



Newsletter Issue No. 53

August 2020



How to Find your Path to Success

What do you want to be when you grow up? A question asked of most children. Firefighter, teacher, mom, dad, dolphin trainer, race car driver, doctor – all responses based on a television show, something an adult said, or a recent family vacation. As we grow older our responses are more thoughtful due to life experience, values, and research on different career paths. After entering the workforce our ideas of growth and career progression may align within a specific business focus or the needs of the company. While there is no right or wrong way to determine the future of your career, you should ask yourself these three key questions:

1. **Am I satisfied in my position?**
2. **Do I add value?**
3. **What are the next steps?**

TekSynap not only wants to know your career goals, but more importantly, we want to help you reach them! If you have heard our CEO, Kam Jinnah, speak about the company, then you understand the passion he possesses to see the success and growth within TekSynap employees. A recurring theme from Kam is that every employee is the creator of their own success and TekSynap can be the vehicle for their growth. As such, he hopes each employee will be good stewards of their tuition reimbursement funds and encourages each of us to use the money to grow our careers, enhance our capabilities, and boost our resumes. Whether you want to pursue a college degree, achieve the Cisco Certified Internetwork Expert certification, or learn new Artificial Intelligence and Amazon Web Services technology, TekSynap has the tools and resources to set you up for success.

Tool #1 – Knowledge and Expertise: Have conversations with your supervisor or manager to express your desire for growth. Ask questions regarding the logical next steps in your chosen path and what you need to do to be ready for the next stage of your career. You may find the next step is not always a new job title. It may be knowledge on a specific technology, learning about a new tool, and/or enhancing an already polished attribute or strength. Additionally, the TekSynap Employment Team is available to assist with similar conversations. The Employment Team is involved in current funded opportunities and are knowledgeable of the roles and contracts TekSynap is pursuing. While we do not have a crystal ball, we can speak to future pending work and can assist in helping hone a path to career progression. Additionally, the Employment Team can speak about the requirements of each open position (i.e. years of experience, certifications, clearance level, etc). Letting us be a part of your career goals allows the team to keep you in mind when new positions arise.

Tool #2 – Tuition Reimbursement: Determine if education and certifications are needed or desired for the next step in your career path. After having conversations with your supervisor/manager or the Employment Team, you may find the need or desire to enhance your resume and portfolio with certifications and/or education. TekSynap's annual \$5,000 tuition reimbursement benefit will help cover trainings, materials, boot camps, professional memberships, and education. In order to take advantage of this great employment benefit, the only thing you have to do is show your supervisor how the specific tuition expense will benefit you, the company, and/or your contract – your options are almost endless. As employee tuition reimbursement resets every calendar year, it is best to use backward planning to ensure you are setting yourself up to reach your ultimate goal.

Tool #3 – Growth into TekSynap Opportunities: Update your employee ADP account and TekSynap resume. Upload new certifications, memberships and degrees to your ADP account as a means of consideration for other TekSynap opportunities. To upload a new item, log into ADP, select Myself > My Information > Profile > Professional Credentials or Other Credentials. At time of hire, each TekSynap employee's resume is formatted and placed into our database. Afterward, resumes are frequently referenced during the review of new contracts and future work. At a minimum, you should update your resume in conjunction with your annual review to reflect current responsibilities. To request a copy of your resume on file, please email a request to HR@teksynap.com. Ultimately, assisting the Employment and Human Resources teams with updating your ADP account and TekSynap resume will aide you in your career growth. As TekSynap receives new contracts, we have an opportunity to consider current employees for new positions and roles within our organization thus supporting our culture of promoting from within.

It is never too late to better yourself personally and professionally. If you are still looking for the answer to the age-old question, "What do you want to be when you grow up?", reach out to me, I'll help. No matter your path to success, TekSynap has the tools to get you there.

-Kearstin McGinnis



Caught in the Act

Sarah Keiper would like to shout out **Zach Gardner** for his technical assistance. Sarah appreciates his thoroughness and ability to problem solve.

Warren McQueen and the PM team at DTRA would like to recognize **Chris Ray** for his responsive and stellar support in staffing.

Kayla Sailer thanks **Robert Harris** for his effort on Kirtland C4 staffing. Way to go Robert!!

Valerie Fronczak has been recognized by our DLA WAN customer for providing exceptional support for the DLA CAC Modernization Project. Thank you, Valerie, for providing such exceptional support to our customer and representing TekSynap so ably!

Alex Boston would like to recognize **Meg Hall** for going above and beyond in her continuous commitment to improvement.

Thank you to **Adam Thomas** for all of his hard work in getting us moved into our new Reston office while also meeting all our shipping/receiving needs. We appreciate your efforts!

Gil Lafayette was recognized by our DLA customer for his rapid response in supporting the mission.

Thank You

Certification Corner

CompTIA Security+

John Delossantos

ITIL

Teagan Pacheco

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.



Open Positions

ITES Knowledge Management – Fort Bragg, NC

Program Manager
Content Manager
Information Systems Training Specialist
Technical Instructor

DLA

Computer Operator – Ogden, UT
Network Engineer – Oklahoma City, OK
Business Data Analyst I and II – New Cumberland, PA
Data Administrator – New Cumberland, PA
Senior Application Programmer – New Cumberland, PA

FDA

Deskside Tier II Technician – Washington, DC

AFNCR

Service Desk Support – Andrews AFB, MD

ETM – Pentagon

Network Engineer
Cable Technician



Fault Management Engineer

NRC – Rockville, MD

Sr. SQL Database Engineer
Integration Architect

ITES – Splunk Support Services – Fort Belvoir, VA

Splunk Analyst II

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

IMPORTANT

OPEN ENROLLMENT

September 10th - 18th

Open Enrollment is a chance for Employees to enroll in benefits or change benefits selections and enrollments. If you do not make changes, your current medical, dental, and vision elections will automatically rollover for you. FSA enrollments do not rollover and employees must actively enroll in these benefits.

There will be two webinar, **September 10th**: 10am-11am EST and **September 15th**: 3pm-4pm EST. Employees will be receiving Outlook invites in the beginning of September to their TekSynap email. A recorded version of the webinar will be uploaded to ADP for employees that cannot attend either webinar. Benefits will be effective starting October 1, 2020.

TekPets



Meet Chris Gibson's new kitten! Colt has been adopted as the newest member of the Gibson family. He's been a fluff ball of joy!



Toni's puppy Hank. Enjoying the company of his favorite office mate.

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

New Addition to Team TekSynap!

Congratulations to **Toby Wraye** on the arrival of his grand daughter Aine Jean Wraye on 7/2/2020. Proud parents are Oaren Wraye and Cheyenne Nicole Bolton.



Tom and Tina Murphy welcomed twin baby boys Alexander and Sebastian to the family on 7/29/2020. Two and 1/2 year old Christopher is excited to be a Big brother.



TekSynap was featured on the dashboard for the Capitals Hockey Game on July 29. We are sad the Capitals season has ended for the year!

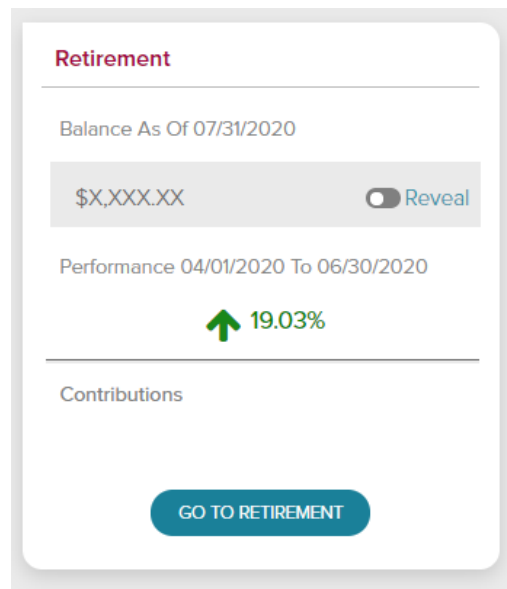
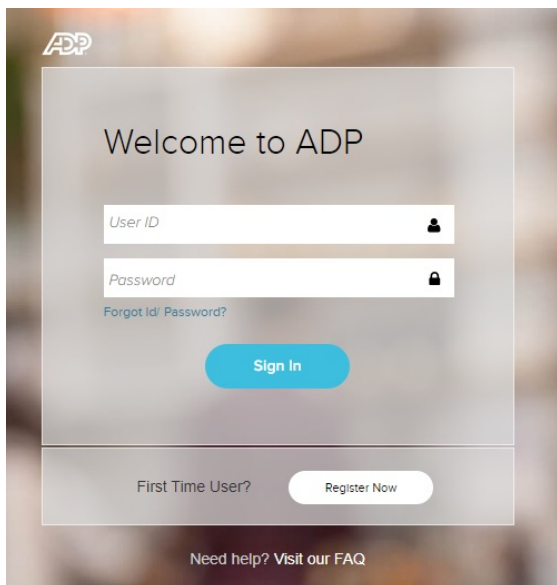
How to check your 401k

There are two ways you can get to your 401: The direct website ([here](#)) or from the homepage

of ADP. Whichever method you choose you will need to know you ADP login. Once you are on the page, you will be able to see your account balance, current contributions, and be able to change the amount of your contribution.

If you want to go directly to the website, click [here](#), the bottom left photo is what the login site should look like. Input your TekSynap ADP login information and you will be able to sign in.

You can also sign into ADP first, click [here](#), then head to the bottom right of the homepage. You will see a widget that looks like the bottom right photo. Click the "Go to Retirement" button that is below it. It will open up your retirement page.



Join us on Saturday, September 26, 2020 during Childhood Cancer Awareness Month for the St. Jude Walk/Run - Virtual 5k Event, to raise money for childhood cancer research for the kids of St. Jude.

Join our team, **TekSynap Sole Mates**. This year's race will be held through a virtual platform and we would love for you to join us.

Registration is open and availability will be first come first serve and limited to employees only.

To register or for more info please email Tami Devitt at tami.devitt@teksynap.com



Stressed and need help?

Check out the Employee Assistance Program (EAP)

PILLARS OF SELF CARE: PSYCHOLOGICAL



All employees are eligible for three free sessions per benefit year. You do NOT need to have medical coverage to use this employee benefit. For more info, please click [here](#).

With the EAP you can find counseling in your area or online and discuss matters like depression, anxiety, PTSD, family and relationship matters or career counseling and support. To access services call the Cigna customer service number 800.538.3543.



Savor
the moment



Thank
those who matter



Aspire
to meaningful goals



Give
of yourself



Empathize
with others



Revive
your health



Reduce stress and
negative thoughts

Feel better
about your life

Eliminate
dead-end thinking

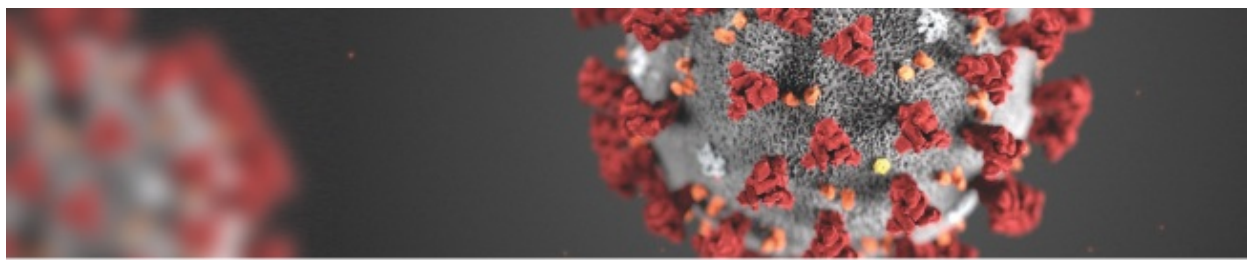
Boost
self-esteem

Improve your
relationships

Improve the way
you eat, sleep &
move



www.cdc.gov/HandHygiene



Ten Steps All Workplaces Can Take to Reduce Risk of Exposure to Coronavirus

All workplaces can take the following infection prevention measures to protect workers:

- 1 Encourage workers to stay home if sick.
- 2 Encourage respiratory etiquette, including covering coughs and sneezes.
- 3 Provide a place to wash hands or alcohol-based hand rubs containing at least 60% alcohol.
- 4 Limit worksite access to only essential workers, if possible.
- 5 Establish flexible worksites (e.g., telecommuting) and flexible work hours (e.g., staggered shifts), if feasible.
- 6 Discourage workers from using other workers' phones, desks, or other work tools and equipment.
- 7 Regularly clean and disinfect surfaces, equipment, and other elements of the work environment.
- 8 Use Environmental Protection Agency (EPA)-approved cleaning chemicals with label claims against the coronavirus.
- 9 Follow the manufacturer's instructions for use of all cleaning and disinfection products.
- 10 Encourage workers to report any safety and health concerns.

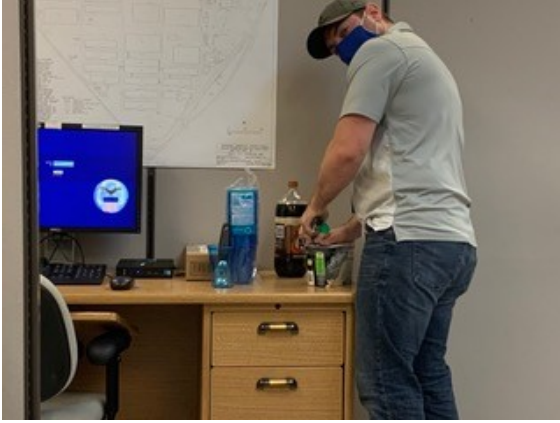
For more information, visit www.osha.gov/coronavirus or call 1-800-321-OSHA (6742).



OSHA[®] Occupational
Safety and Health
Administration
www.osha.gov

1-800-321-OSHA (6742)
TTY 1-877-889-5627

OSHA 3994-01 2/20



DLA ESD Tracy, CA team celebrates a job well done managing their ticket queue with root beer floats! A great summer treat for a job well done.
Thanks Kirsten for pulling together this well deserved reward.

ADP POLICIES

The *Quality* and *Security* policy have been updated in ADP. There was also a new policy added, *COVID-19 Training*. You will need to review and sign all three policies in ADP. Please carefully look through this, acknowledge, and sign as well. To access these materials click [here](#).



Proceed to Resources > Company Information > Company

Policies to complete these tasks. If you have any questions, email hr@teksynap.com

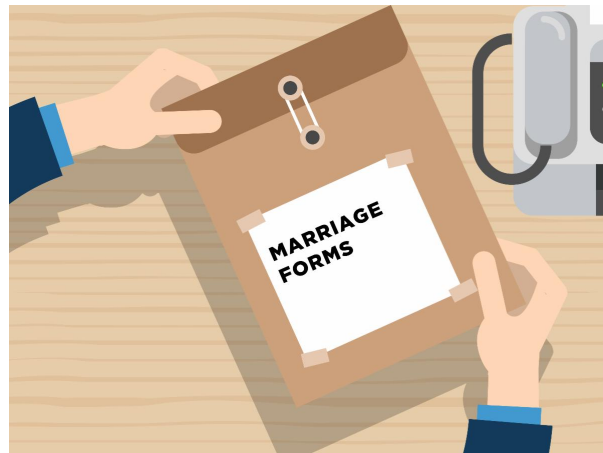
Security Clearance

If you hold a security clearance, you are required to self-report any changes to your personal information/status.

Please report the following to your FSO or security@teksynap.com

Life Circumstances

- Have legal action resulting in a name change
- Cohabitate or marry (NOTE: A cohabitant is a person who lives with you in a spouse-like relationship or with a similar bond of affection or obligation, but is not your legal spouse, child, or other relative.)
- Change in citizenship
- Are hospitalized for mental health reasons
- Are treated for drug or alcohol abuse
- Use an illegal drug or a legal drug in a manner that deviates from approved medical direction
- Have personal foreign travel to sensitive country
- Hold a SCI clearance and travel to any foreign country (sensitive or nonsensitive)



Foreign Interaction

- Have substantive contact with any foreign national not related to you and previously

self-reported

- Have an immediate family member who assumes residence in a sensitive country, and when that living situation changes; e.g., your family member returns to the U.S. or moves to another country, sensitive or non-sensitive
- Undertake a foreign adoption or propose to host a foreign exchange student

If you are unsure if you should report an event/change, please do so. TekSynap FSOs will be able to evaluate, assist and notify the appropriate agencies.



Anniversaries

4 Years

Jan Murphy
Adam Cruea

3 Years

James Brown
Frank Amrhein
Lindsey Dale

2 Years

David Reed
Mark Pint
Ryan Hinkle
Ryan Fitzgerald
Jacqueline Soltero
Thomas Owens

1 Year

Brooklyn Rivers
Phillip Myles
Randin Fogle
James Tucker
Logan Edens
Mary Hancock
James Coleman
Mohammad Umaid
Alexei Kossobokov
Cindy Kienzler
Jason Hurd

Welcome New Employees!

Christian Manilli
Bryan McCormick
Smita Maddur
Melanie Springs
William Tubman
Allen Dickens
Robert Cooke
Alexander Thrower
Michael O'Connell
Jude Onwumelu
Jeffrey McCormick
Calvin Trotman
Justin Mulligan

Jessica Huddle
Kendall Collinson

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