

The RED Ink

red-inc

Winter 2018

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A Message from the CEO

Happy New Year to all of you! As we enter 2019, let us reflect briefly on 2018.

Financially, we came close to achieving our overall budget, and we had strong performance in a number of areas. New faces have replaced a number of those leaving us due to retirements and insourcing. Best wishes to those joining our team and to those who are departing the pattern!

In our Human Systems Integration (HSI) group, we experienced a steady level of effort in our support for AIR 4.6 and the PMAs utilizing AIR 4.6 capabilities and labs. Our engineering support for PMA 202 Aircrew Oxygen Systems, Escape and Crashworthy Systems and FAILSAFE remains strong, along with our support for AIR 4.6 Information Assurance and the Human Computer Interface Lab (HCIL). We continue to support the development of Artificial Intelligence solutions for Triton Airspace Integration and provide Human Systems support for Fire Scout, H-60, H-1, CH-53, Triton and UCLASS. Lab support continues for Chem-Bio, Clothing and Design For Maintainers (DFM). Training support continues for College of Logistics and Industrial Operations (CLIO) and College of Program Management. In addition, we provide Manpower, Personnel and Training (MPT) for LRASM, JMM BRU, IUSS, AMRAAM and JAGM. We also support a variety of NAVAIR Foreign Military Sales (FMS) and Technology Transfer activities.

Team 2, our Augmented Reality/Virtual Reality (AR/VR) group, delivered a number of newly developed maintenance and display prototypes this year, with patents applied for where applicable. Utilizing our team members and lab facilities in our Wildewood, MD and Buffalo, NY facilities, we delivered our Smart Engine Alignment Tool (SEAT), our Smart Drive Shaft Alignment Tool (SDSAT) and our Mission Control Station (MCS) recorder. These, and other deliverables, utilize our recently achieved ISO and CMMI certification quality processes. In addition, we have developed a suite of AR and VR maintenance aids and maintainer training utilizing a gaming engine. The AR application allows virtual components of a system to be digitally overlaid with registration to their location on the physical system. This allows maintainers to visually observe step-by-step instructions and receive audio queues as they learn a new system. The virtual assemblies in AR and VR can be clicked and will create 3D exploded-diagrams that show part names, numbers, and animated procedural steps. Please check out our AR/VR lab in our Wildewood facilities!

In our Irregular Warfare (IW)/Intelligence and National Security (INS) group, we continue to support NAVAIR requirements for the development of the E-6B Block II Trainer, as well as classified Intelligence, Surveillance and Reconnaissance (ISR) activities in support of various Combatant Commands. In addition, we provide classified support to a number of customers within the Office of the Secretary of Defense (OSD).

In our Wildewood office, we completed the initial phases of our Deltek accounting/financial software system from GCS to CostPoint. In addition, we competed for and won two large MAC IDIQ contracts – Seaport NXTGEN and PMCSS! We also changed our 401(k) provider – see inside for details.

Looking forward to 2019, our main objectives are the successful re-compete of our AIR 4.6 Engineering Support Services contract - expected in March 2019, building our prime contracting portfolio, identifying new user requirements matching our skillsets, hiring the best and the brightest for new requirements and continuing to develop our exceptional people!

Best wishes to you all for a successful 2019!

Dave Aldrich



Curtis D. Stansfield
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Happy New Year to the RED-INC Team!

I sincerely hope that everyone has had a tremendous holiday season and you were able to spend the needed time with family and friends celebrating. Now is the time to look forward toward success and a prosperous 2019 year.

I would like to address a few topics, some new, some old, while I have your attention.

Training – It is imperative to continue to stay abreast of and on top of continued education and training. With that said, if a request is made to complete various forms of training, usually, it is a mandated request and not a frivolous waste of your time. Please ensure you complete all training requests in a timely manner. RED-INC also provides free training resources via RED-INC’s Employee Resource Portal that may be worth your time to investigate. If you have any questions, feel free to contact our Human Resource (HR) professional for answers.

Security – The security of our nation rests in the hands of all adjudicated and vetted individuals. RED INC’s corporate security and individual security clearances are required and mandated by the language of our contract. Our security policies are required and clearances are regulated and conveyed through the Department of Navy (DON) and the Office of Personnel Management (OPM). It can’t be stressed enough, that it is everyone’s individual responsibility and duty to take security matters and the required annual training seriously. If you have security related questions feel free to contact our FSO to discuss and get answers.

And finally, Fiscal Responsibility – Funding on our individual Technical Direction Letters (TDL's) and contract tasks are everyone's individual responsibility to stay on top of. Employees should work the funding stream from the sponsor up and to your Team Leads and HSI Leadership. The staff at the Wildewood Corporate Office will work the funding from the COR and Contracts down through the BFM's. The earlier you talk to your sponsor(s) about your funding, the less chance we will have working at risk or as a last resort potential time off without pay.

As we continue to overcome a few funding obstacles; transitions continue in and outside of the government. New internal and external policies continue to be implemented as required and they continuously evolve. We have hired several new employees and some employees have transitioned into the government. Funding for the most part is better and that pendulum seems to be swinging in a better direction for RED-INC and its employees.

As many of you are keenly aware, our current M802 contract has been extended yet again until mid-March. I have been asked a lot of questions concerning this topic from our employees. Understandably, many of you feel a little uneasy as the contract end date comes closer and is then extended. However stressful and unsettling as it may seem, be reassured your leadership is actively engaged with our Customers and Contracts, making progress and confidently looking forward to a successful re-compete. I can confidently tell you, 2019 is looking to be better for all of the RED-INC employees and teams.

In closing, I am very thankful and grateful that we have such a professional and determined group of RED-INC personnel within the Human Systems Integration (HSI) Division and the Wildewood Corporate Staff. Keep up the great work that you labor over every day and try not to lose sight of the human in the loop when you design, test and field items. It is our operators and warriors in the field, aboard ships and aboard aircraft that we ultimately support. These front line warriors ultimately touch, use and integrate what we engineer and logistically support. They count on us to make the right decisions in a timely manner on their behalf. They are the ones that are directly benefiting from your hard work and dedication.





Team 2



This past year was a successful one for Team 2. We delivered the Smart Engine Alignment Tool (SEAT) and the Smart Drive Shaft Alignment Tool (SDSAT), which showcased our capabilities in user centered design, software development and hardware production. In total, we had 9 product deliveries in 2018, along with building out a prototype and fabrication lab in Buffalo, and outfitting Augmented Reality (AR)/Virtual Reality (VR) labs in both Buffalo and here in the Wildewood office. With NAVAIR's growing interest in how AR/VR technology can help with maintenance and training efforts, these capabilities will open the door for new, cutting-edge technology projects. We also achieved CMMI Level 2 and ISO 9001 certifications, which recognize our constant efforts to establish, execute, and improve our product development processes.

In 2019, Team 2 will continue to build its capabilities in the AR/VR workspace and hold demos for several PMAs to provide insight into how virtual worlds can assist with familiarization of tools, training of procedures, or mission planning. Sense and Avoid (SAA) will also be a major component of our work this year, with our human factors focus on developing a display that alerts the pilot to potential conflicts and presents collision avoidance maneuvers for guidance.

The success of these projects would not be possible without the members of Team 2 and all of the RED-INC staff, whose contract and purchasing support is instrumental to the success of our projects. Thank you and we look forward to this upcoming year and the continued collaboration.

Finally, we bid farewell to a few of our team members in the Fall – Phil Cormier, Rita Groetz, Michael Malican, and Nicole Battaglia. They were valued team members and we wish them well in their future endeavors.

Respectfully,

Team 2

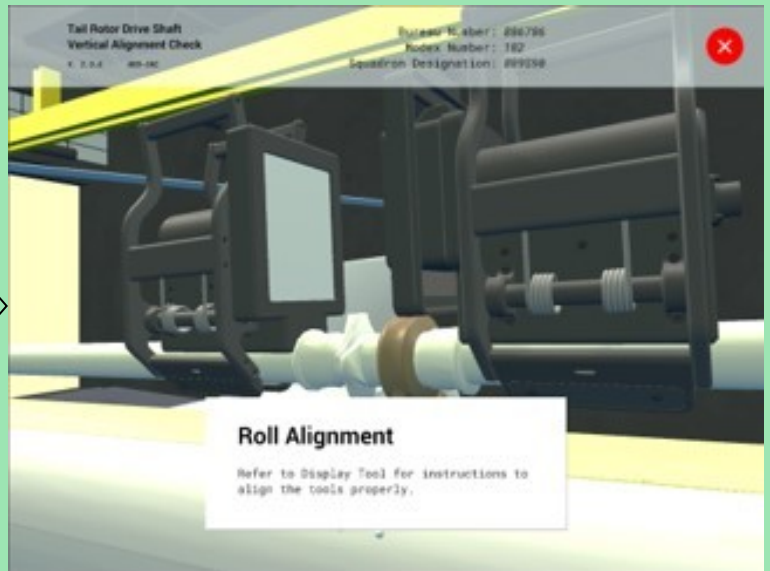




SEAT image– Smart Engine Alignment Tool (SEAT)



SDSAT image– User Interface developed for the Smart Drive Shaft Alignment Tool



MCS Recorder image– Mission Control Station Recorder developed and delivered in support of MQ-8 flight test.



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Human Resources



New Hires

Jacoby Berry began work on 12/10/18 as an IA Systems Administrator supporting the HCIL lab at 2187. Jacoby has over 9 years of related experience as well as many certifications including CompTia Security +.

Donna Heflin began work on 11/5/18 as the Facilities/Security Coordinator supporting 4.6 at 2187.

Farewells

Michael Fitzgerald transferred to the Government in December.

Temporary assignment with LongWave employees ended in December which included William Bohanan, Matt Cleere, Elliott Eudaley, Adam Clark, Sam Smith and Afton Martin

Michelle Boothe took another job opportunity.

HR News

New 401K Provider

A notice went out to Participants of the RED-INC Retirement Plan in November and in December regarding the switch in providers from CUNA Mutual to American Funds. This blackout period began on 27 December 2018 and is expected to end at the end of January.

American Funds, part of Capital Group, has been in business since 1931 with over 360,000 retirement plans. The Plan Premier Bundled Program offered by American Funds will save both the participants and the employer money going forward as well as provide more education and have more flexibility with their web services. We will be keeping our Wells Fargo Financial Advisor, Chris Liberty. In addition, we are keeping all of the same investment funds that we currently have with CUNA. There will be no change to the company match/profit sharing part of the plan.

Information on how to access accounts will be sent to participants' home addresses in the next week or so by American Funds.

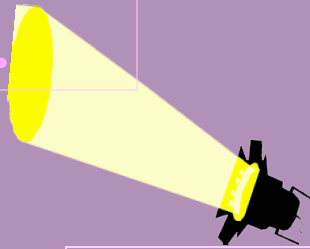
2019 Maximum Elective Contribution Limits

The IRS announced its updated annual contribution limits for qualified retirement plans. The limitation on annual salary deferrals will increase from \$18,500 to \$19,000 in 2019. However, the catch up contribution limit for those over age 50 remains at \$6,000.

Profit Sharing Contribution for 2018

RED-INC contributed money toward the annual profit sharing allocation to eligible employee 401k accounts for 2018. Contributions will be reflected in accounts during the 1st quarter of 2019.

Spotlight On...



Donna Heflin



I joined Red INC as the Facilities/Security Coordinator on November 5th to provide support to the 4.6 Human Systems Department, Naval Air Systems Command (NAVAIR) in Patuxent River, Maryland. I have been a government contractor for 25 years and have many years of experience from the various, diverse roles I have held. Many of those years were in support of Department of Homeland Security where I held positions as Personnel Security Specialist, Database Specialist, Property Custodian/Asset & Facilities Management and served as a Data Engineer on the Deployment Refresh Team. I am thankful for this opportunity and am looking forward to bringing my knowledge to the team and gaining

Jacoby Berry

Born and raised in St Mary's county, I graduated from Leonardtown High school. I enjoy drag racing and car shows. I also enjoy traveling with my family and friends. I am a HUGE Washington Redskins fan.





Security Matters

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Clearance Quiz: How Well Do You Know Your Responsibilities?

A security clearance is a wonderful thing to have, opening up outstanding career opportunities and challenging work. But a clearance also brings with it significant responsibilities and one of those is... well, to understand your responsibilities! That means the ball is in your court when it comes to the changes, conflicts, and incidents that could potentially jeopardize your clearance.

To see how well you understand the ins and outs of retaining that security clearance, try our quiz!

1. You begin sharing an apartment with your partner. The two of you have been dating a long time; this move is simply to save on rent, really. Do you have to report this to your employer's office?

ANSWER: YES! This cohabitation counts as a Change on Personal Status, even though the relationship is not new. Note that if your partner is foreign-born, special requirements may apply.

2. You've read that the government is shifting toward a system of "continuous evaluation," meaning security concerns will automatically be noted on your record nearly in real time. Does this mean you no longer need to self-report such incidents as arrests and contacts with foreigners?

ANSWER: No! While it's true that reinvestigation is evolving toward a continuous evolution model, that change is a slow and gradual one. For now, it's as important as ever that you self-report marriages, large debts, and any other events that could affect your clearance.

3. A coworker got a speeding ticket, and a serious one at that – he was doing 95, so they also tagged him with "Operating to Endanger". He knows he should report it, but he's hesitant because this will surely bring a reinvestigation. Is your friend correct?

ANSWER: No. Your friend's bad driving is a serious issue, but not every report launches a review or investigation. Many incidents are simply noted for the security file. NOT reporting such an incident is far more likely to cause ramifications for your colleague.

4. Here's a little multiple choice: What is the single most common reason for a denial or revocation of a security clearance?
 - A. Shoplifting
 - B. A felony conviction
 - C. Financial issues
 - D. Divorce

ANSWER: C, Financial Issues, and it's not even close. This surprises many, but high debt renders you vulnerable to approaches for foreign nationals, and it causes many people to behave irrationally. Note that the government realizes there are different types of debt; a flood of hospital bills, for example, isn't treated the same way as a gambling habit. (For the record, the second leading cause in Personal Conduct, followed by Foreign Influence.)

5. You're working under an Interim Clearance while you wait for your final clearance to be approved, and now you've got a great job opportunity with a different branch of government. Will your Interim Clearance transfer?

ANSWER: Yes, but there are exceptions and limitations. For example, if you have an Interim Secret Clearance, you won't be able to access NATO or COMSEC information. So depending on your industry and area of expertise, you'll want to discuss this with any prospective employer.

6. About how much more expensive is a Top Secret security clearance investigation compared to a Secret investigation?
A. Twice as expensive
B. Five times as expensive
C. Thirteen times as expensive

ANSWER: C, Thirteen times as expensive. Surprised? The massive differential is due to the nature of the investigations; a Secret investigation can be conducted mostly via automated checks, while a Top Secret clearance investigation requires many person-hours and coordination. (For the record, the average costs to the government are up to \$5,596)

7. Some reporter heard your working a project that has been mildly controversial. She sent you an email asking for an interview, and you completely ignored her. Must you report this contact?

ANSWER: Yes, you must report even an email that you did not answer. The regulation says any media inquiries about your job or organization must be reported.

Given these factors, the conclusion is clear: The more equipped a workforce is with knowledge, the less money and time will be lost with security breaches. Incident reporting is not something that most people like to do, or feel comfortable doing. It's always best to air on the side of caution than to have a bigger issue later during your Periodic Reinvestigation (PR) when it comes due. Recently, the timeline of reinvestigations has been changed. If you have a Secret clearance PR's are being done every 10 years. If you have a Top Secret clearance PR's are being done every 6 years, unless you are working in a SAP environment that requires a SCI.

At a glance the following list of major reporting requirements for all individuals that hold a security clearance. Cleared employees are required to report information pertaining to the following events directly to the FSO:

1. Change in name
2. Change in citizenship
3. Foreign interest
4. Marriage

Other Reporting Requirements

In addition to the above, employees are required to report any act of sabotage or possible sabotage, terrorism, espionage or attempted espionage, and any subversive or suspicious activity. You are also encouraged to report attempts to solicit classified information, unauthorized persons on company property, and disclosure of classified information to an unauthorized person, along with any other condition that would qualify as a security violation or which common sense would dictate worth reporting.

- Sabotage – The willful and malicious disruption of normal processes and functions of an organization
- Terrorist activity -- Any violent or threatening act designed to intimidate, coerce or induce fear, especially for political or religious purposes
- Espionage – The act or practice of spying or of using spies to obtain secret information, as about another government or a business competitor
- Subversive activity – Any act designed to overthrow, cause the downfall, ruin or destruction of, or undermine or corrupt principles.

Wishing everyone a Happy New Year! I am confident that together we can continue to have a well balanced Security Program in RED-INC. I may be in contact with you over the next coming months as I am conducting a Self Assessment of our security posture and program. If you have any inputs or feedback to share, please feel free to send them to me at celeste.church@red-inc.us. Your inputs are what keeps us strong.

Financial/Travel

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Happy New Year to everyone.

Year end timesheets are finalized and leave balances updated. Thank you everyone for your support.

New User Interface - Have you adjusted to the new user interface in Deltek? The classic version will be obsolete in the coming months.

Mobile Time – Update to the fall newsletter. Deltek listened. Deltek announced that they are going to release new native mobile application for iOS and Android devices that will make it easier to enter and manage your timesheet on your cell phone.

Just a few reminders for timesheets/timekeeping:

Positive you saved your timesheet and/or signed it only to receive a notice that it needs to be completed? Two key item in the new T&E system.

1. When saving your timesheet after making a change – check the upper left hand corner to ensure that there is not a green check mark. If there is a green check mark the system did not save you change. Look at the bottom of your screen for any warnings (you have to say ok) or errors (you have to fix).
2. When signing your timesheet– save any changes first prior to selecting the signed timesheet button. One of the many things Deltek did not pull over into T&E 10 was in T&E9 was the ability to save and sign at the same time.

Remember the below key items.

- Enter hours daily *after* working those hours. PTO or other types of leave, and Holiday can be entered ahead of the date, but not any other type of hours.
- Add a note in T&E if you work a non scheduled work day such as CWS or the weekend or a Holiday. You can enter the note using the note icon where you enter the hours.
- If you do not work a day and do not need to enter any hours due to reaching the expected amount of hours for that period, please enter a ZERO on that day. This will help in two ways.

No false failed floor check

Ensure that we have captured all hours. For example you could have worked that day as an additional day, yet forgotten to enter those hours, or were unsure how they should be entered, yet at corporate we may assume that you did not work that day. If you put a zero, you are acknowledging that you have made the appropriate en-

Expense reimbursement processing:

- Turn in the travel voucher to corporate within 5 days of the return from travel. An AP voucher should be turned in as soon as appropriate.
- Include all receipts.
- Include direct charge data if applicable
- Enter any notes for unusual items. An example may be, as in a recent case, one traveler had mileage to the airport but no parking while another had parking but no mileage. In this case, the two travelers drove to the airport together, but when it came time to pay the parking, traveler number one was unable to use a particular credit card, so traveler number two paid for the parking. Simple explanation, but without notes, an auditor would question either voucher. Traveler number one - what was the reason for no parking fees? Traveler number two - what were you parking?
- The full per diem rate is a combination of lodging and meals and incidentals. This amount is then split when completing a voucher. Lexington Park for example is a total of \$149, \$94 is lodging and \$55 is the meals and incidentals. A traveler may be disappointed to not receive the daily per diem amount of \$521.50 he or she expected for four days of travel, when in reality it should have been \$192.50

As always, stay safe when travelling!

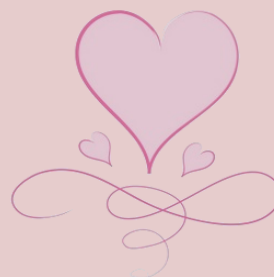
Salted Almond Truffle Tart

Makes: 16 servings Hands On: 30 minutes Total Time: 5 hrs



Ingredients

Butter
1/2 cup roasted almonds with sea salt, coarsely chopped
1/3 cup packed brown sugar
1/3 cup rolled oats
3/4 cup all-purpose flour
1/2 cup chilled butter, cubed
1 egg yolk
12 ounces bittersweet chocolate, chopped
2 Tbl. butter, cut up
1 Tbl. packed brown sugar
1 1/4 cups whipping cream
1/2 tsp. vanilla
1/4 tsp. sea salt
Flaky sea salt (optional)



1. Lightly butter a 9-inch round tart pan with removable bottom and place in freezer. Combine almonds, 1/3 cup brown sugar and oats in a food processor. Process until nuts are finely ground. Add flour and pulse until combined. Add 1/2 cup butter and pulse until texture of coarse meal. Add egg yolk and pulse for 30 seconds or until mixture begins to come together. Transfer to a bowl and knead until dough just comes together. Press evenly into bottom and sides of prepared pan. Prick bottom with a fork. Line crust with foil. Freeze for at least 45 minutes or overnight.
2. Preheat oven to 400 degrees. Fill crust with dried beans or pie weights, pushing to the edges to help hold up edges while baking. Bake 12 minutes; remove foil and beans. Bake 6 to 8 minutes more or until deep golden brown. Cool completely.
3. For filling: Combine chocolate, 2 tablespoons butter and 1 tablespoon brown sugar in a medium heatproof bowl. In a small saucepan, bring cream just to boiling. Pour through a fine-mesh sieve over chocolate mixture; let sit for 5 minutes. Add vanilla and 1/4 teaspoon sea salt; stir until smooth. Pour into crust and spread to edges. Refrigerate 4 to 24 hours, covering after 3 hours. Remove from refrigerator 30 minutes before serving. Sprinkle with a little flaky sea salt, if desired.



The Company Dinner and RED-INC's 20th anniversary dinner was held on Thursday, January 10th at the Pier in Solomons. We had a great turnout with over 70 attendees. We were happy to have Karen Garner, former RED-INC President, speak to the group about RED-INC over the past 20 years as well as encouraging words from Dave Aldrich, CEO, on the 2019 outlook.

Lots of great prizes and gifts were given away that night. Top prize winners included Donna Heflin who won Samsung Curved Sound Bar, Sean Ducker who won an Apple TV 4K – 32 GB, and Angelica Trevino who won Bose Soundlink Wireless headphones.

Service awards were also presented to Sean Ducker and Haley Foresta for meeting 5 years of service with RED-INC in 2018. Congratulations to all.



Sean Ducker

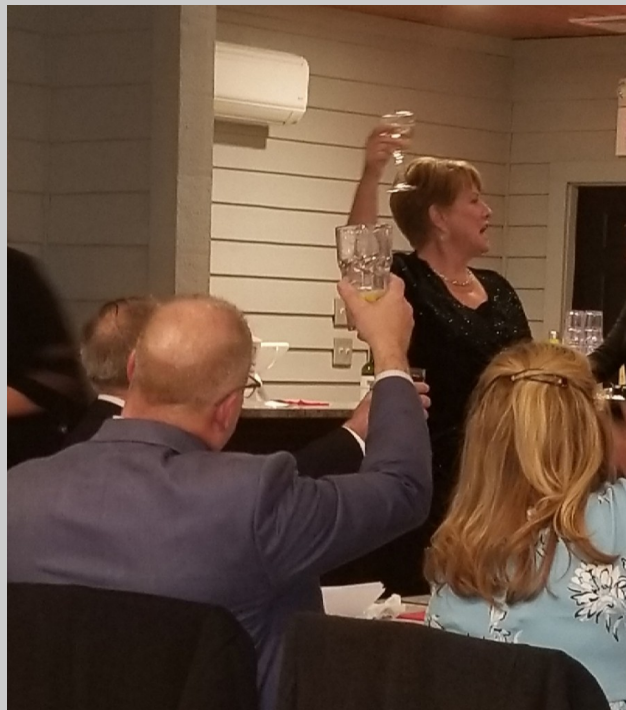
Haley Foresta



★ Celebrating 20 Years ★







Here's to
20
more!!!



RED-INC

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Regional Events

Calvert County Wine Tasting at Rod 'N' Reel January 29th

Wine Tastings are back at the Rod 'N' Reel!

On January 29th, we'll be featuring the following wines expertly paired with tasty items prepared by Executive Chef Bill Gideon:

J Lohr Arroyo Vista Chardonnay
J Lohr Tower Road Petite Sirah
The Crossing Sauvignon Blanc
Elouan Pinot Noir

*Must be 21 years ago of older with valid photo id.

Call for details: 410-257-2735

MSP Polar Bear Plunge January 24th-26th

Are you BRAVE enough to take a dip into the 30 degree bay? Join over 10,000 courageous plungers at Sandy Point State Park seeking thrills and chills all to benefit the 7,782 athletes of Special Olympics Maryland. Join us for live music and drinks as prepare for the chilly dip! This heated tent in the perfect place to warm-up, celebrate, and enjoy Maryland's largest winter festival! A pledge of \$75 or more for the privilege of plunging into the Chesapeake Bay! Visit www.somd.org for more information.

Southern Maryland Fish and Boat Safety Exposition

The Southern Maryland Recreational Fishing Organization, Inc. (www.smrfo.com) is sponsoring the Southern Maryland Fishing

Fair and Boat Safety Exposition on March 23rd and 24th, 2019 at the St. Mary's County Fairgrounds from 8:00-3:00 each day. There will be over 100 tables of vendors selling rods, reels, lures, tackle, paintings, boats, and much more. Speakers will address freshwater and saltwater fishing, and fishing camps for kids in Southern Maryland. Activities will include door prizes and raffles. There will also be boat safety and life safety training by national and local organizations. Admission will be \$4 per person and free for children 12 years and younger.



Congratulations to Amy and Mike. Baby DiSarno made his grand entrance on Friday, January 18th at 8:46am. He was 9lb 9oz, 22 inches.

2019 Holiday Schedule	
Date	Holiday
Tuesday, January 1, 2019	New Year's Day
Monday, January 21, 2019	Birthday of Martin Luther King, Jr.
Monday, February 18, 2019	Washington's Birthday
Monday, May 27, 2019	Memorial Day
Thursday, July 4, 2019	Independence Day
Monday, September 2, 2019	Labor Day
Monday, October 14, 2019	Columbus Day
Thursday, November 28, 2019	Thanksgiving Day
Wednesday, December 25, 2019	Christmas Day