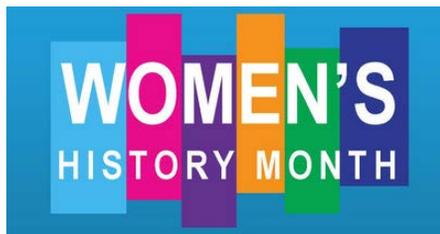




MARCH 2019



Women's History Month honors and celebrates the struggles and achievements of American women throughout the history of the United States. American women have struggled throughout our history to gain rights not simply for themselves but for many other underrepresented and disenfranchised groups in America.

Women's History Month had its origins as a national celebration in 1981 when Congress passed Pub. L. 97-28, which authorized and requested the President to proclaim the week beginning March 7, 1982 as "Women's History Week." Throughout the next five years, Congress continued to pass joint resolutions designating a week in March as "Women's History Week." In 1987 after being petitioned by the National Women's History Project, Congress passed Pub. L. 100-9, which designated the month of March 1987 as "Women's History Month." Between 1988 and 1994, Congress passed additional resolutions requesting and authorizing the President to proclaim March of each year as Women's History Month. Since 1995, Presidents Clinton, Bush and Obama have issued a series of annual proclamations designating the month of March as "Women's History Month."

Source: <https://womenshistorymonth.gov/about/>



March 2019

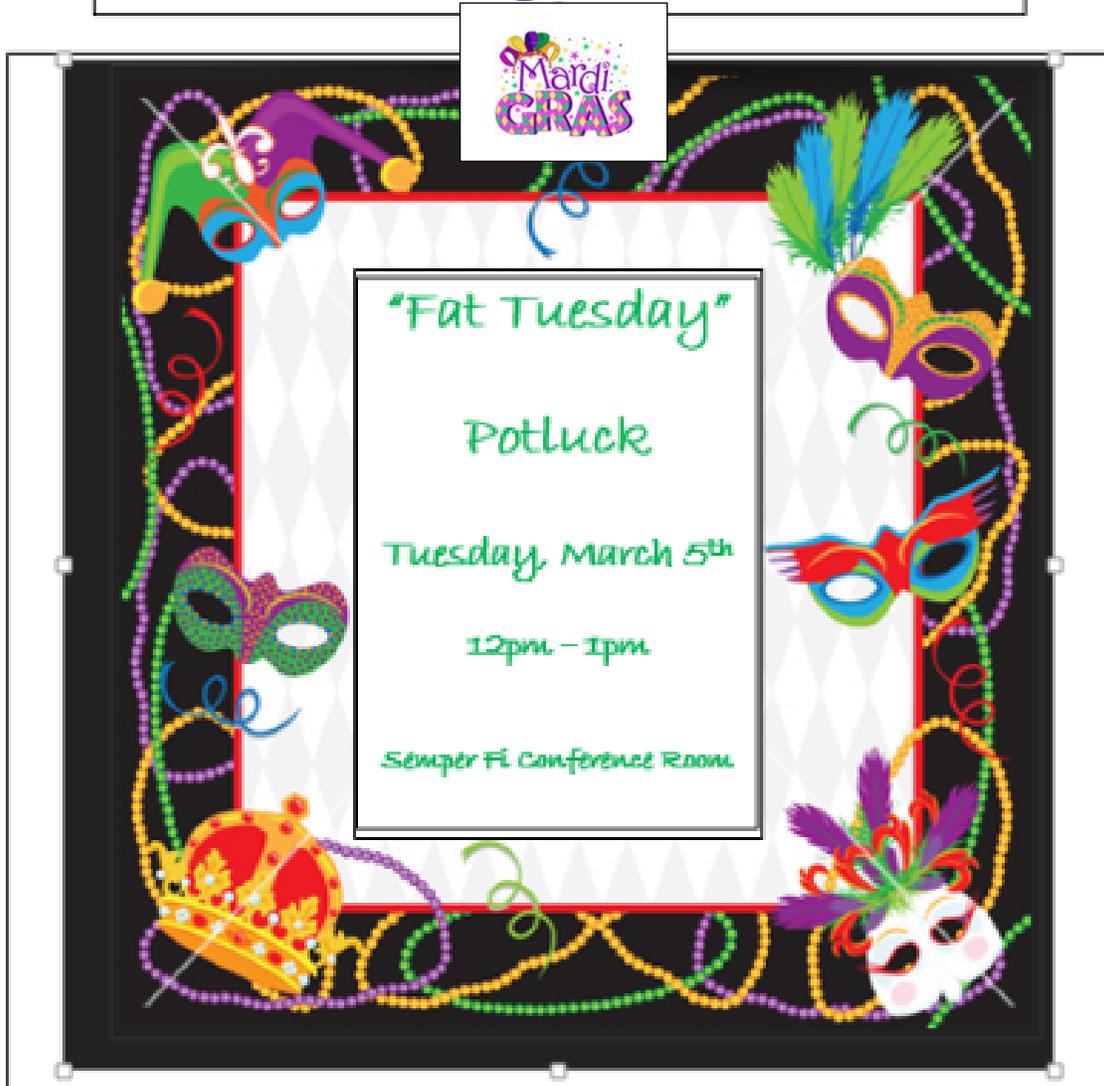


Day Light Savings Time
March 10, 2019



St. Patrick's Day
March 17, 2019

Quarterly All-Hands



Please bring a Mardi-Gras themed dish to share!

Suggested items to bring:

Jambalaya, Gumbo, Red Beans and Rice, Fried Shrimp,
Crab/Seafood Dip, Cornbread, Coleslaw, Olive Tapenade, Shrimp creole, blackened redfish
hush puppies, Cajun smothered okra, oyster artichoke soup, beignets.



How to send a "Secure" Attachment via E-mail



- After scanning the documents, you are going to click on the attachment you sent and click File → Save As...and make sure you are saving the file as a PDF.
- Next go in and open your saved document. Click File → Properties → Security. You are going to change from "No Security" to "Password Security"
- Make sure you check the box that says "require password", then create your password and click "OK"
Now you are able to attach those documents to your email. For someone to view these documents they will need the password to open the documents.

In a **SEPARATE** email, you will send the password to the document. *NEVER INCLUDE THE PASSWORD IN THE ORIGINAL EMAIL. You will want to send a SECOND email.

Foreign Travel Briefing



All employees who hold a security clearance must now report all unofficial foreign travel and foreign contacts. Foreign travel must be reported **before** the trip unless it is an unexpected crossing into Mexico or Canada, which can be reported within five days of return. (Travel to U.S. territories is not reportable.)

The purpose of the foreign is to: Increase awareness and personal safety while travelling internationally, increase the traveler's awareness of potential targeting by foreign intelligence, provide information on current travel warnings and alerts, and provide the traveler with information about where to seek assistance while traveling abroad.

Security questions can be directed to Mike Motley at MotleyM@davisdefense.com or by calling (540) 736-8901.

Davis Defense Group Timesheet Guidelines



- Website: <https://time.davisdefense.com/>
- Employees are to create their timecard on the first day of the pay period – 1st and 16th of each month.
- Employees must record their time **daily**.
- Recording time in advance is **not acceptable**. You cannot record hours at the beginning of your workday, if you have not worked those hours yet.
- Recording time days after the fact, such as at the end of the week (or pay period), is not acceptable.
- Employees must account for all hours worked and recorded on the actual day worked.
- Employees should save and submit their timecard at the end of the day on the 15th and 30th/31st.

Timecard questions can be directed to Linda Jaramillo at JaramilloL@davisdefense.com or by calling (540) 369-4954.