



Newsletter Issue No. 48

March 2020



## **TekSynap Staff Provide Valuable Support to the Department of Justice (DOJ) Automatic Declassification Program**

The TekSynap DOJ team has been providing support to the Department of Justice, Justice Management Division, Security and Emergency Planning Staff on the “Automatic Declassification Program” since October 2017. There are two primary task areas under the program TekSynap provides support for: 1) Automatic Declassification and, 2) Controlled Unclassified Information. Jason Towns is the lead Subject Matter Expert (SME) for the DOJ on the Controlled Unclassified Information (CUI) Program working closely across all offices at the DOJ as well as other Federal Agencies in shaping and implementing CUI as mandated by Executive Order 13556. Due to his efforts, the DOJ CUI program has established itself as one of the lead Federal agencies shaping and implementing CUI policy. Due to his efforts in building customer relationships and team building, Jason was recently assigned as the onsite TekSynap Team lead and primary interface with the customer. Congratulations to Jason!!!

And not to be outdone, under our support on the Automatic Declassification task, this year, DOJ was recognized by the National Archives and Records Administration's (NARA) National Declassification Center (NDC) for its contribution to NDC's mission coordinating declassifying government records and coordinating between NDC's 15 partner agencies. TekSynap team members attend meetings and coordinate records reviews with the NDC staff in support of the DOJ Automatic Declassification Program. The TekSynap team was recognized by DOJ leadership for its contribution to the award.

The first picture below is Aldrina Dinkins and Chris Simone being presented the NARA award by our COR, Lori Ellison and the second by the Branch Chief, Glenn Bensley in recognition of their outstanding work.

Congratulations Aldrina and Chris on your achievements!!!

The TekSynap DOJ team looks forward to continuing to be provide our DOJ customer with recognition worthy Declassification Program support.

**-- Ray Caruso**

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## Caught in the Act

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**Kierstan Dearborn** received a shoutout from a customer stating how she exemplified outstanding levels of competency and customer service skills.

**Maurice Green** was stated to have an aptitude to provide top-notch customer support became evident in his vast knowledge, dependability, and mission-focused attitude

From DLA customers: Thank you to **David Daniels** for all he does to make a difference, dedication to solving problems, and getting it right.

Kudos to **Mitchell Clouse** for being proactive and jumping into NNMI head first.

**Anthony Erwin** received a shout out for resolving a highly complex networking problem for DTRA and the JD customer.



## Certification Corner

Congrats to **Leonard Newman** for completing his Azure Security Engineer Associate!

**We encourage you to use your Employee Learning Program Benefit. [Click Here.](#)**



## Outlook Search Tech Tips

Searching for emails can be difficult at times but not if you know these Outlook Search commands. Try the commands below to speed up your efficiency while navigating your inbox.

**To find emails from a specific person**

## Time Sheets

The accounting department would like to thank everyone for their diligence in submitting timesheets on time. We have had an increase in employees submitting their timesheets correctly and on time, Thank you.

Timesheets should be saved daily with updated time. However, they will only be

**about a specific subject:**

*From:"test.account@teksynap.com"*

*about:"assessments"*

**To get even more granular you can find the email on that subject that had attachments:**

*From:"test.account@teksynap.com"*

*about:"assessments" hasattachment:yes*

**To get even MORE detailed in the search you can add the date:**

*From:"test.account@teksynap.com"*

*about:"assessments" hasattachment:yes received:2/14/2020*

*NOTE: For the 'received' command Outlook also recognizes the terms – today,tomorrow,yesterday,'this week', 'next month', 'last week', 'past month', 'coming year'.*

**For more, see Microsoft documentation on the subject.**

*Learn to narrow your search criteria here*

submitted at the end of every pay period on either the 15th and 30th/31st.

Prompt completion of timesheets is very important, as accounting needs them to process payroll as well as generate invoices. We know all too well how busy everyone can be, so we are truly appreciative to everyone that takes the time to ensure their timesheet is saved and submitted when due.

Please do not hesitate to reach out to the accounting department if you have any questions about your timesheet. We are more than happy to assist you in any way we can.



## Coronavirus Prevention

The best way to prevent illness is to avoid being exposed to this virus. However, as a reminder, CDC always recommends everyday preventive actions to help prevent the spread of respiratory diseases, including:

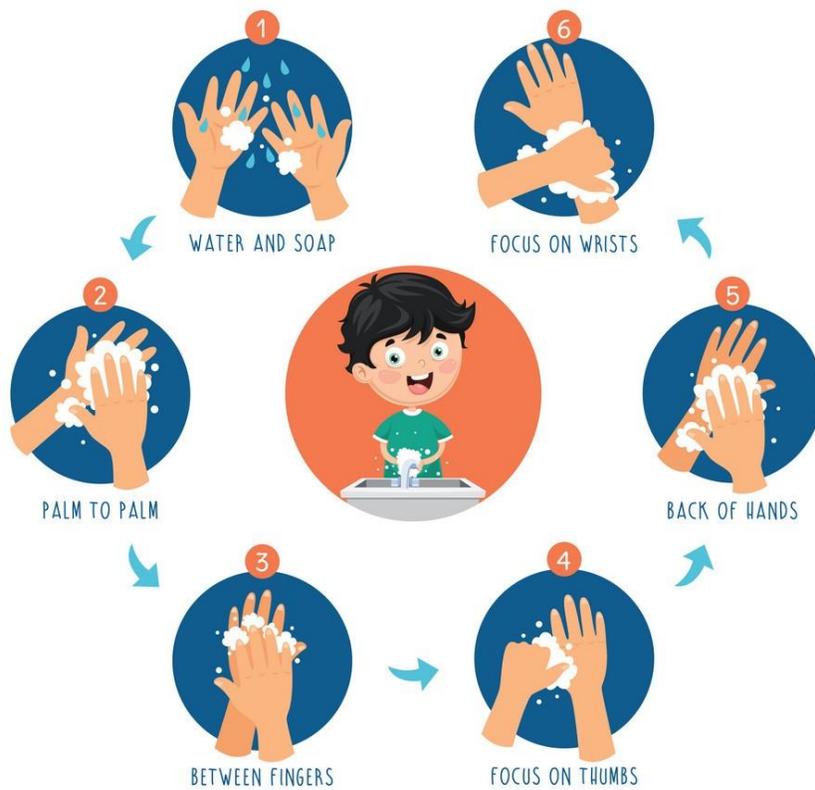
- Avoid close contact with people who are sick.
- Avoid touching your eyes, nose, and mouth.
- Stay home when you are sick.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash.
- Clean and disinfect frequently touched objects and surfaces using a regular household cleaning spray or wipe.
- Follow CDC's recommendations for using a facemask.
  - CDC does not recommend that people who are well wear a facemask to protect themselves from respiratory diseases, including COVID-19.
  - Facemasks should be used by people who show symptoms of COVID-19 to help prevent the spread of the disease to others. The use of facemasks is also crucial for **health workers** and **people who are taking care of someone in close settings** (at home or in a health care facility).
- Wash your hands often with soap and water for at least 20 seconds, especially after going to the bathroom; before eating; and after blowing your nose, coughing, or sneezing.
  - If soap and water are not readily available, use an alcohol-based hand sanitizer with at least 60% alcohol. Always wash hands with soap and water if hands are visibly dirty.

For information about handwashing, see [CDC's Handwashing website](#)

For information specific to healthcare, see [CDC's Hand Hygiene in Healthcare Settings](#).

These are everyday habits that can help prevent the spread of several viruses. CDC does have [specific guidance for travelers](#).

# WASH YOUR HANDS



Help prevent the spread of respiratory diseases like COVID-19.

Avoid close contact with people who are sick.



Cover your cough or sneeze with a tissue, then throw the tissue in the trash.



Avoid touching your eyes, nose, and mouth.



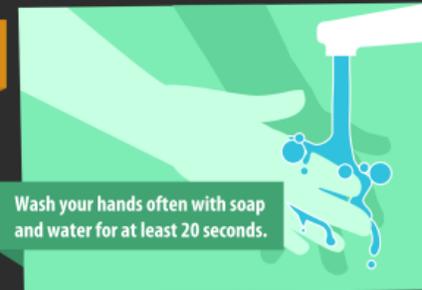
Clean and disinfect frequently touched objects and surfaces.



Stay home when you are sick, except to get medical care.



Wash your hands often with soap and water for at least 20 seconds.



For more information: [www.cdc.gov/COVID19](http://www.cdc.gov/COVID19)

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## Cigna Covers Cost of Coronavirus Tests

TekSynap employees who are enrolled in our Cigna Medical plan will not be required to pay any cost-share for Cononavirus (COVID-19) testing as recommended by their health care provider

## International Travel

Effective immediately, employees who are returning to the U.S. from any international trip – business or personal – will be required to complete a 14-day quarantine (remain out of the workplace). If you are able to telework during this period, you may do so.

## ADP UPDATES

Please make sure that personal information is accurate in ADP.

To verify this information you can log into the TekSynap employee portal [here](#).

Go to Myself>My Information>Personal>View More and ensure your information is complete and accurate.

Email [HR@teksynap.com](mailto:HR@teksynap.com) if you have any

## Open Positions

### IT Support Specialist (ESD)

Multiple Locations

### Computer Operator (ESD)

Bremerton, WA, Oklahoma City, OK and Warner Robins, GA

### Technical Trainer (DPAS)

Crystal City

questions or require assistance.

Annual reviews are also completed in ADP quarterly. We are currently in process of finishing Q1. If you have an anniversary between January-March, please log into ADP to complete your annual review.

It can be found under  
Myself>Talent>Performance dashboard

Q2 reviews will begin starting April.



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## First Day of Spring:

Thursday, March 19, 2020



## Software Developer (DPAS)

New Cumberland PA

## Network Engineer (Central LAN)

Texarkana, TX

## SNCC – Rockville, MD

Sr VMWare/Citrix System

Administrator

Senior Windows/Linux/Unix System  
Administrator

Senior Security Engineer SME

Integration Architect-SailPoint

Sr Cloud Engineer-Linux Administrator

Sr Cloud Engineer-Windows

Administrator

Windows/Cloud System Administrator

Tier I-NOC Technician

## DOJ

Administrative Assistant

## Upcoming Job Fairs

March 19<sup>th</sup> – Fort Belvoir, VA

March 20<sup>th</sup> – Quantico, VA

March 25<sup>th</sup> – Washington, DC

April 2<sup>nd</sup> – Travis AFB, CA

**Please email your referral resumes  
to: [careers@teksynap.com](mailto:careers@teksynap.com)**



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## Personnel Security Clearance FAQs

### Why would I be denied a security clearance?

The Adjudicative Guidelines for Determining Eligibility for Access to Classified Information are used by DoD Central Adjudication Facilities (DoDCAF) to determine both initial and continued eligibility for access to classified information. The adjudication process is an examination of a sufficient period of a person's life to make an affirmative determination that the person is an acceptable security risk. Eligibility for access to classified information is predicated upon the individual meeting these personnel security guidelines. The adjudication process is the careful weighing of a number of variables known as the whole-person concept. All available, reliable information about the person, past and present, favorable and unfavorable, is considered in reaching a clearance determination. When an individual's life history shows

evidence of unreliability or untrustworthiness, questions arise whether the individual can be relied on and trusted to exercise the responsibility necessary for working in a secure environment where protection of classified information is paramount.

**How often is a security clearance renewed?**

Per USDI *guidance* the FSO should submit the Top Secret periodic reinvestigation request on the 6th anniversary of the investigation close date found in JPAS. Periodic reinvestigation should be submitted every 10 years for a SECRET level clearance and every 15 years for a CONFIDENTIAL level clearance.

**When will an interim be issued?**

VROC actively monitors the age of the investigation request inventory and is diligently processing Investigation Requests in the order in which the request was received. An interim determination will be made once the investigation is scheduled and advanced products are returned to VROC by the Investigation Service Provider (ISP). Your patience and understanding is greatly appreciated. A high level process flow outlining this and other PCL activities associated with obtaining a security clearance for Industry is provided here for your ease of reference. DoD policy requires the following for an Interim Secret to be granted:

- § Favorable review of the SF-86
- § Favorable fingerprint check
- § Proof of U.S. citizenship
- § Favorable review of local records, if applicable

MARCH



## Anniversaries

### 6 Years

Jim Trippett  
Deann James  
Brandon Groenert

### 4 Years

Alex Peake

### 2 Years

Curtis Deemer  
Don Stewart  
Jordan Singmore  
Marc Wills  
Matthew Davis  
Matthew Goad  
Michael Noonan  
Rolando Concepcion  
Steve Sandum  
Steven Platte  
Robert Lesslie  
Dominic Politi  
Christopher Chall  
Christopher Garrison  
David Mendoza  
Derek Murphy  
Jocelynn Arreola  
Matthew Stroud  
Richard Krauss  
Spencer Ellingsen  
Marcus Campbell  
Danielle Sansone  
Timothy Bailey

### 1 Year

Aaron Margerum  
Addisu Meaza  
Andrew Hughes  
Faithlynn Johnson-Dutch  
Fraser Novaco  
Jaime Marquez  
James Greenland  
James Shilling  
John Kayastha  
Jovan Dennis  
Lorenzo Small  
Michael Azmoudeh  
Nicholas Soune  
Noureddine Benahmed  
Pierre Bowery  
Robert Parker  
Russell Adams  
Sarah Law  
Scott Morris  
Thomas Drake  
Thomas Mejia  
Tina Kieffer  
Willie McKoy  
Julie Dean  
Austin Smith  
Avneesh Arya  
Jason Towns  
Monique Evans  
Aldrina Dinkins  
Daniel Mirkovic  
Chul Suk

## Welcome New Employees

Jimmy Stephenson  
Losif Osnas  
Paul Cortez  
Johnny Donato  
Thanh Le  
John Newton  
Timothy Southern  
Kelsey Bishop  
Michael Giambrone  
Cole Hylton  
Decker Klawitter  
Chris Trower  
Darryl Wipple

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