

Fall 2020



RESEARCH AND ENGINEERING DEVELOPMENT, LLC



A Message from the CEO

September 2020

Happy Fall to you all! We did not experience a traditional summer, but I hope everyone had time to take a breath, rest and recover from the initial shock of COVID, lockdowns, school closings and telework. This appears to be the new normal for the foreseeable future. Thanks to you all for adapting quickly to teleworking. By all indications, the Department of Defense, the Navy and most of the Government seem pleased with the results so far. This success has resulted in plans for NAVAIR to remain at high levels of teleworking for the next few months, along with a long-term commitment to flexible work schedules and work locations. We will keep you informed of planning activities as the information becomes available to us. Many of you will be asked to make sure all personal items are removed from NAVAIR facilities as planning continues regarding effective use of Government facilities during and after COVID. Please do not access NAVAIR facilities without coordinating in advance with your supervisor, team lead and Sponsor. Access restrictions under COVID remain in place and must be observed.

Since our last newsletter, we have transitioned to our new Human Factors contract supporting NAVAIR Human Systems Engineering Department. We are well underway on this new three-year contract, experiencing no significant issues.

In addition, we have received a prime contract award on GSA OASIS Small Business Pool 3. This is a multiple award contract and, hopefully, will result in new opportunities for us.

As always, please read the rest of the newsletter for information regarding activities undertaken by our folks, security updates from our security consultants ISI, HR updates, new RED-INCers, as well as other items of interest.

Lastly, thank you for your outstanding efforts as we moved to teleworking. Please remember that the Government has committed to us, and is counting on us, to continue to provide the excellent support services we have been providing for over 20 years. As long as we continue to function at high levels, their trust in us will continue. Please keep this in mind every day as you go about your tasking. Let me know if you are encountering any difficulties under this new normal and we will do what we can to make it work.

Be well, stay safe and keep up the good work!

All the best,

Dave Aldrich

Inside this Issue:

<i>Curt's Prospective</i>	<i>2-3</i>
<i>Human Resources</i>	<i>4-9</i>
<i>Security Matters</i>	<i>10-13</i>
<i>Financial/Travel</i>	<i>14-15</i>
<i>Red-Inc Happenings</i>	<i>16</i>



Curtis D. Stansfield
curt.stansfield@red-inc.us

Holy moly, 2020! Can we hit the reset button and start over? Or, are you ready for the year from hell to be over with yet?

The COVID-19 virus worldwide pandemic, many States Governors shutting down business commerce and restaurants, unemployment rates skyrocketing, Presidential, Congressional and Senate debates and elections in full swing, all schools shutting down and having to learn from home, protests and riots going on around the Country, Police Departments under fire, US Postal Service in financial chaos, Hurricanes and wildfires. What else can happen? Goodness, this has been a year to remember... Just think of the stories you or your children will be able to tell years from now about the "Plight of 2020"...

Not to dwell on the somewhat negative aspects of 2020, let's turn our attention to some positive aspects of 2020. RED-INC was awarded and has executed our new 0042 Contract and Tasking, this was a huge undertaking and it went fairly smoothly, all things considered. Everyone is sufficiently funded through the fiscal year... We have hired several new employees and at the same time, said farewell to a couple of other employees that have transitioned to the Government or have taken other opportunities across the Country. We have been super successful in maintaining a maximum flexible telework environment, and from all accounts according to our sponsors, we are all doing fantastic work and being super productive. Our RED-INC Leadership Team is super thankful and proud of each of our employees for having the ability to maintain a maximum flexible telework environment all the while getting loads of work done. All of our employees have been very patient while we worked through how we continue to maintain our tasking and teleworking from home.

Keep up the great work!



(Continued)

If I had a crystal ball, I would bet, that I would see, that we continue with maximum telework status probably until the beginning or early 2021. If the COVID-19 virus makes a resurgence in the late fall, it may be even further into 2021 before we can return to a “normal working environment”. Let’s hope that doesn’t happen! In the vein of positivity, let’s stay focused, work hard and be the example of what a class act contract company resembles, in this time of adversity. All of you are true professionals that have an impact and make a difference in RED-INC being successful!

At the end of each newsletter article, I always write something about our Aviators and Maintainers out in the operational fleet and how our perspective matters. Well, this article will be no different... During this time especially during the times of COVID-19, our Aviators, Sailors and Marine Corps maintainers count on every single one of us to complete our work in a very comprehensive and complete way. Their very life could depend on it...let that sink in for a minute...the life of an aviator or maintainer could be impacted if we fail at our mission. It matters to them and has a direct effect on them on how good of a job we do day to day (our mission). It may not seem to you on the surface, that whatever you are working on has any direct effect on the collective fleet end users. But I can assure you, that everything we do and everything we don’t do, has a very reaching and impactful effect on those that are serving our great nation in harms way. This is what drives me personally and many others to get up every day and do our best, to do what is right, and just, and beneficial to our fleet end users, they are what really matters in the end. Stay focused and keep up the Great Work RED-INC’ers!





Human Resources

COVID UPDATE and REMINDERS

As a result of improved COVID-19 health metrics across the state of Maryland, Governor Hogan announced on September 1 that Maryland will begin to move into Stage Three of the ‘Maryland Strong: Roadmap to Recovery’ with additional safe and gradual reopening’s. Stage Three will be implemented in multiple phases with a flexible, community-based approach that empowers individual jurisdictions to make decisions regarding the timing of reopening’s. Travel restrictions are still in place. Marylanders that travel out of the state to areas with higher than 10% positivity are asked to self-quarantine and be tested upon returning to Maryland. We still have a requirement from NAVAIR to provide information on any of our RED-INC personnel and subcontractors who:

1. Have symptoms of COVID-19,
2. Were exposed to COVID-19,
3. Are in self-quarantine due to COVID-19, or
4. Have tested positive for COVID-19.

In order to protect personal health information, please email Angie Johnson angie.johnson@red-inc.us if you have symptoms, were exposed, are in quarantine or tested positive regarding COVID-19 as discussed above. Angie will pass along information regarding status, but not the identity, of all who respond. If you are not impacted by any of the above, you do not need to respond until such time as you are impacted.

We will protect your identity and personal information. We rely, in good faith, on your honesty in providing us with this information to help ensure a safe workplace for all.

In addition, some Sponsors have specifically requested that some of our team quarantine at home for 14 days due to personal travel away from home. Please let your Team Leads know if you have been requested to do so. Also, please coordinate PTO requests with your Team Leads as personal travel may result in requested quarantine, resulting in potential impacts to scheduled testing or other onsite scheduled activities.

We recommend all employees continue to follow the local, state and CDC guidelines and continue to exercise caution. Our Wildewood office remains open. However, any employees or visitors entering or exiting the RED-INC Wildewood office are required to wear face coverings in common areas. Please coordinate any Wildewood visitor arrangements with Sue Smith at sue.smith@red-inc.us.





September 2020 Newsletter

Get Smart! E-Learning at your fingertips

Got 10 or 15 minutes? Explore 8,000+ new courses and trainings to improve your personal and professional life and boost your skills by learning something new!

Select from a variety of video-based e-learning and interactive courses, ranging from micro-learning bursts of under 10 minutes to full courses of 30 minutes or more. Longer sessions have workbooks and facilitator guides. Take the quiz and earn a certificate for your efforts! For an added boost and a deeper dive, work with our Certified Coaches to improve personal finances, communication, fitness, home buying, nutrition, stress management, and more.

Why not check out this enhanced benefit today? [Here is how to access the EAP Training Center:](#)

1. Go to www.theEAP.com and click the **Employee & Family login** button.
2. Login or complete a one-time registration.
3. Click the **“Training Center”** icon and then on the **“New & Improved Trainings”** icon.
4. Use the Search Content bar at the top of the screen – search by topic or course name.
5. Download a course certificate when completing and scoring at least 80% on the quiz.

Here are a few popular and highly rated sessions to get you started:

-  **7 Ways to Improve Your Memory - 7 minutes**
 Explore: *Memory*
 Get tips to sharpen your memory in 7 minutes!
-  **The Benefits of Learning with Podcasts - 8 minutes**
 Explore: *Mobile*
 Explore the world of podcasts and how they can give your learning a boost.
-  **Being Productive When Working from Home - 12 minutes**
 Explore: *Productivity*
 Set yourself up for productivity and success.
-  **Negotiating for Success - 10 minutes**
 Explore: *Negotiation*
 Improve your negotiating skills and get more of what you want!
-  **Managing Stress and Anxiety During COVID-19 - 6 minutes**
 Explore: *Stress, Covid-19*
 Learn to set boundaries, stay safe and manage Covid-19 related anxiety.

Coronavirus Losses

Many of us know someone who has experienced the loss of a loved one during this coronavirus crisis. Remember that you have access to grief counselors at your EAP and self-help grief resources if you log in. We've also compiled resources to help you deal with these issues. [See how to plan funerals and memorials](#) during the pandemic and get tips for [how you can help someone who is experiencing grief](#) given the current safety and social limitations.

Back to School

It's tough for families to make back-to-school decisions in the middle of a pandemic. Get tips, tools, and resources for back-to-school planning, home schooling, and balancing work-from-home with parenting.

[Covid-19: Back to School Resources for Parents](#)

Please remember that face-masks/coverings are required upon entering our building, lobby & hallways.



Reminder of Company EEO Statement:

It is the policy of RED-INC to be an equal opportunity employer. In keeping with this policy, the Company will continue to recruit, hire, train and promote into all job levels the most qualified persons without regard to an individual's actual or perceived race, color, religion, age, sex (including pregnancy), sexual orientation, gender identity, national origin, military or marital status, status as a qualified individual with a disability, or any other category covered by federal, state, or local law ("protected status"). The preceding also applies to the status of an individual with whom an employee or applicant associates. Similarly, RED-INC will continue to administer all other personnel matters in accordance with the principles of equal employment opportunity (EEO).

RED-INC is committed to pursuing EEO in all aspects of its employment practices including recruitment, hiring, selection for training, promotions, transfer, selection for layoff and termination. The Company recognizes its responsibility not to discriminate in its policies or practices against qualified employees or applicants and will continue to pursue improvements to the quality of work life for each of its employees as part of its corporate human resources objectives. Employees and applicants shall not be subjected to harassment, intimidation, threats, coercion or discrimination because they have filed a complaint; assisted or participated in any EEO investigation; opposed any act or practice made unlawful by any EEO laws; or exercised any other right protected by the EEO laws.



In the spotlight...



Spencer Wait

Spencer is the new Operations Analyst who supports PMA-202's Fleet Air Introduction Liaison Survival Aircrew Flight Equipment (FAILSAFE) and Aviation Life Support Systems (ALSS) In-Service Support Center teams with specific expertise in helicopter search and rescue operations and supporting equipment.

He recently retired from the Navy after 27 years of active duty service as a H-60 helicopter Crewchief/ Rescue Swimmer. Some of his biggest accomplishments during his career was when he deployed to New Orleans to conduct rescues during Hurricane Katrina and when he was promoted to Senior Chief Petty Officer.

Spencer resides in Mechanicsville with his wife Becky and 3 kids, Kyle, Jacob and Adelina. The family enjoys racing dirt bikes, camping, sailing, and spending time with their 2 horses, 6 cats and dogs, and a ton of chickens on their small farm. Anyone want free farm fresh eggs, lol? Spencer is also in the middle of a 1967 jeep project/build for 4 Wheelin' and Git'n muddy with his kids!





Rhonda Kirkpatrick

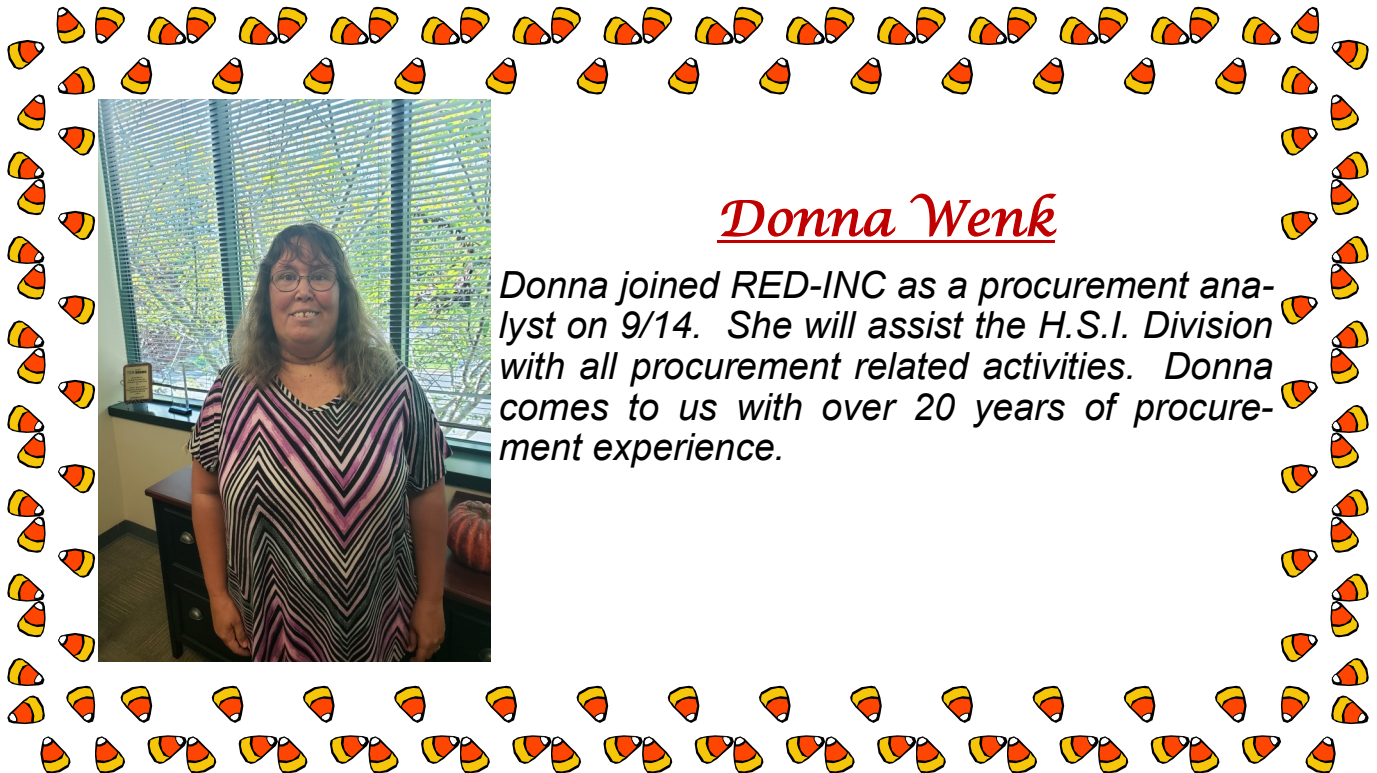
Rhonda joined RED-INC on 9/14 as the IT Security and Compliance Director working for Dave Aldrich. Rhonda will be helping to get RED-INC's IT and Security Compliance policies and procedures updated.

I am a Marylander born and raised. I started with Naval Criminal Investigative Service as an intern while attending LaRein High School (All girls Catholic School, don't hold that against me.) in June 1981.

I spent most of my career working in the IT and Security Departments. I retired from NCIS December 2019 as the Division Chief for Cyber Security. In this position some of the responsibilities were Accreditation & Authorization of all NCIS systems (unclassified & classified); Policies & Procedures; Cyber Workforce; Network & System Security Monitoring & Incident Response and Insider Threat.

I am married, 4 children and 6 grandchildren.





Donna Wenk

Donna joined RED-INC as a procurement analyst on 9/14. She will assist the H.S.I. Division with all procurement related activities. Donna comes to us with over 20 years of procurement experience.



*Welcome to
RED-INC!*

SECURITY NEWS

Security Awareness Newsletter

August 2020

JPAS to DISS Transition

ATTENTION! Visit Request Changes

July 30, 2020 —

To support the transition of Joint Personnel Adjudications System (JPAS) functions to Defense Information System for Security (DISS), the following changes to "Visit Request" functionality will occur effective August 29, 2020.

In JPAS:

1. New Visit Request creation will be disabled (you must use DISS for all new visit requests after August 29, 2020)
2. All active Visit Requests created in JPAS prior to August 29, 2020, will still be viewable within the JPAS application
3. You will no longer be able to add, remove or edit personnel in any visit
4. A header will be added to Visit screens indicating "Visit Requests in JPAS have been disabled and are considered stale data. Please validate current Visit related data via DISS."

IN DISS:

1. All active visit requests in JPAS will be migrated to an active status within DISS
2. All modifications to any active visit requests must be made in DISS
3. All new visit requests must be created in DISS
4. There will not be a sync between DISS and JPAS visit requests

In This Issue

- JPAS to DISS Transition
- Security Short—Data Spills
- Important Links
- Annual Trainings—PII and Cybersecurity
- Hotlines
- Insider Threat Mobile App
- Security Awareness Games
- Case Study - Shamai Leibowitz

VIGILANCE

For more information/instruction on vis-it requests, please visit the DISS Fre-quently Asked Questions:

<https://psa.dmdc.osd.mil/psawebdocs/docPage.jsp?p=DISS>



IS THE KEY



ATTENTION! JCAVS Incident Report Changes:

July 16, 2020 —

To support the transition of JPAS functionality to DISS, the following changes to JCAVS Incident Report functions will occur on August 15, 2020.

1. Update JCAVS to remove the Incident Report link, turning off the ability to utilize Incident Report functionality.
2. Create a new, standalone function to allow JAMS/JCAVS users the ability to suspend Access without using the Incident Report or Adjudication Action function.

Per these changes -

- . Both JAMS and JCAVS users will see a new link on the Person Summary screen (Person Category section) entitled Access Suspension, providing means for users to either post (JAMS/JCAVS) or remove (JAMS) Access Suspension independent of an Incident Report or Adjudication Action.

- . All new Incident Reports must be initiated in DISS.

- . ISL 2011-04, "Adverse Information," has been revised to inform industry of the change from JPAS to DISS as the system of record for incident reports and adverse information reporting. The change will be effective August 15, 2020. The ISL additionally includes links to the DCSA DISS Information Site and email contact information for the DISS provisioning team. The revised ISL can be found at: [ISL-2011-04-Revised.pdf](#)

If you have any questions or concerns regarding the above, please contact the DMDC Contact Center at (800) 467-5526; option 1 (DISS).

Have you taken your annual PII and Cyber Trainings?

JPAS users are required to take PII and Cybersecurity Awareness trainings annually. Are you compliant? Visit the [CDSE Security Awareness Hub](#) to fulfill this requirement.

- [Identifying and Safeguarding Personally Identifiable Information \(PII\) Version 3.0](#)
- [Cybersecurity Awareness](#)



There are many other useful trainings available to you such as, "Counterintelligence Awareness and Security Brief", "Derivative Classification", "OPSEC Awareness for Military Members, DoD Employees and Contractors", etc. You do not need an account or any registration to take a Security Awareness Hub course!

Important Links

- [DCSA](#)
- [NCAISS/NISS](#)
- [DISS](#)
- [JPAS](#)
- [SWFT](#)
- [eQIP](#)
- [CDSE](#)

Defense Counterintelligence and Security Agency



CDSE launches Insider Threat mobile app

June 22, 2020 —

The Center for Development of Security Excellence, a provider of training and education within DCSA, announced the launch of its first app for iOS and Android mobile devices. The CDSE has partnered with the Office of the Under Secretary of Defense for Intelligence and Security, and the National Insider Threat Task Force to create Insider Threat Sentry or InT Sentry, an easy-to-navigate app that makes hundreds of training and education resources easier to search and locate.

This mobile addition to CDSE's insider threat portfolio expands the availability of posters, videos, security awareness games, job aids, case studies, and more. With the app, users can download posters, watch videos, play security awareness games, and create vigilance campaign kits, among other activities. Users will also receive exclusive content, including app-only graphics and posters, and can opt in to receive "InTidbits," weekly factoids and informational pieces of interest.

Key Features of InT Sentry: - Award winning videos: watch short security videos, and watch multiple seasons of the Vigilance Video series - Exclusive content: download posters and graphics available only to app users - Visuals: download graphic novels from our insider threat community partners, pictures, artwork, and other imagery to use in your workplace - Insider threat news: keep up to date on events, real-world applications of counter-insider threat education, and new resources - Preparedness guides: download guides on preventing workplace violence, responding to active shooters, and other potentially life-altering events - Online courses and webinars: register for any of CDSE's dozens of online courses and classes, including live and pre-recorded webinars and interactive sessions - Insider threat mindset: read about real-world scenarios and events to understand key indicators of potential insider threats and learn more about how to prevent it from happening - Vigilance Campaign: find everything you need in our extensive resources to create your own Vigilance Campaign for your workplace, ensuring and advocating awareness year round. InT Sentry is available in the Apple App Store and Google Play for iOS (with iOS 11.0 or later) or Android (5.0 and later) phones and tablets.

HOTLIN

Federal agencies maintain hotlines to provide an unconstrained avenue for government and contractor employees to report, without fear of reprisal, known or suspected instances of serious security irregularities and infractions.

Always attempt to call the Security Team first!

- Defense Hotline
800-424-9098
- NRC Hotline
800-233-3497
- DOE Hotline
800-541-1625
- CIA Hotline
703-874-2600
- DNI Hotline
703-733-8600
- IsI Security Hotline
703.376.3766

CONTACT

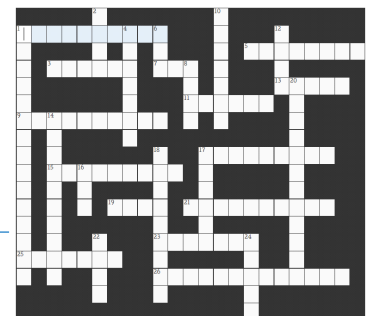
If you have a question regarding security, please call 703.376.3766 or email your internal Security Helpdesk.

Security Awareness Games

[Cybersecurity Magic 8 Ball](#)

[Cybersecurity Trivia Twirl](#)

[Industrial Security Word Search](#)



Case Study - Unauthorized



Shamai Leibowitz

- Naturalized Dual citizen
- Born in Israel
- Taught Hebrew and Israeli law & culture to American Diplomats for US State Department
- Former Israeli lawyer
- Former FBI contract linguist
- American lawyer

Disclosure WHAT

HAPPENED

In April 2009, Shamai “Samuel” Leibowitz, a cleared contractor working as a linguist for the Federal Bureau of Investigation (FBI), knowingly and willfully disclosed 200 pages of classified documents and information relating to the intelligence communication activities of the United States to an unauthorized recipient. Furthermore, four documents classified as "Secret" were discovered in a search of Leibowitz's home. Leibowitz was charged under The Espionage Act, 18 U.S.C. 798(a), "Disclosure of Classified Information".

The classified documents were obtained by Leibowitz between January and August 2009 while working as a Hebrew translator for the FBI. Leibowitz, lamenting his actions, said, "During the course of my work I came across wrongdoings that led me to conclude this is an abuse of power... I should not have done what I did, and I regret it terribly."

In December 17, 2009, Leibowitz pled guilty to leaking five classified documents to an unidentified blogger who later published the documents on the open internet. On May 25, 2010, as part of a plea agreement, Leibowitz agreed to a criminal sentence of 20 months in prison followed by 3 years of supervised release. At his sentencing, Leibowitz described his actions as "a one-time mistake that happened to me when I worked at the FBI and saw things which I considered were violation of the law, and I should not have told a reporter about it."

The plea agreement also mandated Leibowitz be prohibited from discussing any FBI Federal Bureau of Investigation information in accordance with his non-disclosure agreement.

INDICATORS

Security Violation - Leibowitz knowingly and willfully removed classified documents that he maintained at his residence. Leibowitz disclosed 200 pages of classified documents in an unauthorized manner. Both actions were security violations.

Professional Lifecycle and Performance - Leibowitz was once fired from a legal clerkship in Israel and was publicly chastised by an Israeli court for leaking a judge's private comments.

Access Attributes – Leibowitz worked as a translator for the Federal Bureau of Investigation where he held a clearance and had access to classified information.

IMPACT

“As a trusted member of the FBI ranks, Leibowitz abused the trust of the FBI and the American public by using his access to classified information for his own purposes,” said Special Agent in Charge Richard A. McFeely.

Government employees who are given access to classified information are prohibited from disclosing the information without permission. Leibowitz's unauthorized disclosure revealed ongoing classified intelligence operational activities and capabilities, including the standard language for the interception of phone calls, emails,

Passwords

You have the ability to reset your own Cost Point password. Corporate does not have access to your security question answers. You can use the following link:

[REDINC Costpoint Portal](#)

Then go to the employee quadrant. This also applies to unlocking your account.

Travel

Restrictions on travel are beginning to be lifted.

Remember to complete a travel plan for COR approval prior to travelling. Submit your voucher for reimbursement within FIVE days of your return, along with all receipts for a speedy turn around.

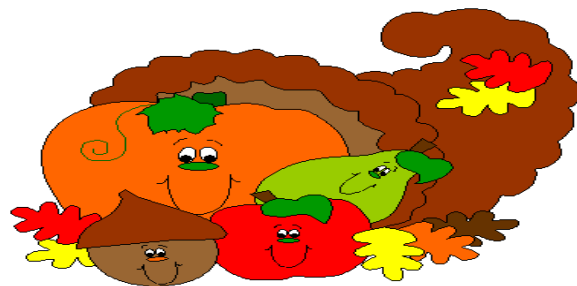
Any missing items will slow the process. As always, stay safe!

Thanksgiving Word Search

R	E	L	A	T	I	V	E	S	T	I	F	S	M	F
P	N	R	E	U	K	S	S	N	C	H	A	O	E	A
X	I	E	F	B	O	B	E	T	I	L	A	A	O	S
O	B	L	Z	Y	O	L	T	U	R	K	S	N	T	D
W	R	Y	G	I	C	E	T	R	E	T	P	U	K	Y
T	S	E	V	R	A	H	L	K	N	Y	F	M	L	S
Y	V	A	R	G	I	M	E	E	N	F	T	I	U	N
S	Q	U	A	S	H	M	R	Y	I	W	M	A	R	P
F	A	L	L	P	R	A	S	N	D	A	L	O	B	A
R	M	H	T	N	B	A	G	C	F	A	C	E	K	I

cook
corn
dinner
fall
family
feast
food
gravy
harvest

maize
pilgrims
pumpkin
relatives
settlers
squash
stuffing
thanks
turkey



RED-INC
 44421 Airport Road,
 Suite 200, Building IV, 2nd Floor
 California, MD 20619
 301-737-4361 Ext. 10



2020 Holiday Schedule	
Columbus Day	October 12th
Veterans Day	November 11th
Thanksgiving Day	November 26
Christmas Day	December 25th



Check out the link below. Great for day trips!

Things to do...Only in Maryland

There are plenty of family-oriented things to do in So. Md. during the fall related to Halloween. Many local farms open their gates to the community so you can experience pumpkin patches, hayrides, and corn mazes. There are also several large public events. We've listed a few of the most significant ones here. You can also find many more things to do in the Community Calendar.

Southern Maryland Fall Events



Oh yeah! Apple Crisp Cheesecake please! Get the recipe here:

Apple Crisp Cheesecake YUM!

