



ORION CONSORTIUM

# NEWSLETTER

*"Act as if what you do makes a difference. It does."*

*- William James*



## New Year, New Contact Info?

If there have been any recent changes in your contact information, **including phone numbers and addresses** please be sure to let us know so that we can contact you. You can reach out to us by email or by completing the Employee Information and Payroll form on the Employee Knowledge Center.

## Upcoming Holidays

Washington's Birthday -  
**Monday, February 17th, 2020**

## REFERRAL BONUS

◆ **You could earn a bonus of \$500-\$1500!**

Current openings can now be found on our website at [orionconsortium.com/join-the-team/](http://orionconsortium.com/join-the-team/). If you know someone who you think would be a good fit for Orion, please reach out to Shelby, our Director of Workforce Development at [sschlange@orionconsortium.com](mailto:sschlange@orionconsortium.com) or apply online!

**Happy February! Thank you to those of you who joined us for our Holiday Party last weekend. We had the best time and we hope you did too! We are looking forward to more opportunities this year to celebrate YOU and all of the hard work that you do. Always remember how important your work is to our Country. You make a difference each and every day.**



## Online Employee Knowledge Center is Live!

The Employee Knowledge Center is meant to be a tool for all employees to access the following information 24/7:

- Timesheet
- Pay
- Insurance
- Benefits
- Professional Education
- Security Education
- Newsletters
- The Employee Handbook
- Dropbox Folder
- Admin Contact Information
- FAQs
- Important Forms

All employees should now have access to the Employee Knowledge Center on the new Orion website.

Your username, password and instructions for accessing the site were emailed to you.

If you did not receive this email please contact Jess at [jstandiford@orionconsortium.com](mailto:jstandiford@orionconsortium.com)



Welcome to our new Security Education section! We hope to provide you with tips and information that will be helpful on the job and in everyday life. Read about our first tip below:

**As we enter a new year, authorities have already issued a warning on why you shouldn't be abbreviating the new year.**

**The warning:**

Don't write the date 1/1/20. Instead, write out 2020 in full, so it looks like this: 1/1/2020. Authorities say the date is easily changeable and could ultimately be used against you.



**The why:**

The basic idea here is that you write down a date, like January 1st, 2020. If you abbreviated it to 1/1/20, it's possible that someone could add two more numbers to the end to change the year. This could be particularly harmful in writing checks and legal documents like contracts, leases or loans.

**Examples:**

- Say you signed a contract for a loan, and wrote "2/1/20" as the date. If you end up missing a payment, the lender could theoretically change the date to "2019", and claim you owe an extra year's worth of fees.
- Say you write a check with 2/1/20 on it, and someone deposits it electronically. Then they could add "21" to the end of the year, so it says, "2/1/2021." And they could attempt to cash the same check NEXT year.

**Bottom Line:**

**When writing the date in 2020, write the year in its entirety. It could possibly protect you and prevent legal issues on paperwork.**

Source: <https://www.wusa9.com/article/news/verify/verify-why-you-should-write-2020-instead-of-abbreviating-it-as-20/507-94a0b7ce-e233-4481-814d-9b5335f9ae60>

# PUZZLE PERIODICAL

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In honor of our new Security Education Section, this month's Puzzle Periodical reminds you to stay safe online at home and at work.

It's Everyone's Job to Ensure Online Safety at Work.

## Problem

The internet is a great place to meet people. However, not everyone you connect with is who they say they are and some people have a malicious intent.

Each word below is also not what it seems to be. They are each hiding a word related to harmful computer code. **To find the words, remove one letter and unscramble the rest.**

- BUNG
- JANITOR
- LAWMAKER
- SEAWARD
- ROADBLOCK
- NIKSL

**Can you rearrange the removed letters to find other connections you should beware of online?**

**GO TO THE NEXT PAGE TO SEE THE ANSWERS!**

# PUZZLE PERIODICAL

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## Solution

- BUNG becomes BUG + N
- JANITOR becomes TROJAN + I
- LAWMAKER becomes MALWARE + K
- SEAWARD becomes ADWARE + S
- ROADBLOCK becomes BACKDOOR + L

Rearranging NIKSL gives LINKS, which are connections you should beware of online, as they too can lead to malicious content.

Be suspicious of all links and attachments, especially from people who you don't know!

Source: <https://www.nsa.gov/News-Features/News-Stories/Article-View/Article/1669246/october-2018-puzzle-periodical-connection-inspection/>



*Enjoying our Newsletter? We'd love to hear your thoughts! Send your feedback to [jstandiford@orionconsortium.com](mailto:jstandiford@orionconsortium.com)!*