



Newsletter Issue No. 47

February 2020



TEKSYNAP BECOMES A PROUD SPONSOR OF THE CAPITALS AND WIZARDS

We are pleased to announce that TekSynap is a Proud Partner of the Washington Capitals and Washington

Wizards. As TekSynap prepares to graduate from a small business, thanks to the hard work and dedication of our employees, we have entered into a multi-year sponsorship agreement with Monumental Sports and Entertainment (MSE), owners of the Washington Capitals and Washington Wizards. This partnership is aimed at branding and advertising TekSynap, entertaining existing and potential customers, employee engagement, and recruitment. As part of this agreement, TekSynap will have print and digital marketing throughout the Capital One Arena in Washington, DC, our website, and the community. With this partnership we will also have access to some events in in the Capital One Arena. Managers will be able to utilize this access for team building with our staff members. For our out of town staff, please let us know if you are visiting in the Washington DC area - it would be a great opportunity to socialize with the TekSynap personnel located in the national capital region.

Warren McQueen



Caught in the Act



Our DLA customer would like to extend his personal gratitude to the **Fort Belvoir LAN Team** for their Superior Customer Support, Outstanding Technical Fortitude, and demonstrating their Can Do Attitudes. On top of that, **Steve Sokhan** went above and beyond troubleshooting the LAN network, by guiding the server, desktop, firewall and even ETN Engineering on steps to determine the issue.

Shout out to **Brian Schiffman** at Kirtland. Brian was recognized for being a vital part of the team at the CFP.

Sarah Law was recognized for going above and beyond to patiently work through all the connectivity challenges encountered with their new WireCast live streaming technology.

Austin Smith and **Dustin Kramer** are being recognized for representing DLA well on their trip to Portsmouth.



Certification Corner

Ruben Hormostay completed his SHRM-CP certification!

Kearstin McGinnis and **Froilan Aquino** have both successfully passed the PMP Exam!

Kirsten Villa is now CCNA certified!

We encourage you to use your Employee Learning Program Benefit.



Let's Learn!

Do not forget to take advantage of the Employee Learning Program. TekSynap offers employees \$5,000 of tuition reimbursement each year. You can find the form in Forms Library on ADP. To receive reimbursement your manager will need to approve the course. After you complete or pass the course you can then submit the ELP form and receipt in Unanet. For more information please reach out to HR

Cigna Medical

LOVE IS IN
THE AIR,
BUT SO IS
THE FLU.
WASH YOUR
HANDS!

DIRECTIONS		
Eligible employees seeking reimbursement determination for educational pursuits relevant to performance of their present jobs, or that will enhance the potential for advancement to a position within the Company to which the individual has a reasonable expectation of advancing, can submit this application, along with requisite attachments, for consideration prior to the commencement of said pursuit(s). Following review, a copy of the form will be returned to you noting approval or denial for reimbursement.		
EMPLOYEE		
Employee Name: _____		
Job Title	Contract/Work Location	Phone Number
_____	_____	_____
EDUCATION DETAILS		
Institution	Term Begins	Term Ends
_____	_____	_____
Educational Pursuit:(Provide course description and degree or certificate earned as result when applicable)		Cost: \$ _____
Justification for approval of educational pursuits: (continue on reverse if necessary)		
<small>In consideration for TekSynap granting approval of this request for reimbursement, I hereby agree to repay the full value within one year, and half of the value within two years of the reimbursement. In the event I voluntarily leave the Company or am terminated for cause, I agree to repay the reimbursed amount in the event I fail to complete the course or pass exam. In addition, as supported by my signature below, I authorize TekSynap to deduct the amount due from my final pay, if repayment has not been made prior by other means. I understand that in the event of default on any outstanding debt, I will bear liability for payment of any collection costs and/or legal fees.</small>		
Employee's Signature: _____		Date _____
SUPERVISORY REVIEW		
I have reviewed and discussed this application with the employee. In my opinion, the above educational pursuit(s) will contribute to the employee's job performance and/or address organizational requirements.		
Supervisor's/PM's Signature _____		Date _____
CORPORATE APPROVAL		
<input type="checkbox"/> APPROVED for reimbursement upon completion of exam/certificate		<input type="checkbox"/> NOT APPROVED for reimbursement
_____ Executive Mgmt / Vice President		_____ Date

NOTE: A quote from the training vendor, course syllabus or description is required with your submission. For additional details please refer to the Employee Handbook, Employee Learning Program Section 320

If you are feeling sick during this winter season and you enrolled in our medical benefits with Cigna, you can find doctors on the app or online (click [here](#)). It's quick and easy to search for in-network doctors, specialists, pharmacies and hospitals close to home and work. Go to Cigna.com and click on "Find a Doctor". You can review a doctor's background, languages spoken and hospital affiliations. If the doctor of your choosing is in-network the amount due will be deducted from your HRA account which is company funded. You can also learn about the Cigna Choice Fund --Debit card substantiation process by clicking [here](#).

Inclement Weather Policy

Employees are encouraged to use discretion in deciding whether they can safely remain at or commute to/from work. If you are unable to work due to Government closure or travel conditions you are to use Paid Time Off/Personal Leave (PTO) for time missed. You are required to consult with your supervisor or Program Manager for any absence, late arrival and/or early departure in inclement weather situations.

Did you designate a beneficiary?

TekSynap provides eligible employees with Term Life and Accidental Death and Dismemberment Insurance at no cost to you. The benefit is 1x your annual salary up to \$200,000 maximum (some exclusions may apply). This benefit does not require any underwriting or medical questions. Eligible employees also have the opportunity to supplement their company paid Basic Term Life with additional life insurance coverage through our Voluntary Life plan. Please refer to Cigna's Benefit Summary for plan details and age banded rates.



Open Positions

NE LAN - New Cumberland, PA
Network Engineer

Central Lan - Texarkana, TX
Network Engineer

EWASS - Tracy, CA
IT Support Specialist

ESD - Bremerton, WA
IT Support Specialist

DLA ESD
Computer Operator - Bremerton, WA,
Philadelphia, PA and Oklahoma City, OK

SNCC – Rockville, MD
Jr VMWare/Citrix System Administrator
Sr VMWare/Citrix System Administrator
Senior Windows/Linux/Unix System

It is very important that you have assigned beneficiaries to your life insurance plan. To add a beneficiary go to ADP and navigate to:

Myself > Personal Information > Dependents and Beneficiaries > ADD

Once they are added proceed to your benefits on ADP:

Myself > Benefits > Benefits Enrollment > View Benefits > Employee Life

You will see an edit pencil beside the "company paid" and/or "voluntary life" insurance benefits. Click on the pencil to add beneficiaries and assign the distribution percentage each beneficiary will receive.

If you have any questions please reach out to HR@teksynap.com.



Administrator (3)

Senior Security Engineer SME

ICAM Subject Matter Expert

Sr Cloud Engineer-Linux Administrator

Sr Cloud Engineer-Windows Administrator

Wireless

Site Manager

DTRA -Fort Belvoir, VA

Senior Systems Engineer

ISSE

Helpdesk Specialist

Remedy Admin

AODR

SolarWinds Engineer

Systems Administrator

SEITS - Scott AFB, Illinois

Senior Systems Administrator

Web Designer

Senior Helpdesk Specialist

SEITS - Schofield Barracks, HI

Information Security Business Analyst

NGA - Springfield, VA

Senior Systems Engineer

Senior Systems Engineer

Kirtland C4

Client Support Technician

Please email your referral resumes to: careers@teksynap.com

Q4 - 2019 Quality Update



TekSynap had a busy and successful Q4 2019. See the results of the latest Management Review Meeting and quality objectives [here](#).

As an employee of TekSynap, it is your responsibility to complete your timesheet daily. You receive email reminders at the end of each workday and the following morning. Please ensure this is completed daily to keep TekSynap DCAA-compliant.

Employees are also responsible to report their current certifications to management. Navigate to Myself > My Information > Profile to report your Licenses and Certifications.

Personnel Security Clearance FAQs

When may an individual be processed for a personnel security clearance?

An individual may be processed for a personnel security clearance when employed by a cleared contractor in a job requiring access to classified information. As an exception, a candidate for employment may be processed for a personnel security clearance provided a written commitment for employment has been made by TekSynap, and the candidate has accepted the offer in writing. The commitment for employment will indicate that employment shall begin within 30 days of the granting of eligibility for a PCL.

What kind of investigations are conducted for a personnel security clearance?

The kind, or type, of investigation conducted depends on the access level that the individual is required to have to perform his or her official duties. For access to CONFIDENTIAL or SECRET information, a T3 or NACLIC is completed. For access to TOP SECRET or Sensitive Compartmented Information (SCI) information, a T5 or SSBI investigation is required.

What work does each clearance allow a person to do?

A clearance allows a person filling a specific position to have access to classified national security information up to and including the level of clearance that they hold, so long as the person has a need to know for the information to perform his or her duties.



Anniversaries

8 Years

Tina Wan

5 Years

Toni Fisher
Fred Taylor

4 Years

Kaitlyn Eber

2 Years

Jeremy Jones
Katina Stephens

Welcome New Employees

Steven Sokhan
Zachery Gardner
Michael Warren
James Turner
Gabriel Walton
Josephine Fleming
Thao Trinh
Jesus Aguilar
Abdlla Elhassan
Patrick Fernandez
Miguel Taylor
Jeffery Bent
Lycurtis Cephas
Kelvin Brown
Kierstan Dearborn
Scott Gearhart
Michael White
Cory Broughton
Max Reis
Thomas White
Emily Jeppesen



Robert Bennett

Justin Faciane

Nicholas Mastrangeli

Eric Emrich

Jonathan Naeve

Merrell Segars

1 Year

Jonathan Barradas

Mamo Gerba

Jake Nguyen

LeTonya Love

David Pemberton

William Vaughn

Nathan Heinz

Jay Ko

Jonathan Sutherland

David Daniels

Brittany Miller

Shawn McCormick

Richard Balanetsky

Bismark Sanchez

Shaun Stroble

Kwadwo Kenin

Paul Batchelor

Bobi Dearing

Norman Harvey

Robert Schreiner

Yun-Bin "Ben" Chen

Gerard Jones

Robert Journeigan

Cassandra Malone

Keith Hicks

Tiarra Pryor

Marcus Alexander

Grace Jinnah

Cleo Thomas

Aaron Ashbaugh

Matt Kanjirath

Kalon Satathite



PROUD PARTNER

OF THE WASHINGTON CAPITALS & WIZARDS

FOLLOW US

