



Newsletter Issue No. 54

September 2020

Good News on the Benefit Front



The 2020-2021 benefit year is just around the corner. We are happy to announce that TekSynap is not changing benefit providers. However, we have added some additional coverages in our Dental and Vision plans that we would like to share with everyone.

Cigna Medical

The Cigna Medical plan will renew for the 2020-2021 benefit year. Upon receiving our renewal rate, TekSynap received a lower than expected premium increase. This “good news” was driven by the responsible use of our health benefits by our employees. Since we had budgeted for the company contribution on a higher expected premium increase, TekSynap has decided to cover the entire health premium increase that would have otherwise been passed down to employees. In other words, there will be no increase in the cost for all Cigna employee and family plans for the 2020-2021 plan year! We encourage employees to continue to be diligent and use their benefits wisely as this helps us control costs and ultimately saves you money. Some examples include:

- Going to in-network providers as opposed to out-of-network options
- Going to urgent care instead of the emergency room
- Shopping around for prescriptions and/or using **Express Scripts**

Cigna Dental

We’re happy to announce that the Cigna Dental plan will now cover adult fluoride treatment. In addition to this new offering, the annual plan maximum per covered individual has increased from \$2,500 to \$5,000 per year.

VSP

We have upgraded our VSP plan to the VSP Signature Plan. The frame allowance will increase from \$130 to \$250 for standard frames and \$150 to \$270 for featured brand frames. Employees enrolled in VSP will be eligible for discounts on hearing aid products via TruHearing. **VSP does not send out insurance cards to employees**; providers will be able to verify coverage with SSN.

We strive to provide our employees with excellent benefits at a competitive and fair rate. If we all continue to make healthy lifestyle choices and take advantage of expense saving options, it ultimately helps keep costs down for employees. Let's continue to make a collective effort and use the plan responsibly. Thank you for your efforts thus far.

The HR team is here to assist with any benefit questions you may have, so please contact hr@teksynap.com for assistance.

-Toni Fisher & Ruben Hormostay

If you were unable to attend one of the Enrollment Webinars, [click here](#) to view a recorded copy.

Save Money By Using Express Scripts

To register for an account [click here](#).



College Savings or Student Loan Repayment



TekSynap offers all employees a \$1000. match on either a 529 College Savings Plan or Student Loan Repayment. To take advantage of this benefit or to learn more, [click here](#).

Can you hear me?

Employees who enroll in **VSP Signature** are eligible to receive discounts on battery

operated hearing aids with TruHearing. This benefit can save you 30-60% on hearing aids and also offers savings on batteries. For more information, [click here](#).



Caught in the Act

Our DLA customer would like to recognize **Kierstan Dearborn**. Thank you for your support in getting the system back up and working great!

Our DLA customer would like to show appreciation to **Christopher Lichner**. He did an outstanding job by remotely trouble shooting an IT issue.

Our NRC customer would like to thank **Pierre Bowery** for his strategic and technical leadership with the unique challenges due to the new telework environment and staffing changes.

Josephine Fleming would like to recognize **Nathan Heinz, Brittany Miller, and Cory Broughton** for finding a rhythm and great ways to support each other to push out a massive volume of work! You are doing an amazing job and making us proud!

Our DLA customer would like to thank **Don James, Eddie Willson, Adam Craig** and **James Carnill** for their excellent support on the Data Center move.

Our DENIX customer would like to recognize **Jessica Huddle, James Coleman** and **Mary Alice Hancock** for their professional expertise and quick turnaround on special project.

Our DLA customer would like to thank **Patrick Miller** for going above and beyond to ensure that the technical aspect of their conference went smoothly and without issue.

The HR Team would like to thank **Chris Damato** for being quick to respond to questions and employee needs! We appreciate you!

Big kudos to **Gilbert Lafayette** from our DLA customer for his rapid technical response and resolution.

Our partner would like to thank **Ray Caruso, Jason Ballah** and **Kaitlyn Eber** for their assistance in helping them obtain their FCL. They are forever grateful for all you did to assist them!

Toni Fisher and Kearstin McGinnis would like to congratulate **Kalahari Valentine** on her success with the JETS program. You are doing an amazing job!

Our DLA customer would like to thank **Robert Yohn** on the Firewall Team for his stellar technical support.

Wes Humm would like to recognize some of our key DLA team members! **Mike Finigan** for his attention to detail and wizardry with spreadsheets. Mike is a critical part of our success in DLA! **De James** for the numerous things she does with precision in support of all our DLA programs. And **Tina Wan** for her ability to jump in on numerous occasions to assist with any challenge. Tina has helped us more times than we can count! Thanks for making us shine!

Thank you!

Certification Corner

Sec+

William Tubman

MTA 98-349

William Tubman

Project+

Teagan Pacheco

MCSA

Robert Journeigan



We encourage you to use your Employee Learning Program Benefit. [Click Here](#) to access the form. Please send the filled out form to your manager for approval and hr@teksynap.com.

If you have received a new certification or certificate please add it into ADP with an effective date to be added to the newsletter.

Myself > My Information > Profile

Reminder: Accounting Update

To make the communication with the Finance and Accounting department more efficient please use the appropriate distribution list as referenced below.

Accounts Payable -- AP@teksynap.com

Vendor, Subcontractor and Consultant Invoices and employee expense reimbursement status questions

Accounts Receivable -- AR@teksynap.com

TekSynap-generated invoices to our customers and collection status inquiries



Payroll -- payroll@teksynap.com

Payroll related questions and inquiries

Time and Expense -- timeandexpense@teksynap.com

Timecard and expense related questions to include assistance with submissions and approvals

Corporate Card -- corporatecard@teksynap.com

Requests for new cards, limit adjustments and related questions,

Contract Level Reporting -- Tina.Wan@teksynap.com

New contract setup, funding changes, reporting and budgeting

All other Accounting related questions and inquiries -- Hanna.Do@teksynap.com

Open Positions

DLA -- New Cumberland, PA

Network Installation Technician (EIS)
Network Engineer

DLA -- Columbus, OH

Network Engineer

DLA -- Camp Hill, PA

Database Administrators
Business Analysts I
Business Analysts II
Senior Application Developers (DPAS)

DLA Central LAN -- Oklahoma City, OK

Network Engineer

DLA ESD -- Ogden, UT

Computer Operator

NGA -- Springfield, VA

Helpdesk Specialist
PSOC Support Specialist

NGA -- St Louis, MI

Helpdesk Specialist

DLA DPASS -- Camp Hill, PA

Senior Application Programmer

JSP -- Arlington, VA

Cable Technician

AFNCR - Arlington, VA

Service Desk Support Specialist

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



Referral Program

TekSynap will grant a \$3,000 payment for candidates that fill a cleared position and \$1,000 for non-cleared positions.

Please proceed to the TekSynap website [here](#) to learn more.



New Addition to Team TekSynap!



Zach Gardner's baby, Ella, was born on 8/24/2020. Congrats to your new adorable family member!

TekPets



We want to feature your pets in the next newsletter! Send pictures of your companions to news@teksynap.com

Taylor Fullen and her Husband just picked up their baby boy, Samson Wayne on Labor Day! He's a Silver Lab and will be a really big boy! He's currently 20 lbs and 8 weeks old!



Lynette Kahue's two cute pups:
Kona (White Lab) and Cooley (Chocolate
Lab)



Sam Fishers' pet Anaconda, Poseidon. He
is about 13 feet long and a little over 10
years old. Sam takes him out for educational
events and also breeds other snakes.



This is **Beth Henderson's** Red Nose
Labrador! Her name is Chloe, she is 3 years
old and 75 pounds. Chloe enjoys lounging in
the plants watching Beth garden. .



Performance Reviews

Annual Performance Reviews are sent out quarterly. We are currently completing Quarter 3 reviews. All employees hired between the months of July-September that have been with the company for at least one year will have a review in ADP. The employee portion is past due. If you have not completed your Annual Performance Review, please do so and be detailed with your answers for your chosen self ratings.

To complete this task after logging into **ADP > Myself > Talent > Performance Dashboard**

Please also update your renewed or newly earned certifications in ADP.



New Policies in ADP

Please be sure to sign off on the policies in ADP. Three policies were updated and one new policy was added. ALL employees must acknowledge the policies.

Go to the **employee portal**

Continue with the Employees and Managers button
Resources > Company Information > Company Policies
You can click on the policy name to review and acknowledge it. If you have any questions please email hr@teksynap.com



Microsoft Intune Coming Soon!

As a part of our ongoing efforts to continuously improve security and our user's experience, TekSynap will be implementing Microsoft Intune for mobile device management. This will

allow the IT team to push apps to devices upon approval, push out updates plus monitor security and compliance with corporate policy. This rollout will be done in phases starting in the beginning of Q4. At that time, we will be reaching out to users with TekSynap issued devices 1 by 1 to schedule time to enroll their device and provide them the instructions ahead of time. Thank you all in advance for your cooperation.



**Skillsoft is offering a FREE 5-day online bootcamp for CISSP
The boot camp runs September 21 - September 25**

The Certified Information Systems Security Professional (CISSP) validates an information security professional's deep technical and managerial knowledge and experience to effectively design, engineer, and manage the overall security posture of an organization.

If you are interested in joining, [*click here*](#).

**September is National Insider Threat Awareness Month, below you
can find helpful ways to protect our Nation from risks posed by
insider threats.**

SAFEGUARDING OUR FUTURE

Protect Your Organization's Crown Jewels



THREAT

- » Foreign powers use trusted insiders (employees, researchers, and contractors) or substantial financial investment to gain access to your company's most valuable data



IMPACT

- » Theft of proprietary data, critical technology, and research
- » Compromise of your networks and supply chain
- » Loss of your company's competitive advantage or organizational reputation
- » Significant financial loss
- » Unforeseen legal liabilities

MITIGATION



- » Establish a strong internal security department and processes
- » Conduct thorough and recurring background checks on people with access to your facilities, systems, and research
- » Understand who you are doing business with and impacts from financial investments in your company
- » Use tripwires like network security software and IT system monitoring
- » Use strong contract language and non-disclosure agreements
- » Limit information sharing with sub-contractors
- » Train employees to identify and report possible insider threats
- » Build up and periodically evaluate workforce morale

INSIDER THREAT



For additional information on NCSC awareness materials or publications:

- » Follow us on Twitter : [@NCSCgov](https://twitter.com/NCSCgov)
- » Visit our Website : www.NCSC.gov
- » For comments and questions, please contact us at : NCSC-Safeguarding-Our-Future@dni.gov
- » Follow us on LinkedIn : <https://www.linkedin.com/company/national-counterintelligence-and-security-center>

Source: images of 6/24/2020: <https://www.nist.gov/blogs/manufacturing-innovation-blog/are-you-ready>





Anniversaries

3 years

Samuel Fisher
Christopher Grant

2 years

Brendan Wiles
Jonathan Sarty
Cole Withers
Robert Riley
K'Andrea Ormeno
Morgan Williams
David Johnson

One Year

Ashton Davis
Jeffrey Mozo
John Finigan
Richele Latosinski
Patrick Burke
Ashika Jamal
Michael Thomas
Gregory Passes
Daniel Lee
Joshua Orndorff
Dean Lum
Maria Snow
Jimmie Lee
DeMarlo Powell
Aminebueh Bello
Anthony Adams
Charles Carter
Robert Skehan
Ternae Riley

Welcome New Employees!

Beth Henderson
Joseph Walker
Demetrius Hall
Brock Lichtenfels
Brian Askew
Cynthia Bryg
Andrew Vargas-Segura
Brian Peacoe
Andrew Vargas
Bradley Stinson
Justin Janes
Michael Lucas
DaMario Moore
Michael Shelton
Pete Ward



FOLLOW US



