



Newsletter Issue No. 68

November 2021

## Creative Ways to Stay Engaged with your Team



During the week of March 23, 2020, most of the New Orleans DOI Bureau of Ocean Energy Management (BOEM) Data Management Services (DMS) team began teleworking full time. That same week we had our first weekly virtual happy hour. I don't think any of us expected to still be teleworking 20 months later. With a few exceptions, we have met at the end of every Wednesday - approximately 80 times!

During our initial gatherings, we spent the time talking and sharing information. Some people sipped on an IPA, a glass of wine, or a bottle of water. My only request was that everyone turned their cameras on. Eventually, the happy hour evolved to our answering questions or playing games.

Kam Jinnah, David Gauldfeldt, and MJ Helveston have all stopped in several times to visit with the team.

We laugh a lot. "TekSynap Cribs – Fridge Edition" was very popular. Everyone emailed me a photo of the inside of their refrigerator and I put them in a PowerPoint slide. We spent time trying to figure out who had so many cartons of eggs!

"Louisiana Cash Cab" was also fun. Everyone emailed me a trivia fact about Louisiana, and we spent time trying to answer the trivia questions. I don't think any of us knew Milk was the official Louisiana drink! I always assumed it was a Daiquiri!

Another popular Wednesday was "The Price is Almost Right," where everyone guessed the price of common items you could purchase at the grocery store. It also included items you could purchase with TekDollars from the company store!

Simple, open-ended questions have been a cornerstone of each happy hour. We have probably answered 500 questions during our time teleworking! What was your first job? What is your favorite book? What was the best show you binge-watched? Who was the greatest musician EVER!? Favorite restaurant? Favorite meal? Bucket list trip you want to take. Everyone on the call is encouraged to participate.

Why have we met almost every Wednesday for 20 months? It's kept the team connected and forged new relationships with team members who have joined us post-pandemic. We're getting to know each other better and it's a great break in the middle of the week. There are

even occasions where team members who have been working together for over a decade learn something new about each other. Having our cameras on is one of the best things we've done, because being able to see each other has helped keep us connected and increase engagement. Our team is stronger than ever.

If you are a team leader or a project manager and feel you need to overhaul your engagement strategy, I would encourage you to consider having a virtual happy hour or virtual coffee time with your team. You will find enormous benefits with consistent and casual interaction. Making space for all members of your team to be heard and contribute to the conversation goes far beyond just social benefits. Regular check-ins have ensured each team-member feels valued and considered. If you're interested in creative ideas for your next virtual social event, [click here](#) for a variety of slide decks that you can modify for your team.

**Tami Devitt**  
**Senior Program Manager**

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## TekSynap Happy Hour

**Stone Baggiano, Melanie Springs, Josephine Fleming, and Mike Noonan** hosted a TekSynap Happy Hour in Columbus, OH at Pins Mechanical for our employees. We had a great time socializing, playing vintage arcade games, ping pong, and spending time with our TekSynap DLA team members. We have a multitude of programs in Columbus (and surrounding areas) including Enterprise AV/VTC Facilitators, Enterprise Firewall Administration, WAN Support Services, LAN Central Support Services, Enterprise Service Delivery, Endpoint Security Solutions, Virtual Platform Management, Enterprise Windows Administration Support, Enterprise Infrastructure Implementation Support, Telecommunications Support Services, and the VA Wireless team.





## Caught in the Act

A huge shout out to the **Northeast LAN team** for their tremendous efforts.

Stanley Beaver would like to recognize **Zoe Carnes-Douglas** and **Mitchell Clouse** for their superior customer support and dedication to their work.

**Michael O'Connell** received kudos from Marvin Huber, Chris Schuster, and Wes Humm for his expedient work to ensure that deadlines were met.

Leonard Newman gave kudos to **Shelby Ritch**. She has been a great addition to the HQ staff, as well as doing an amazing job taking over shipping kits.

**Cydney Schrader** was recognized for her dedication and efforts to help finish documentation on time.

**Bradley Stinson** and **Colin Fryer** were applauded for their work on the DTRA contract by Marcus Alexander.

Marcus also commended **Jasmin Hottle** for obtaining her Security+ certification while doing amazing work to support various high-visibility tasks.

**Candice Coalson** was recognized by Marcus Alexander and the customer for her work on several large tasks.

Trey Lesslie recognizes **Trung Uong** for doing a phenomenal job and making Wireless NextGen what it is today.

**Alex Libby** and **Mark Vinson** received kudos for their dedication and diligent work to spearhead a project.

Jason Ballah wants to commend **Karen Kane** for going above and beyond to assist other Business Units in standing up contracts and working with the back office in many process improvements over the last 4 months.

**Alex Thrower** was commended for his troubleshooting and problem solving on a time-sensitive task by Katie Schuster.

Stanley Beaver noted that **Mercedes Mason** was professional, patient, courteous, friendly, and most of all helpful! Her knowledge, experience, and willingness to listen are why the process went smoothly.

**Connie DeYoung** was applauded by Sarah Keiper for her willingness to learn TekSynap's processes and her contribution of ideas to make our processes better so that we can better support our employees while they are onsite supporting our customer's mission!

Julie Ennis and Sarah Keiper would like to recognize **Randy Tisler** for her professionalism and being a valued member of the TekSynap family.

**Kearstin McGinnis** was recognized for her unwavering support of our business line managers and their pursuits by Kam Jinnah.

**Brandon Perrodin** was thanked for his hard work and dedication to making the USITC program a success by Melanie Springs.

**Kyle Karges** was acknowledged by a customer for his truly remarkable work and attention to detail.

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### After Hours Fun at Axes and O's



### End of Year W-2s and Tax Reporting

Please be sure to audit your personal profile information in ADP. Confirm that the spelling of your name, SSN, address, and date of birth are accurate. Remember to also check the information on our dependents.

The address in ADP is used for mailing benefit items, W-2's, and other tax-related documents. The mailing deadline for W-2's is February 1, 2022. A digital copy of your W-2 will be accessible in ADP in late January.

To verify your information:

Continue to the [employee portal](#)

Click the "[ADP employee & managers](#)" icon

[Myself > My Information > Profile](#)

## My Information

Profile

## Benefits

Enrollments

Employee Discounts - LifeM...

Documents

## Personal Information

Dependents &amp; Beneficiaries

## Employment

My Documents

## Pay

Personal Accrued Time

Annual Statements

Calculators

Payment Options

Tax Withholdings

Pay Statements

## Time &amp; Attendance

Time

COLLAPSE MENU

## New 401K Feature

Employees are now able to change the way they contribute to their 401K! Rather than choosing a percentage contribution, salaried employees can now select a whole dollar amount contribution. Please note that employees may only contribute either a percentage or whole dollar amount, not both. Hourly employees will only be able to contribute a percentage amount. If you would like to change your 401K contribution, please log into your ADP account through the [employee portal](#) and navigate to Myself > Benefits > Retirement Savings.

### Change Contribution Election

Your Per Pay Period Contribution			
Contribution Type	Current	New %	New \$



## TekPets

### Taylor Fullen's New Pup!

In celebration of having their current dog, they decided to add another pup to their family.

Delilah (Right) was adopted from a located shelter and is pictured below with their lab, Samson.



**Ben Moore with Baxter and Rigby!**



*Feature your pets in the next newsletter!*  
Send pictures of your companions to [news@teksynap.com](mailto:news@teksynap.com)



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## **Certification Corner**

**Leonard Newman**

Microsoft Certified Professional (MCP) Security, Compliance, and Identity Fundamentals

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**Employee Learning Program**



Employee are encouraged to use the Employee Learning Program (ELP) Benefit. [Click Here](#) to access the form. .

If you have earned a new certification please add it to your ADP profile. Remember to include the effective date.

**ADP > Myself > My Information > Profile**

And email a copy to [HR@teksynap.com](mailto:HR@teksynap.com)

**Updating your certifications in ADP will help us identify you for career advancement opportunities.**

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## Referral Program \$\$

TekSynap offers employees \$3,000 for candidates that fill a cleared position and \$1,000 for non-cleared positions. Please visit the employee portal [here](#) to learn more.



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

## Open Positions

### **DTRA - Fort Belvoir, VA**

Helpdesk Specialist  
Firewall Engineer  
Lead ISSO  
Senior Incident Responder  
Senior Forensics Analyst  
Policy Assurance Specialist

### **DTRA - Reston, VA**

Senior Service Desk Technician

### **NGA - Springfield, VA**

JR Helpdesk Specialist  
PSOC Specialist

### **NGA - St, Louis MO**

JR Helpdesk Specialist

### **DLA - Columbus, OH**

Systems Engineer

### **DLA - Philadelphia, PA**

Computer Operator

### **DPAS - Camp Hill, PA**

Senior Software Developer  
Software Developer

### **DLA ESD - New Cumberland, PA and Warner Robins, GA**

Computer Operator

### **DLA ESD - Philadelphia, PA**

Senior Computer Operator



**Enterprise Storage - Columbus, OH**  
Systems Engineer

**Audit & Validation Support Services**

IT Systems Auditor

**DOT EITSS**

Network Engineer-Mid  
Microsoft System Administrator-Mid  
Unix/Linux System Engineer-Mid  
Storage Engineer-Mid  
VDI Engineer  
Cyber Security Engineer Lead (Kings Port, NY)  
Web Developer (remote)  
Service Management System Engineer  
ServiceNow System Administrator  
Nintex Forms Developer (Cambridge, MA)

**NRC SNCC**

Sr O365/Azure System Admin (reopened)

**FDA**

Deskside Tier II Technician

**Wireless**

Site Manager  
Wireless Engineer Manager  
Project Manager (Activations)  
Project Coordinator (Activations)  
Configuration Analyst  
Jr Network Engineer  
Help Desk Tier I Technician  
Technician I

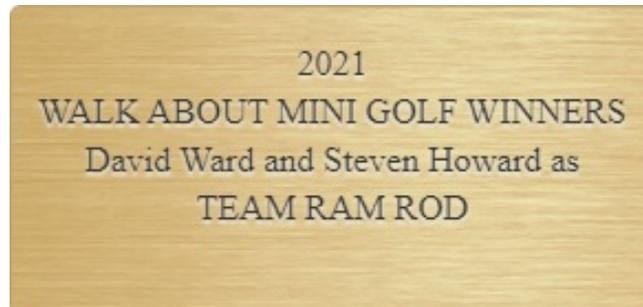
**Senate**

System Consultant  
Sr SharePoint Developer/Admin  
Installation Desktop Tech  
Help Desk/Break-Fix Specialist

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

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**TekSynap's Oculus Walk About Mini Golf Tournament Winners**  
**Team Ram Rod - David Ward and Steven Howard**



Despite having some broadcasting issues, the finalists, Team Ram Rod, and Driver Update put up quite the performance with the FINAL being the lowest-scoring game of the tournament.

Team Ram Rod completed the Final round with a combined score of 81, and Driver update with a combined score of 85. All players had a personal best, and most notably David Ward who scored a low of 39 (-15 for the Original Gothic Course) and Steven Howard's score of 42. They were just too hard to beat!

Team Ram Rod was awarded the first metal plaque on our trophy wall, an honorable Green Jacket, as well as TekDollars. A very special thank you to all the participants and everyone who made this tournament a reality!

We are all looking forward to the next tournament. Stay tuned for event dates in 2022!



## **Employee Life Assistance Program Benefit**

Support is available for all employees, 24/7. Whether your needs are big or small, your Life Assistance and Work/Life Support Program is there for you. All employees are eligible for three face-to-face sessions with a behavioral counselor. All information is kept confidential via a third party service.

What does this benefit offer?

- Work/Life Support: Three sessions with a behavioral counselor at no extra cost
- Legal Consultation: Free 30 minute consultation with a network attorney and up to a

- 25% discount on select fees
- Financial Consultation: Free 30 minute consultation and 25% discount on tax planning and preparation
- Educational seminars on managing life/work, money, and health

For more information, [click here](#).

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#### **Employee Portal: Accounting Tile**

Not sure who to reach out to regarding questions – a helpful guide is available under the Accounting Tile: [Accounting Team - TekSynap](#)

#### **Employee Portal: Upcoming Events Tile**

Not sure when your next timesheet is due - a helpful calendar is available under the Upcoming Events Tile: [Upcoming Events – TekSynap](#)

#### **Getting Ready for Year End - ADP Profile Review**

Please take a moment to review the information under your ADP profile to ensure your name, address and social security number are correct. This will help ensure W2s will be processed correctly without delay.

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### **What is an Interim Security Clearance?**

An interim security clearance is established based on the partial completion of a security clearance investigation. The interim clearance is only temporary and will clear from your DISS profile when the investigation is complete. DISS will then display a final eligibility determination status depending on your investigation results. Some contracts will allow individuals to get started on work once they have received an interim security clearance.

The interim security clearance is all dependent on the initial review of your SF-86. Individuals can be denied an interim security clearance and still receive the secret clearance after the complete investigation. The security team recommends you fill out your SF-86 in complete detail and provide any additional comments to any questions that will need a more in-depth review by the investigator.

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### **Head Start Programs**

For years, TekSynap employees on the Gulf Coast have supported the Lacombe/Mandeville, Louisiana Head Start. Head Start programs promote the school readiness of infants, toddlers, and preschool-aged children from low-income families. Head Start also engages parents or other key family members in positive relationships, with a focus on family well being. In past years, every child has received a stocking and one classroom received jackets. This year, we were able to supply all 78 children in Head Start with a jacket and provided toys



for Santa to deliver. We believe the social services and parental involvement aspects of Head Start are vital and we are grateful for the opportunity to support families in need during the holiday season.



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## Let's Give Back

According to the **USDA**, 10.5% of households were food insecure. This means at times during the year, these households were uncertain of having, or unable to acquire, enough food to meet the needs of all their members because they had insufficient money or other resources for food.



How can you make a difference locally?

- Donate non-perishable food items to a local food drive or food bank.
- Volunteer at local soup kitchens or feeding programs to help supply those in need of a meal.
- Donate money to national hunger organizations
- Sign up with a local hunger organization to deliver meals or sort and pack food items.



## Anniversaries

### Eleven Years

Robert Ritch

### Eight Years

Kyle Montague

### Six Years

Raymond Caruso

## Welcome, New Employees!

Gregg Moseley

Dennis Cole

Thomas Garcia

Bobby Tran

Keith Matter

James McCord

Cheryl Ault

Pete Ward

### Four Years

Scott Bertran  
Trent Tackett

### Three Years

Christopher Damato  
Tyrell Bryant  
Colin Fryer  
Jeremiah Nance  
Candice Coalson  
Kalahari Valentine  
Marla Helveston

### Two Years

Christopher Hartley  
Scott Tierney  
Mark Sikorski  
Omar Flores  
Matthew Rosov  
Alexandra Boston  
Antonio Erwin  
Lon Mangan  
Matthew Kirkman  
Timothy Roberts  
Zoe Carnes-Douglas

### One Year

RaShaun Long  
Margaret Manders  
Rupi Stepniczka  
Titus Prunty  
Jasmin Hottle  
Ken Farber  
Lisa Crouse  
George Anastos

Marshaun Webster

Ryan Daniels  
Bryant Davis  
Stephanie Porter  
Ninya Ybarra  
Miguel Caro  
Andrew Hughes  
Charmari Tucker  
Joel Gormley  
Jeffrey Montano  
Pelagio Perez  
Andrew Anderson  
Timothy Neal  
Sherry Kneitz  
Lee Shippy  
Hericko Blaylock  
Austin Fischenich  
Eric Mier  
Wrienne Mitchell  
Evan Hoppens  
Brandon Kreiser  
Joshua King  
Frank Picanso Jr  
Matthew Hampton  
Mirza Baig  
Bashir Tookhi  
Vincent Trinh  
Ryan Debarr  
Scott Wyatt  
Matt Aikey  
Lynn Harris  
Garrett Weiskirch

