



Newsletter Issue No. 55

October 2020



COVID and the Holidays

The holiday season is nearly upon us. Halloween, Thanksgiving, Christmas, Hanukkah, New Year's Eve, and other gatherings each with different meanings and traditions. These traditions have often included travel, gatherings of friends and family, attendance at public events, and celebrations. This year has put many of those plans on hold as we consider social distancing and other safety requirements.

For TekSynap those traditions have also included our holiday party - always something grand as a "thank you" from the company for all the contributions made by you throughout the year. It was a place to celebrate the year with our spouses, children, co-workers, and many of our business partners. It is with significant regret that I have to inform you that the TekSynap Holiday Gala will be canceled for 2020. While we will not be able to celebrate together, our elves are busy conjuring up something special to express our gratitude!

While 2020 has been an extremely challenging year of global pandemic response, social unrest, and unprecedented political dissent. It has also been a year to take stock of the positives in all our lives and an opportunity to focus on what is important (and no I am not referring to toilet paper). We have all adjusted to changing work requirements – increased work at home, rotating shifts and onsite schedules, and new mask-wearing/handwashing routines. I am proud to say that when our contract at the VA was issued a Stop-Work Order due to COVID-19, we were able to sustain the team by finding productive alternative assignments and training for those employees.

As we look forward, one of the most important things we can do to affect our future is to vote! Regardless of whether you have a political affiliation or are an independent voter, your vote matters. Our political system is based upon hearing from the people. Each of us should consider the direction we want for our nation and make our voice heard. For those planning to

vote in person – COVID-19 precautions will undoubtedly cause some delays in certain areas. Don't let that deter you. Coordinate with your supervisor if your vote plan conflicts with your normal work schedule.

To paraphrase 100 bad days by AJR, "tough times makes good stories – and good stories makes you interesting at parties". We will all have our stories of the year 2020. I look forward to sharing those stories when we celebrate at our 2021 holiday event!

-Dave Gauldfeldt



TekSynap has earned a position on the prestigious *Washington Technology FAST 50 list*, which tracks growth over 5 consecutive years of operations. This is TekSynap's 5th time earning a place on this list. TekSynap first earned this honor in 2014, the company's first year of eligibility. Being a five time Fast 50 honoree attests to the viability of TekSynap's business plan, leadership, and commitment to process and employee development. TekSynap understands that our employees are the value we provide to our customers. We will continue to pursue new business that will keep us on the forefront of the latest technology trends. TekSynap is proud to be a place where employees can grow professionally through opportunities created by growth. To view the full list of rankings visit the website at [Washington Technology](#).



BENEFIT REMINDERS

The new benefit year started on October 1, 2020. If you have not received your Cigna Medical Insurance card you can create an account through [**cigna.com**](http://cigna.com) and download a digital insurance card.

For Dental, you will find a copy of the Cigna Dental ID card available for download in the [**ADP Forms Library**](#).

(Resources > Company Information > Forms Library)



Note, VSP does not have an insurance card. Your provider will confirm your coverage with your social security number.




Breast
CANCER
A W A R E N E S S



Caught in the Act

Shout out to **Cornell Williams** for providing amazing customer service to our DTRA customers

The DLA Customer would like to thank **Danyl White** for his quick efficiency when assisting them.

Pearl Prince would like to welcome **Alex Thrower**, and recognize him as a helpful new addition to the Accounting team. Pearl would also like to thank **Ruben Hormostay** and **Tiffany Bean** of HR for doing a great job with Open Enrollment this year.

Thank you **Meg Hall** for an informative and well done presentation on “Teams”.

The customers at DLA Headquarters would like to give a shout out to **Arun Kapoor** for consistently going above and beyond.

Our DLA customer would like to thank **William Updyke** for everything he does for them.

Our DLA ETN customer would like to recognize **Valerie Fronczak**, for her instrumental efforts in migrating applications.

Our DLA customer would like to express their gratitude to **Danyl White** for his support.

Thank you **Rolan Tuazon** for your efforts assisting the DLA customer.

Chris Damato would like to recognize **Josephine Fleming** for her efforts in successfully meeting timecard compliance for DLA ESD.

Shout-Outs from the Q3 New Employee Onboarding Survey:

Chris Schuster

Matt Roger

Ruben Hormostay
Wes Humm
Greg Passes
Shelia Andahazy
Jessica Huddle
Tiffany Bean
Chris Damato
Zach Gardner
Ray Caruso



Certification Corner

CEH
Samuel Curtis

PMP
Faith Johnson-Dutch

CMMI Associate
Leonard Newman

SCRUM
Jan Murphy

HDI-CSR
LaTieya Richard



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

Open Positions

NGA
JR. Helpdesk Specialist-Springfield, VA
JR. Helpdesk Specialist- St Louis, Missouri
PSOC Support Specialist- St, Louis Missouri

DLA DPASS

Senior Software Developer- Camp Hill, PA

DTRA

Senior Systems Engineer- Fort Belvoir, VA

Wireless:

Core Network Engineer - Telework

NRC

Sr SQL Database Engineer – Rockville, MD

Tier I-NOC Technician - Rockville, MD

Subject Matter Expert III – Rockville, MD

FDA

Deskside Tier II Technician – Silver Spring, MD

Web Developer / SharePoint - Arlington, VA

JSP-ETM

Cable Technician - Arlington, VA

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



Referral Program

TekSynap offers \$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.



Tips for Distance Learning

For Parents with Children:

Make a space

Set a routine

Encourage self-regulation

Get help when you need it

For College Students:

Stay on top of communications from the

professor

Ask questions

Explore new technology that the class uses

Use a calendar to record due dates

For more in depth detail, click [here](#) for children and [here](#) for college.



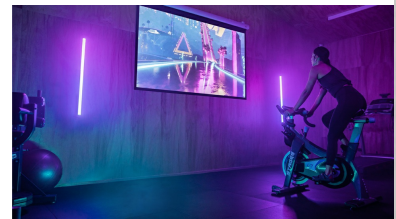
LesMills Online Fitness

TekSynap has invested in a corporate partnership with LesMills Online Fitness. Memberships are available to all TekSynap employees. The membership offers online fitness classes from beginner to advanced levels of cardio, strength training, yoga, dance, HITT, meditation, and more. There are more than 1,000 classes led by world-class instructors via an OnDemand app, laptop, or by cast to a TV. To learn more about LesMills On Demand [Click Here](#).



To enroll in this membership, go to the [employee portal](#) and follow these steps:

1. Download and complete the waiver
2. Email the completed waiver to hr@teksynap.com
3. Register for your LesMills account
4. You will be emailed your credentials once your Waiver has been completed



This is a one time approval process.

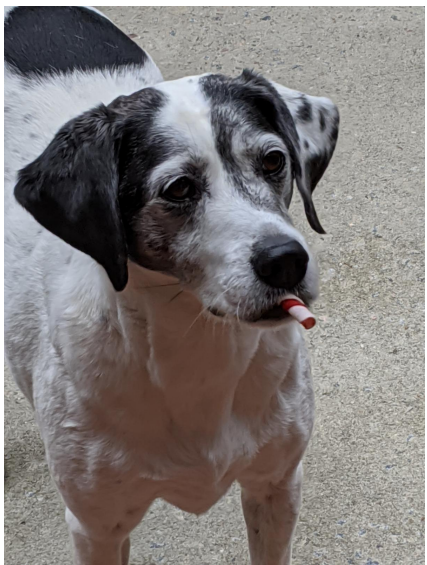
If you have any questions please email hr@teksynap.com



TekPets



Melanie Springs' dog, Cali is 120 pounds. Cali enjoys spending time with Bria, a cute kitty, that thinks she is a dog.



Meet our dog, Leela! She is a 9 year old German Rottweiler. Our vet always tells us how cute she is with her long, wiry hair and beard!!! She is a BIG momma's girl and is VERY protective of her. Her favorite things to do are eat, sleep, go on short walks, sleep with her stuffed animals, and be close to her mom.

- John Delossantos

Stone Baggiano's baby boy (age 11), Jax. He loves food and his mama. His nickname is Stalker because he likes to follow her everywhere in the house.

This is **Bianca Berrios's** puppy, Simon. He likes to take long walks, bask in the sun and cuddle up to his favorite people. At the ripe age of 13, he still has the energy of a puppy most days, but now finds more comfort relaxing at mom's feet while she works. His favorite past time is "greeting" everyone and anything that makes noise at the front door.



Raymond Caruso's cats Lucy and Lilly. They always keep Ray company during the work day.

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



Halloween: Have Fun While Staying Safe

Candy Hunt - Instead of going out to receive candy from neighbors, hide your candy in the house or in the yard for the kids to find

Carve pumpkins at your house, click [here](#) for ideas

Spooky Movie Marathon, click [here](#) for the best ones

Sweet tooth recipe, click [here](#)

Look for community events focused on safe ways to have fun. These may include programs offered by a park district, arboretum, zoo or other outdoor venues in your area. Stay away from crowds and clustering, and follow safe distance rules even when outdoors.

CDC and Holiday Information, click [here](#)

Send your photos of how you celebrated Halloween to news@teksynap.com to be featured in the November newsletter

Newsletter Viewing by Email

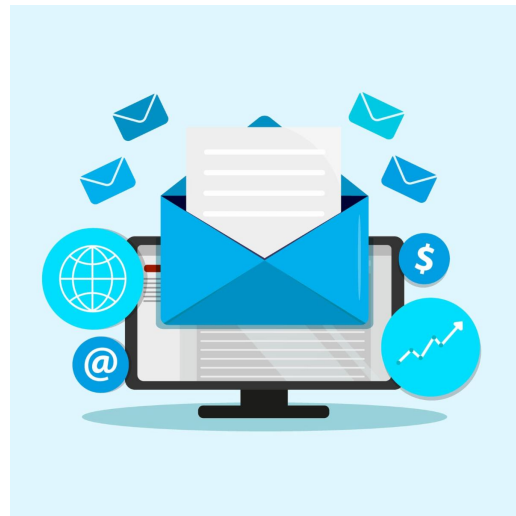
If you are having problems viewing the newsletter in your email [via Outlook](#), please try the following steps:

File > Options > Mail > Message Format and uncheck the option "Reduce message size by removing format information not necessary to display the message"

OR

Try clicking **File > Options > Mail > Reading Pane** and disable "turn on automatic full-screen reading in portrait orientation"

Once both or either of those have been done, try restarting Outlook by going to **File > Exit and then re-opening Outlook**.



FSA DEADLINE - NOV 30, 2020

Do not forget to submit your FSA claims through BenStrat. To file a claim online, please login to your account [here](#). If you would prefer to fill out the physical BenStrat claim form with instructions, click [here](#). Eligible expenses for health care, click [here](#). Eligible expenses for dependent care, click [here](#).



For 2019-2020 healthcare and dependent care FSAs, you will be able to incur and submit reimbursement claims [until November 30, 2020](#).

Any funds not used by the deadline will be forfeited.

Cybersecurity at Home

These days, most of us are working from home. Since your work environment has shifted, the risks have changed as well. You can help keep your enterprise safe by taking these additional steps:

- Monitor your surroundings when conducting work calls
- Take the same **precautions** at a remote working space that you would in an office
- Ensure your internet connections are **secure**
- **Keep** passwords strong and varied — and use a password manager if needed
- Rely on Multi-Factor Authentication
- Use encryption software
- Ensure firewalls, antivirus software and anti-malware are enabled
- **DO NOT** leave your computer unattended or unlocked when exiting a room

Questions? Email support@teksynap.com for assistance.



Performance Reviews

Annual Performance Reviews are sent out quarterly. We have started the Quarter 4 Performance Review period. All employees hired between the months of October - December that have been with the company for at least one year will need to complete a self review in ADP.

To complete this task:

Navigate to the TekSynap [employee portal](#)

Click on "ADP Employee & Managers" button

Navigate to **Myself > Talent > Performance Dashboard**

Please remember to keep your resume up to date. As your skills and experience grow, you may be eligible for new opportunities within TekSynap.



Anniversaries

8 Years

Kellie Dorgan
Antwan Glover

6 Years

Lonny Legrand

5 Years

Jennifer Neish-McMurdy

4 Years

Timothy Owens

3 Years

Wayne Wisneski
Edward Stroebel
Thomas Pollock

2 Years

Kathy Lincoln
Leonard Newman
Arland Smith
Carroll Ridenhour
David Brunner
Dominick Ditcharo
Dwayne Foreman
Errol Graham
Jeremy Johnson
Jhonny Quispe
Marc Loman
Matthew Strout
Michael Thurston
Mohamed Ali
Mohammad Khan
Neri Dominguez
Ricky Latney

Welcome New Employees!

Thomas Dyke
Christopher Witt
Landon Foster
Elisha Myers
Patricia Moyles
Rachelle Stefanik
Marcelo Alejandro
Victor Doan
Kevin Patillo
Jason Walton
Tanner McMurdy
John Brown
Randy AuBuchon
Marvin Huber
Christopher McKoy
Brandon Walker
Kristi Germain

Sandra Wright
Timothy Clarke
Ivan Amankrah
Samuel Tinsley
Willie Smith
Benjamin Lee
Jeffrey Golden
Ashley Frederick
Scott Teegarden
Christopher Ray
Kayla Sailer

One Year

Dat Huynh
Pablo Briones
Jason Choi
Jason Welch
Ryan Fondren
Parker Hoppens
Dominique Williams
Jeffrey McQuate
Arun Kapoor
Austin Burenheide
Brian Jenkins
Bryan Gaylord
Christian Dolan
Daquante Martin
Erin Biggers
Ernest Sanford
Guy Gibson
Ivy Whitehouse
James Butler
Michelle Kiolbassa
Nicholas Allen
Philip Trasatti
Roberta Dean
Sharon Rowe
Steven Niemeyer
Thomas Seay
Timothy Carpenter
William Schafer
Chelsea Capizzi-Walsh
Darryl Johnson
David Crumm
Farroll Speake
Kenneth Summers
Ranjit Dhillon
Kevin Persels

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