



THE LAI CONNECTOR



Volume 1, Issue 2

now on the web at www.logapp.com

Summer/Fall 2010

DOE Facilities Team Lend a Helping Hand



Department of Energy (DOE) Logistics Services; Washington, DC

On September 15, 2010, the Director, Office of Logistics and Facility Operations, Michael Shincovich, presented a United States Department of Energy Certificate of Appreciation to LAI staff members—Raymond Brown, Reggie Hardy, Chuck Smith, Troy Jamison, Carlos Granda, Andre Johnson, Kent Campbell, Eric Dunkins, Lovie Rose and Paul Young.

The certificates read: *"In recognition of your outstanding service in support of the 2010 DOE Feds Feed Families Festival and Campaign. Your dedication, time and expertise to such a worthy cause are to be commended. Thank you for a job well done!"*

For more information on LAI's assistance with the Feds Feed Families Festival at DOE see the LAI Connector's Superstars section.



Front row L to R: Andre Johnson, Paul Young, Eric Dunkins and Lovie Rose. Rear row L to R: Charles Kuzas (DOE), Michael Shincovich (DOE), Kent Campbell, Carlos Granda and Troy Jamison. Not pictured: Raymond Brown, Reggie Hardy and Chuck Smith.

LAI Passes Major Employment Audit



Logistics Applications Inc. Corporate Headquarters; Alexandria, Virginia — LAI recently went through an audit with the Department of Labor, Office of Federal Contract Compliance Programs (OFCCP) that began last December.

The purpose of the OFCCP is to enforce the contractual promise of affirmative action and equal employment opportunity required of those who do business with the Federal government, for the benefit of job seekers and wage earners. The reason for the audit was based on additional positions that were awarded under the Troubled Asset Relief Pro-

gram. The experience was a first in LAI's history.

Through several hours of preparation and ongoing participation from the Human Resources Department, LAI was informed of the results on September 2, 2010.

Thank you to all the LAI Managers for your timely response to the data call. The efforts of Human Resources and Project Managers to ensure compliance do not go unnoticed.

Copy of the letter sent to Logistics Applications Inc. on the successful completion of the Employment Audit.

U.S. Department of Labor

Employment Standards Administration
Office of Federal Contract
Compliance Programs
Northeast Region
201 Varick Street, Room 750
New York, NY 10014

Phone #: (846) 264-3170
Fax #: (846) 264-3009
TDD #: (212) 337-2660



CERTIFIED MAIL Reply to the Attention of:
7003 3110 0002 0948 9715
RETURN RECEIPT REQUESTED

September 2, 2010

Mr. Albert Edmonds
Chairman & CEO
Logistics Applications Incorporated
2760 Eisenhower Ave., STE. 202
Alexandria, VA 22314-4576

Re: Compliance Evaluation
Logistics Applications Inc.
OFCCP No. R00156608

Dear Mr. Edmonds:

Our recent compliance review of your equal employment opportunity policies and practices at 2760 Eisenhower Ave., STE. 202, Alexandria, VA 22314-4576 was completed on September 2, 2010.

We found no apparent deficiencies or violations of Executive Order 11246, as amended, Section 503 of the Rehabilitation Act of 1973, as amended, or the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended (38 USC 4212). This determination may be modified by the Acting Regional Director, or by the Director, OFCCP, within 45 days of the issuance of this letter.

The Office of Federal Contract Compliance Programs sincerely appreciated the cooperation and courtesies extended by you and your staff during the conduct of the compliance review.

Introducing LAI's Director of Programs, Policies and Processes.



Cathy Oates

Logistics Applications Inc. Corporate Headquarters; Alexandria, Virginia—

Cathy Oates is a native of North Carolina who recently joined the Logistics Applications Inc. team as the Director of Programs, Policies and Processes. Cathy comes to LAI from the Army Sustainment Command, Rock Island, Illinois where she worked for Booz Allen Hamilton, Inc. Cathy brings with her over twenty years

of Logistics experience as an Officer in the U.S. Army and within private industry.

"I have had the honor of visiting the various sites within the company and I am honored to be a part of such a diverse and distinguished organization. I am impressed with the vast amount of talent and professionalism found in every area of the company. I am looking forward to the many challenges that lie ahead of me.

Accomplishing great things through teamwork is what drives me; but away from work I enjoy the simplicity of relaxing with my family."

From the Chairman and CEO

We have been very busy this summer across LAI. The Human Resource staff hosted a Department of Labor audit team and as you can see on the front page of this newsletter, the visit went exceptionally well.

During the same period, we had our financial system audited as well and had only minor things to correct. With these major evaluations, we can feel justifiably proud that our infrastructure is sound and positions LAI well for the future.

You will recognize a few other features in this edition that are noteworthy. The back page is a reminder on our Code of Ethics. We can never review the Code of Ethics too often because it is vital that all of us know what is expected from our customers and our coworkers. Some of you have already received training visits on the Code of Ethics, as well as safety and security. It is our intention to provide refresher training to all LAI employees be-

fore the end of this calendar year. To make that happen, we are working to provide a lot of this training on-line on the LAI web site. We will let you know when the courses are uploaded for your perusal.

Throughout the newsletter you will see recognition for some unselfish work at DOE and the identification of some of our employees for outstanding performances. I encourage project managers to continue submitting articles recognizing superior performances.


Finally, I have an appeal to each of you to become more vigilant and mindful of safety practices in your work areas. We have recently, have had a lot of avoidable or unexplainable accidents that should not have happened. The ones that are most concerning is when we don't use the safety equipment provided or perform work in an unsafe manner. I ask each of you to make yourself a committee of one in keeping our workplace safe.



- Al Edmonds

Contracts Performing Well

DIA Milestone! by Larry Hamilton, DLOC Quality Assurance and Program Manager

 **Defense Intelligence Agency (DIA) – Defense Logistics Operations Center (DLOC); Landover, MD—** A wonderful thing happened for LAI at DIA's Logistics Operations Center (DLOC) at the end of July, 2010—all 42 LAI personnel worked together and achieved a whopping 99.6% inventory accuracy rate.


Just 4 years ago, when LAI did not have a metrics program, the customer recorded an inventory accuracy rate that hovered at a below-average 57%. After implementing sound materiel management processes and creating a stalwart metrics program, the

inventory accuracy rate began to significantly rise.

This momentous feat was not achieved just through physically counting. LAI personnel spent innumerable hours researching imbalances and correcting errors in the automated accounting system and ensuring all non-adjustment avenues to resolve potential count imbalances were exhausted before processing dreaded inventory adjustment documents. In fact, for this past annual inventory cycle, only 60 inventory adjustments were processed against a total supply and equipment account, housing 4,455 total line items worth over \$335,901,000.

What's next for the DIA team? *The allusive 100%!*

NEA Using New Digital Inventory System by Gary Pelletier, Program Manager

 **National Endowment of the Arts (NEA), Washington, DC—**Over the past several months, LAI and NEA contractors, NEA Government employees and IT employees collaborated in created a new digital inventory system for both office supplies and publications. The system has been in the making for over two years, with the final outcome being a great success.

The system is setup so that it will aid both LAI employees and the NEA staff. With a running inventory of supplies NEA and LAI

staff members can view all office supply items and their real time counts. This will allow NEA staff members to alert LAI of when additional supplies will be needed for the various annual special events.

With the new supply inventory system, LAI employees can maintain the running inventory and generate several types of reports that will assist in the ordering of supplies, while reading historical data.

The publications inventory is also maintained by LAI, utilizing the same Inventory system. The only difference being LAI is not involved with the reordering process of publications.

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Albert J. Edmonds, Chairman and CEO and Jacquelyn M. Edmonds, Vice President

The LAI Connector Staff: Jacquelyn M. Edmonds, Kristine Foulkes, Erin Payne, Angelo San Jose and Jerome Smith



The Project Manager's Corner

DOE Forrestal Establishes Material Inventory Control Center



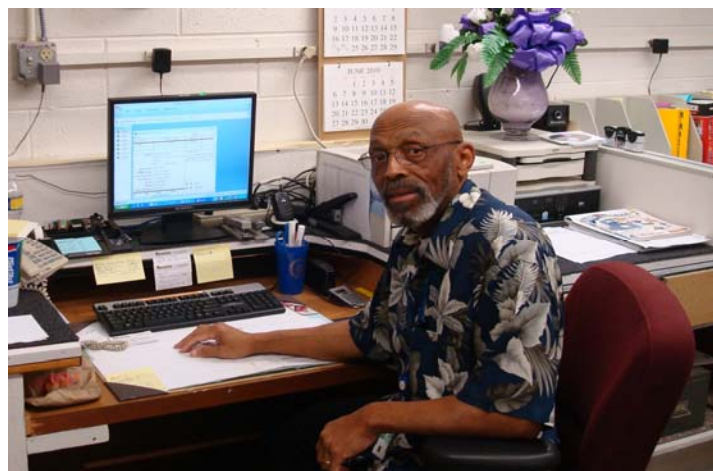
Department of Energy (DOE) Logistics Services; Washington, DC—At the Department of Energy,

Forrestal Building, our customer requested that we establish a material supply warehouse to maintain a stock of parts and equipment frequently used in normal operations and maintenance shops. Mr. Raymond Horton took on the task of converting a carpenter shop on the loading dock into the MICC – Material Inventory Control Center. Carpentry work, flooring and painting were necessary to change the area over to its current state. Mr. Horton, a Master electrician, along with several other technicians performed all of the renovation work at almost no cost to the DOE using only material scrounged from around the building.



*Allen Butler
DOE Project Manager*

recently, creates a DOE material order form that replicates the current form in use. The database has several standard reports available for more detailed inventory management that goes above and beyond the DOE's requirements. Along with the database, an instruction manual for the database was created describing each of the functions and operations used in day-to-day inventory operations.



Raymond Horton

At the MICC, Mr. Horton receives shipments and issues materials to our shop technicians, as well as other DOE contractor personnel. When material is needed for a repair, the technician brings a signed request form to Mr. Horton and he orders the material. When it is received, Mr. Horton notifies the tech that the parts are in and the repair can proceed. New processes were developed in the Work Management Center to properly accomplish and report on this part of the operation, taking an active service order out of the "In Progress" status to "On Hold – waiting parts". As a tool to manage this inventory, we created a material Inventory database that lists the inventories, provides real-time inventory level reports and cost comparisons; and most



Mr. Horton conducting inventory of the Material Inventory Control Center. Another view of the MICC (below)



Additionally, Mr. Horton is also maintaining the shared tool inventory in this area. When a technician needs a larger tool (not normally carried on their cart), Mr. Horton issues the tool to the technician for use. When it is returned, it is entered back into the caged area. This operation will make our annual Government Furnished Equipment (GFE) Inventory confirmation exercise proceed much more efficiently for LAI and DOE.

LAI Takes Risk Management Training By Storm

It is with great pleasure that I recognize the personal training and self improvement efforts of some of our key people. They have completed several courses on their own time. This effort will pay big dividends to LAI and for our managers taking these courses.

As Director of Operations and the responsible person for the performance of all of our projects, it warms my heart to see these leaders take this additional responsibility on voluntarily and complete this coursework.



*Daniel Womack, Jr.
Director of Operations*

My hat goes off to each of you and KUDOS!

Beth Britton, Allen Butler, Gerard Pinkney and Greg Smith have completed **all 16** lessons: Preventing Discrimination (4), Preventing Sexual Harassment (5), Preventing Wrongful Termination (4) and Promoting Ethical Behavior in the Workplace (3).

Michael Smallwood completed **12** lessons: Preventing Discrimination (4), Preventing Sexual Harassment (4), Preventing Wrongful Termination (3) and Promoting Ethical Behavior in the Workplace (1).

Gary Pelletier completed **2** lessons; Preventing Discrimination (2)

Tim Harris completed **1** lesson; Preventing Discrimination (1)

Safety Notes



Department of Energy (DOE) Logistics Services; Washington, DC-

During this quarter, the LAI Forrestral team instituted a number of safety improvements, including training for maintenance personnel.

Safety Improvements

Safety management, safety supplies and safety matting were installed in the DOE mechanical rooms. Mechanical rooms #1 thru #4 were supplied with safety supplies, updated first aid kits, hearing protection, eyewash portable stations, spill



One of the many Emergency Eye Wash Stations installed at DOE Forrestral

kits and safety floor matting to protect from electrical hazards.

Safety and Personal Protective Equip-

ment (PPE) supply closets and awareness depot were set up in LAI Management office. Supplies and additional PPE were provided for all mechanics.

Training

All LAI mechanics completed Asbestos awareness and lead paint accredited courses. They were trained in ready awareness of observing any asbestos, lead



Lock Out/Tag Out kits

or mold potential hazards.

In addition, the mechanics received training for Lock Out/Tag Out. Training including the usage of any hazards of electrical, hydraulic, water and gas machinery, Lock Out/Tag Out potential hazards and proper use of lock out tag out kits.

The third course that the mechanics completed was for confined space aware-

ness. Mechanics were trained in the proper use confined space equipment and



DOE Forrestral Lead Building Engineer Kent Campbell receiving Lock Out/Tag Out training from QA Inspector Stephen Montgomery

proper use of gas confined space meter registration.

Trainer and Planner courses for safety were completed by the Quality Assurance (QA) Inspector, Stephen Montgomery. Stephen then trained and certified all mechanics in the proper use on keeping planner logs and documentation.

Asbestos and lead abatement sampling course were also completed by QA Inspector Stephen Montgomery.

A training course on man lift, forklift and equipment awareness was presented to all mechanics' by Trico lifts.

Fall Protection awareness course is progress for the month of September 2010.

Security Notes

It is important to note that fraud, waste and abuse; and proper reporting is extremely important to our national security. As part of your initial and refresher briefings, you were given a phone number to call, if you notice any incidents of abuse.

Any LAI employee who witnesses what he or she believes to be a violation of ethical standards or the law; including but not limited to fraud, waste, or abuse of authority, potential leaks of classified information, or potential acts of terrorism, should report such conduct by calling the appropriate in strict confidence.

The below violations which should be reported to the DoD Hotline or your organization's Inspector General Hotline. These numbers are listed on page 7.

- Threats to Homeland Security
- Unauthorized Disclosures (Leaks)
- Contract and procurement irregularities:
 - o Cost/labor mischarging
 - o Defective pricing
 - o Defective parts
 - o Bid rigging

- o Product substitution
- o Spare parts overpricing
- Bribery and acceptance of gratuities
- Significant cases of mismanagement
- Conflicts of interest
- Travel (TDY/TAD) fraud
- Abuse of authority
- Theft and abuse of Government property
- Violations of the Whistleblower Protection Act involving Defense contractor employees and non-appropriated fund employees
- Gross waste of funds

We recommend that you read the following information about what to include in your complaint, before you contact the Hotline:

When calling or sending in a complaint, please be as specific as possible. Your complaint should provide:

- The employee's full name
- rank or pay grade (contractor or government employee)
- location of organization
- specifically what wrongdoing you are

reporting

- specific dates and times
- specific location where wrongdoing occurred
- how the individual completed the alleged wrongdoing
- why the individual perpetrated the offense
- why you believe the alleged activity was misconduct

Minor incidents of offenses listed above, i.e., minor time and attendance abuse, or misuse of Government vehicles should be reported to your supervisor.

You are encouraged to register complaints and grievances through appropriate management and grievance channels, and submit suggestions for management improvements through the proper personnel. Personnel matters involving requests for individual relief should be handled through the appropriate grievance channels.

Look for more information on fraud, waste and abuse in the coming days from LAI Headquarters.

New Faces at LAI Headquarters



Levi Timmons was born in New Orleans, Louisiana. His father was a truck driver, so his family traveled back and forth between states and eventually landed in the Bay Area of California.

After graduating from Castlemont High in Oakland, California; he joined the U.S. Navy. During his 20 years of service, he gained experience as a Chief Engineer (Plant Controller), Engineering Electrician, Mechanical Engineer and Special Forces Member. Also, he has worked as a Quality Assurance supervisor, Fire Technician, Military Police Officer, Logistical Support, Procurements Officer, Safety Officer and Training Officer. He has worked on several engineering machinery and auxiliary equipment such as HVAC, Boilers, Switch Gear, Distribution Panels, Galley (Kitchen Appliances) equipment, electrical circuits, etc. In addition, he has several years of experience in the construction field.

After retiring from the Navy in 2008, he worked for Wackenhut Services Inc. (WSI). There he started out as a QC Inspector, later became a Project Coordinator and eventually he became the QC Manager for the entire region. In 2010, Levi joined the LAI team as their Chief Quality Control Manager.

Levi is a single father of three and he is currently seeking his AA in the field of Carpentry and his BA in Construction Management. His goal is to become a key player of the LAI team by providing his experience, creativity, personality and professionalism.

His belief is a team that learns to work together can accomplish any and every task that is set before them; *“Failure is not an option, but the results of not trying.”*

Benjamin M. Osborne, Jr. was born in Los Angeles, CA. In his early years, he learned the basics of serving his community through the Cub Scouts (Pack #142). He carried on the



mantle of serving by co-founding a student-owned and operated business, “Food from the Hood.” The company received recognition from People and Business Week magazines. Because of the success of “Food from the Hood”, Ben traveled abroad and he was afforded an opportunity to dine with Prince Charles of Wales.

In 1995, Ben graduated from Crenshaw High School and attended Howard University.

During his undergraduate education he found his gift for graphic design. He later decided to join the U.S. Army Reserves. Ben, then settled in the Washington, DC area and currently serves as Art Director at the Triumphant Church, where he has been a covenant member for over 15 years. In his spare time, Ben enjoys creative thinking and brainstorming, playing video games, watching movies, playing laser tag, dancing and enjoying authentic Mexican food.



Chrishanie San Jose joined LAI on September 20, 2010 as Office Manager. She will be in charge of office supply management; coordinating the schedule for the use of the boardrooms; and maintaining the company’s professional atmosphere and appearance.

Shanie is originally from the Philippines, where she completed her degree in Communications in Media Productions from Assumption College in Manila, Philippines. Shanie and her husband, Angelo, are currently residing in Tyson’s Corner, Virginia.

In her free time, Shanie considers herself an avid Video Gamer. She also likes watching Ultimate Fighting Championship fights, and is considering taking Brazilian Jiu Jitsu classes, in the future.

LAI Newcomers

Logistics Applications Inc. would like to welcome the following employees to the LAI family:



DIA – Defense Logistics Operations Center (DLOC); Landover, MD

Bianca Y. White



Global Property Management Supply Services (GPMSS); Fort Campbell, KY

Defarmyar Z. Pratt Robert Wallace, Jr.



U.S. Immigrations and Customs Enforcement (ICE); Washington, DC

Devin T. Daniels Gregory Freeman



Department of Energy (DOE) Logistics Services; Washington, DC & Germantown, MD

Ronald Paz Christopher Chaney Cassandra King
Steven C. Taylor Albert Q. Burgess Tanya N. Tyre



Commodity Futures Trading Commission (CFTC); Washington, DC

Charlene Smith



Smithsonian Institute; Washington, DC

Barrington Bennett



Federal Energy Regulatory Commission (FERC); Washington, DC

Donald Lambert, Jr. Steven Bazemore

Quote to Remember

“Too many leaders act as if the sheep... their people...are there for the benefit of the shepherd, not that the shepherd has responsibility for the sheep.”

Leadership Expert, Ken Blanchard



HR Updates

LAI's Website Addition

Please be sure to visit LAI's website at www.logapp.com. LAI would like to introduce the new **EMPLOYEE** section of the website. In this area employees will find commonly used forms and websites which are conveniently accessed. While this area is still growing, employees are able to access Procas for timekeeping purposes and I-pay statements for viewing pay stubs without having to remember multiple websites. LAI has also released the Employee Handbook 2010 edition which you will find specific information below. Upcoming events for LAI's website will also include employees being able to access training and managers will soon be able to access management forms.

2010 Employee Handbook

Please be advised that the latest edition of the Employee Handbook was released in October 2010. It can be accessed through the **EMPLOYEE** section on the LAI website. The docu-

ment is password protected and the code will be provided to employees by their LAI Manager. The revision to the handbook includes the following highlights:

Maximum PTO Accrual

There is no maximum carry over amount for non-exempt employees. This policy has not changed although this information was left out of the first edition of the Employee Handbook.

Substance Abuse Policy

An employee will be considered in violation of LAI's Substance Abuse Policy if he or she is under the influence and/or if any consumption of drugs, including alcohol, occurs during work hours, while at the worksite or other company locations. Work hours include breaks, lunch breaks, and overtime. This policy distinctively includes holiday parties, social gatherings and other social events sponsored by LAI, the government or other LAI affiliates.

Proper E-Mail Etiquette

by [Dawn Rosenberg McKay](#), About.com
Ninety-two percent of Internet users in the United States use email. That's a huge number since 73% of those living in the U.S. use the Internet (Information Please® Database, Pearson Education, Inc., 2008). Many people use email for business communications, which stresses the importance of knowing proper email etiquette. While a lot of people understand the importance of following certain rules when writing a business letter, they often forget these rules when composing an email message. Here's a refresher.

Mind Your Manners: Think of the basic rules you learned growing up, like saying please and thank you. Address people you don't know as Mr., Mrs., or Dr. Only address someone by first name if

they imply it's okay to do so.

Watch Your Tone: [Merriam-Webster](#) defines tone as an "accent or inflection expressive of a mood or emotion." It is very difficult to express tone in writing. You want to come across as respectful, friendly, and approachable. You don't want to sound curt or demanding.

Be Concise: Get to the point of your email as quickly as possible, but don't leave out important details that will help your recipient answer your query.

Be Professional: This means, stay away from abbreviations and don't use emoticons (those little smiley faces). Don't use a cute or suggestive email address for business communications.

Use Correct Spelling and Proper Grammar: Use a dictionary or a spell checker — whichever works better for you. While you can write in a conversational

tone (contractions are okay), pay attention to basic rules of grammar.

Ask Before You Send an Attachment: Because of computer viruses, many people won't open attachments unless they know the sender. Even that can be a mistake because many viruses come disguised in email messages from someone you know. Before sending an attachment, ask the recipient if you may do so.

Wait to Fill in the "To:" Email Address: Career Planning Site visitor Larry Batchelor says, "I never fill in the "To:" email address until I am completely through proofing my email and I am sure that it is exactly the way that I want it. This will keep you from accidentally sending an email prematurely. In the past, I have accidentally clicked on the send icon, when I really meant to click on the attachment icon."

LAI Superstars



Department of Energy (DOE) Logistics Services; Washington, DC

DOE Forrestal Team Providing Customer Service at Special Event.

Once again, LAI employees stepped up to the plate in order to assist our customers at DOE Forrestal. On July 27, during the DOE Feeds Families Festival, **Lovie Rose**, **Paul Young**, and **Eric Dunkins** provided excellent customer service to those in charge of the event.

In a note sent to LAI management, Yetunde Onipede Ijaodola, the 2010 NNSA Feeds Families Point of Contact stated, *"Working with your team made the hard work leading up to the event worthwhile. Because of your staff's excellence I look forward to working with them again in the future and I do not envision future events of this nature being successful without them on my execution team. The few bumps in the road that we endured early on were handled with precision and the festival attendees did not even notice.*

Again, I commend your staff/team on providing great internal customer service."

Facilities Engineers to the Rescue

The month of August saw several days of temperatures above 90 degrees. So, imagine having to be in a hot conference room for two days to discuss business with 29 other people, and the air conditioning unit is malfunctioning. Well, this was a scenario that took place recently at DOE's Forrestal Building.

However, Building Engineer **Paul Young** came to the rescue to repair one of the air conditioning units which led to one of the key conference rooms in the Forrestal Building. Mr. Young received praise for his quick response to repair



Commodity Futures Trading Commission (CFTC); Washington, DC

LAI Welcomes New Front Desk Manager to CFTC

LAI welcomed new Front Desk Manager, **Charlene Smith** to CFTC. Charlene replaced a retired CFTC staff member and has been tasked to perform the day to day operations of checking in visitors, operating the telephone switchboard, reserving meeting rooms, issuing loaner badges to staff and providing outstanding customer service.

Charlene – welcome again!

Call for Articles!



The LAI Connector publishing team wants to hear from you! LAI is interested in its employees' on-the-job highlights, successful projects and team efforts, as well as talents, hobbies, interests, and community outreach activities.

Keep LAI posted on your achievements. If you are interested in sending in an article to be included in the published LAI Connector, please send your submissions (along with photos) to

Kristine Foulkes at kfoulkes@logapp.com.

Reminders!

It is Open Enrollment Season!!!

Please mark your calendars for the first week in December! Open enrollment for health, dental, life insurance and 401(k) is coming up the first week in December. At that time you will be briefed on the benefit plans offered by LAI for the 2011 calendar year. This will be the time to elect benefits, change coverage, add/drop dependents and terminate coverage for all eligible participants. Rate information will be provided to you prior to open enrollment.

Workplace Banking from PNC Bank



Logistics Applications Inc. (LAI) is looking for an easy way to build a better employee benefits package to keep and attract valued employees. PNC Bank's Workplace Banking is an integrated financial program that will help LAI employees get more for their money.

It's easy to get started. PNC will provide on-site meetings to inform our existing employees of the program benefits and even open your accounts, without an added trip to the bank. PNC will even come back periodically to offer financial planning seminars.

As a participating Workplace Banking employer, it will be easier for LAI employees to sign up at any PNC Bank branch location.

WorkPlace Banking for LAI employees: Direct deposit and 24/7 account access by phone or online, mail or ATM to a full range of financial services all come together in Workplace Banking. You can choose from three [PNC WorkPlace checking plans](#) loaded with time and money saving features, plus investment options to help you down the road.

This is an wonderful program with outstanding benefits. For more information on how PNC's Workplace Banking can help you, please contact your benefits administrator.

401(k) Information

When you are ready to retire, where will you get your income? Social Security and Savings

Each year, the Social Security Administration sends every eligible person a report of how much the person will receive a month at retirement age. Look for your statement in the mail a couple of months before your birthday. If you want more income than Social Security will provide, build up a retirement savings account as a source of additional income.

The gold standard of retirement planning is to save between 10 – 15 % of your income while you are working and to invest it safely. While this may be difficult for most employees, LAI's 401k Plan is an excellent place for your retirement savings, no matter how small a percent of your income. Every LAI employee should consider investing at least 2% of your salary because LAI has traditionally matched the 2% with an additional 2%.

In 2009, if you earned \$45,000 a year and saved \$37.50 each pay period for your retirement, you would have saved \$900. LAI will reward you by contributing \$900 into your account in July 2010.

Please take a moment to explore the Fidelity 401k Plan web site, www.netbenefits.com; and check out tools like:

New eLearning Courses - Plan participants have access to self-paced educational courses available via NetBenefits, known as eLearning, that can help them understand the fundamentals of saving for retirement. These self-paced courses focus on such important topics as: why it is important to start saving; how to review their investment choices; and how to build, monitor, and allocate their portfolios. These educational materials will provide insight to your employees to help make them more informed and educated participants.

Fraud, Waste & Abuse Hotline Numbers

DoD Defense Hotline	1-800-424-9098
DOE Inspector General's	(202) 586-4073 / 1-800-541-1625 (202) 586-4902 Fax
Department of Homeland Security	1-800-323-8603

About LAI and EES



Founded in 1986, LAI has built an excellent reputation for fairness and integrity, and a sustained performance record that has propelled its growth. It is a Service Disabled Veteran Owned Small Business (SDVOSB). LAI was acquired by Edmonds Enterprise Services, Inc in 2005.

Edmonds Enterprise Services was founded in September 2004, by Lieutenant General Albert J. Edmonds, USAF (Retired). EES offers a wide range of technical and business solutions to government customers.

Through the combined resources of EES and LAI a full spec-

trum of information technology and logistics services can be offered. These services include:

- ◆ Facilities Management & Logistical Support
- ◆ Information Technology Services
- ◆ Business & Technical Consulting
- ◆ Conference Planning & Management
- ◆ Information Assurance & Security
- ◆ Enterprise Architecture



Code of Ethics



Although LAI rightfully focuses on providing superior services to its customers, LAI also wants to remind employees to ensure that the following Ethics, Safety, Security, and Equal Opportunity and Treatment (ESSE) model is incorporated in your daily work activities:

Ethics: There is no substitution for ethical behavior, conduct and practices. Simply put, when we take a job and expect to be paid, get a clear understanding of what is expected of you. Then, do that job with complete honesty and integrity. It means coming to work on time and scheduling time off, rather than an erratic attendance pattern. When you can not live up to the code of conduct that is expected of you, find another job while your dignity is still intact.

Safety: A safe environment is a productive environment. Always respect the complexities of your work and follow the rules and regulations that have been established by subject matter and safety experts--that includes the correct tools, clothing, operational processes and preventative measures.

Security: We all have the responsibility to protect the security of our nation, family and community. This means that we should first abide by the laws, rules and regulations around us and keep a vigilant eye and ear for any deviation from sound security practices. We should safeguard our confidential documents and materials to include access cards credentials and report any suspicious incidents to appropriate authorities.

Equal Opportunity and Treatment: Everyone has the right to work in an environment that is fair and free of discrimination and harassment of any kind. Leaders and managers must set the example by conducting all of the project and program business where each employee is treated equitably and has the same opportunity to excel.

Everyone wants to be appreciated and it doesn't take much to tell our people they are doing a good job. LAI challenges each project and program manager to take a critical look at the ESSE of your group and see where you can improve as a team. Tell the outstanding performers how they are performing--and equally as important--let those who are not performing at their top potential know that they need to shape up.

Our Customers

Edmonds Enterprise Services, Inc. (EES)
www.edmondses.com

Logistics Applications Inc. (LAI)
 An EES Company
www.logapp.com

2760 Eisenhower Avenue, Suite 202
 Alexandria, VA 22314
 Phone: 703.317.9800
 Fax: 703.317.9806

-  Department of Defense
-  Department of Homeland Security
-  Defense Intelligence Agency
-  Department of Energy
-  Federal Energy Regulatory Commission
-  Smithsonian Institution
-  National Endowment for the Arts
-  Architect of the Capitol

EES and LAI are Service-Disabled Veteran-Owned Small Businesses.