

Inside this Issue

This issue of the TMB Newsletter begins by looking at TMB's successful return to the office and the many benefits of being in person at the office. It then goes on to share some of the new capabilities that the Team Ships Front Office (TSFO) contract has brought to TMB. The Newsletter then provides some updates to the ADP Home Page and recently released letter "ISL 2021-02, SEAD 3" to clarify the new NISPOM reporting requirement for cleared personnel. Page four highlights the retirement of JR Woolley. The Newsletter then shares the first three TMB25 events to celebrate TMB's 25th Anniversary and it highlights the charities we are supporting each month. Page six shares pictures and updates of the recent changes to the TMB 100 M St office spaces. It then presents TMB support of the Christening of JACK H. LUCAS (DDG 125). The final page of the Newsletter shares photos from one of our Foreign Liaison Officer's Farewell and highlights our Bravo Zulu Performance Awards.

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TMB Returned to the Office!

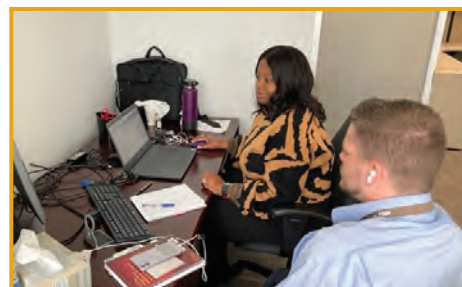
As I draft this article only 83 days removed from TMB's most significant leadership transition since 2011, I am struck by how fast many things are changing. TMB has a new Chief Executive Officer (CEO) and Chief Operations Officer (COO), and we have organized our customer support contracts into two divisions led by Division General Managers (DGMs). Those DGMs are responsible for the financial management within their divisions, working with their Program Managers and Project Controllers. Our Chief Financial Officer (CFO) is leading our effort to utilize our Unanet finance and accounting system of record more fully. We have also divested ourselves of our non-foreign liaison 100 M Street fourth floor facilities and we are all coming back to the office more frequently.

As we navigate all this change, I am reminded daily that many things remain the same. The biggest thing that has remained the same is our employees' dedication to serving their customers. Each of us has a customer. I am your customer, and you are mine. If you are directly supporting a Government client, the corporate staff needs to support your efforts as well as you need to do things to help them do their job. We are all dependent on each other for our individual successes. Where I see this manifested more and more is in our return to the office. It is working!



I am frequently asked, "Why do I think it is good to have people coming to our office to work when we didn't for much of the time from March 20, 2020, until today?" I know our work environment has changed forever with the discovery and leveraging of "remote" technology. That technology allowed all TMB employees to keep working through the darkest days of the pandemic. No one at TMB lost their job because they could not go to work. How fortunate have we been in that regard! Yes, it was nice not having to commute an hour from Southern Maryland. It was nice being able to have that time back to work on other things.

But it sure was hard to maintain our collective understanding of who "TMB" is and what our culture and history is. Most importantly, it was difficult to integrate new employees into TMB, their new jobs, and associated teams. As of March 30, 2022, there are 220 TMB employees and 110 of those employees started after we shut the office. I know our managers did won-



ders getting our new people onboard and up to speed as quickly as possible. But I also know, through many discussions with new employees, getting "plugged in" while working remotely is slower and more frustrating than when able to work together, physically. This integration and developing a sense of belonging to a team is most difficult for those first starting out in this business.

What TMB does is provide Professional Support Services (PSS). Our PSS industry is a "people business." Providing our customers great services today and in the future requires constant delivery of products via our collective and individual technical skills and personal interactions. Training our recent college graduates and integrating even the most seasoned professional requires personal interaction.

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TMB TSFO Capabilities

By any measure 2021 was TMB's most successful year since its founding in 1997. Last year we reached our highest number of employees (220) and most revenue and customer hours delivered. We did this by continuing to support long-term Program Executive Office Integrated Warfare Systems (PEO IWS), Office and Naval Research (ONR), SEA 05, PEO Ships and SEA 21 customers. Unfortunately, our long-standing support to PMS 397, PMS 401 and PMS 415 in the Team Subs portfolio came to an end. We reached our new heights because we were fortunate to win the Teams Ships Front Office (TSFO) support contract along with our VTG (formerly known as Delta Resources) and Clarke Consulting teammates. Winning our first IWS Business Financial Management (BFM) Omnibus was a "game changer" at TMB. It was not our first prime contract; but it was our largest by far. The IWS BFM Omnibus required us to obtain the physical facilities and corporate infrastructure needed to manage a 170-person, fourteen subcontractors contract supporting eleven Navy program offices. We had to "grow up fast." The IWS BFM omnibus contract win established TMB as the leading BFM support company within NAVSEA.



Winning the TSFO contract took TMB into another level of support. No longer were we supporting individual program offices but now we are supporting the next level up the chain of command. This win put TMB in the position to support our PMS 317, PMS 326, and PMS 377 "bosses". Those "bosses" include two Navy Flag Officers and three Senior Executive Service (SES) civilians responsible for the acquisition, delivery, and maintenance of almost all United States Navy surface ships. We are operating at the "Flag Officer" staff level that requires higher and new levels of skills in some hugely different areas for TMB. Having members of the prior TSFO contract as teammates has helped immensely. Just one year into this five-year contract we are doing well, and my discussions with TSFO's Flag Officers and SES members confirm this.

There is no doubt that the TSFO contract is the next game-changer for TMB. Not only are we supporting Flag Officer commands, but we are also doing so in support functions new to TMB. Doing so has diversified TMB's support function skills, but also, brought to us employees with skills we did not have before. These areas include Flag Officer and SES executive assistance support, Navy civilian personnel and training management, media public affairs and Congressional liaison, Ship Program Planning and Sustainment, Science and Technology (S&T) Insertion, Information Management Security and Sustainment (IMISS), and finally Ship Milestone Ceremony Management and Graphics. This last area of support allows our employees to engage daily in the long-standing traditions and ceremonies of a Navy ship's life. Be sure to read later in the Newsletter about this great line of support.

The following is only a sampling of the new skills our employees and partners bring to TMB via our work supporting TSFO clients.

- Provide executive level administrative support, directly to two Admirals, three SESs, two Command Master Chiefs, and two Chiefs of Staff. Manage and facilitate hosting of Flag level leadership

meetings, conferences, preparing and editing documents and presentations. Track documents and action items, package Naval correspondence, military, and civilian awards, and safely handle classified and unclassified information. Draft all-hands messages, policy, and leadership correspondence associated with strategic direction and guidance.

- Assist TSFO improvement and assessment efforts by developing action plans to improve the workforce using technology tools that encourage collaboration and knowledge sharing. Draft military awards and Fitness Reports (FITREPS) to appropriate Government personnel for review and approval. Assist in managing and tracking of training requests along with development of DAWIA training certificates. Prepare, develop, and maintain Security Classification Guides (SCG) and Industrial and Information Security (INFOSEC) requirements. Manage daily operations of SIPRNet reading room, maintenance of SIPRnet accounts, management of Communication Security (COMSEC) responsibilities for classified electronic message traffic at the SECRET level. Responsible for secure telecommunications devices, such as Secure Telephone Equipment (STE) and maintain accountability of COMSEC equipment.

- Assist with the coordination, introduction, and administration of Government IT hardware. Provide technical refresh support, order planning and development, metric creation, and maintenance as well as monitoring performance and service levels. Coordinate with NAVSEA Chief Information Officer (CIO), Deputy CIOs, as well as NMCI Deputy Customer Technical Representative (DCTR) and Assistant Contract Technical Representatives (ACTR). Interface with NAVSEA and Team Ships' personnel to facilitate help desk and network administration functions. Provide support for conference room equipment to include VTC equipment and System Administrator support for the Team Ships iNAVSEA SharePoint site (requires NAVSEA SharePoint Certification).

- Support the Team Ships Public Affairs Officer (PAO) by drafting technical-based briefing point papers, critical issues papers, speeches, and strategic concept documents tailored for stakeholders derived from researching approved public and internal sites articles to reinforce core program themes in defense magazines and journals. Respond to Congressional Requests for Information and prepare and monitor Government Accountability Office (GAO), Inspector General's (IG) audits, and external audit requests. Ensure accurate TSFO content in the public web site, iNAVSEA, and iNFUSION.

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Dan Clague
Chief Executive Officer

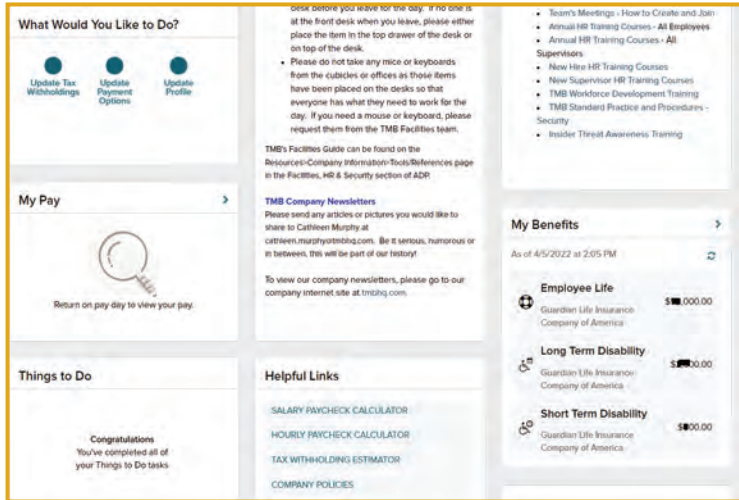


HR Corner

Updates to the ADP Home Page

On April 1st, ADP implemented new updates to the Home Page. It displays the same information it previously had with some additional enhancements:

- Things to Do section which has reminders of company policies that need to be completed.
- A tile that lists your current Benefits.
- A tile that lists your most recent pay information.



Felecia Chinn
Administrative
Director/FSO



- Helpful Links section with links to a salary pay-check calculator, tax withholding estimator, and company policies.
- One-click access to commonly used tasks such as Update Tax Withholdings, Update Payment Options, and Update Profile.

Login to ADP
and check it out
today!

TMB Milestones

New Hires

(January – March 2022)

We would like to welcome all of our new hires from January – March 2022:

| | |
|-----------------|------------------|
| Trey Prim | Steve Girten |
| Joseph Ceschini | Jamica Beagle |
| Tom Ryan | Gregory Vogan |
| Ned Sheedy | Justin Kessler |
| Dave Beatty | Tino Constantino |
| Alan Dillman | Miguel Alonso |

TMB Anniversaries

(January – March 2022)

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 –
Michaela Royce Deborah Harvie
Cathleen Murphy Charlene Beaman
Jinny Koo-Irvine

1 Year –
Walter Wesley Nigel Bryant
Joseph Miller Scott Strickland
Paul Chandler Kelvin Nguyen
Marty McGuigan Christy Hurley
Robert Fontenot Robert Baines

Employee Referrals (January – March 2022)

During the past quarter, the following people received referral bonuses totaling \$1,000.00 by referring people to TMB that we have hired. Thank you to Amanda Hollins-Teixeira 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

Security Awareness Reportable Events

On August 12, 2021, DCSA released an Industrial Security Letter (ISL) "ISL 2021-02, SEAD 3" to clarify the new NISPOM reporting requirement for cleared personnel. The ISL can be found at https://www.dcsa.mil/Portals/91/Documents/CTP/tools/ISL2021-02_SEAD-3.pdf. Resources for the Security Executive Agent Directive (SEAD) 3 implementation can be found at <https://www.dcsa.mil/mc/ctp/NISPOM-Rule/>. Please review the documents for specific reportable events as you are required to report all events to TMB Security. The categories of these reportable events are listed below. Note, most of these instances will look familiar to what you are already required to report.

- Psychological and Emotional Health
- Treatment and Counseling
- Personal Finance & Business Interests
- Criminal Activity
- Behavior & Conduct (of others)
- Living Status/Arrangements
- Media Contact
- Foreign Travel – Unofficial
- Foreign Contacts – Unofficial
- Foreign Affiliation

Foreign Travel Reporting Requirement – All cleared personnel must notify TMB Security of personal foreign travel. Before you travel you need to review the Traveling Abroad Brief and then complete the Traveling Abroad form and return it to security@tmbhq.com. These items can be located in ADP on the Resources > Tools/References page at the bottom of the Facilities, HR & Security section. When you return from travel, you will need to be debriefed.

Official Foreign travel is not required to be reported. Official foreign travel is defined as foreign travel by covered individuals that is in direct support of an established US Government contract with the ultimate customer being the US Government, whether as a prime contractor or a sub-contractor. (See SEAD 3, F.1.a)

tmbhq.com

Human Interest *JR Woolley's Retirement*

JR Woolley retired from TMB on 31 Jan after working with TMB for 19 years! He provided senior level financial management support to major defense acquisition programs in Combat System procurements across the Program Executive Office Integrated Warfare Systems (PEO IWS) product spectrum with a focus on Aircraft Carrier shipbuilding integration. He also served as the senior contractor financial analyst for PEO IWS Government Furnished Information/Government Furnished Equipment (GFI/GFE) integration support to PMS 312 in PEO Carriers. Prior to joining TMB, JR graduated from the United States Naval Academy in 1975 and spent the next 20 years serving in the US Navy, retiring as a Surface Warfare Officer. His operational assignments were comprised of three ship classes – AE 32, DD 981, and FFG 20 – in Communications, Operations, and Combat Systems billets; Condition I Tactical Action Officer Qualified. His shore assignments included being a Surface Warfare Officer School Instructor, Chief of Naval Education and Training (CNET) Planning, Programming and Budgeting for Surface Technical Training, and Training and Administering Naval Reservists. He spent the next 4 years providing Foreign Military Sales (FMS) support through Case Planning and Case Execution support or developing a product tracking tools to manage multiple country FMS cases. Over the next 4 years before joining TMB he provided program level support to the CVN 77 Combat Systems Manager for Integrated Warfare Systems.



JR Woolley with Scott Szurovy's family in Orlando, FL

JR Woolley was a valued member of the TMB community and well-liked by his colleagues including Scott Szurovy, TMB PEO IWS BFM DPM, who shared the following: "JR Woolley hired me at TMB as his replacement for the Ship Integration Program Manager (SIPM) Role supporting IWS 10 and PMS 312. He quickly became not only a colleague, but also a mentor and a dear friend. We often met up at the Army vs Navy games and had dinners on travel while in Norfolk with family friends. He is always the life of the

party and one who is always willing to tell a very interesting yet long-winded story. One thing I can say about JR is his enthusiastic approach to life is contagious and impacts every aspect of your life when you are around him. People feed off his energy and he always helps to brighten the day. Right before Covid, my wife Melissa, kids Vivian and Elliot, and I traveled down to Orlando, FL for a spring



JR Woolley, Dan Clague and Felecia Chinn during JR's Out Processing Meeting

break trip. JR took time out of his busy semi-retired life of fishing to travel to the resort we were staying at. He spent the day tossing my kids around the pool, which they absolutely adored. He became known as Papa JR. He brings the same passion in life to everything he does and I hope him the best time in retirement. Fair Winds and Following Seas."

Tom Trotto, TMB IWS10FC Support, feels that "JR is simply a 'one of'. He's got a way about him that makes others feel good when they're around him. He always has an interesting story and makes it clear he's engaged and genuinely cares about whoever he's interacting with. What impressed me the most about him was his patience with me and his knowledge level of the position. Providing direct support to IWS10 and PMS 312 in the management of multiple aircraft carrier's comba system modernizations requires a unique skillset that he mastered. He went to extraordinary lengths to make sure I 'got it'. I knew when I did because it resulted in a 'Boom!' – his favorite catch phrase. His obvious ownership was contagious and as my 'sensei' for this unique job, I found myself never wanting to let him down. That's the mark of a great leader. I found wherever I went across the PEO, when I mentioned his name, it either opened a door or brought a smile. He earned a great reputation and was well respected everywhere – big shoes for me to fill! We've become close friends out of work, and I value his friendship greatly. He's a great American!"



JR Woolley and Tom Trotto

JR – From all of us at TMB, thank you for all that did for the company and the US Navy! Enjoy your retirement!

TMB Returned to the Office! *Continued from page 1*

So, that is why it is good to have people coming to our office. TMB, our employees, and our customers are better when we engage face to face. Our chances of maintaining our contracts and winning new contracts that afford promotion opportunities are better when TMB is engaging face to face with our industry and current/possible clients. Just like before the pandemic sent us off to work

remotely, TMB and its employee's success is more assured by our coming together frequently. Frequently is the key. Not every day, but frequently so we build each other and TMB up during our 25th Anniversary Celebration Year. Thank you.

~ Dan Clague
Chief Executive Officer

TMB 25th Anniversary Events

2022 marks 25 years since Patricia and Bob Bennett founded Tech-Marine Business in the living room of their Northern Virginia home. We are celebrating the quarter-century milestone throughout this year with a series of events honoring the legacy of the Bennett's and all who have built TMB into what it is today.

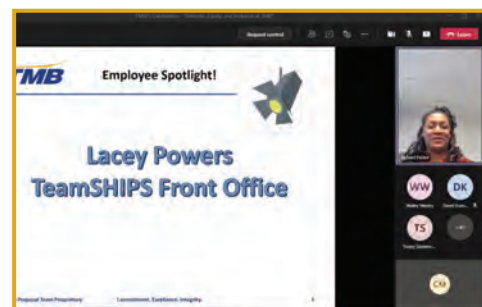
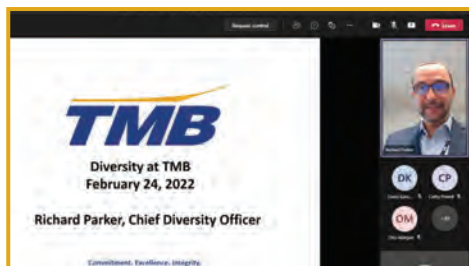


The Hugs for Soldiers card station.

We kicked off our 25th Anniversary Celebration in January with a twofold event. First, we invited all members of the TMB community – family members and friends included – to participate in Hugs for Soldiers, a ministry to support U.S. military personnel by delivering encouraging greeting cards to Soldiers, Marines, Sailors, Airmen, and Guardsmen stationed overseas. Then all TMB personnel and subcontractors were invited to gather at 100M and online January 25th to celebrate our support of Hugs for Soldiers and to hear the presentation “TMB: Past, Present, Future” from our new Chief Executive Officer, Dan Clague.



February's 25th Anniversary Celebration focused on Diversity at TMB and was led by our Chief Diversity Officer (CDO), Richard Parker. The event started with an employee spotlight on Lacey Powers who shared her experiences as a woman and eventual mother in the US Navy in the late 2000s – early 2010s. Richard then provided some diversity statistics on the company and how we can continue to support Diversity, Equity, and Inclusion efforts. For this monthly event we partnered with the Girl Scout Council of the Nation's Capital's (GSCNC) “Troop2Troops” cookie drive to provide Girl Scout Cookies to US military service members.



As we continued our TMB25 celebration in March, our Chief Operating Officer, Ned Sheedy, presented “The Future of TMB.” TMB personnel who attended in person enjoyed refreshments from the local favorite Ted's Bulletin while others attended via MS Teams. All attendees were treated to a presentation by Suited for Change Board President Amy Fredenburg as we celebrated Women's History Month with a professional clothing drive. This organization provides professional support and mentorship to women and men on their journey toward financial security.



Ned Sheedy speaking to employees on the Future of TMB.



Rick Parker and Amy Fredenburg with clothes donated by employees to Suited for Change.



TMB Office Changes

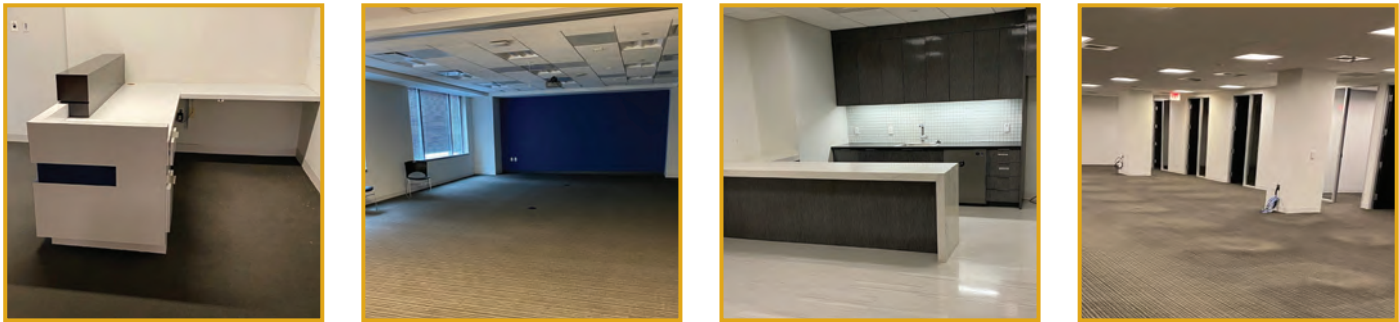
TMB's lease of our office space on the 4th floor at 100 M St expired at the end of March 2022 and since moving to a hybrid hoteling work force, we only renewed our foreign liaison spaces. Our facil-

ities team worked tirelessly with a moving company to clean out the office space of all furniture and equipment. Below are some pictures of the moving process and the resulting empty office.

During the Move –



After the Move –



Conference Room Upgrades

Though they may not be obvious at first sight, TMB recently made a number of upgrades to the Bennett Conference Room. These upgrades include a new projector system, new touchpads, a new microphone system and three TV displays. The improvements to our largest conference room will provide a better meeting space for employees and customers alike.



Spotlight On

TMB Supports the Christening of JACK H. LUCAS (DDG 125)

TMB's Team Ships Front Office (TSFO) ceremony support team, Rob Fontenot and Christy Hurley, were in Pascagoula, Mississippi to assist with the March 26th christening of the future USS Jack H. Lucas (DDG 125), the US Navy's first Flight III Arleigh Burke-class guided-missile destroyer. A ship christening ceremony consists of the introduction of the sponsor, distinguished speaker, ship blessing by a Chaplain, and naming ceremony.

The ship is named after Jacklyn Harold "Jack" Lucas, who served as a US Marine during World War II and was awarded the Medal of Honor at the age of 17, making him the youngest recipient. Private First Class Lucas received the award in recognition of his heroic actions on February 20, 1945, during the Iwo Jima campaign when he hurled himself on two grenades to absorb the explosion with

his own body and protect his fellow Marines. Lucas miraculously survived the blast from the one grenade that exploded and received the Medal of Honor from President Harry S. Truman on October 5, 1945, on the South Lawn of the White House. Lucas lived until June 5, 2008, when he died from cancer.

Admiral Michael Gilday, Chief of Naval Operations



Private First Class Jacklyn "Jack" Lucas receiving the Medal of Honor from President Harry Truman

CNO), delivered the christening ceremony's principal address. During his address he explained that "At the dawn of this century, the Arleigh Burke-class guided missile destroyer has become the gold standard for modern surface combat. These warships, built around state-of-the-art Aegis combat systems equipment, established themselves as the very fulcrum of our fleet as fierce a friend to our allies and a fear-inspiring foe to all adversaries. The Arleigh Burke-class, built right here, has remained relevant and lethal because we have modernized this platform just as Admiral Wayne E. Meyer, the father of Aegis, intended it to be. With each successive



Future USS JACK H. LUCAS (DDG 125)



CNO Admiral Michael Gilday delivering the principal address

flight of the DDG, we built a little, we tested a little, and we learned a lot. If here today, Admiral Burke and Admiral Meyer would stand proudly in awe of the USS Jack H. Lucas. Lucas will not only be the most capable and sophisticated surface combatant ever built by man, but it also represents the bridge from the past to the future as we bring in new radar, the Aegis Baseline 10, and a new electric plant onto an already highly capable platform."

Other distinguished participants included The Honorable Meredith Berger, Performing the Duties of the Under Secretary of the Navy; Major General Jason Bohm, Commanding General, Marine Corps Recruiting Command; Ms. Kari Wilkinson, President of Ingalls Shipbuilding; Mississippi Senator Roger Wicker; and Mississippi Fourth District Representative Steven Palazzo. In a time-honored Navy tradition, the ship's sponsors, Jack's widow Mrs. Ruby Lucas and nonprofit leader Mrs. Catherine B. Reynolds christened the ship by breaking a bottle of sparkling wine across the bow.

Rob and Christy support TSFO by working with Program Executive Office Ships (PEO Ships), Supervisor of Shipbuilding (SUPSHIP) offices, and shipyard event planners. They provide administrative, logistics, transportation, security, and execution assistance for various ship ceremonies in San Diego, California; Marinette, Wisconsin; Pascagoula, Mississippi; Mobile, Alabama and Bath, Maine.

~ Rob Fontenot and Christy Hurley



TMB's Rob Fontenot and Christy Hurley during ceremony preparations



JACK H. LUCAS (DDG 125) Christening Ceremony

Additional photos on page 8

Christening of JACK H. LUCAS (DDG 125) Photos *Continued from page 7*



Christy Hurley during ceremony preparations



Jolly Rogers, the US Naval Academy Silent Drill Team, performing at the Christening Ceremony



Mrs. Catherine B. Reynolds and Mrs. Ruby Lucas christen the JACK H. LUCAS (DDG 125)

Foreign Liaison Officer Farewell

On our Program Executive Office Integrated Warfare Systems (PEO IWS) 4.0 Foreign Military Sales (FMS) Engineering Support Services (ESS) contract TMB supports and periodically hosts Foreign Liaison Officers. In early February one of our subcontractors from Serco, Joe Heil, attended the Farewell of our Korean Foreign Liaison Officer, LCDR Hyun along with LCDR Hyun's family and other members of IWS 4.0 including Kenwyn Gilkes, a Case Manager for Korea. LCDR

Hyun present Joe and Mr. Gilkes with Certifications of Appreciation for all their support during his time here.



Joe Heil and LCDR Hyun



LCDR Hyun and Kenwyn Gilkes

Performance Awards *Bravo Zulu*



Ned Sheedy, Ja'Quetta Byrd, Dishant Shah, Felecia Chinn
Exceptional Support of the TMB Facilities Office Move

TMB TSFO Capabilities *Continued from page 2*

2021 was a wonderful year for TMB. We improved employee and revenue numbers while keeping our operations going during a pandemic. We worked to place ourselves in a position for a successful return to the office aligned with that of our Government customers. Most significantly, winning TSFO brought to TMB the ability to expand and diversify our line of support offerings and employee skillsets; to operate and provide support to higher levels of the Navy's organization; and provide additional opportunities employee advancement.

In closing, I must thank Walt Griffin and his team who are doing remarkable things for the Navy and making us look pretty good supporting a new customer! Additionally, thanks go to all our great employees who daily support the finest Naval Force in the world.

~ Dan Clague
Chief Executive Officer