# INNOVIM New Employee Orientation

## About INNOVIM Founder

Dr. Shahin Samadi founded our company to introduce innovation, technical excellence, and flawless execution to government science and technology. With a background in computer science, systems architecture, and program management, he has led the delivery of impactful solutions across complex federal missions. At NASA, he designed numerous satellite-based, mission-critical systems that continue to support key scientific and operational objectives. Before founding INNOVIM, he also held executive positions in both emerging and established tech companies. Additionally, he has served as an Adjunct Professor at Johns Hopkins University and has authored numerous technical publications, demonstrating a lifelong commitment to innovation, excellence, and public service.

## INNOVIM Vision, Mission and Core Values

**VISION**  
Empowered people enabling smart decisions through data analytics and exploration.

**MISSION**  
Forging knowledge advancement through science, technology, and innovation.

**QUALITY STATEMENT**  
INNOVIM is committed to continuous improvement of our business processes to provide quality services with integrity and professionalism.

**VALUES**To build lasting and mutually beneficial relationships with our customers.

To provide our customers with professional and technical excellence.

To support our employees’ entrepreneurial spirit, passion for their work, and continued learning in their field of expertise.

To deliver mission-critical information with transparency, accuracy, and integrity.

## Leadership Introduction

INNOVIM is guided by a seasoned and visionary leadership team. At the helm is Marianna Murphy, President of INNOVIM, who brings a strategic focus on operational excellence and mission-driven delivery. She is joined by our co-founders—Samira Samadi, Dr. Shahin Samadi, and a team of dedicated executives who helped shape the company’s foundation and growth. Mark Rodrigues, Senior Vice President for DoD Operations, leads our national security programs with extensive expertise in defense mission support. Michael Kramer, Vice President of Human Resources and Talent Management, directs INNOVIM’s people strategy, focusing on empowering workforce development and aligning talent initiatives with organizational growth. Together, our leadership team offers decades of experience across federal science, defense, and technology sectors—united by a shared commitment to innovation, integrity, and impact.

At INNOVIM Headquarters, our success is driven by a dedicated corporate team, with each member playing a vital role in advancing our mission and supporting our people. Deb Toomey, our Finance Manager, ensures the fiscal integrity and operational efficiency of our programs. Xiaowei Zhang, Senior Accountant, brings precision and reliability to every financial transaction. Nicole Keightley, Director of Recruiting, leads our talent acquisition strategy—connecting top-tier professionals with mission-critical roles across the enterprise. Amy Hillman, our Proposal Manager, orchestrates the development of competitive, compliant proposals that fuel our continued growth. Sarah Bendell, Assistant Facility Security Officer, maintains our commitment to secure and trusted operations across classified and sensitive environments. Carly Shriver-Kealoha, Executive Administrator, keeps our leadership and operations aligned through seamless coordination and dedicated support. Together, this exceptional team embodies INNOVIM's commitment to excellence, collaboration, and service, propelling the vision that drives everything we do.

## NOAA Program Introduction

INNOVIM proudly supports the NOAA mission nationwide through a diverse team of experts embedded in critical programs. In Silver Spring, Maryland, Wale Akingbade provides essential Logistics Management Support, while Stacey Pugh contributes to the Space Weather Observations and GOES Data Support Team. Dao Nguyen, located in Fort Worth, Texas, offers IT support for the National Weather Service Southern Region, enabling crucial weather services. Vance Young aids the team for the Personal Property Management Branch, where they track over 25 billion dollars worth of NOAA assets. Bill Banks guarantees consistency and reliability through National Weather Service Configuration Management. In Washington, D.C., Rhonda Graves assists the Undersecretary for NOAA at the Department of Commerce, playing a key role in executive coordination. Queen Aseminaso serves as the Information Systems Security Officer (ISSO) for the Alaska and Pacific Region from Anchorage, ensuring secure and compliant operations. On the West Coast, Sarah Battle supports climate and marine research at the Pacific Marine Environmental Laboratory in Seattle, Washington. Together, this exceptional team exemplifies INNOVIM's commitment to operational excellence, scientific integrity, and nationwide mission impact.

## NASA Program Managers

INNOVIM's NASA programs are led by experienced professionals who possess deep scientific expertise and are dedicated to advancing the agency’s Earth observation mission. Paul Sweatman's team supports NASA’s Hydrosphere, Biosphere, and Geophysics research from Greenbelt, Maryland, focusing on the ICESat mission—helping NASA measure and monitor changes in polar ice, sea level, and global vegetation using satellite-based laser altimetry. Their efforts directly contribute to understanding climate change and Earth system dynamics. In Annapolis, Maryland, Owen Littlejohn leads his team's efforts under the NASA Earth Observing System Data and Information Systems (EOSDIS) Evolution & Development (EED-3) contract, where he supports the ongoing evolution of NASA’s Earth Observing System Data and Information System. His contributions enhance global access to satellite data and analytics that drive research, forecasting, and disaster response. Together, Paul and Owen exemplify INNOVIM's enduring partnership with NASA—driving innovation, enabling discovery, and advancing science in service of humanity.

## EED-3 Contract HR Guidelines for INNOVIM Employees

### ****Timekeeping and Work Hours****

#### ****JAMIS (INNOVIM System)****

* **Charge Code (Job #):** Based on task assignment. Confirm assignment with Owen Littlejohns.
* **Daily Time Entry:** All hours, including time off (PTO, sick leave, etc.), must be entered daily into JAMIS.
* **Extra Hours:** Pre-approval is required for any extra hours worked.
* **Reconciliation:** Hours recorded in JAMIS and Raytheon's RTIME must match. Review and reconcile daily.
* **Amended Timecards:** Notify your PM and timecard contacts immediately. Corrections must align across both systems.

#### ****Raytheon RTIME System****

* **Charge Code (Job #):** Assigned by Raytheon and based on task assignment (confirm with Owen Littlejohns).
* **Daily Time Entry:** Only worked hours (excluding PTO) must be entered daily into RTIME.
* **Extra Hours:** Pre-approval required.
* **Reconciliation:** Hours in JAMIS and RTIME must agree. Monitor for discrepancies daily.
* **Amended Timecards:** Notify your task lead and relevant timecard contacts. All corrections must be consistent in both systems.

### ****Payroll and PTO****

#### ****JAMIS (INNOVIM)****

* **Timecard Submittal:** Semi-monthly (15th and end of month). Notification emails will specify submittal deadlines.
* **Pay Cycle:** Employees are paid semi-monthly on the 10th and 25th.
* **PTO Tracking:** Accrued on a semi-monthly basis and visible in JAMIS timecard system.
* **Communication:** Use INNOVIM email for all timekeeping and payroll-related correspondence.

#### ****RTIME (Raytheon)****

* **Timecard Submittal:** Weekly by 10:00 AM every Friday.
* **Compensation:** INNOVIM employees do **not** receive payment from Raytheon.
* **PTO:** Not applicable within RTIME for INNOVIM personnel.
* **Communication:** All official communications should be conducted through INNOVIM email.

### ****Travel Guidelines****

* **Travel Approval:** Must be pre-approved by the EED-3 Program Lead. An estimate of costs must be provided prior to booking. Raytheon will issue specific parameters for travel, which must be coordinated through Owen Littlejohns and/or your supervisor.
* **Authorization Process:** Submit a Direct Travel Authorization and Expense Report in JAMIS. For questions, contact Deb Toomey.
* **Booking:** Travel arrangements can be made either by the employee or through INNOVIM.
* **Reimbursement:** Submit itemized receipts at the end of travel for reimbursement. No reimbursement will be processed without proper documentation.

## DoD Programs Overview

INNOVIM Defense Services proudly supports critical national security missions through our Department of Defense programs. Under the North American Aerospace Defense Command (NORAD) Cheyenne Mountain Complex (NCMC) Integrated Tactical Warning/Attack Assessment (NCMC-ITW/AA) and Space Support Contract 2 (NISSC II), we contribute directly to the NORAD mission in Colorado Springs, CO, by enhancing aerospace warning, control, and maritime defense capabilities via software and hardware upgrades. We also support the NORAD Legacy Space mission, ensuring effective tracking and identification of space objects. This effort is led by Program Manager Michael Hill, supported by Deputy Program Manager Ryan Bayles and Technical Lead Bryson Rexford. Additionally, we provide assistance through the Integrated Research Development for Enterprise Solutions (ires) – Data Analytics, Environment & Implementation Support contract. Our support for the ires Project includes a wide range of critical services, such as network and communication infrastructure, security engineering, computer network defense, cloud computing capabilities, collaboration tools, end-user productivity, hardware/software management, and mobile device support for over 28,000 users. Significant elements of our support include the Global IT Infrastructure and Ballistic Missile Defense Systems. This effort is led by Program Manager Jarrett Frazier, with additional leadership roles being onboarded. Across both missions, our team is committed to technical excellence, mission alignment, and operational accountability, ensuring that INNOVIM remains a trusted partner in the defense of the nation.

## RES Contract HR Guidelines for INNOVIM Employees

### ****Timekeeping and Payroll****

#### ****JAMIS (INNOVIM)****

* **Timecard Submittal:** Submitted semi-monthly on the 15th and the last day of the month. Email reminders will be sent with deadlines and instructions.
* **Payroll:** Employees are paid semi-monthly on the 10th and 25th of each month.
* **Communication:** Monitor both your INNOVIM and MDA emails regularly for updates and instructions.
* **PTO Accrual:** PTO is accrued semi-monthly and reflected on your JAMIS timecard.

#### ****JAMIS (Amentum System)****

* **Timecard Submittal:** Weekly.
* **Payroll:** INNOVIM employees are **not** paid by Amentum; all compensation is processed through INNOVIM.
* **Communication:** Ensure frequent review of both MDA and INNOVIM emails.
* **PTO Tracking:** PTO balance in Amentum’s system should **match** the balance shown in JAMIS.

### ****Travel Guidelines****

* **Pre-Approval Required:** All travel must be pre-approved by the IRES Program Manager. An estimated cost must be submitted prior to booking. Coordinate requests through James Findley.
* **Authorization & Expense Reporting:** Use JAMIS to submit Direct Travel Authorization and Expense Reports. For support, contact Deb Toomey.
* **Booking Options:** Travel may be arranged by the employee directly or through INNOVIM.
* **Reimbursement Requirements:** All travel reimbursements require itemized receipts submitted at the conclusion of travel.

## NISSC Contract HR Guidelines for INNOVIM Employees

### ****Timekeeping and Payroll – Two Timecard System****

INNOVIM employees on the NISSC contract must submit time in **both** JAMIS (INNOVIM) and **PeopleSoft (Amentum)** systems. Time must match across both platforms.

#### ****JAMIS (INNOVIM)****

* **Charge Code:** Assigned by INNOVIM.
* **Daily Time Entry:** All hours, including PTO and leave, must be entered **daily** in JAMIS.
* **Extra Hours:** Require prior approval before being worked.
* **Reconciliation:** Daily review is required to ensure JAMIS and PeopleSoft entries match.
* **Amended Timecards:** Notify **Mike Hill** and **Ryan Bayles**, and ensure corrections are reflected in both systems.
* **Key Contacts:**
  + Deb Toomey (dtoomey@innovim.com)
  + Xiaowei Zhang (xzhang@innovim.com)
  + ts@innovim.com
  + Mike Hill (mhill@innovim.com)
  + Ryan Bayles (rbayles@innovim.com)

#### ****PeopleSoft (AMENTUM)****

* **Charge Code:** Assigned by Amentum in coordination with Mike Hill and Ryan Bayles.
* **Daily Time Entry:** Enter **worked** hours (not PTO) in PeopleSoft daily.
* **Extra Hours:** Require prior approval.
* **Reconciliation:** Time must match JAMIS entries — review daily.
* **Amended Timecards:** Notify Amentum Task Leads and CC Mike Hill and Ryan Bayles. All corrections must be consistent with JAMIS.

### ****Travel Guidelines****

* **Approval Required:** All travel must be approved in advance by the NISSC Program Lead. An estimated cost must be submitted prior to booking. Coordinate travel through **Mike Hill** and **Ryan Bayles**.
* **Authorization Process:** Submit a Direct Travel Authorization and Expense Report in JAMIS. For assistance, contact **Deb Toomey**.
* **Booking:** Travel may be booked by the employee or by INNOVIM.
* **Reimbursement:** Itemized receipts are **mandatory** for reimbursement at the end of travel.

## Workplace Culture & Expectations

As part of INNOVIM, we promote a culture of professionalism, integrity, and mutual respect. We expect every team member to exercise sound judgment guided by high ethical principles, maintain confidentiality, and avoid conflicts of interest in accordance with our Organizational Conflict of Interest (OCI) policy. We are dedicated to creating a safe, inclusive, and productive work environment—free from harassment and discrimination—where all employees are encouraged to grow and advance. Regular performance reviews at ninety days and annually support your development, while our Employee Assistance Program provides additional support when needed. Responsible use of email and the internet is expected, alongside respectful client engagement and professional representation of the company. At INNOVIM, we value open communication and maintain a fair, transparent process for resolving any concerns through our open-door policy.

## Payroll and Timekeeping

At INNOVIM, we operate on a semi-monthly payroll schedule, with pay periods running from the 1st to the 15th of each month—paid on the 25th—and from the 16th to the end of the month—paid on the 10th of the following month. All employees receive their pay via direct deposit, and if using multiple accounts, please ensure that one is designated to receive the “available balance.” Daily time entry is required through Jamis, either at the end of each day or at the start of the next. Full-time employees must record all hours within the pay period as straight time, PTO, or holiday. Employees may flex their time within the same pay period with prior written approval from their supervisor. Similarly, INNOVIM's 11 company holidays may also be floated to another day within the calendar year, with supervisor and customer approval. For any timekeeping questions, our team is here to help—just reach out to [TS@INNOVIM.com](mailto:TS@innovim.com).

## PTO and Leave Policies

At INNOVIM, Paid Time Off (PTO) is designed to offer flexibility and support for your personal needs. PTO encompasses vacation, sick, and personal time. New employees earn three weeks of PTO annually, which increases to four weeks after five years and five weeks after ten years of service. Along with PTO, employees can access various types of leave. INNOVIM observes 11 company holidays, which may be moved to another day with written approval from your supervisor and the customer. We also provide Bereavement Leave—three days per year, with the possibility of more on a case-by-case basis—along with Jury or Witness Leave, Military Leave, and Time Off to Vote. If you are unable to vote during non-working hours, up to two hours of PTO may be granted with advanced written approval from your supervisor. These policies reflect our commitment to supporting work-life balance and employee well-being throughout all stages of your journey with us.

## Government Site Conduct

When working at a government worksite, it’s important to remember that you represent INNOVIM or INNOVIM Defense Services and operate under the direction of an INNOVIM or IDS supervisor in support of your government customer. You should be mindful of your professional conduct, use the correct labor charge codes, and consult your supervisor if you need clarification. If telework is permitted under your contract, it must be supported by a signed agreement and regular communication with your supervisor—clear communication is essential. Your supervisor will also inform you of the appropriate dress code for your assigned contract; INNOVIM expects professional attire that aligns with each project’s requirements. When in doubt, Think Clean and Courteous. If you suspect an Organizational Conflict of Interest (OCI), report it immediately to your supervisor, or use our confidential ethics line at (240) 542-0212. For all contract-related work, use government-issued email addresses and reserve your INNOVIM email for company-specific matters such as HR, meetings, and announcements. Please remember to check your INNOVIM email several times per week to stay informed and connected.

## Security Contacts

Our Assistant Facility Security Officer, Sarah Bendell, is our primary point of contact for all security-related matters at INNOVIM. She oversees processes including clearance verification, building and visitor access, and international travel coordination. Sarah will contact you to confirm your clearance status and ensure it remains current; she will also notify you when it’s time to renew. Additionally, she distributes mandatory security training twice a year, which you’ll be required to complete and return. You can reach Sarah directly at 781-420-6550 or sbendell@INNOVIM.com. Our Facility Security Officer (FSO), Reginald Ford, is available for additional support and can be reached at rford@INNOVIM.com or 910-689-3090. Please direct all security-related inquiries, including travel or access requests, to Sarah in a timely manner.

## LinkedIn & Referrals

We encourage all team members to stay connected and engaged with INNOVIM's professional network. If you use LinkedIn, please take a moment to connect with Nicole Keightley and follow the INNOVIM company page. This is a great way to stay updated on job openings, new hires, and company news. Feel free to like and share posts—they help boost our brand visibility, strengthen our network, and may even help you qualify for our Employee Referral Bonus Program, which rewards successful referrals once the new hire completes their 90-day review. We also strongly support internal mobility—if you see a position that aligns with your career goals, let us know. We’re always looking to grow from within and keep our talented team members moving forward.

## Work Tools & Policies

At INNOVIM, you’ll utilize a suite of tools to stay connected and manage your daily responsibilities. UKG serves as your primary platform for HR and benefits, Jamis is used for timekeeping, and Office 365 facilitates collaboration and communication throughout the organization. Make sure to check your INNOVIM email at least twice a week to stay updated on company news and important notices. All work-related travel must receive pre-approval from both your Program Manager and the INNOVIM Contracts and Finance Department to ensure compliance with contract requirements. For detailed guidance on company policies, please refer to the INNOVIM Employee Handbook, which is available through UKG and our Quality Management System in SharePoint.

## Team Engagement

At INNOVIM, staying connected and accountable is crucial for your success and ours. Know who your INNOVIM supervisor is and always reach out to them with questions, requests for authorization, or any concerns related to your work. Be ready to submit weekly or monthly activity reports to your program lead, as required by your contract. Remain fully aware of all security requirements and refrain from any actions that could jeopardize your clearance or the program. If you encounter timecard issues, contact TS@INNOVIM.com for support. Regularly check your INNOVIM email for updates and important company announcements. We also encourage you to keep your resume up to date and inform us of any new skills or certifications you’ve attained—these updates help us match your talents with new opportunities as they come up.

## Training and Development

At INNOVIM, we are committed to your growth and success through a blend of required compliance training and ongoing professional development. Company-required training is delivered through UKG (UltiPro) and covers essential topics such as Business Ethics and Code of Conduct, Sexual Harassment Prevention, Corporate Culture, Timekeeping, and additional ad-hoc modules as needed. Furthermore, we provide valuable professional development opportunities, including Business Development and Capture Training, Management Training, and access to online, skills-based learning resources. These programs are designed to help you excel in your current role while preparing for future career advancement.

## Business Development

As a member of the INNOVIM team, you are a vital brand ambassador—your work reflects the quality and integrity of our company. If you have expertise or interest in helping INNOVIM grow through proposal development or capture support, we encourage you to get involved. Speak with your supervisor to explore opportunities where your contributions can shape the company’s future success.

## Performance Reviews

At INNOVIM, we conduct annual performance reviews between May and June, with merit-based increases tied to your contributions and impact. Some contracts may operate on a different schedule, and we will communicate with you directly if that applies. Your supervisor and our corporate team place a high value on customer feedback, so if your customer commends your work, encourage them to share it in writing and forward it to your supervisor. These insights play a key role in your performance evaluation. We also support yearly goal setting as part of your career development. Let us know what training, certifications, or professional goals you have.

## Benefits Overview

INNOVIM partners with leading providers to offer a comprehensive benefits package that supports your health, financial wellness, and work-life balance. Our health insurance is provided through CIGNA Health Care, with additional coverage options from UNUM, including life insurance, short- and long-term disability (LTD/STD), and AD&D protection. Cigna Dental offers extensive dental coverage, while EyeMed provides vision benefits. For flexible spending and savings, we collaborate with WEX/Discovery Benefits for Flex Spending Accounts (FSAs) and Health Savings Accounts (HSAs). HealthAdvocate provides confidential advocacy services to assist with health care navigation. Retirement planning is supported through Empower Retirement’s 401(k) program, and financial advisory services are available through AllianceBernstein. INNOVIM also offers access to employee training, a robust Employee Assistance Plan (EAP), and a wellness program via Walkingspree, which integrates Fitbit to encourage healthy activity. All related links and resources can be found on the UKG home page, making it easy to access the tools and support you need.

## Events and Culture

At INNOVIM, we celebrate our people. From summer picnics and AFCEA races to team lunches and community outreach, our events are designed to foster connection, camaraderie, and a shared purpose. We invite you to join us in activities that strengthen our culture and unite our team, both inside and outside the workplace.

## Contacts

HR: HR@INNOVIM.com

Timekeeping: TS@INNOVIM.com

IT: support@icsi.com

Travel: travel@INNOVIM.com