Greetings from Val!

STATE OF THE COMPANY BRIEF

New Year, New Look!

Dear fellow Azimuthians,

As many of you may be aware, Azimuth recently acquired the majority stock from our former business partner, Mike Livingston. Mr. Livingston is fully retired, and hopefully sunning himself on a warm Jamaican beach. With the acquisition, I am again the majority owner of the company, with the most wonderful business partner, Charles Rossi.

We are excited to announce that with the new change in ownership we are reviewing new future benefits for employees as well as updating our “look”. We are working with a very talented local firm to rebrand Azimuth into the new, dynamic, exciting place to work that it is! Keep your eyes open for a new logo and subsequent business cards and associated materials. We started the business in 2001 and I’m so proud of the business we have become. We have the BEST PEOPLE and CUSTOMERS out there.

With Affection,
Val
New Benefit: Supplemental Income Protection Plan

Happy 2019 everyone! With a new year, Azimuth would like to announce the offering of a new benefit! As everyone knows, long-term disability only protects up to 60% of your income level; as highly valued members of Azimuth Corporation, we want to help eligible employees protect their income earned if they are unable to return to work.

In conjunction with Guardian, Azimuth is pleased to announce a Supplemental Income Protection Program. This is an opportunity to make Individual Disability Income (IDI) insurance available to eligible employees through this innovative program, which combines a focus on education, expert support, industry-leading policy features, and a state-of-the-art enrollment process.

Guaranteed Standard Issue IDI is going to be available, on a voluntary / contributory basis, for all income-eligible (earning $75,000 or more), non-executive employees. This new benefit will become effective April 1, 2019, so if you’re an eligible employee, please keep a look out in your Azimuth email inbox for the opportunity to sign up for the program.

-Human Resources Department

ACCOUNTING

Now that it’s a new year again, tax season is upon us! The information we have to pass along regarding W2s is as follows:

For all employees that have been with Azimuth since 10/01/18, please make note your W2 will be available from ADP as of 01/31/19. If you signed up for electronic notifications when you completed your ADP on-boarding, your W2 will be available to you online with ADP; if you did not sign up for electronic notifications with ADP, then you will receive a hardcopy in the mail to be sent by no later than 01/31/19. You can also go into your ADP account and make sure you’ve selected to receive your W2 electronically. Login to ADP Workforce, go to Myself / Pay / Annual Statements and choose how you want to receive your Annual Tax Statement. You can also choose to receive an email notification when your Tax Statement is available online. Any questions you may have concerning your ADP W2 should be directed to the MyLife Advisors which are available at 1-844-448-0325 Monday through Friday between 8 a.m. and 11:30 p.m. EST.

For all employees that were with Azimuth prior to 10/01/2018, you will also receive a W2 from Insperity, and should have received a standard email by now instructing you on Insperity’s W2 process and your electronic access.

If you have any questions about your Insperity login or tax statement, please call the Insperity Contact Center at 866-715-3552 and select option 2.

If you have any other questions, please reach out to Azimuth’s Accounting or Human Resources department.

REMINDER

If you have not already done so, please complete your annual security and insider threat re-education.

HUMAN RESOURCES

SEEKING EMPLOYEE REFERRALS

From time to time, on an as-needed basis, Azimuth will offer referral awards for difficult-to-fill positions. We have several of these positions open right now. In order to receive an award, your referred resume must be hired and stay with Azimuth for at least one year. Fifty percent of the referral award is provided to the referring employee at the time of hire and the other fifty percent is provided to the referring employee after the new-hire completes their first year of service. The following positions are eligible for bonuses:

- Insider Threat Analyst (in support of PFPA)
- ISR AI Project Manager (in support of OUSD/I’s Project Maven)
- Strategic Business Data Analyst (in support of SAF/AQ)

For a complete list of positions, or to apply, please visit the Careers page at azimuth-corp.com or contact Recruiting by email to careers@azimuth-corp.com.

As always, thank you for your support to our recruitment efforts.
Driving Efficiency with Azimuth’s Proven Process Desk Guides

In 2008, Azimuth was contracted to develop what were called “desk guides” for the Air Force Security Assistance Center (now called the Air Force Security Assistance and Cooperation Directorate). From its humble beginnings of one full time contractor and one part time contractor, the program grew to three programs in three cities and produced over 1000 Process Desk Guides (PDGs) for the Air Force and Navy before the programs concluded their work. These guides captured a wide variety of work streams to provide continuity in the way the organizations execute their work.

Azimuth recently visited AFSAC to follow up on this work. Programs can fall out of favor after leadership changes in support of something else or the program is dropped altogether. We were pleased to learn that 10 years after their inception, PDGs were still integrated into the organization’s everyday work. The program was internally supported and all PDGs were on a schedule for review and update on an annual basis.

The significance for Azimuth is that we have the skillset to repeat this program that can be adapted to a wide variety of government organizations. The main drivers of this program are:

- Record numbers of simultaneous retirement. There was a lot of knowledge walking out the door so they wanted to capture and preserve that knowledge.
- Increased rate of transitions to other positions. With higher level of turnover, they wanted a way to quickly bring people up-to-speed on a new job with a method the individual was already aware of.
- AFSAC has work that by regulation requires a tight turnaround timeline. Having approved, streamlined processes that are up-to-date directly supports the mission of this work demand.

Does this sound familiar? Many organizations that we are currently working in have one or more of these drivers. Do you currently work with an organization that could benefit from a program like this? One that has more than a 10 year proven track record? Let’s look at why Azimuth is a great choice for this work:

- We have established templates for a wide variety of tasks. These templates are designed for both the novice and the expert to follow. This also includes a well-vetted style guide so multiple writers can produce documents with the same look, feel, and voice.
- We have a proven development methodology that ensures all the right experts and leadership are included in the development. Our project management tool also ensures development stays on track and provides progress report updates.
- Our approach includes organizational change management to ensure the right leadership is involved and the project stays active and supported across all levels of the organization.
- We are team-oriented. We work with all employees as experts in their jobs. Our work is to capture their expertise in a supportive way and ensure the guides are easy to follow, consistent, and accessible.

Many times, processes only exist in the minds of the workers. This causes confusion, churn, and waste. Could the organization you’re working with use a solution like this? Not sure? Reach out to Charles Rossi at crossi@azimuth-corp.com for more information or to setup a meeting to discuss.
Azimuth is proud to report that six of our employees received praise from our customers this quarter. Receiving feedback like this means a great deal and Azimuth is both fortunate and thankful to have such outstanding employees on its staff.

Special thank you to Oliver, Shawn, James, Brittany, Amelia and Lea Ann! Your hard work and dedication to our customers are what make Azimuth a great company!

The COR on PFPA Insider Threat recognized Oliver and Shawn for the following:

**Oliver Schmoker**
- The every-present and seasoned coordinator, Oliver was lead coordinator for 3 memorandums of agreement (MOA) with business partners—yielded critical information sharing to mitigate insider risk; 1 MOA despite difficulties in reaching an agreement. His methodical and professional approach got both parties to reach a middle ground for insider risk mitigation actions.
- Co-authored insider concerning behaviors memorandum--information was distributed to PFPA and OSD stakeholders
- Assisted development of OSD insider threat web page
- Contributor to development of OSD insider threat implementation plan, continuity of operations plan, insider threat reporting requirements, and Administrative Instruction.
- OSD ITP contributor to development of DoD insider threat communications plan with OUSD(I) and ATSD(PA).
- Successfully coordinated scheduling senior executive insider threat briefs for 17 OSD Components
- Manages DSoS accounts for 18 OSD Components—ensuring 49 trusted agents have the means to report insider threat incidents
- Maintained OSD Insider Threat Trusted Agent contact list and appointment letters.
- Facilitated training of 32 insider threat trusted agents (GS-15 and below) at the DITMAC—prompted OUSD(P&R) to make insider threat a special interest item resulting in a request for us to brief their workforce (included political appointee, SES, and workforce). Around 40 people were briefed.
- Provided team insightful Unauthorized Disclosure insight and referral assistance.

**Shawn Reece**
- Provided input and corrections to the implementation of OSD Insider Threat Program policy memo
- Created and updated tracking matrix to reflect cases processed and notifications received
- Tracked and annotated over 75 PENTCIRT Notifications
- Made updates in DSoS on three cases
- Attended weekly JSP meetings, provides leadership of notable takeaways
- Conducted New Employee Brief on several occasions
- Provides Records Management experience to building the new Insider Threat Records Management profile for the office and shared drives.
- Provides excellent LE insight on complex incidents/referrals.
Azimuth Corporation was recently recognized by the U.S. Department of Labor as a HIRE Vets Medallion Program Demonstration Award recipient for our commitment to recruiting, employing, and retaining America’s veterans.

Brittany Yancey was recognized by our DSPO customer who reported, “Brittany has quickly become an asset to DSPO Front Office. Brittany has good attention to detail, she expresses herself well in writing, she tracks taskers well and has a good feel for what well done staff-work should look like.” Additionally, “Perhaps most importantly she takes initiative. Brittany will reach out when needed (without hesitation) to obtain status or remediate a problem with a tasking. When she observes a problem she will cheerfully offer potential fixes and systemic solutions. Brittany makes herself a person you want on your team when a difficult problem needs to be solved.”

Amelia Crossman and Lea Ann Sears were recognized for their exceptional efforts during the transition of a new Technical Business Manager over several months. Amelia and Lea Ann each demonstrated a high level of proficiency in processing new work units and travel coordination actions respectively for AFRL/RXS, greatly enhancing the mission effectiveness of the Systems Support Division. Kudos to Amelia and Lea Ann!

James Clark was recognized by his Division Chief for his professional conduct representing AFRL/RXM during the December Defense Manufacturing Conference in Nashville. His manning of the booth fostered several networking opportunities for his division leadership and was an overall excellent representative of AFRL ManTech Division and Azimuth, kudos James!
Congratulations and Welcome to these new Azimuth Mascots!!

Tom Harris and his wife welcomed a baby boy! James Michael Harris was born at 4:33 p.m. on 12/13/18 and weighed 8 lb. 0 oz. and 20.5 in. long.

Ben Eshel and his wife welcomed a baby girl! Emily Rose Eshel was born in the morning on 12/11/18 and weighed 7 lb. 8 oz. and 20 in. long.

Arlen Davis and his wife welcomed a baby boy! Benjamin Scott Davis was born at 11:32 a.m. on 11/26/18 and weighed 8 lb. 15 oz. and 20 in. long. He joins big sister Kaitlyn.

NEW HIRES

**Dayton**
Kayla Burkett
Eleanor Coyle
Elizabeth Morrison
Christopher Reeves
Nicole Stinchcomb
Jonathan Thompson
Anne Warren
Meghan Weber
Amy Wright

**DC**
Jessica Gay
Sylvia Jackson
Jay Sweeney
JeuTonya Tuggle
Jason Wilson

**SECCEN**
Sheron Watson
Thank you for being a part of the Azimuth Team!

Do you have a fun and unique hobby? Are you a part of any charitable organizations or like to donate your time? Have anything you’d like to share?

Azimuth would like to feature YOU in our next newsletter! Please feel welcome to submit any pictures, write-ups, or ideas you may have. Our employees are what make Azimuth such a great company to work for and we want to hear from all of you!

Please remember, Azimuth reserves editorial rights of all write-ups and images submitted. Any submissions can be sent to awright@azimuth-corp.com.

Happy Birthday

FUTURE NEWSLETTERS

SAVE THE DATE

Summer Outings:

DAYTON – Dayton Dragons Baseball
Wednesday, June 12
7:05 p.m.

DC/SECCEN – Washington Nationals
Friday, May 17
7:05 p.m.

Watch for a fly ball to your inbox with more details!!
See our Facebook page for more holiday pictures!
Thank you to everyone who came out to celebrate the holidays with us! We had a great time with you and your guests!