



Dear Valued Team Member,

Welcome to Strategic Resilience Group, LLC (SRG)! We are pleased with your decision to join our team.

SRG is devoted to providing superior quality and unparalleled customer service in all aspects of our business. Our employees are valuable contributors to the overall success and growth of our Company. We believe our employees are our greatest asset and the greatest investment we, as a team, can make.



This onboarding packet consists of general information and references to our specific policies, practices, and benefits. Please read the information provided completely. For any questions regarding the onboarding packet, discuss them with your supervisor or the professionals at Insperity Human Resources.

Welcome aboard. We look forward to working with you!

Sincerely,

William Dunn
President

“Mission first...People always”



What is Strategic Resilience Group?

Strategic Resilience Group (SRG) is a Department of Veterans Affairs (VA) Certified Veteran Enterprise (CVE) Service-Disabled Veteran-Owned Small Business (SDVOSB) founded with the sole purpose of assisting our clients to achieve their missions in an increasingly complex and rapidly changing operational environment. Our leadership team is made up of retired Marines with decades of leadership and management experience. We are adept at developing innovative capabilities and using them on the battlefield and the business environment to anticipate and adapt to rapid change. Our core capabilities are data analytics and analysis, implementing agile methodologies and processes, training, and organizational change management. Our core proficiency is building resilience at the system, organization, and individual level to support our client's mission success whether that entails providing high quality goods and services or serving our country.

SRG's vision is to become a nationally recognized provider of critical and innovative professional services and technology solutions to the Warfighter, the U.S. Government, private companies and our nation's allies. At Strategic Resilience Group, we believe that resilience is best achieved through practicing our core values of **Integrity, Trust, Commitment, Teamwork & Quality**.

What We Do

SRG's mission is to deliver innovative management consulting, program management, change management, strategic planning and technology integration services and solutions that exceed customer expectations as we prepare them to transform disruptive change into opportunity.

Our goal is to provide exceptional consulting services, and technology integration that builds the resilience of our clients at a competitive price. We attain this goal with an employee-centric culture driven to success by core values that promote opportunity, professional development, and career advancement for a diverse, motivated, and inspiring workforce.

Strategic Resilience Group developed and continues to preserve a strong, dynamic network of specialized systems integrators, providing our customers access to the best tools and services available on the market. We actively cultivate our partnerships to stay ahead of evolving processes and technology trends. Our strong and capable relationships with partners on the forefront of the tech world enhance the value we can offer our government, commercial, and not-for-profit clients. We link best practices





and professional networks from national defense, private industry, and the public sector to shape them to meet specific needs.

Check out our capability's presentation, available on the Capabilities page of our website at: [Capabilities | Strategic Resilience Group \(srgadaptive.com\)](#).

Insperty

SRG uses Insperty, a Professional Employer Organization (PEO), for Human Resources (HR), payroll services, and management of our excellent benefits package. As a response to valuing our employees as our greatest asset Insperty provides an array of services to help you manage your work life, support a healthy home life and help you help us improve business performance through responsive support of the workforce. Actions offered to our employees include performance management, expense management, time and attendance, organizational planning, retirement services, insurance and education services.

Detailed information is available in the Employee Handbook ([Strategic Resilience Group Employee Handbook \(5\).pdf](#)), and through other online resources within the Insperty Portal (<https://portal.insperty.com/cs/nsp/index>). However, we have provided a summary of some of the key policies and employee information to help you discover all Insperty's comprehensive platform has available to you.

Insperty Mobile: Download the Insperty app for easy and mobile use. The app provides quick, easy access to your 401k, paycheck information, flexible spending account (FSA), United Health Care (UHC) benefits card and more. The app is available in the app store for your device.



Time Keeping: Every employee is responsible for accurately recording time worked. All time spent working must be logged and accounted for; this includes time spent using electronic devices for work-related purposes. It is the responsibility of all employees to submit and approve their time records each week. All employees shall use Insperty's Time and Attendance tracking database via the Time Star application ([Insperty Time and Attendance®](#)) on a personal computer or mobile phone application. Please speak with your local supervisor for task or location specific time keeping requirements.

Pay Practices: Exempt employees are required to enter their time in the Insperty Time and Attendance system and in some cases time tracking systems provided by a prime contractor or client. For overtime calculations and salary administration, the fixed 7-day "workweek" for Strategic Resilience Group, LLC is the period beginning at midnight, Monday and ending at 11:59 pm, Sunday. All employees will be paid bi-weekly, every other Friday.



Vacation/Holidays: Each employee will receive five (5) floating holidays on January 1st and an additional five (5) days on July 1st of each calendar year. We refer to these as floating holidays to provide you maximum flexibility (within the requirements of the contract). These days are available to be used for those days that may be recognized as federally observed holidays or chosen in accordance with employee preference. Please remember that all floating holidays must be used during the calendar year received and cannot be carried over into the next year.

Paid Time Off (PTO): We have an all-purpose time off policy for eligible employees to use for vacation, illness, injury, or personal business. PTO combines traditional vacation and sick leave plans into one flexible, inclusive policy. PTO is payable in the same manner as the regular salary and is subject to the same withholding elections. All regular employees will begin PTO accrual as of their hire date which may be used immediately.

Insperity Perks at Work: Employee retention is of the utmost priority and in a display of gratitude and recognition SRG offers personalized employee perks. With the intention of making a meaningful impact, we express our appreciation in ways beyond the standard paycheck and benefits package with these opportunities available for you to take part in: Member Auto Buying Program, up to 35% off at the movies, discounts on your monthly phone bill, best prices from manufacturers and retailers for electronics, air, hotel & care rentals from corporate perks, up to 90% off at 18,000 locations and member pricing for all major brands. More information can be found in the Insperity Portal > MarketPlace ([Insperity Perks at Work](#)).

Educational Assistance Program: Designed to encourage eligible employees to acquire additional education to maintain or improve skills that will be beneficial to the employee and facilitate in their capacity to rise further within the company's hierarchy. An employee may be reimbursed up to \$1,500 per calendar year for approved undergraduate or graduate courses taken as part of a degree program at an accredited institution, and up to \$500 per calendar year for approved continuing education expenses (including college courses taken outside of a degree program). For more details visit Insperity Benefits > [Educational Assistance \(insperity.com\)](#).

Additional SRG Information

Hours of Operation

Strategic Resilience Group LLC is open for business twenty-four (24) hours per day all year. When required by clients we use shifts to manage our 24 hours service requirements. The standard workweek is 40 hours. Supervisors will advise employees of their scheduled shift, including starting and ending times. Business needs may necessitate a variation in your starting and ending times as well as in the total hours you may be scheduled to work each day and each week.



Punctuality

Strategic Resilience Group LLC expects regular attendance and punctuality from all employees. This means being in the workplace, ready to work at your scheduled start time each day and completing your entire shift. All time off must be requested in advance, in accordance with appropriate local procedures, relevant contract documents, and in writing, to the SRG program manager as outlined in the Company's Paid Time Off (PTO)/Vacation/Floating Holiday/Sick Leave policy. If an employee is unexpectedly unable to report for work for any reason, he or she must directly notify their supervisor as early as possible, and preferably prior to their scheduled starting time.

Personal Appearance

Employees should wear appropriate clothing, observe high standards of personal hygiene, and dress and groom themselves according to the requirements of their positions. Business attire may also be directed by the location of the work being performed and in accordance with the standards set forth by the customer and/or prime contractor. This applies to remote work as well. Questions regarding appropriate workplace attire should be directed to your supervisor or the HR.

Company Lingo

As with all organizations, SRG has a lingo and verbiage specific to our company and industry. While our veteran employees may display a full understanding and know this language by heart, new hires may find themselves confused about certain references or phrases. We hope to provide the perfect opportunity to set up new employees for communication success from the beginning.

LINGO:
THE LANGUAGE OF BUSINESS

Some Terms to Know:

- CMSO – Category Management Support Office
- DOTMLPF – Doctrine, Organization, Training, Material, Leadership and Education, Personnel and Facilities
- JV – Joint Venture
- OIE – Operations in the Information Environment
- RFI – Request for Information
- RFQ – Request for Quote
- RFP – Request for Proposal
- SDVOSB – Service-Disabled Veteran-Owned Small Business
- SIGINT – Signals Intelligence
- VA – Veterans Affairs or The Department of Veterans Affairs
- VBA – Veterans Benefits Administration



- VHA – Veterans Health Administration

For an in-depth and comprehensive account of terms affiliated with and relevant to Strategic Resilience Group, consider exploring the following resources:

DoD Dictionary of Military and Associated Terms at: [DOD Dictionary of Military and Associated Terms, November 2021 \(jcs.mil\)](https://www.jcs.mil/dod-dictionary-of-military-and-associated-terms)

VA National Center for Veterans Analysis and Statistics Glossary: [Glossary - National Center for Veterans Analysis and Statistics \(va.gov\)](https://www.va.gov/vaop/ncvas/glossary)

VA Common Acronyms: [Commonly Used Acronyms - Office of Procurement, Acquisition and Logistics \(OPAL\) \(va.gov\)](https://www.va.gov/vaop/ncvas/acronyms)

SRG Contact Information

SRG Email: info@srgadaptive.com

Corporate Address: 237 Garrisonville Road
Suite 202
Stafford, Virginia 22554

Strategic Resilience Group's corporate headquarters is situated in a beneficial location, convenient to many "go to" spots. Employees can take advantage of the multitude of services, shopping, and restaurants surrounding our office location. We are also conveniently located right off I-95.

Check out our website and social media presence!

Website: www.srgadaptive.com

Twitter: [@_SRGroup_](https://twitter.com/_SRGroup_)

Facebook: [@StrategicResilienceGroup](https://www.facebook.com/StrategicResilienceGroup)

LinkedIn: Strategic Resilience Group, LLC