

Inside this Issue

This issue of the TMB Newsletter begins with looking back at the good and the bad from 2022 at TMB and the looking forward to what 2023 has in store. Page 3 also celebrates Mike Joyce's retirement from fulltime employment. The Newsletter then provides some helpful Human Resources reminders when planning for 2023, Security Adverse Reporting Requirements, and employee milestones. Page four shares our fall 25th Anniversary events including a presentation from our Team Ships Front Office (TSFO) program manager, a remembrance event for the fallen at the Washington Navy Yard, and our annual chili cook-off newly named the "Kyle Manning Inspired Chili Cook-Off Roundup" along with some information on the charities we supported each month. Page five shares an insight into an employee's life outside of the office and the charities we support during the holiday season. The Newsletter then shares pictures of our 12th Annual Holiday Open House along with our Bake-Off winners. Page seven shines a Spotlight On some office etiquette reminders. The final page of the Newsletter features our Bravo Zulu Performance Awards.

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Out with 2022; In with 2023

Like 2021, 2022 was a year of opportunities and challenges for TMB. History shows that 2023 will provide us opportunities and very real challenges confronting all companies in our marketplace.

2022 – Year in Review:

We have had our share of successes and some "losses". 2022 saw us continue to meet our responsibilities to provide our customers only the best support services. 2022 allowed us to celebrate TMB's first 25 years. It was nice to see so many people participate in our monthly events, virtually and in person.

2022 saw generational leadership change at TMB. We successfully stood up and integrated a new Chief Executive Officer (CEO), Chief Operations Officer (COO) and two Division General Managers (DGMs). This was accomplished under the watchful eye and guidance of our Board of Directors and Chairman Tom Dority. Corporately, the two most important 2022 objectives were to move to a more Line Manager accountable Financial Management Model and to expand our Business Development capacity and capabilities. We made progress meeting these two objectives critical to TMB's future success. But more progress is needed in 2023.

Recruiting and staffing was increasingly difficult in 2022. The routine desire for a full-time remote position, contract labor rate constraints, and very tight labor market for our required skill sets made filling jobs hard in 2022. This was not unique to TMB. Talking to my industry peers and partners we are all observing the same factors in being successful in recruiting and staffing our contracts.



2022 saw us lose our two large, Foreign Military Sales (FMS) related contracts. These losses showed us that we must always be striving to offer and provide outstanding customer support but at a cost the government is willing to pay. Competition in our marketplace is furious.

Finally, 2022 saw TMB provide ESOP shareholders the opportunity to elect to receive a Special One Time Distribution (SOTD).

This SOTD was only achievable through the past outstanding customer support efforts of shareholders; and the efforts of the TMB Board Chairman, ESOP trustee and Third-Party Administrator to gain approval for and conduct all processing actions associated with the SOTD.

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Dan Clague
Chief Executive Officer



Out with 2022; In with 2023 *Continued from page 1*

2022 was a good year at TMB. A challenging year in many respects; but one made easier by the efforts of our wonderful employees dedicated to our mission of serving our Nation's warfighters.

2023 – A Look Ahead

2023 is looking to be quite the robust year for TMB. I know our government customer facing employees are posed to provide the excellent support TMB is known for. That support will always be a critical component to TMB's continued success and survival. In 2023, there are challenges that TMB will meet with urgency and diligence during our last year as a Seaport Next Generation Small Business contractor. These challenges include:

- Significantly increasing our business development pace and effectiveness. This will need increased manager and technical Subject Matter Expert (SME) support. 2023 is the last year we can bid as a Small Business. We are committed to submitting a larger number of proposals as we also branch out from our traditional customer base.



- Improving the cost effectiveness of all our corporate functions. This is needed to allow us to compete in our highly cost competitive marketplace. We must fully leverage the investments we have made in Unanet and ADP. Doing so will allow Task Leads, Program Managers, DGMs, Subject Matter Experts (SMEs), and the CEO, Chief Financial Officer (CFO) and COO to devote more time and effort to winning our recompetes and new contracts.
- Staffing contracts as planned within contract award rates. Doing this is needed to ensure our current customers continue to value their TMB support daily and when asked how TMB does for them.

We must build on 2022 lessons learned to succeed in 2023. We will do so by continuing to provide great customer support, reducing the cost of that support, and increasing the pace and effectiveness of our business and proposal development efforts. I am certain 2023 will throw us some “curveballs”. Like every business we will make mid-course correction as needed to be successful in 2023 and beyond as we graduate out of our Small Business size category on December 31st.

~ Dan Clague
Chief Executive Officer

Mike Joyce Retirement

Though he has thankfully stayed on part-time, Mike Joyce retired from full time employment late in the summer. He has been with TMB for 20 years but has been supporting PMS 377 since graduating college over 40 years ago. His contributions to our institutional knowledge of PMS 377 is invaluable since his support spans many aspects of Program Office including Amphibious Assault Direction

System (AADS) program, JCC(X) Program, Landing Craft Air Cushion (LCAC), LHA 6, LHA(R), and more. His colleagues and customers got together to show him how much they appreciate all of his hard work by throwing him a party and gifting him a drawing of PMS 377 ships. Mike, thank you for all that you have done (& continue to do) for TMB and PMS 377! Enjoy your semi-retirement!



HR Corner

HR Planning for 2023

Below are some helpful HR reminders when planning for 2023

What are the Profit Sharing and 401K Plan contribution limits for 2023?

- The 401(k) maximum employee elective deferral is increasing to \$22,500.00.
- The 401(k) Employee Catch-up contribution limit for participants age 50 or older increased to \$7,500.00. This applies from the start of the year for those turning 50 at any time during the year.
- The Employee Compensation limit is \$330,000.00. This is the maximum compensation the company can base contributions on.
- The defined contribution maximum limit, employee + employer (age 49 or younger) is \$66,000.00.
- The defined contribution maximum limit (age 50 or older), all sources + catch-up is \$73,500.00.
- The Social Security Wage base for computing Social Security tax will increase to \$160,200 for 2023.

Source: IRS Notice 2022-55 and Social Security Administration.

401(k) Contributions

If you wish to make a change to your 401(k)

Felecia Chinn
Administrative
Director/FSO



percentage at any time during the year, please go to the Fidelity website to make your elections. They 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 or updates to make.

- Beneficiary information must be updated in ADP for the Company provided or Voluntary Life and AD&D policies.
- Beneficiary changes for the 401(k) plan must be made in the Fidelity site.
- Beneficiary changes for the ESOP plan must be made in the ESOP Connection site.

NOTE: Links to the Fidelity and ESOP Connection sites are posted in ADP in the Quick Links section of the Home page.

Direct Deposit and Tax Changes

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

TMB Milestones

New Hires

(July 2022 – December 2022)

We would like to welcome all of our new hires from July – December 2022:

Jillian Caple	Rochelle Knick
Barbara Taylor	Kenneth Hargrove
Crystal Stone	Bryan Marchefsky
Wanda Bromell	Dean Vidovich
Taylor Gregory	Jamie Irving
Curtis Mack	Tamia Kinney
Phuong Nguyen	Rojjee Lazo
Carolyn Claybrooks	Erin Mitchell
Dawn Nash	Andrea Noseck
Andrea McLeod	Kolleen Denning
Taylor Crowl	Susan Bourgeois
Katherine Tolton Rodriguez	

TMB Anniversaries

(July 2022 – December 2022)

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

15 Years – Felecia Chinn

10 Years – Tammy Harrison

5 Years – None this quarter

1 Year –

Jonathan Chavanne	Roscoe Makle
Rafael Marrow	Shane Thomas
Connie Reid	Mariam Abraham
Joshua Curtis	Valencia Powell
Tracy Bagley	James Hatfield
Adrian Smith-Jordan	

Employee Referrals

(July 2022 – December 2022)

During the past quarter, the following people received referral bonuses totaling \$5,000.00 by referring people to TMB that we have hired. Thank you to Tony Ambrosi, Deborah Harvie, Steve Girtin, Victoria Foster and Rosco Makle 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

Security Awareness

Adverse Reporting Requirements

During our recent self-inspection early in December, I interviewed several employees, and it became evident that there is some confusion on what items are considered reportable for security purposes.

Adverse information is any information that adversely reflects on the integrity or character of a cleared employee, that suggests that his or her ability to safeguard classified information may be impaired, that his or her access to classified information clearly may not be in the interest of national security, or that the individual constitutes an insider threat. Adverse information should always be reported to your FSO.

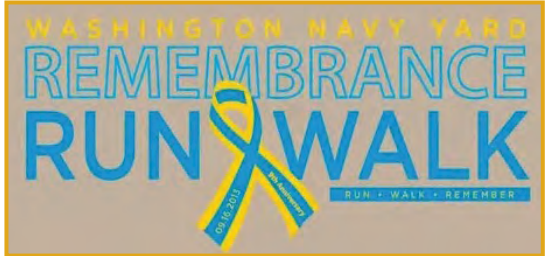
Examples of reportable items are listed below:

- **Financial Issues** – such as bankruptcy, garnishment; over 120 days delinquent in debt, any unusual infusion of assets of \$10K or greater such as an inheritance, winnings, or similar financial gain.
- **Cryptocurrency** – ownership of foreign state-backed, hosted, or managed cryptocurrency and ownership of cryptocurrency wallets hosted by foreign exchanges.
- **Psychological and Emotional Health conditions** – conditions that the employee feels substantially and adversely affects their judgment, reliability or trustworthiness.

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TMB 25th Anniversary Events

Our “TMB25” event in August focused on our Team Ships Front Office (TSFO) contract. Walt Griffin, the Program Manager for the contract, was our guest speaker and shared how his group supports the Front Office by providing administrative support, strategic support, interns, and more. The philanthropic event for the month was to send cards to the troops deployed overseas with Military Missions, Inc. For more information on this organization, please go to <https://militarymissions.org/cards/>.



TMB's September 25th Anniversary Event was held in conjunction with the 9th Annual Washington Navy Yard Remembrance Run/Walk. The Run/Walk is in honor of the 12

NAVSEA family members who lost their lives on 16 Sep 2013. Over cookies, Dan Clague led a discussion on the tragic shooting at the Navy Yard, shared some stories of customers that we lost, and how the day directly affected TMB as a company and our employees.

After a two-year COVID related hiatus, TMB's famous annual Chili Cook-Off returned. This year, the event was renamed TMB's “Kyle Manning Inspired Chili Cook-Off Roundup”. Kyle was a skilled former Navy Culinary Specialist, Surface Warfare Office, Culinary Institute of America graduate who was one of TMB's Chili Cook-Off competitors. Unfortunately, in the Summer of 2022, Kyle passed away. His infectious smile is missed daily and we hope to honor that annually with the Chili Cook-Off being held in his name. Thank you to all of our chefs: Alan Dillman, Barbara Taylor, Cathleen Murphy, Dan Clague, Dave Kunselman, Felecia Chinn, Joel Tootill, Mary Flanigan, Ned Sheedy, Taylor Gregory, and Walt Griffin!



2nd Place: Felecia Chinn “Firehouse Chili”
1st Place: Walt Griffin “Smooth Bite Chili”
3rd Place: Joel Tootill “Mom’s Winter Chili”



1st and 2nd place chili winners with some of Kyle Manning's family members who joined us for the chili cook-off

OPERATION MAIL CALL




Did you know? Handwritten cards and letters are the most cherished items in a care package.

This is a great project for students, scouts, churches, or other groups! Recruit your family and friends to make cards and write letters for our troops who are deployed overseas.

Here are a few tips to get you started:

- Start with “Dear Hero”, “Dear Service Member”, or “Dear Deployed Troop”
- Keep your message upbeat and positive. Express thanks for their selfless service to our country. Share hopeful messages.
- Feel free to share something about yourself, eg. Family, Pets, Hobbies
- Talk about things happening around home like the weather, sports, etc
- Too young to write? Get creative by drawing or coloring a picture, but do NOT use glitter or confetti.
- For kids under 18, only use first name and age. Do not share distinguishing info such as address, email, phone, last name.
- If you are over 18, you may include your contact information. (Please understand that recipients may not respond.)
- Prayers are great, but avoid lengthy religious discussions.
- Avoid politics or political statements



TMB Outside the Office



TMB Business Analyst, Teresa Smith, completed her first 5K with friends at the Wicked 10K. It is sponsored by J&A Racing, a local foundation that has raised hundreds of thousands of dollars for local and worldwide charities. This race raised money for Spike's K9 Fund and Bayport Foundation that provides educational scholarships.

Also pictured is Teresa's pup, Sandman prepping for his first day on the job at TMB. He's a retired racing Greyhound and the only racing he does these days, is Zoomies at home or at daycare. Yes, he's fast with speeds up to 42mph.



TMB 2022 Holiday Charities

Bedington Elementary School Coat Drive

This was TMB's 8th year participating in the Bedington Elementary School Coat Drive. TMB's involvement with the school began when Walt Griffin's youngest son William was a student there. Walt's wife Charisse was very active at the school and became aware of their annual coat drive to help provide warm winter coats to the many children who wouldn't otherwise have one. Bedington Elementary is a small school of approximately 160 students serving PK – 2nd grade located in Martinsburg, WV. On average 60% of Bedington students qualify for free meals throughout the school year. If they are fortunate enough to have more coats than students, Bedington distributes the excess coats to other local schools. Thank you Walt for coordinating this drive!

U.S. Marine Corps Reserve Toys for Tots Program

The Toys for Tots mission is simple "collect new, unwrapped toys and distribute those toys as Christmas gifts to less fortunate children..." The program was founded by Major Bill Hendricks, USMCR in 1947 in Los Angeles, CA. Approximately 5,000 toys were collected before Christmas 1947 and the first toy was a handmade doll. In 1948, the USMC officially adopted the program and turned it into a nationwide project for the Reserves. Walt Disney designed the now famous Toys for Tots train logo and created the first national poster. Over its life span, the Marine Toys for Tots Program has distributed over 530 million toys to over 244 million less fortunate children. Representatives from the Anacostia chapter of the U.S. Marine Corps Reserve Toys for Tots Program collected our toy donations at our Holiday Open House and distributed them to needy children in our Washington, DC community.



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

TMB Holiday Open House

TMB was excited to once again hold our Holiday Open House in person and celebrate with our colleagues, customers and friends.

The 12th Annual Holiday Open House featured our traditional turkey dinner with all the fixings.



2022 Holiday Bake-Off

The return of the Holiday Bake-Off Contest was a big success with twelve different yummy desserts to sample. Many thanks to all of bakers: Amanda M Hollins-Teixeira, Angelica Collins, Barbara Taylor, Cathleen Murphy, Curtis Mack, Felecia Chinn, Joel Tootill, Kerry Avila, Lana Dove, Rita Shoulders, Steven Jackey, and Taylor Gregory!

Thank you to all Holiday Open House attendees who sampled the delicious desserts and voted. The results were:



- 1st Place:** Rita Shoulders "Pistachio Rum Cake"
- 2nd Place:** Steven Jackey "Lemon Tart"
- 3rd Place:** Felecia Chinn "Chocolate Lasagna"



TMB continued our holiday charitable giving by donating the left-over food from our Holiday Open House to the Eleanor U. Kennedy Shelter. This is a 50-bed shelter for 38 men and 12 women, located on Fort Belvoir grounds. It provides short term emergency shelter to homeless individuals along with intensive case management to assist with the development of a stable housing plan. It also participates in Fairfax County's Hypothermia Prevention Program which is a no turn-away policy from Dec 1st to Mar 31st. Many thanks to Tom Ryan and his family who suggested this charity as many shelters are strict about not taking any hot food leftovers.

Spotlight On *Office Etiquette Reminders*

TMB has successfully returned to the office after the COVID-19 pandemic closed the office in 2020. We have been doing a hybrid hoteling approach for the last year with the help of our Envoy desk reservation system. After an extended time out of the office it's helpful to remember that while in the office you are using communal space. Please be respectful of the space and come in prepared for your workday. Below are some helpful reminders to set you up for success!

TMB Reminders

- Remember to use your name tags when in the office and remove them before you leave.
- Return any adapters that were borrowed.
- Remember to bring your laptop power cords and your laptop with you to the office; TMB does not provide laptops for employees to use.
- Don't take any of the items on the desks with you; if you need a supply or IT item, contact TMB Facilities or Intellectechs.
- Clean up your desk before you leave; don't leave any open food on the desks or in the drawers; throw away trash.
- Please keep office doors open when not on a call to allow for optimal interaction with co-workers.

General Office Space

- Avoid using a speakerphone in an office environment where there is open space such as cubicles. If you can shut the door and not disturb others, this is ideal.
- Clean up after yourself. Throw away trash, clean dishes and wipe down any tables or counters that you use during breaks.
- Silence your notifications. When you work in a shared space, turn off notifications on your phone, email and messaging services to minimize noise.

Professionalism

- Focus on presenters during meetings and presentations. Show that you're engaged in meetings by making eye contact and monitoring your body language. Put your phone away if possible.
- Respond to messages promptly. Respond to messages and emails in a timely manner to let your colleagues know you received their inquiry. You don't have to formulate a full response immediately, but you can send a quick response saying that you plan to reply fully within the day or week.
- Share credit when appropriate. If you're part of a group project, make sure all team members receive recognition for their work. This shows teamwork and honesty.
- Speak professionally. Avoid using slang or controversial terms in the office. Instead, speak clearly and professionally when at work, as this can encourage your peers and supervisors to take you seriously.

Personal hygiene

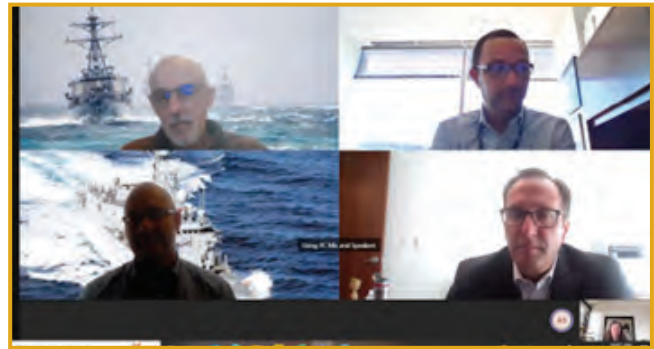
- Dress to suit your work environment. Adhere to your office's dress code and make sure your clothes are clean, ironed and free of stains or rips.
- Limit strong-smelling scents. Avoid powerful scents in colognes, perfumes and lotions.
- Stay home when you're sick! To keep your workplace healthy and avoid spreading germs, stay home if you don't feel well. And don't forget to wear a mask when appropriate.



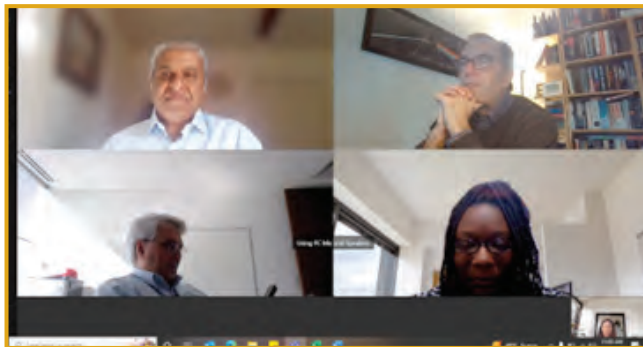
Performance Awards *Bravo Zulu*



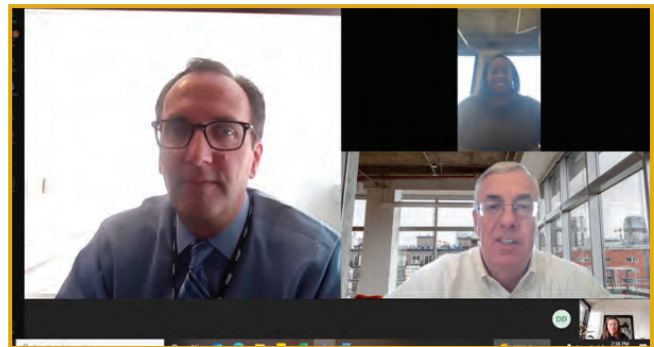
Walt Griffin, Richard Parker, David Kunselman,
Miguel Alonso, Ned Sheedy
Exceptional Support of Team Ships Front Office



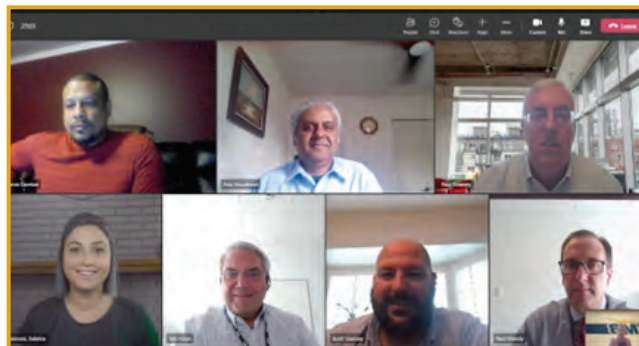
Walt Griffin, Richard Parker, David Kunselman, Ned Sheedy,
Adrian Smith-Jordan (not pictured)
Exceptional Support of Team Ships Front Office



Anu Vasudevan, Ned Sheedy, Tom Ryan, **Tamara Jackman**
Exceptional Support of PEO IWS 1.0 BFM



Ned Sheedy, **Antwanna "Anna" Baker**, Paul Downey
Exceptional Support of PEO IWS 3.0 BFM



Aaron Cureton, Anu Vasudevan, Paul Downey,
Sabrina Simmons, Tom Ryan, Scott Szurovy, Ned Sheedy
*Exceptional Support of PEO IWS BFM CFO, 1.0 BFM
and SEA 05 respectively*

Security Awareness *Adverse Reporting Requirements*

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- **Foreign Contacts/Unofficial** – Unofficial contact with a known or suspected foreign intelligence entity; continuing association with known foreign nationals that involves bonds of affection, personal obligation, or intimate contact.
- **Foreign Preference** – application for or receipt of foreign citizenship, voting in a foreign election, direct involvement in foreign business, foreign bank accounts.
- **Behavior and Conduct (of others)** – attempted elicitation, exploitation, blackmail, coercion, or enticement to obtain classified information.

- **Criminal Activity** – arrests.
- **Treatment and Counseling** – Alcohol or Drug Involvement/Substance Abuse/Treatment.
- **Living Status/Arrangements** – Cohabitation, Marriage, Adoption of non-U.S. citizen children, Foreign National Roommates.
- **Unofficial Foreign Travel** – must be reported prior to travel.
- **Misuse of Information Technology/Handling Protected Information**

When in doubt, REPORT IT to your FSO!!

Source: ISL2021-02_SEAD-3