



**Bering Sea Group  
Corporate Support Directory** P2



**Bering Sea Group  
Corporate Support Directory continued** P3



**Employees of the Quarter  
Hack Proof your Smart Phone** P4



"Fall" on St. Paul Island



# Bering Sea Group

A Division of TDX Holdings LLC

August 2011

## Quarterly Newsletter

**Diversification and Growth  
Through a Unified Goal of  
Exceeding Customer Expectations**

### From the Desk of:

**William Arterburn - Bering Sea Group Executive VP**

Amidst everything else happening this summer, we've moved to a new location. New office, new software, new contracts, new customers, new people. New methodologies, new equipment, new technology, new economy. The more we think we have things figured out, the more we realize that we have to adapt and adopt, and make change part of our daily lives and, truly, a part of the culture of our working organization. The biggest concern arising from an office move is the disruption of daily routines. I'm proud that our organization took things in stride and that the event was almost a seamless transition.

It's real easy to forget the rank and file administrative staff that puts in the hours, day in and day out, providing the support and documentation for every activity and every contract act we perform across our multiple locations and projects. If you think about it, we would have a pretty rough time of it without the support we receive from the back office here in Anchorage. We could start with the paychecks that we all count upon, and move to the hundreds of vendors, subcontractors, landlords, suppliers, consultants, and service providers that need to be paid to keep operations moving. And while you're at it, don't forget about the 20-24 multiple taxing, licensing and regulatory authorities that have jurisdiction over our personnel, working

conditions, offices, vehicles, equipment and locations. They want their reports and fees and they want them now. Then move to our 100 or more unique customers, the reason we're all here. We need to document our services to them and bill them, under their terms and conditions, monthly or more often, so that we can keep the machine running.

The jobs are routine, sometimes boring, and largely thankless. They take place out of the limelight and away from the front lines. But they are every bit as essential to our organization as the most distinguished PM, the lead UXO Tech, the master electrician, or the network tech. In fact, they are the heart and soul of the organization, the living central core without which we could not function. We all take the functions and the personnel for granted, and rarely pause to recognize their quiet and diligent efforts.

The Anchorage BSG support staff is highlighted in this edition of our newsletter, to familiarize extended company personnel, with the duties and functions of BSG's administrative support network. They are a resource available to you to support accomplishing your job and making BSG companies successful in its contracts. What I treasure and admire most about this group is that they're

largely self-taught and self-sufficient. To those who work with them, complaints are rarely if ever voiced, solutions are readily supplied and cooperativeness and teamwork are always at the forefront of their efforts. I am most grateful and tip my hat respectfully in their direction. So should we all. If you happen to interface with one or more of the Anchorage support team, or need a bit of help with an administrative matter, take a few seconds to recognize and express your appreciation for their efforts. They're happy to talk to you and assist you with your problem.

***We Have Moved!***  
**Bering Sea Group Offices**  
**are now located at:**  
**615 E. 82nd Avenue**  
**Suite 200**  
**Anchorage, AK 99518**






Due to the nature of our work as a general contractor for both the civilian and government sectors we have people spread out globally. We often forget that there is a support staff located at our Anchorage Alaska office whose sole job is to provide various infrastructure and administrative support. They administer payroll for the hundreds of people working for us as well as handle billing to, and invoices from, various vendors and clients. In addition we have our Human Resources Department providing services for benefit support and processing employee transfers and new hire paperwork.

We hope that this directory will shed some light on those individuals within our Bering Sea Group organization. The support they provide is important to our group of companies and provides our field employees and project management teams the ability to concentrate on getting their work done efficiently and on time for our customers.



## Lenora Kochutin

Payroll/Accounts Payable/  
Purchasing /FSO  
lkochutin@bseak.com

Lenora (Nurra to her friends) is responsible for P-Card Maintenance, bank accounts for BSG, business cards, business licenses, fixed assets and assisting with Accounts Payable. If that wasn't enough Lenora also serves as the Facility Security Officer (FSO) for BSE, BSEn, and TDXNet. Some of the most recent rewarding projects has been the Viewpoint software training she received and being responsible for managing the companies fixed assets. Even becoming the Company's FSO has provided her with an exciting learning opportunity.

When not at work Lenora enjoys spending time with her two children (ages 2 and 3 months). She also enjoys Barbecuing and thinks "you can cook anything on the grill". One of her fantasy jobs would be as a famous singer continually on world tour.

Lenora's commitment to working for our native Aleut Company grows even stronger when the employees around her are recognized for their accomplishments.



## Connie B ergo

HR Manager for BSE, BSEn,  
TDXNet, AWS, and Cape Flattery  
cbergo@bseak.com

Connie B ergo's Job as Human Resources Manager keeps her very busy processing anything and everything that has to do with our company's HR functions for the Bering Sea Group of companies. In addition to her HR duties Connie has served on the Board of Directors for TDX for the past 12 years as Secretary/Treasurer. She is also on several local committees and serves on the Portland Hotel Board.

When not at work Connie enjoys time with her three children (ages 4, 12, and 17), watching hockey or dancing and enjoys quiet relaxing times when she can. She'd love to own a resort in Bora Bora but enjoys the interaction she has with field personnel.

Connie is always looking for areas to improve and feels investments in our shareholders futures with training and more management positions could best serve the company in the long run.



## Zenaida Kochutin

Payroll Technician  
zkochutin@bseak.com

Zenaida or Zas as she is commonly called in the office, is responsible for processing all our timesheets, income taxes, unemployment forms, quarterly reports and payroll for BSE and TDXNet. She has also recently been very involved with the new Viewpoint software training/implementation throughout the company and of course our recent Corporate Office move.

Zenaida enjoys the people she works with and would like to someday be in charge of one of our Range Operations at one of our California locations. When not at work she enjoys spending time with her four kids (ages 3, 10, 19, and 21) as well as playing basketball.

While the move to a new office and learning a new software suite provide an exciting challenge to Zenaida she is encouraged by the move that will allow supervisors to be more hands on and involved in providing direct feedback on everyone's performance.



## Ernest Gray

Government Contract Specialist  
egray@bseak.com

Ernie keeps extremely busy assisting the Bering Sea Group with major purchases, processing purchase orders, surveying equipment, and obtaining parts for BSEn's many contracts. He also handles all the invoicing for our Hawaii location and recently coordinated the move of our corporate office. If that wasn't enough Ernie also assists with processing the various products and documents that our many government contracts produce.

When not working Ernie enjoys instructing as well as dancing at his local dance studio. When he finds the time he would like to work with an inner-city nonprofit organization assisting them and helping the community.

Ernie enjoys the benefits and pay offered at the Bering Sea Group and feels the recent move will help improve communications between the various departments and companies that are now at one location.



## Barbara Mandregan

Deputy Manager Accounting &  
Contracts  
bmandregan@bseak.com

Barbara serves in multiple capacities within the Bering Sea Group. She is responsible for contract billing, contract data entry into our management software, contract support, prior contract billing, and costing support for a large range of proposals throughout the company. She is very involved in the CIP reporting which takes place quarterly and handling all the Hawaii excise tax issues we encounter while doing business there. Barbara has the distinction of being the first employee hired by BSE back when the company started.

While she would love to be a retired billionaire living in Sedona, Arizona, she especially enjoys spending time with her 5 year old grandson and family.

Barbara enjoys how our management team is flexible and allows everyone to meet family obligations that inevitably pop up now and then. The recent corporate office move is encouraging as it's hoped that we will be better prepared to distribute our workloads more efficiently throughout the various departments.



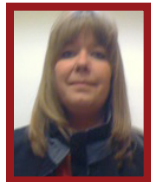
**Jeanette Matthews**

Financial Comptroller  
jeanette.matthews@bseak.com

Jeanette or “Boss” as heard around the office, is responsible for all corporate financial reporting, project accounting, payroll, and everything that tells us if a program or a particular company is or is not profitable. This is a huge responsibility but one Jeanette is up to the challenge of providing.

While not working Jeanette enjoys spending time with her 5 year old granddaughter and traveling to Colorado. She dreams of being able to help feeding hungry children wherever they may be.

Jeanette while only being with the company for a month, has been encouraged by the recent changes in location and new software to assist with her many tasks. She is looking forward to being part of future software upgrades so she can lend her expertise in those areas as well. Welcome to the Team Jeanette.



**Vicki Warfield**

Payroll/Accounts Payable/  
Purchasing  
vicki.warfield@bseak.com

Vicki provides assistance to the payroll, accounts payable and purchasing departments. She is responsible for petty cash and per diem reimbursements to our workers at the various sites around the country. When needed she is often seen lending a helping hand to Angie and others in the accounting department. In addition to the above responsibilities she also processes payroll for BSEn and Aleut World Solutions (AWS).

Vicki enjoys Martial Arts and the Girl Scouts and spending time with her two kids (ages 7 and 13). She enjoys her vacations immensely but would really like to own her own antique shop in Oregon one day.

The Viewpoint software implementation and the corporate office move have been some of her most recent tasks. For someone with the company for a few months she has certainly had a chance to enjoy the variety of tasks presented each day. Welcome!



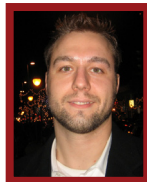
**Mary Jane Mercurief**

Administrative Assistant  
mmmercurief@bseak.com

Mary Jane “MJ” serves as Administrative Assistant to Dean Hughes - COO, Richard Viveros Fiber & Cable Division, and Warren Perkins - General Manager BSEn. She is responsible for appointment arrangements and making hotel and car rental reservations for those traveling to Alaska. She also provides labor reporting for all our Parsons Joint Venture projects. In addition she provides support for all time and material billing for our contractual efforts.

Recently she has been involved in efforts at Camp Lejeune, NC and our Yorktown, VA electrical project. She is hoping to one day become a construction Program Manager traveling the country.

Mary Jane enjoys volleyball, hiking and generally any activity to enjoy the outside. She is looking forward to more consistency within all the divisions with the recent move.



**Brandon Wheeler**

Corporate Commissioner of  
Health & Safety  
bwheeler@bseak.com

Brandon is responsible for providing us with assistance for proposal development, mainly in the areas of management and executive sections and reviewing all Health and Safety Plans throughout the Bering Sea Group.

Some of Brandon’s most recent projects have been closing out the NOAA projects on St. Paul Island and a contract in Dutch Harbor with Delta Western that required treating over 1 millions gallons of contaminated water.

Brandon enjoys hunting and fishing in his spare time and is currently working towards his Masters of Science Degree in Industrial Hygiene and Chemistry.

Brandon’s personal involvement with each of our facilities and contracts provides a nice outlet from the standard office routine. He is also looking forward to increased communications with the office move.



**Anglea Schleyer**

Accounts Payable  
aschleyer@bseak.com

Angie is responsible for all P-Cards, establishing and modifying credit limits. She reviews inputs to the P-Card data provided by our field users and verifies the information for accuracy. She is also responsible for managing accounts payable for BSE, BSEn, AWS, and TDXNet.

Angie is most appreciated for her assistance in providing support for payment of invoices from our wide variety of service providers that allow us to stay on target for our multiple contracts. She is looking forward to the possibility of educational opportunities as the company moves forward.

In her spare time she enjoys watching the Red Wings and Alaska Aces. When the weather permits she also enjoys getting out and running. While Angie enjoys the tight knit group at work that treats everyone like family, her dream job would be as a Registered Nurse of Oncology in Australia.

**Corporate Support Contacts**

**Connie Bergo**

HR Manager - (907) 762-8523

**Ernest Gray**

Gov. Contract Specialist - (907) 762-8431

**Lenora Kochutin**

Accounts Payable / FSO - (907) 762-8513

**Zenaida Kochutin**

Payroll Technician- (907) 762-8527

**Barbara Mandregan**

Deputy Accounting & Contracts Manager  
(907) 762-8515

**Jeanette Matthews**

Financial Comptroller- (907) 762-8524

**Mary Jane Mercurief**

Administrative Assistant - (907) 563-7988

**Angela Schleyer**

Accounts Payable - (907) 762-8435

**Vicki Warfield**

Accounts Payable - (907) 762-8526

**Brandon Wheeler**

Corp. Health & Safety - (907) 762-8519



**Neal Johnson**  
Threat Ops/Maintainer  
JPARC  
Eielson AFB, AK

#### Job Performance

- Neal's energy and initiative were key in reconstituting range threat radar systems following seven month hibernation in extreme, sub-arctic "cold-soak"

#### Self Improvement

- Majoring in Art at the University of Alaska Fairbanks—completed Spring Semester

#### Community Involvement

- Organize and led Marriage Enrichment Seminar
- Assisted in repairing flood damage at Moose Creek Baptist Church.

**For a complete rundown of all the accomplishments of our Employees of the Quarter please visit the Employee Awards web page at [www.bseak.com/employee-awards.html](http://www.bseak.com/employee-awards.html)**



**Russell Nigl**  
Supply Technician  
JPARC  
Eielson AFB, AK

#### Job Performance

- Accomplished supply duties and volunteered not only to assist with Threat Operations with ACMI pod transportation and loading

#### Self Improvement

- Completed all ACMI pod training requirements, despite this not being part of our task loading under the JPARC contract

#### Community Involvement

- Works with the "Women in Crisis" battered women's shelter by providing construction and lawn landscaping services



**Keith Sowden**  
Computer Operator  
ACTS  
Mt. Home AFB, ID

#### Job Performance

- Outstanding P5CTS ground system operations for the 366 FW/428th Singapore Air Force (RSAF) for 92 assigned aircraft utilizing two Mission Design Series Aircraft leading to 54 RTO and 487 RSAF debrief operations and allowing site to maintain a 100% FMC rate on 20 assigned P5CTS Ground Systems

#### Self Improvement

- Tackling self-pace CompTIA Networking + certification; 50% completed

#### Community Involvement

- Active member of the American Legion Post 26; raised funds for annual firework display

## Hack Proof your Smart Phone

**Don Lee, Project Manager**  
[dlee@bsenv.com](mailto:dlee@bsenv.com)



Today's Smart phones can do a lot more than just make phone calls. We can read and reply to emails, control power to various home appliances, communicate with our vehicles and even provide us maps to where we need to go. While these devices are very useful they also contain important information that hackers can use to obtain Personal Information. The few steps below for some of the most common carriers can help provide some protection to hackers accessing your phone and the information it contains.

#### AT&T

1. Press & hold 1 to call into the voice mail system from your device.
2. Press \* to skip to the main menu.
3. Press 4 for personal options.
4. Press 2 for administrative options.
5. Press 1 for password options.
6. Press 1 to turn password on or off.
7. Press 2 to turn password on.
8. When prompted, enter your 4-to 15-digit password, then press the # key.

#### Sprint

1. Access your voice mail account from your Sprint phone.
2. Once in the main menu, choose "change personal options."
3. Next, choose "administrative options."
4. You will hear "skip passcode is currently turned on." To turn it off, follow the prompts.
5. The passcode you originally created will be played to you. Be sure to remember it, as you will need to enter it to gain access to your voice mail in the future.

#### T-Mobile

To turn off/on your voice mail password security, follow these steps:

1. Call your voice mailbox from your mobile phone by pressing and holding the 1 key or by dialing 123.
2. Once you arrive at your voice mailbox, press the \* key to ensure you are in the main menu area.
3. To access the password security menu, press the 5 key.
4. To toggle your password on or off, press the 2 key.

#### Verizon

Verizon is the one major cell carrier in the U.S. that requires you enter your PIN every time you access your voice mail. In fact, you have to jump through a little hoop if you want things set differently. So odds are, if you're a Verizon customer, you're already safe from this kind of an attack on your voice mail.

#### Change your default PIN

But you're only as safe as your personal identification number. If you've never set up a PIN for your voice mail account, you might have a default one, and anyone could dial in from any number, use the default PIN, and listen to your messages. To keep your voice mail private, you should set up a PIN or change your default PIN as soon as you can.

If you set your PIN to something simple, like your address or birthday, you're not completely at risk, but you are close. Try to use something unique that has no connection to your personal life. It doesn't have to be hard to remember -- something like 7676 works well -- but unrelated to you.

Taking this simple step can help ensure your private messages.