



THE INTEGRITY DIGEST

JANUARY 19, 2023



REINTRODUCING OURSELVES



New Beginnings

Greetings, IntegrITS Family! We hope your new year is off to a strong start. For some of you, it may have taken you a little while to gain momentum again after the holidays. For others, the year may already be a whirlwind and you hit the ground running on January 1. Regardless of how these first few weeks began for you, our desire is that you are able to find a pace that allows you to balance a fulfilling work life and personal life.

Don't forget about the resources we have available to us through Insperity that provide care options addressing our holistic wellbeing (physical health, emotional health, financial health, social health, and professional health). Visit your [Insperity Portal](#) and select the ["Wellbeing" tab](#) on the left for an introduction to these resources.



Over the past couple months, we have been thinking through *The IntegrITS Weekly Digest's* future in 2023. One of the most helpful tools for us during this process has been the feedback you provided in the IntegrITS Staff Climate Survey. After considering your feedback, as well as other Corporate Communications initiatives we have coming down the pipeline in 2023, here is what the Digest will look like this year:

01

The IntegrITS Weekly Digest is now The IntegrITS Digest.

We will be moving from a weekly format to the following:

- 1st Thursday
- 3rd Thursday
- 5th Thursday

We will continue all of our topics.

However, our main focus will be on The CEO's Corner (1st Thursday), Team Spotlight (3rd Thursday), and Check-Ins (5th Thursday). Did You Know? and Operational Excellence will be incorporated into all Digests as appropriate.

02

03

Distribution List Audit.

Over the next couple weeks, we will audit our distribution list for the Digest to make sure everyone is receiving the newsletter at their preferred email address. If you already know that you would like to receive the Digest at a different email address, please email us at news@integrits.com and we will update our distribution list accordingly.



TEAM SPOTLIGHT



A MESSAGE FROM OUR SECURITY TEAM

NICK ENRIQUEZ

Facility Security Officer (FSO) &
Information Security Officer (ISO)



Our security posture at IntegrITS is integral to our everyday functions across the entire Company. To put it plainly, if we fail to follow security requirements and best practices, we are at risk of losing our customers—and more importantly, we put ourselves, our customers, and ultimately the Warfighter at risk.

In my role as FSO and ISO, it is my honor to ensure our Team is operating at the highest standards of excellence when it comes to security. I periodically send out notifications about emerging threats and other significant or potential risks to national security via newsletters, such as Purple Arrow: Daily Cyber Newsletter, and updated briefings about the latest Security Executive Agent Directive (SEAD) 3 reporting requirements. I hope you understand that these resources and updates are not mere formalities, as they provide key information regarding our national security that are helpful to know both for our work and personal lives.

Most of you have likely interacted with me in relation to my role supporting the Insider Threat Awareness program as well as conducting your Initial, Annual and Refresher Security Training. We've also likely worked together as I maintain and monitor personnel clearances to support our government customers.

IntegrITS Corporation was granted a Facility Clearance (FCL) after Defense Counter-intelligence and Security Agency (DCSA) determined the legitimate need to access classified information to support a government contract. DCSA has oversight authority and is responsible for inspecting and monitoring cleared companies to evaluate the security operations of the company. In this regard, DCSA manages the training and accreditation of the FSO to enable FSOs to remain compliant with the National Industrial Security Program (NISP).

On November 30, 2022, the DCSA Industrial Security Representative (ISR) led a security review with me to assess our security program's compliance with the new National Industrial Security Program Operating Manual (NISPOM) rules. IntegrITS passed the security review, and we were recognized as operating in general conformity with NISPOM.

The new Security Review Process is a compliance-first model that considers the whole Company's awareness and our overall cooperation within the security community. The effectiveness of our security program is subject to continuous monitoring to ensure our security controls remain suitable to counter current threats to national security assets. Security is an ever-evolving field, and we are working as an entire Leadership Team to put policies and procedures in place that will continue to strengthen our security posture.

A huge thank you to all of you who prioritize our security by keeping your knowledge up to date and implementing the policies that keep us safe. I look forward to working with you throughout the year!



Paid



Time



Off

PTO OPTIONS

As part of IntegrITS PTO Policy, at the end of each year we give employees the option to either rollover their current PTO balance into the new year or get paid for leave remaining on the books.

You should be receiving an official email from Human Resources regarding your PTO options by the end of this week, if you have not already.

We are extending the due date for responses to Wednesday, January 25th.

Please keep in mind that you cannot request a payout of any balance carried over from previous years (i.e. 2021). Your pay out option is available for PTO earned and accrued in 2022. If you have a remaining 2021 PTO balance, it will be automatically rolled over into 2023.

Please respond to Laura Villarreal with your PTO option selection by Wednesday, January 25.

2022 PTO pay outs will be processed for payment on the February 3rd pay date.



LET'S CELEBRATE!

Q4 New Hires

A warm welcome to our new hires who joined IntegrITS in the fourth quarter of 2022! We are so honored to have you on our team.

Nathan Dowd
Jaime Equihua Flores
Jose Gutierrez
Nestor Hernandez Miguel

Tracy Kirkland
Veronica McGrew
Ryan Rubi
Chad Silas

January Birthdays

We are wishing a happy birthday to our teammates who are celebrating birthdays in January!

Tyler Bloss
Brandon Diaz
Alex Goodman
Arturo Hernandez
Steve Heyl

Tanise Hill
Eric Holsti
Garrett Jew
Ricardo Olivas

January Anniversaries

Whether you've been with us for one year or twenty, we don't take it for granted that you are a member of the IntegrITS family. Thank you for your hard work and commitment to your team.

If you see someone from your department on this list, be sure to congratulate them this week!

Vanessa Valdez, 18 years
Benito Hobson, 6 years
Susan Romero, 4 years
Juan Tovar, 4 years
Justin Vermette, 4 years
Jerardo Garcia, 3 years

Alex Goodman, 3 years
Andrew Valencia, 3 years
Michael Vondra, 2 years
Omar Gonzalez, 1 year
Gregory Harrison, 1 year



TIP OF THE WEEK

We are extending our timeline for you to submit tributes to Ray Marinello and Julian Segura, and their families. If you would like to share a tribute, please fill out the following forms by Tuesday, January 31:

Submit a tribute to Ray here: <https://forms.office.com/r/DGUQ89EffX>

Submit a tribute to Julian here: <https://forms.office.com/r/iLZakRXXpx>

COMING SOON - THE CEO'S CORNER

We'll be back on the first Thursday of February (2/2) with a message from Mr. Carter in The CEO's Corner.

COMMENTS/ QUESTIONS?

If you have any comments or questions about this week's newsletter, email us at news@integrits.com.

We have also created a website where we are storing the archives of all our newsletters to date: <https://integrits.com/digest-archives/>.

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