support to the Egyptian Navy. Egypt is a major player in US FMS and is the second-largest recipient of US grant Foreign Military Financing (FMF) in the world. Egypt has become the world's third largest importer of arms after Saudi Arabia and India. The Egyptian Navy itself had over \$400 million in case development in 2019-20 and TMB is there to help make it happen. The Foreign Military Sales Support Office (FMSSO) has been in place for over 20 years and serves as a liaison between NAVSEA PMS 326 and the Egyptian Navy Armament Department (ENAD). The FMSSO

and communications between NAVSEA and the Egyptian Navy. With my team of retired Flag and Senior Egyptian Navy consultants, the FMSSO provides insight and advice that help focus efforts and inform decisions in ENAD and PMS 326. The FMSSO also supports the official paperwork and requirements for the NAVSEA In-Country Team for residency in Egypt, visiting US teams and for official visits for EN delegations meeting in the US. Interaction with government agencies, embassies and even day to day work and life in Alexandria is always a challenge. The team translates not only language but bureaucracy and culture. This demands patience and persistence as well as a presence in the ENAD Headquarters (HQ). Understanding of the entire process is critical, from requirements and requests to case development and execution. In this dynamic environment there is never a dull moment!

I am frequently asked what it is like living in Egypt and I'm quick to respond that having spent a great deal of time in the Middle East, in my view, living in Alexandria is an ideal place for those who are adventurous and passionate about learning and understanding the complexities of the region. Known as the City of Memories and located on the Southern extreme of the Eastern Mediterranean, Alexandria has been a melting pot of cultures and ideas for centuries. Whether I'm exploring the ancient ruins of the Amphitheater and Cata-

combs or browsing the stacks at the internationally renowned Library, Alexandria is ideal for fulfilling my personal passions for history and culture. I can also experiment and expand my interest in cooking. Exploring the Markets and learning from the local vendors and home cooks, I make the most of my evenings and free time, preparing and sharing meals with a wide range of people. The local markets are a great place to meet people and really learn about the cultures that make up a city. Markets provide for local delicacies, great entertainment and the shores are filled with fishermen and boats ready to bring in the catch.

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The Cornish Approaching Ras Al Tin Navy Base

mission is to support the NAVSEA mission in Egypt. The team works closely with ENAD, NAVSEA and the US Embassy Office of Military Cooperation to determine requirements, develop Letters of Request (LOR) and to support the NAVSEA In-Country Team as they execute repairs, availabilities and modernization of US platforms and equipment in use with Egyptian Fleet.

As a retired Navy Foreign Area Officer, and former Security Cooperation Officer in the US Embassy in Cairo, and Country Program Director at Navy International Programs Office (NIPO), I lead the TMB office in Alexandria and provide critical liaison



The FMSSO Team in front of the Omar Makram Mosque on Ras Al Tin Navy Base



Jack preparing a dinner fresh from the Market

# TMB FMS Support in Egypt *Continued from page 4*



A view of a small local beach



Jack having lunch at the Greek Club

Alexandria is also a very active city with people constantly out and about walking on the miles of Sea Front along the Cornish and swimming and picnicking on the city's many crowded beaches. For solitude there are also some of the most pristine Beaches in the Mediterranean less than an hour away on Egypt's famed North Coast very near to the World War II (WWII) Battlefield of El Alamein with its exquisite memorials. As with the work, there is never a dull moment in your leisure time. That is if you are adventurous and willing to learn.

~ Jack Fletcher



A view from Jack's office



One of the Tombs in the Catacombs of Kom al Shoqafa



A view of Alexandria from the Cornish

## TMB Office Reopening

*Continued from page 1*

For mask regulations in the office, please refer to the latest mask policy released by the TMB executives as policies are subject to change with minimal notice.

During our time away from the office there have been a number of changes to the Washington Navy Yard/Capitol Riverfront neighborhood. There are some new residential and office buildings as well as a hotel. Several new restaurants have opened in the neighborhood but unfortunately there were a few who had to close their doors over the past year. For the latest list of potential lunch places, go to the "eat and drink" section under "Things to Do" on the Capitol Riverfront website (<https://www.capitolriverfront.org/>).

~ Tom Dority

## HR Corner

*Continued from page 3*

### All Things HR Crossword Puzzle Answers

#### Across

- 6. Referral
- 8. Flexible Spending Accounts
- 9. Unanet
- 12. Blue Ridge ESOP Associates
- 13. Fidelity

#### Down

- 1. Quarterly
- 2. Intellectechs
- 3. Guardian
- 4. Resources
- 5. Presidents Day
- 7. Manager
- 8. Five
- 10. Myself
- 11. CareFirst



# TMB Virtual Events

Throughout our time with maximum telework due to the COVID-19 pandemic, TMB has been holding virtual events for all employees. While we look forward to having events in the office again once we reopen and return to the office, this has allowed us to stay in contact with our employees and keep the connections we established in the office. These events range from a monthly morning coffee session with the Chief Operations Officer (COO) to diversity talks to company All Hands presentations. For one event we borrowed a tradition from the US Navy and the COO held a modified “Rope Yarn Sunday” to check in with employees and enjoy a little virtual down time together.

## The history behind a Rope Yarn Sunday:

“On the day the tailor boarded a sailing ship in port, the crew knocked off early, broke out rope yarn and mended clothes and hammocks. One afternoon per week at sea, usually a Wednesday, was reserved for mending. Since it was an afternoon for rest from the usual chores, much like Sunday, it was dubbed ‘Rope Yarn Sunday.’

The Navy adhered to the custom up to the years immediately after World War II; men used Wednesday afternoon for personal errands like picking up their laundry and getting haircuts. Of course they paid back the time by working a half-day on Saturdays.

Today, uniforms require less attention so Rope Yarn Sunday has been turned to other purposes; mainly early liberty or a time for catching up on sleep. Some, however, still adhere to tradition and break out the ditty bag for an afternoon of uniform PMS [Preventative Maintenance Schedule].”

Source: <https://www.history.navy.mil/>



TMB Virtual All Hands



TMB's Virtual Rope Yarn Sunday (Wednesday)

# Operation Corkboard



Photos of TMB's clandestine Operation Corkboard in support of the United States Navy which is complete.

## Chief Diversity Officer *Mid-Year CDO Update*

It was a great idea and I was quick to offer TMB's support! We are still in the early planning stages but be on the lookout for more details and information about this new event as we get closer to March.

As always, the most important part of my job as Chief Diversity Officer is to be an advocate for employees. I continue to encourage

everyone to reach out to me to discuss any concerns you may have around diversity within TMB, ideas you have for ways that I can engage within TMB or ways that you can get involved with Diversity Initiatives.

~ Richard Parker  
Chief Diversity Officer

*Continued from page 2*

# Spotlight On

## *Insight into the Benefits of the TMB Mentorship Program – Interview with Charlene Beaman*

In January 2021, the TMB Mentorship Program officially rolled out to the company, offering TMB employees the opportunity to improve personal and career development to boost work relationships between employees, create a sense of purpose in the workplace, provide an avenue for leadership development, and increase productivity within the company. As of July 2021, the program has been operating for seven months, allowing time for those participating in the program to reap the benefits of the program and truly blossom as individuals, and as a team. To get a glance into the experiences of individuals in the program, Charlene Beaman, a Senior Contracts Lead for Program Executive Office Integrated Warfare Systems (PEO IWS), was interviewed about the TMB Mentorship Program.

### **Q: Who are you and what do you do for TMB?**

**A:** My name is Charlene Beaman and I am the Senior Contracts Lead for IWS 1.0 on TMB's IWS [Business Financial Management] BFM Support contract. In my role as a Senior Contracts Lead, I oversee a team of two analysts. I assemble modifications for IWS contracts, and ensure all contracts comply with the [Federal Acquisition Regulation] FAR.

### **Q: Who is your mentor in the program, and what is their position at TMB?**

**A:** My mentor's name is David Kunselman. He works on our newly awarded Team Ships Front Office [TSFO] Support contract as a [Subject Matter Expert] SME supporting the Team Ships Chief Financial Officer [CFO]. Before retiring in 2019, David was a Commander in the U.S. Navy and served as the Chief Financial Officer in PEO IWS.

### **Q: Why did you want a mentor?**

**A:** The option for a mentor was presented to me when I took over a senior role in the company. My TMB manager thought having a mentor would help me develop leadership skills that would be beneficial to me as a manager and team lead. My personality, and subsequently my management style, is very direct and efficiency-focused but to be an effective team lead requires a more well-rounded skill set. From his time in the Navy, David has had a chance to manage hundreds of sailors and has worked with me to learn the balance between efficiency and empathy as a leader. His mentorship has been extremely beneficial to me in this new role. I recently brought on a new hire to my team, and the help I received from David has made a positive difference. Being more personable instead of solely task focused has helped immensely.

### **Q: What drew you to the TMB Mentorship Program?**

**A:** I felt drawn to the Mentorship Program because I was struggling with being a manager. I didn't feel like my team was a high performing team and as a team lead it was ultimately my responsibility to improve the team chemistry. Managing people is very difficult and the skills to be an effective manager aren't taught in school. I knew I needed help and the Mentorship Program provided me an opportunity to become a better manager and the current team is really flourishing. I feel very lucky to have had David as a mentor for these past 7 months and he has been a great help.

### **Q: What has been the biggest benefit of the program?**

**A:** One of the best lessons I have learned from David was in the area of time management. Early on when I first became a task lead, I found myself becoming stressed when trying to always be available for the employees on my team. David suggested that I set aside specific times during the week where I would be available to the team. This has made a tremendous difference. As a result, the quality of time I spend with my team has improved immensely. I can be present with them and still have time to complete the direct client support required in my position. What I like to refer to as my 'day job'.

### **Q: How do you think you've benefited your mentor, David Kunselman?**

**A:** As IWS CFO, David had some insight into the Contracts world, but I have been able to help him understand and connect the dots between the BFM and Contracts functions in IWS.

### **Q: What would you like to see for the TMB Mentorship Program in the future?**

**A:** I would like to meet other mentees and mentors within the program to see if the topics and issues they work on can be helpful to the whole group in the program.

### **Q: What do you like about the Mentorship Program?**

**A:** I like that the program is not super structured, and that it can be on my time and fit my needs. There are no forced meetings to meet a metric. I like that it is free flowing because it allows for flexibility to meet different needs of the individuals in the program. This is especially helpful for TMB employees who have a heavy workload.

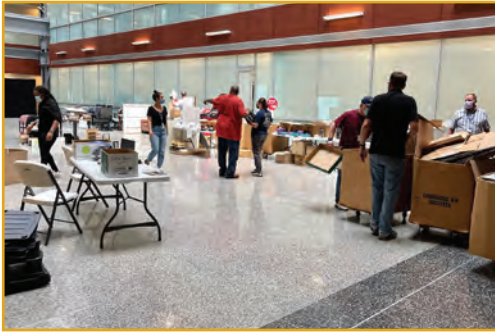
### **Q: Is there anything else you would like to add to the conversation on the Mentorship Program?**

**A:** I wish that the mentorship program could have been created earlier, and I am happy that we have it now. I encourage anyone who is interested in progressing in their careers at TMB to take advantage of the program. I started with TMB as a Contracts Analyst in 2015 and in this role, I was not responsible for managing anyone. I believe if I had been able to take part in the Mentorship Program before becoming a task lead, I may have been able to avoid some of the issues I initially faced when starting in this role.

~ Katie Flowers

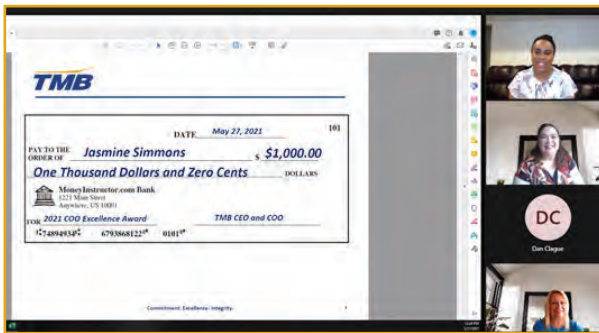


# Team Ships Front Office Clean Out Day



Several members of our Team Ships Front Office support team contributed to the success of the Team Ships Front Office Clean Out Day on 30 July. A big thank you to Jeff Atkinson, Robert Baines, Elisa McGrath-Martinez, Tim Moore, Adrian Smith-Jordan and Winston Wonsang for all of your help!

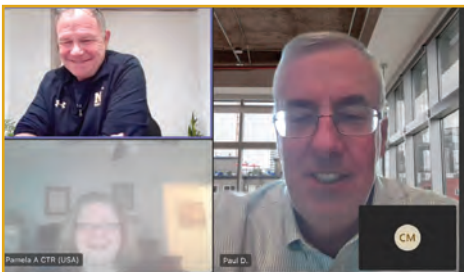
## Performance Awards *COO Excellence Awards*



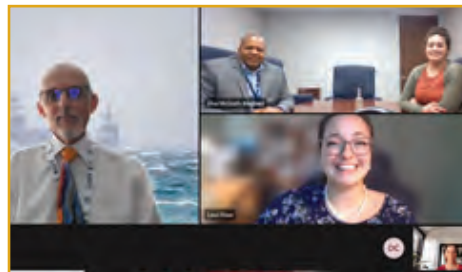
Jasmine Simmons is a stalwart member of the TMB reconciliation team, providing superb support in reconciling and closing out TMB contracts. She not only assists with working through the backlog of completed contracts, but also supports reconciliation efforts on TMB's current large prime contracts including BFM1, 4.0 ESS and PMS 326. Her diligent efforts have assisted TMB in the ability to invoice an additional \$163K across TMB's three major prime contracts – BFM1, 4.0 ESS and PMS 326. By assisting with the reconciliation of BFM1, we have provided valuable information to the government customer to assist in their obtaining funds to cover the OY2 incentive fee owed to TMB. In addition to the support provided for current prime contracts, Jasmine has reconciled eleven historical contracts since her position changed from a summer intern to permanent part time. Her efforts are indispensable to TMB and she is an invaluable member of the reconciliation team and TMB.

**Jasmine Simmons**, Kerry Avila,  
Dan Clague (not pictured), Feleica Chinn

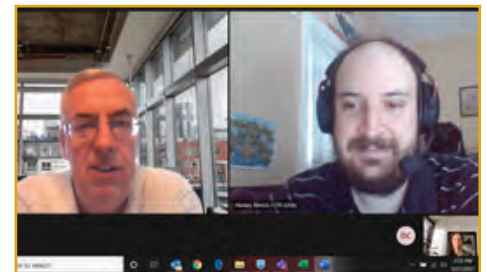
## Bravo Zulu



Dan Clague, Paul Downey, **Pam French**  
*Exceptional Support of the*  
PEO IWS Program



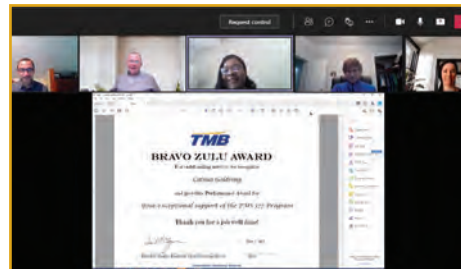
Walt Griffin, **Jeffrey Atkinson**,  
**Elisa Pullen-McGrath**, Lana Dove  
*Exceptional Support of the* TSFO Program



Paul Downey, **Patrick Hackes**  
*Exceptional Support of the* PEO IWS Program



Aaron Cureton, Dan Clague, Paul Downey,  
**Susanne Haley**  
*Exceptional Support of the* PEO IWS Program



Rick Parker, Dan Clague, **Catina Goldring**,  
Mike Joyce, Cathleen Murphy  
*Exceptional Support of the* PMS 377 Program