



Inside this Issue

This issue of the TMB Newsletter begins by looking back at the year and providing a company review of 2021. It goes on to look at what's in store for TMB in 2022 and some changes being made internally to support our future. Page three provides some helpful tips from HR to assist our employees in planning for 2022. Security also provides advice on cyber security and how we can all be aware of our online presence. This page also provides some employee milestones. The fourth page shares how TMB celebrated the holidays and supported charitable giving. The next page goes on to highlight some of our virtual events that allowed our TMB community to stay connected during our maximum telework period. The Newsletter goes on to provide a review of our Human Capital Management efforts in 2021 and reprints the firsthand experiences of a deaf employee originally shared in an All Hands email. Page six shines a spotlight on the TMB office updates that have occurred over the past year and the employee Open Houses that were held. The final page of the Newsletter highlights our Bravo Zulu Performance Awards.

2021 – Year in Review

Like 2020 before it, 2021 was a year of both challenges and success for TMB. We continued to rise to the occasion to support our Sailors and Marines while juggling childcare, other family obligations and the many smaller challenges of a remote workplace. We have also had to plan for a future Return to Office (RTO) while navigating through evolving guidance from our customers on the timing of implementing a new and flexible work schedule. We successfully met the challenges of implementing the Executive Order relative to vaccinations in a way that balanced safety in the workplace with granting exemptions where appropriate. Many of these same issues will continue to challenge us in 2022 but we can approach them from a position of confidence, knowing what has been achieved in 2020 and 2021. Our successes were many; and remind us of how blessed we are to be associated with such a high-performing organization.



We achieved the highest annual Revenue, Direct Labor, Gross Profit in TMB history. While many sectors of the economy and businesses remained under great stress, we grew and added employees and not a single person lost their job at TMB due to the Pandemic. We won our 12th prime competitive Seaport task order bringing our total since 2008 to \$458M in contract value. That win supporting the Team Ships Front Office (TSFO) brought us both new skill sets and dozens of talented professionals and allowed us to make major investments in our infrastructure. We also submitted strong bids both for recompetes and new business opportunities that are within our core competencies and which we feel good about winning. We completed an extensive assessment of how we perform corporate financial management and implemented a reorganization plan that will make us more efficient and effective and provide increased value to our customers. We also continued to make changes to our staff level organizations to eliminate single points of failure and bring more resources to recruiting while promoting Diversity and Inclusion. Dan Clague our Chief Operating Officer (COO) conceptualized and executed a plan to reconfigure 100 M Street to accommodate a flexible work force and to embed the best technology tools we adopted over the past two years of remote operations. Our facilities and IT infrastructure will now be fully aligned to the flexible work force we believe will be implemented as we return to an office-based work environment in 2022.

In December 2021, I announced that we had developed and would implement a succession plan to begin in 2022 and we have made key hires and internal promotions to implement a generational change in leadership. This is a major and necessary development in the life cycle of our Company. I am confident that we will continue to build and exceed our current level of success in future years.

~ Tom Dority
Chairman of the Board



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2022 Look Ahead

2021 was TMB's most successful year! Everyone's day to day work was needed to reach these successes. Thank you! I am very humbled by the responsibilities the TMB Board of Directors has entrusted in me as Chief Executive Officer (CEO) beginning 1 January. The legacies of Pat and Bobby Bennett, Tom Dority, and every TMB employee owner and what they built at TMB will guide me through 2022.

I am optimistic about 2022 as we add more seasoned, experienced professionals to our senior management team. These people are needed so we may develop more robust and capable muscles to take on our non-Small Business Set Aside (SBSA) competitors. Our highest priority in 2022 is transitioning TMB from being a company able to bid and win SBSA contracts to one competing for non-SBSA contracts against large businesses. We are well positioned for this transition given a very healthy backlog of current contract work. The addition of Ned Sheedy as our Chief Operating Officer (COO) and Tom Ryan and Richard Parker as our two new Division General Managers (DGMs) adds 73 years of Professional Support Service experience directly related to our marketplace. Ned and Tom bring to us a combined 47 years of large business experience leading, managing, and bidding and winning work for companies that we will be competing against in a couple of years. Richard knows TMB and our customers inside and out and will be leaned upon heavily to help Ned and Tom quickly come up to speed and take on their new responsibilities. Tom will be our Warfare Systems Programs DGM with responsibility for our IWS BFM, IWS 4.0 ESS, NATO Sea Sparrow, and SEA 05 support. Richard will be our Ships Programs DGM with responsibility for all other support engagements which largely center on supporting NAVSEA Shipbuilding Program Offices. We're lucky to have assembled such a talented group of professionals. Besides adding outstanding depth and talent to our senior management team who will take on and own our business and proposal development efforts, we will require great assistance from our Program Managers and other Subject Matter Experts (SMEs) throughout the company. We have some very important work planned for 2022. I very much look forward to tackling it with Ned, Richard and Tom.

We will continue to ensure that our employees, customers, and industry partners are provided outstanding support via safe,

effective, and efficient facilities and procedures. As we continue to support our Nation's Sailors and Marines via the support we provide our Government clients, we will make sure that we do it in a manner that protects all those that enter our facilities. A safe working environment is everyone's responsibility and we will adjust our operating procedures as necessary to pace the COVID threat and adhere to our contractual requirements. We will do this while maintaining TMB's reputation of being a company whose employees are committed to providing excellent services to all our Government clients, industry partners, and internal customers across TMB.



Dan Clague
Chief Executive Officer

As we integrate additional senior leadership into TMB, we are also transitioning our contract financial management structure and approach. This will be achieved by having the DGMs responsible for the complete management of their contract and project "financials." Our outstanding Project Controllers will be reporting to the DGMs which will provide the DGMs with the personnel resources and expertise needed to manage our contracts and projects to meet DGM assigned 2022 financial goals associated with revenue, direct labor costs and profit. Doing this allows us to better manage contract and project financial performance that in the end is of greatest importance to us as an Employee-Owned company whose Share Holder Value comes from the company's annual business financial "numbers."

Finally, 2022 is a historic year for TMB. In July, we will celebrate the 25th Anniversary of Bobby and Pat Bennett's founding of TMB. We have a yearlong schedule of events and activities dedicated to celebrating this milestone. Our anniversary programs will re-establish a common knowledge of where we came from, who we are and pay tribute to those who have built such a successful company. I very much look forward to using our 25th Anniversary year-long plan to re-establish a TMB sense of camaraderie and collective understanding of our value and worth of ourselves and the Sailors and Marines whose National Security mission we so fervently work every day to support.

I've got huge shoes to fill in 2022. I know we have the talent at TMB to ensure we all continue to succeed. I so much look forward to gathering in person to contribute to and observe our great work and collegiality.

~ Dan Clague
Chief Executive Officer



Ned Sheedy
Chief Operating Officer
(COO)



Richard Parker
Ships Programs DGM



Tom Ryan
Warfare Systems
Programs DGM

HR Corner

HR Planning for 2022 –

Below are some helpful HR reminders when planning for 2022

IRS Limits

- The 401(k) maximum employee elective deferral is increasing to \$20,500.00.
- The 401(k) Employee Catch-up contribution limit for participants age 50 or older remains unchanged at \$6,500.00. This applies from the start of the year for those turning 50 at any time during the year.
- The Employee Compensation limit is \$305,000.00. This is the maximum compensation the company can base contributions on.
- The defined contribution maximum limit, employee + employer (age 49 or younger) is \$61,000.00.
- The defined contribution maximum limit (age 50 or older), all sources + catch-up is \$67,500.00.
- The Social Security Wage base for computing Social Security tax will increase to \$147,000 for 2022.

Source: IRS Notice 2021-61 and Social Security Administration.

401(k) Contributions

If you wish to change your 401(k) percentage

Felecia Chinn
Administrative
Director/FSO



at any time during the year, please go to www.401k.com and make your elections. Your elections will be uploaded into ADP during the next weekly file transfer. NOTE: Elections must be made as whole percentages – the system does not accept dollar amounts or partial percentages.

Beneficiary Changes

Please be sure to update your beneficiary information if you have any changes to make.

- Beneficiary information must be updated in ADP for the Company or Voluntary Life and AD&D policies.
- Beneficiary changes for the 401(k) plan must be made in the Fidelity site at www.401k.com.
- Beneficiary changes for the ESOP plan must be made in the ESOP Connection site at https://www.esopconnection.com/tmbhq/index.php?module=participant_admin.

Direct Deposit and Tax Changes

All direct deposit or Federal and/or State tax changes should be made in ADP.

Security Awareness

Cyber Awareness

Bad actors are looking for opportunities to commit cybercrime with fake websites and malicious links in phishing emails. It is important that everyone remain vigilant and increase their cyber security practices. According to the National Institute for Standards and Technology, 2021 was a record year for cyber vulnerabilities. You can protect yourself and avoid becoming a victim of cybercrime by doing the following:

- Implement multi-factor authentication on your accounts and it is 99% less likely you'll get hacked.
- Update your software; turn on automatic updates.
- Think before you click on any links in emails – successful cyber-attacks start with phishing emails.
- Use strong passwords; DCSA recommends using a password manager to generate and store unique passwords.

- Don't click on any suspicious links or attachments in emails, on websites, or on social media.
- Use secure Wi-Fi such as a virtual private network (VPN) or your phone as a hotspot.
- Regularly review your online financial accounts and ensure all transactions are purchases you made.
- If you use social media, check out this information from the Center for Development of Security Excellence: https://www.cdse.edu/Portals/124/Documents/jobajds/cyber/Twitter_Social_Networking_Site_Configuration_Guide.pdf?ver=1g4ckWrFs9HPGzkrm1V3zw%3d%3d

Further information on cybersecurity can be found in the DCSA website located at <https://www.dcsa.mil/>.

TMB Milestones

New Hires

(August – December 2021)

We would like to welcome all of our new hires from August – December 2021:

Lacey Powers	Diamond Willix
Roscoe Makle	Camille Butler
Laura Jarvis	Jonathan Chavanne
Rafael Marrow	Richard Thomas
Jared Sims	Connie Reid
Mariam Abraham	Sarah Toth Johnson
Joshua Curtis	Valencia Powell
Tracy Bagley	James Hatfield

TMB Anniversaries

(August – December 2021)

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

15 Years – Walt Griffin

10 Years – None this quarter

5 Years –

Mark Bivens	Candice Maultsby
Stephanie Rudden	Scott Ferry
Brittany Ecker	Paul Ramdas

1 Year –

Nick Kasatkin	Robert Cornwall
Kimberly Barham	Bryan Easton
David Kunselman	Elizabeth Disney
Unique Lawler	Arelis Martinez
James Milani	Faith Hawkins
Rae Mangum	Fred Kraus
Elaine Hall	Steven Jackey
Elizabeth Mulugeta	Charles Och
Michael Kreischer	Wanetta Henry
Jason Acevedo	

Employee Referrals

(August – December 2021)

During the past quarter, the following people received referral bonuses totaling \$7000.00 by referring people to TMB that we have hired. Thank you to Jeffrey Atkinson, Deborah Harvie, Tonya Harrison, Mary Simmons, Auryana Cureton and Renzo 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

Winter Holidays at TMB *TMB Door Decorating Contest*

Though the holiday season still looks a little different this year, here at TMB we have done our best to keep some of our traditions going. We held the Frank Jolly Memorial Holiday Door Decorating Contest, newly named in honor of our late friend, colleague, and 2019 contest champion, Frank. Participation may

have been limited with many of our employees still working remotely but those who decorated a door did a fantastic job with first place going to Walt Griffin, second place to Felecia Chinn and Mila Harinandan, and third place to Jim Hilson. Congratulations!



1st: Walt Griffin
"Christmas Tie Panorama"



2nd: Felecia Chinn and Mila Harinandan
"Frosty the Snowman"



3rd: Jim Hilson
"Jolly Chocolate Tree"

TMB Holiday Charity Giving

For many years now, TMB has asked all TMB team members to bring donations for the Marine Corps Reserve Toys for Tots Program and Bedington Elementary School Coat Drive to the office. Donation boxes were placed in the main lobby of Suite 800 to collect the coats and toys. Representatives from the Anacostia chapter of the U.S. Marine Corps Reserve Toys for Tots Program collected our toy donations on December 9th and distributed them to needy children in our Washington, DC community.

As is tradition, Walt Griffin coordinated the delivery of our Coat Drive donations to Bedington Elementary School in Martinsburg, West Virginia, where children have a persistent need for warm winter clothing. Coats, hats, gloves, and scarves were all welcomed donations. Thank you, Walt, for coordinating this drive!

Thank you to all participants for your generosity and for helping to create holiday cheer at our headquarters and beyond!



Toys for Tots Donations



Donations to the Coat Drive

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 have established in the office and meet new hires. To kick off many of these events our Chief Operations Officer (COO), Dan Clague, would briefly go down the list of attendees and introduce them and their role in the company to the group. This has been very helpful to our employees who have started since the pandemic began because it allows them to put a face with many of the names they have been hearing and working with before we return to the office. Our virtual events range from a monthly morning coffee session with the COO to diversity talks to company All Hands presentations. For one event we borrowed a tradition from the Navy and the COO held a modified “rope yarn Sunday” to check in with employees and enjoy a little virtual down time together.

Another part of our Return to Office implementation is to conduct formal training associated with professionalism and etiquette



while supporting our Navy customers. We developed a new and updated presentation on this subject and held an on-line training this fall. New employees were provided some valuable information to support our Navy customers while our seasoned professionals appreciated the reminders. One employee said, “Thank you so much for the presentation it was very informative and gave me a great refresh about getting ready to return to [the] office.”

Human Capital Management *2021 Year in Review*

2021 saw the people of TMB striving to focus on our collective mission to support U.S. sailors while taking care of ourselves and our families during the ongoing pandemic. We continued to adapt our professional and personal routines and continued to find ways to develop as our company grew – at times by leaps and bounds! In the Human Capital Management realm, this meant continuing to drive our Diversity, Equity, and Inclusion mission, restarting our Performance Evaluation Process, updating our personnel-related policies, and preparing to welcome personnel back to the office on a regular schedule in early 2022.

In the past year, several leaders (Elliot Branch of KJM Consulting, Canek Aguirre of the Alexandria (VA) City Council, and TMB’s own Richard Friends) generously shared their insights and experiences to help increase our awareness at TMB of Diversity, Equity, and Inclusion issues. Chief Diversity Officer Richard Parker and I will continue to seek engagement from such leaders in 2022. Another focus of ours will be ensuring that all internal promotion and hiring actions across the company serve our DEI mission well. While TMB’s staff is diverse as a whole, we have much room to improve diversity in our senior and leadership ranks.

The 2021 Performance Evaluation Process provided a snapshot of how we performed, and I have two resultant goals for performance evaluations in 2022. First is to use the data gathered in the 2021 performance evaluations to assess our strengths and weaknesses and to identify opportunities for training, development, and advancement. Second is to utilize feedback from managers and non-manager employees to make the 2022 Performance Evaluation Process more efficient, with more valuable results.



Canek Aguirre of the Alexandria (VA) City Council, Jim Hilson, Richard Parker

Updating our personnel-related policies and making them accessible via ADP WorkforceNow was a necessity in 2021! I hope you have found that policies old and new are well-adapted to be sensible and fair in the “new normal” the COVID-19 pandemic has shaped. We will aim for the same as circumstances change, TMB grows, and new policy updates become necessary in 2022.

More than anything, I am excited to see many of you back at 100M as 2022 begins! Getting to interact with colleagues old and new at our recent 100M Open Houses reminded me of how enjoyable and valuable it is to see each other in person. As long as we may do so safely, I look forward to more such interactions in the New Year!

~ James Hilson
Human Capital Management Director

Spotlight On *TMB Office Update and Open Houses*

Throughout early December, TMB held 5 separate Open Houses at 100M to offer our employees and subcontractor personnel the opportunity to experience our new office layout, technology, and safety protocols and to meet casually with their program team and members of our corporate team. All were welcome to attend whether they planned to work at our headquarters regularly in the future or not.

Topics that were covered during the open house included:

- Covid safety protocols
- New office and cubicle layout
- Conference room technology
- Computer set up (for in-office printing and similar services)

The guidance for our Return to Office (RTO) in early January remains the same and 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), Division General Managers (DGMs) and a handful of other TMB personnel while everyone else will now “hot desk.” We have an established online reservation system for day(s) in the office in which an employee can reserve a cubicle or office. Below are some other adjustments that have been made in preparation for the opening:

- Designed 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.
- Turned the four corner offices on the 8th floor into team workspaces.
- Emptied the interior supply room and converted it into an additional conference room.



TMB Open House safety brief



Team workspace in a former corner office



Emptied interior supply room turned into an additional conference room



All cubicles are now assigned numbers to accommodate “hot desking”

Human Interest *“My Deafness” – A Firsthand Account*

When I was three years old, my parents had to make best decision of what the best communication and functional within the hearing world. My parent bought first hearing aid, body aid and hired speech therapy. I’ve had to have speech therapy multiple times a week from age 3 to 12. I failed kindergarten (hearing school) due lack of communication and misunderstanding in the classroom, back then there was no American Sign Language (ASL) interpreter. My parent researched to find where to place me mainstream school which teachers use ASL except students forbid to use ASL, only oral and speaking language. My parent made the effort to see if I can attend to Rochester School for the Deaf (RSD), I had to take aptitude test to be qualify. The superintendent of RSD told my mother that I was overqualified to be admit their school because of my intelligent level. They were concern of boredom and less challenge to pursue my education.

Despite how physical disabilities are mostly visible, being deaf is completely invisible and only deaf/hearing impaired individuals can manage with it. With being deaf/hearing impaired, we can only control whether we want to hear or not. There’s nothing anybody else can do because they don’t know anything about what being deaf is like.

I was capable of lip-reading, but it is essential to keep mind that only 30-40% spoken English is distinguishable on the lips. Many deaf/hearing impaired do not speech-read well. Be sure you ask the person if he or she is comfortable communicating in this manner. I rely on lip-reading and often perform better when it is a subject that is familiar. I do get frustrated when hearing person do not face the person and make contact when speaking. Best way, if the person

Continued on page 7

Human Interest “My Deafness” – A Firsthand Account *Continued from page 6*

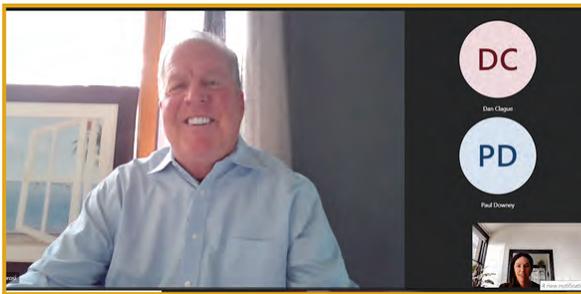
prefers to use speech reading, speak normally and avoid speaking to slow or too fast. Best to eliminate food or gum from the mouth. Do not place hands or other object near your face.

I feel uncomfortable to be in the crowd of people due to background sounds and make it difficult for me to hear the person conversation. Especially in the meeting, I normal sit up front so I can see the speaker, [for whom it is] important to stay in one location with good lighting. [I am at a] disadvantage if someone behind me asks question. It is difficult for me to see where the person speaking and do not know what the question was. I had to see what the speaker answer was, it gives me the hint of the question was asked. I normal wait to end of the meeting, I asked the speaker, be patient and relaxed, who was the person ask question and discussed the question.

I get frustrated when the hearing person called through Video Relay Service (VRS), most of the time, they hang up. I had to call back to speak the hearing person. I would educate them of understanding how to use VRS. Just speak directly instead of saying “Please tell him...or Please ask him...” The hearing person can hear me but not able to hear them because the interpreter on the video will translate what the hearing person speaking. A lot of time, they don’t leave message. I understand their concern of using interpreter, [though the interpreter signs a] non-disclosure agreement. It ok to speak the interpreter to leave the message for you.

~ Richard Friends
TMB Employee

Performance Awards *Bravo Zulu*



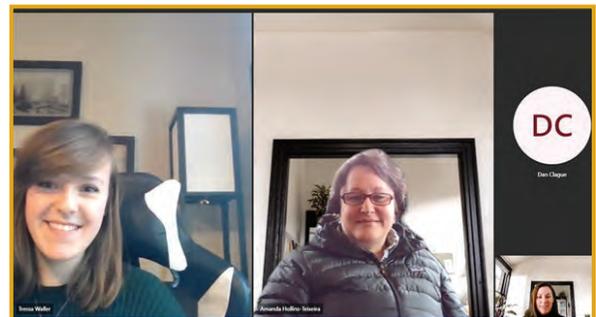
Tony Ambrosi
Exceptional Support of the PEO IWS BFM Program



Walt Griffin, Jimmy Milani
Exceptional Support of the TSFO Financials



Christy Hurley, Robert Fontenot, Walt Griffin
Exceptional Support of the Team Ships Front Office Program



Tressa Waller, Amanda Hollins-Teixeira
Exceptional Support of the Corporate Financial Management Transition



Tim Adkins, Tammy Harrison, Paul Downey
Exceptional Support of the PEO IWS BFM Program