October 2026 Issue No. 128

Next Chapters, Welcomes, and Adding Value Together

This month TekSynap held a “Next Chapter” celebration to commemorate the retirement of a cherished colleague, Mark Sikorski, after his long and storied career that concluded with seven years as a member of the TekSynap family. During those seven years, Mark contributed to almost every proposal we developed and submitted, devising customer-focused technical solutions, writing all or some of our technical content, reviewing inputs provided by others, and orchestrating each of our technical volumes. His commitment, wisdom, creativity, and passion for excellence are central to so much that TekSynap’s capture, solutions, and proposal teams do.

I remember Mark’s inaugural days at TekSynap those seven years ago. He joined my ongoing proposal effort and asked me simply and so importantly, “how can I add value?” That’s Mark. He didn’t look to merely obtain and complete a set of assigned tasks; rather, he embraced the mission and objectives of the effort as a whole, bringing it to life and creating cohesive, effective, motivated teams from the collection of talented individuals assembled to get each proposal done.

Mark’s value-focused mindset grew to be the heart, soul, and hallmark of the TekSynap proposal team and his positive attitude has proved contagious to all the subject matter expert contributors who help bring our proposals to fruition. Fortunately, Mark is a tremendous mentor as well, so he left us with the tools to carry on and build on his legacy.

Even more fortunately, he has agreed to return now and again on an as-needed basis should we raise the bat signal.

One of my favorite newsletter features is the list of work anniversaries of the members of our TekSynap family. I especially enjoy the list of our newest members whose “Next Chapter” is here at TekSynap. While we each have our unique missions, successful proposals are the genesis of most of them and we often look to the greater team for the specific knowledge, expertise, and experience each of you can contribute. When the time comes, I look forward to embracing a proposal mission with you and adding value together.

Julie Ennis, Sr. Vice President

The Power of a “To-Do” List

As I was standing in an elevator this morning, I overheard someone say, *“I have so much to do today, I don’t even know where to begin*.” The elevator doors open and off they go to conquer the tasks that await. In a world of constant notifications, texts, emails, phone calls – most of us have a list of “tasks that await”. One powerful tool that can help is a To-Do List which can free up mental space, reduce stress, provide focus to help meet deadlines and reach goals. A good to-do list does more than remind us of what needs to get done. It gives our day structure, turns an overwhelming workload into manageable steps, and creates a clear place to start.

Capture Everything

Trying to remember every deadline, follow-up, appointment, and small task consumes valuable attention. Writing those commitments down helps move them out of your head and into a system you can manage. Instead of thinking, *“I have so much to do,”* you can focus on a much more useful question: *“What should I do next?”*

Prioritize and Make it Actionable

The most effective to-do lists aren't simply long inventories of tasks. They help distinguish between what is **urgent**, what is **important**, and what can wait. Look for a way to capture everything in one place. At the beginning of the day, determine the best approach:

- 80/20 Rule – Focus on 20% of the tasks that drive 80% of results
- 1-3-5 Rule – Plan 1 big, 3 medium, and 5 small tasks each day
- Eisenhower Matrix – Categorize by urgency and importance

Include Deadlines

Knowing what needs to be accomplished is not enough – make sure you include deadlines – completing a task late can be as bad as not completing it at all.

Make Completion Visible

Checking off a task is satisfying, and a list of completed tasks also makes progress visible. On especially busy days, reviewing what you’ve accomplished is a useful reminder that productivity is not about doing more, but about moving the right things forward.

Keep it Simple

Whether your list lives in a notebook, an app, or a sticky note, keep the process simple: Write it down. Prioritize it. Do the next important thing. Check it off.

Jane Henry, Controller

Update your TekWorkforce Profile

All cleared employees are required to complete DoD Mandatory CUI Training. Please upload the certificate of completion to TekWorkforce under the certificate name "DoD Mandatory Controlled Unclassified Information (CUI) Training." The trainings are valid for 2 years. The Security team is reaching out to those that are missing or overdue.

Caught in the Act

Michael Niski was thanked for always being dependable and supporting the team.

A customer sent kudos to **Adam Finsel** for his patience and professionalism.

Darrin Satterfield was commended for being an example of how to conduct yourself while getting the job done safely and efficiently.

A customer sent their appreciation to **Bobby Elmore** for being attentive, helpful, and a tremendous asset to the team.

Brandon Groenert, Mario Brito, Marc Johnson, Maxwell Price, John Kayastha, and **JP (Jean) Blouin** were celebrated for their willingness to step up and help.

Ed Fong and **JJ Saenz** were thanked for their hard work and efforts.

Bailey Gallant was commended for her hard work and dedication to delivering exceptional apps to NOAA.

A customer thanked **Dana Martin, Brandon Groenert, Ben Chen,** and **Ryan Fondren** for their technical expertise and support.

Rolf Ngana, Ralph Okafor, Julian Shelton, Antonio Mitchell, Chris Boyd, Felix Ajayi, Emmett Merwin, Don James, Shelby Ritch, Alex Kristobek, Curly Liebes, and **Jeff Brooks** were recognized for their professionalism and “get it done” attitude.

A customer sent their appreciation to **John Yates** for his outstanding technical support, problem solving skills, and customer dedication.

Kyle Schilling was commended for his prompt communication and thorough follow-through.

A customer sent kudos to **Adam Bilger, Caleb Rimato,** and **Terry Thomas** for their professionalism and coordination.

Tiffany Lents, Patti Moyles, and **Rich Pain** were celebrated for their hard work and dedication.

Brian Greene, Anthony Helms, and **John Young** were thanked for their hard work, technical expertise, thoughtful recommendations, and responsiveness.

Nicholas Schiavone was sent kudos for his hard work, diligence, and commitment to our customers.

Help us recognize and celebrate our employees' contributions in the monthly TekSynap Newsletter!
To submit kudos and award TekDollars, complete the TekDollars Award Form on the Employee Portal.
To submit kudos only, email ***Quality@TekSynap.com***

Harvest Better Habits: Quality at Home and Work

Fall brings cooler days, changing leaves, and a chance to prepare for the season ahead. Whether we're organizing a busy household or delivering on a customer commitment, quality principles help us get dependable results. This fall, consider a few habits that can make a difference wherever you apply them.

Start with what matters.
Quality begins with understanding the needs of the people relying on us. At work, confirm customer expectations before starting a task. At home, talk through family priorities before filling the calendar. A shared understanding helps prevent missed expectations and unnecessary rework.

Plan before the rush.
Fall schedules can fill quickly with school activities, holiday preparations, and year-end deadlines. At work, identify requirements, responsibilities, and due dates early. At home, create a seasonal maintenance checklist or plan ahead for gatherings. A little preparation makes busy days easier to manage.

Make good habits repeatable.
A favorite fall recipe turns out more reliably when we follow clear steps. The same principle applies to everyday tasks. At work, use current procedures and checklists to

support consistent results. At home, establish simple routines for chores, bills, and upkeep. Clear steps also make it easier for someone else to help.

Check before calling it complete.
Small checks can catch problems while they're still easy to fix. At work, review a deliverable for accuracy and completeness before submitting it. At home, check a shopping list against the pantry or inspect weather stripping before colder days arrive. Build the check into the task so it becomes a habit.

Learn from what didn't go as planned.
When a deadline slips or a household task keeps getting missed, look for the cause. Were instructions unclear? Was time too short? Did someone lack the right information or supplies? Addressing the cause, and checking whether the change worked, helps prevent the same problem from returning.

Make one small improvement.
Choose a recurring frustration and try a manageable change: simplify a procedure or checklist, clarify a handoff, or organize frequently used supplies. Ask the people involved whether the change helped, then adjust as needed.

As the leaves turn, take a moment to refresh your routines. One thoughtful improvement today can help you harvest better results throughout the season - at home and at work.

Happy Fall, Y'all!
Your Quality Team

TekPets

Meet Buzz and Maizy!

Buzz is our 10-year-old terrier mix who joined the family after a trip to PetSmart for a collar for our other dog. We left with Buzz instead! He's energetic, extremely food-motivated, and a quirky fella we absolutely love.

Maizy, our 2-year-old Mini Aussie, is the definition of a Velcro dog. Her energy has no limits, she's full of love, and she's never met anyone she doesn't like!

Together, they keep our house lively and embrace the Colorado life, hiking, camping, soccer games, chasing squirrels, barking, and any adventure or car ride they can convince us to bring them along for!

Robin Herman

Certification Corner

Cynthia Schmtajen
ISACA Certified Information Security Manager

Brandon Ward
CompTIA Cyber Security Analyst

Charles Williams Jr.
JNCIA - Junos

Cole Withers
PMI Project Management Professional

Joseph Nguyen
CompTIA Cloud+

Reino Romero
CompTIA Security+ CE

Sarah Keiper
Microsoft Certified Power Platform Fundamentals

Adam Thomas
BICSI Installer 2 Copper

Anthony Rodriguez
PMI Project Management Professional

Blythe Calamari
AttackIQ

Brandon Lowther
Lenel OnGuard 8.4 Certified Professional

Caleb Freeman
Cisco Certified Network Associate

Employee Learning Program

Employees 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 ***TekWorkforce profile***.

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

Open Positions

AFNCR
ISSE

DLA
Network Installation Technician (Richmond)
Network Installation Technician (Fort Belvoir)
Senior Corporate Enterprise Network Engineer

CSfC
Senior Systems Engineer (Fort Bragg, NC)
Network Engineer (Fort Bragg, NC)
Cyber Security Auditor (Honolulu, HI)

DTRA
ISSE
Cybersecurity Engineer (Weekends)
Defense Cyber Operations Officer
Cybersecurity Auditor (Vulnerability Management)
Cybersecurity Auditor (Networks)
Information Assurance Engineer
Cyber Security Operations Incident Responder/Day- Shift Lead Analyst

HQ
Accountant - Time Administrator (Reston, VA)

PICRD
CSD Technician (Temp) - (Colorado Springs, CO)

USITC
Microsoft Applications SME / Enterprise Productivity Solutions Specialist
Tier III Desktop Support Engineer

53rd Wing
Journeyman Computer User Support Specialist (Nellis AFB, NV)
Journeyman Network & Computer System Administrator (Nellis AFB, NV and Eglin AFB, FL)

Please email your referral resumes to ***careers@teksynap.com*** to receive up to $2,000.

Must Knows for WEX

Add Dependents

Your Health Savings Account (HSA) or Flexible Savings Account (FSA) may cover your dependents' costs if the dependents are **claimed on your tax return**.

- For medical FSAs, expenses for children through age 26 and spouses are permitted.
- For **Dependent Care FSAs**, dependent children through age 12 (or spouses or adult dependent children who are physically and mentally incapable of self-care).
- HSAs cover tax dependents and spouses.

How do you add dependents? Log into your WEX account, hover over **Accounts** and click on **Profile Summary**.

Add Beneficiaries (for HSA)

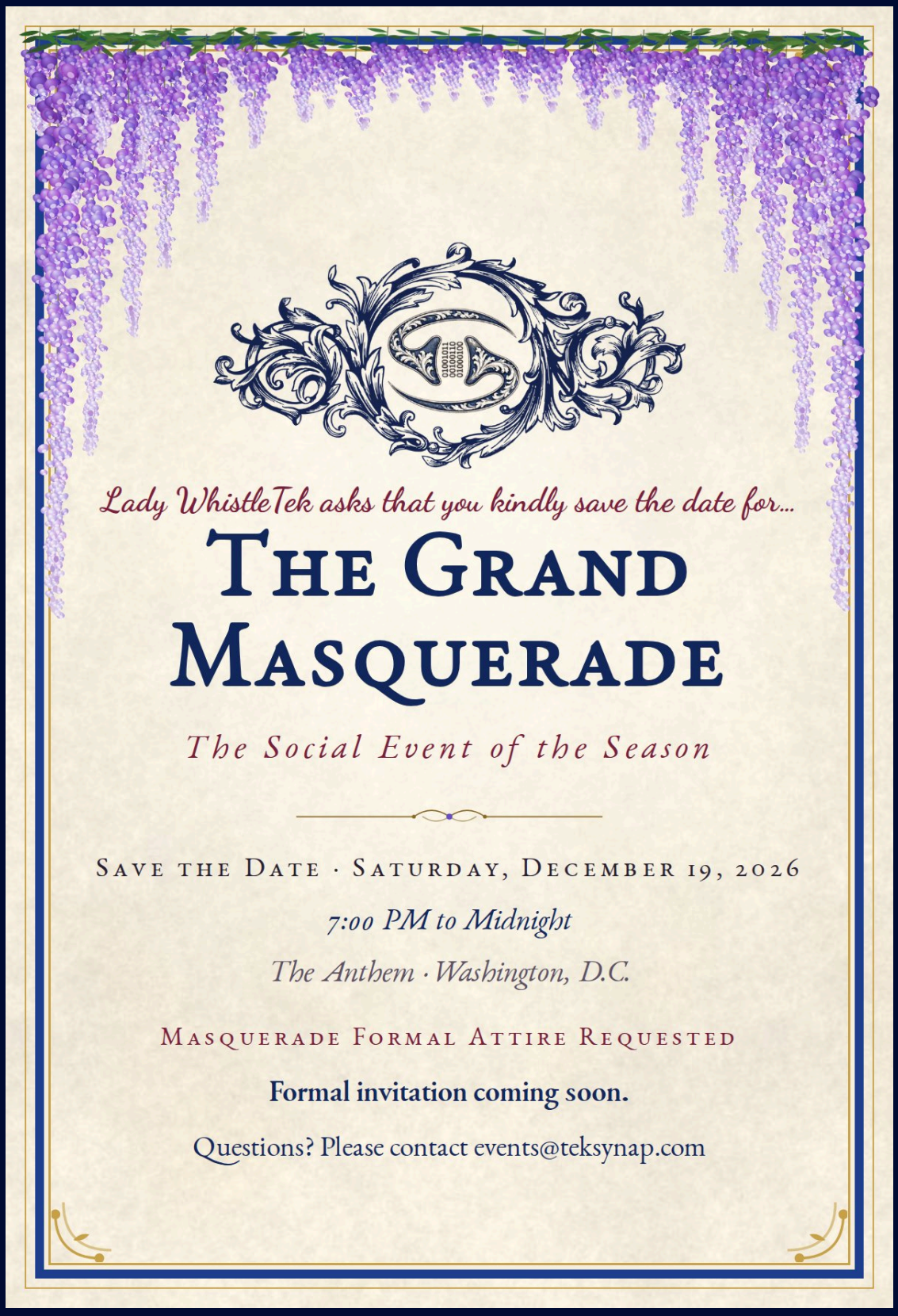
An HSA is your money. Your balance rolls over from year to year, and the account stays with you even if you change jobs. Because an HSA is a "savings" account, you'll want to designate a beneficiary (or beneficiaries), just as you would with a 401(k) or other retirement-planning accounts.

How do you add beneficiaries? Log into your WEX account, hover over **Accounts** and click on **Profile Summary**.

Add a Bank Account

When you pay out of pocket for HSA or FSA eligible expenses, you want to be reimbursed fast! By adding a bank account to your account, your HSA and/or FSA can reimburse you for out-of-pocket expenses through direct deposit, which is a faster way to be reimbursed.

How do you add a bank account? Log into your WEX account, hover over **Accounts** and click on **Banking/Cards**.



Happy 5 Year Anniversary

Gregg M, Richard L, Nicole M,
Edward F, Joshua K, Kevin R,
Connie D, Terrance S, Kirk J,
Shelby R, Julius B, and Monhi P

Your travel award is right around the corner! Be sure to check your TekSynap email at the end of the month.

Anniversaries

Fourteen Years
Kellie D
Antwan G

Twelve Years
Lonny L

Nine Years
Jennifer N
Edward S

Eight Years
Leonard N
Mohammad K
Neri D
Christopher R

Seven Years
Ryan F
Nicholas A
Daquante M
Bryan G

Six Years
Alexander L
Satyaveni V
Christopher M
Patricia M

Five Years
Gregg M
Richard L
Nicole M
Edward F
Joshua K
Kevin R
Connie D
Terrance S
Kirk J
Shelby R
Julius B
Monhi P

Four Years
Samuel K
Clyde K
La-Ticea M
Michael D
Matthew H

Welcome, New Employees!

Tyrell W
Chris R
Byron J
Ashley B
Dillon T
Ali A
Leslie K
Ethan Y
Johan B
Michelle A
Thomas H
Christopher C
Ahmad S
Christopher A
Justin T
Helena C
Ramir R

Bethany G
Anton S
Uthid N
Paige L
Kortney A
Immanuel A
Greta S
Douglas P

Three Years

Lisa B
Hannah W
Sadeddin A
Andrea A
Kyle F
Bernard F
Darrell N
Ernest B
Jorge R
Kevin F
Danielle B
Jeremy R
Steven W
Jason P
Ira L
Michael S
Devon F

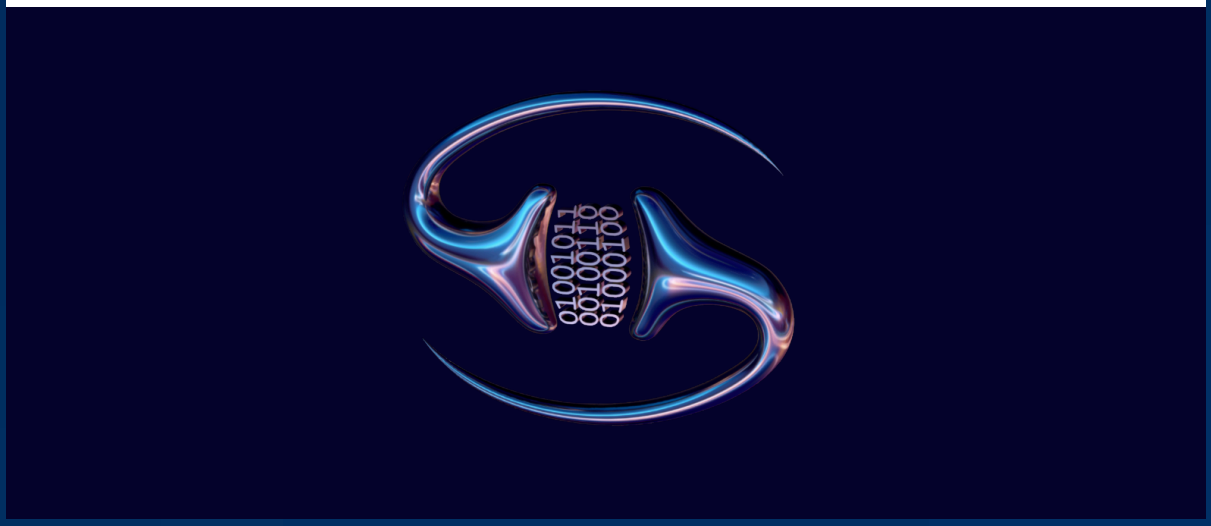
Two Years

Akbar J
Joshua J
Raymond K
Lakshman K
Richard H
Joshua C
Russell K
Brendan M
Victor Z
Logan B
Sarah K
William R
Devon V
Adam F
Kendoni B
Praveen S
Robert N
Joshua C
Kristen W
Ravindranath P
Andrew E

One Year

William M
Jerry M
Wendy A

Gabriel Y
Cody W
Craig C
Malik M
Clifton M
Michael B
James P
Adam B
Alexander K
Andrew B
Adla D
Taylor K



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