

# THE CONCORD

OFFICIAL NEWSLETTER OF THE OMO GROUP, INC. — DECEMBER



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## INSIDE THIS ISSUE:

<i>Message from the President</i>	2
<i>New Employees</i>	3
<i>Birthdays/Anniversaries</i>	3
<i>President Omo Visits Sites</i>	4

## THE OMO GROUP RECOGNIZES EXCELLENT EMPLOYEES

The OMO Group would like to thank the following employees for their commitment to excellence. The employees listed below are the recipients of **The OMO Group Incentive Awards** citation. The employees are selected based on their responsiveness to requests from the corporate office and recommendations from their individual clinics on their excellent performance.

**Staci Bragg, Pam Barber, Dr Nelson-Shea** (Camp Lejeune, NC)

**Alan Blanchard, Sara Barnes, Claudia Waidelich, Dr. Randall Webb, Shelly Smith** (Jacksonville, FL)

**Angela Reddie** (Washington Navy Yard, DC)

**Dr. David Christenson, Nancy Reed, Melissa Grimm** (Sewell's Point, VA)

**Art Trevino, Rudy Moya, Romualdo Gamez** (Brooks City Base, TX);

**Christine Wetherbee, Kimberly Cuchara** (Ft. Lee, VA);

**Dr Jeffrey Wetzal, Dr. Robert Pentecost** (Pensacola, FL);

**Charity Delach** (Camp Pendleton, CA);

**Hillary Maynard** (Yuma, AZ);

**Gina Plymale** (Lemoore, CA);

**Edie Sitton** (Fallon, NV);

**Susan Myers** (Morgantown, WV)



### Available Positions:

#### **Dental Assistants—**

Bethesda, MD; Yuma, AZ

#### **Dental Hygienists—**

Maternity Leave fill-in,  
Charleston, SC

#### **Dentists—**

Norfolk, VA; Pensacola, FL;  
Kings Bay, GA;  
New Orleans, LA

#### **Psychiatrists—**

29 Palms, CA

#### **Pharmacy Technician—**

Atlanta, GA

## The OMO Group Needs Your Help!

Recently, The OMO Group, Inc. has been awarded several new positions. If you know someone looking for a position in any of these locations, please refer them to our website, [www.omogroup.com](http://www.omogroup.com), or have them forward their resume to Anthony Chambers at [Anthony@omogroup.com](mailto:Anthony@omogroup.com) or to Danielle Gomez at [Danielle@omogroup.com](mailto:Danielle@omogroup.com).

**Your referrals are greatly appreciated!**

### Who is The OMO Group?

**The OMO Group, Inc.** was founded in 1995 by a former Army Medical Service Corps Officer and his wife, and was incorporated in 1996. **The OMO Group, Inc.** is a professional healthcare service management firm that specializes in providing healthcare professionals to medical treatment facilities in the public and private sector. The President and staff have extensive military and civilian contract experience, qualifying them to manage personnel and services for this progressive company. Since its establishment, the company has grown from strength to strength, acquiring and administering a growing number of contracts with the U.S. Government, and employing professionals nationwide in the medical, dental, pharmacy, nursing, education, clerical/administration, veterinary technology and animal caretaker fields.

### What our employees are saying:

"Thanks to the entire OMO Group for your continued appreciation for your employees. I am very pleased to work for your company, as it is one of the best contracting companies that I have been associated with." - Gina Plymale RDH, NAS Lemoore, CA

# Message from the President

Oluagba Omosowofa  
President & CEO



## Employees' Responsibility and Accountability in Time Sheet Completion and Submission

A timesheet is the most sensitive document in our contract management process. Without a timesheet, it will be very difficult, if not impossible, to determine hours worked, accrued vacation/sick hours, and billable hours. It is also an instrument used to control cost.

Erroneous and uncorrected entries on a timesheet for hours worked, can be considered fraudulent and may be prosecuted to the maximum extent of the law, especially if it is determined that the errors were intentionally notated. Such fraudulent entries may result in disciplinary actions, to include immediate termination. It is therefore imperative for employees to understand that timesheets could be used in the court of law.

Now that you understand the significance and importance of timesheets, let us discuss some of the most common mistakes employees make when completing timesheets.

- **Write legibly:** All entries must be neat and clearly written in black ink or typed. See insert for a sample of a completed timesheet.
- **Complete only applicable blocks:** If a particular block or column does not apply to you, please do not complete. You must enter all hours worked on the timesheet at the end of each work day. This will eliminate guess work.
- **Correct your errors neatly:** We understand that an employee may make an error entry when completing a timesheet. When an error occurs, simply draw a single line over the wrong entry and rewrite the correct entry directly above the incorrect entry.
- **Approval Authority:** In order for a timesheet to be valid, it must be signed by an authorized government personnel, usually the COR, immediate supervisor or authorized designee. **An employee is never the approval authority, therefore, employees must not sign the approval block of the timesheet.**
- **Leave:** Remember that you cannot go into a LWOP status without prior written approval. If you have leave available, it must be used in place of LWOP.

It is the responsibility of the employee to submit the timesheet in a timely manner for each pay period. Timesheet submission is due to the corporate office on every Tuesday following the week that employees are paid. Two consecutive late submissions of timesheets may cause the employee to incur mailing and processing fees. More than two occurrences may result in disciplinary actions. Detailed information on how to correctly complete a timesheet is inserted in this Concord edition. If you need further guidance on how to complete the timesheet, please contact the Payroll Department.

***A special thanks to all employees for your hard work, support, and dedication.***  
- Oluagba Omosowofa

***REMINDER!***  
***Timesheets are due to the corporate office on every Tuesday following the week that employees are paid. Timesheets MUST be received by 11am CST.***

# WELCOME NEW EMPLOYEES!

**Corporate Office**—Raul Martinez-Gomez, Home Care Coordinator, 24-7 Home Care, LLC

**Dentists**—Dr. Ashley Fish, Dr. Gregory Horning, Dr. Howard Fleischer, Dr. Karen Perkins, Dr. Kathleen Cole, Dr. Lisa Campbell, Dr. Marjorie Voelker, Dr. Meghan Sullivan, Dr. Michael Allain, Dr. Richard Delong, Dr. Sandra Hearne

**Dental Assistants**—Cheryl Mark, Debra Genet, Michele Rodgers, Sharon Goguen, Wendi Livingston, Zara Ortiz

**Dental Hygienists**—Alexia Swope, Karen Bush-Donado, Kia Reese, Kimberlee Parrott, Patricia Jakubec

**Pharmacy Technician**—Aileen Devilla

**Phlebotomist**—Ernest Crawford

**General Clerk II**—Alexis Gernsbacher, Alphonso Kimble, Andrea Lozano, Anthony Gomez, Antonio Espinoza, Cathy Collins, Corina Candillo, Desmond Peterson, George Tamez, Gina Martinez, Jessica Esquivel, Joe Castellano, Justina Gonazlez, Laura Coy, Lisa Wilson, Maria Hofmann, Maribel Maisonet, Melissa Salinas, Ninfa Aguirre, Shrika Simon, Tami Bray, Terry Willoughby, Veronica Ceja

## HAPPY BIRTHDAY!

Join us in wishing a "Happy Birthday" to the following employees!

### August

Alexis Gernsbacher, Christine Dampier, Cyril Lyn Clemena, Debra Genet, Dr. Howard Fleischer, Dr. Lisa Campbell, Dr. Rebecca Nelson-Shea, Dr. Sandra Hearne, Gina Martinez, Kimberly Mena, LaToya Jeffries, Laura Cano, Mandy Page, Pamela Barber, Patricia Smith, Wendy Livingston

### September

Oluagba Omosowofa, Wanda Hammond, Anthony Chambers, Chelsea Rutkoski, Aileen Devilla, Dr. Susan Lance, Jennifer Hecht, Jill Burnsed, Kimberly Lahoun, Lon Grinage, Lora Coy, Maribel Maisonet, Norma Brooks, Sharese Pugh, Stephanie Michaux, Zara C. Ortiz

### October

Sherry Johnson, Charita Rogers, Dr. Amiro Roman, Dr. Michael Trent, John Wall, Karen Bush-Donado, Lisa Ann Daniels, Magdalena DeLaGarza, Roberta Cutting, Robert Fournier, Shunrick Howard

### November

Ann Omosowofa, Arnold Martinez, Christine Wetherbee, Dr. Ashley Fish, Dr. Gregory Horning, Eustacia Bragg, Gina Plymale, Hope Alombro, Kristy Mai, Melissa Grimm, Tibebe Wolde Yohannes, Victoria Sadler

### December

Sylvia George, Alana Lotmore, Angela Reddie, Dr. Barbara Roomkin, Edeltaut (Edie) Sitton, Fardosa Nur, Ja'mel Robinson, Margit Tracey, Mary Gebnar, Melody Neal, Nancy Reed, Shirley Ortiz

## HAPPY ANNIVERSARY!

The Omo Group thanks the following employees for their years of continued dedication!



Derick Peterson, Danielle Gomez, Sylvia George, Allison Davidson, Betsi Moore-Keasler, Carmen Torres, Charity Delach, Christina Dampier, Christine Biscan, Donnie Gatewood, Dr. Adam Weisman, Dr. David Christenson, Dr. David Tang, Dr. Henry Tabelaing, Dr. James Lorbeck, Dr. Karen Perkins, Dr. Lakica Amos, Dr. Lawrence Heiskell, Dr. Michael Salem, Dr. Nadia Groves, Dr. Randall Webb, Dr. Rebecca Nelson-Shea, Dr. Robert Pentecost, Dr. Robert Steel, Erica Lyles, Erlinda Glover, Eustacia Bragg, Fardosa Nur, Hillary Maynard, Jennifer Castro, Kebebework Made, Kelli Olsen, Kimberly Mena, Laura Martinet, Laurie Jacobs, Lynn Reardon-Lens, Mark Smythe, Melba Chamberlain, Miriam DeLaRoi, Nancy Reed, Sara Birt, Shelly Smith, Sherylyn Ostrander, Tiffany Hernandez, Tracy Kinser



Alan Blanchard, Arnold Martinez, Betty Winiski, Claudia Waidelich, Denise Costley, Jill Burnsed, Melody Neal, Sara Barnes, Susan Myers



Deborah Mamon, Priscilla Williams



Patrick Pastrano



Arthur Trevino Jr., Romualdo Gamez, Rudy Moya

Official Newsletter of  
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We're on the web!

[www.omogroup.com](http://www.omogroup.com)

**DO YOU HAVE A STORY TO  
TELL OR NEWS TO SHARE?  
IDEAS OR SUGGESTIONS?**

*If so, please submit  
articles, announcements,  
or issues to Kimberly,  
fax:(210) 691-5122, or email to:  
Kimberly@omogroup.com*

*You may also send by  
"snail mail" to:*

*The OMO Group, Inc.  
Attn: Kimberly McGuire  
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San Antonio, TX 78240*

## OLUAGBA OMOSOWOFA, PRESIDENT OF THE OMO GROUP, MADE SITE VISITS

Mr. Omosowofa, President, along with Anthony Chambers, Recruiter for The OMO Group, traveled last summer to visit with employees in Washington D.C., Maryland and Virginia.

This trip provided an opportunity to explain the services the company offers as well as discuss needed contract support with supervisors and employees. Further, it served as an invaluable resource in that it provided an opportunity to reach out to employees in person and gain an understanding of how The OMO Group can continually improve our relationship with our valued staff.



(From left: Kenner Army Base Pharmacist, Kellie Whitebread; employees at Washington Navy Yard; Ft. Meade Dental Assistant, Kebebework Amde.)



(From left: Mr Chambers & Mr. Omo with HM1 Hatim, staff supervisor at Bethesda; with Mr. Leonard Drost, COR at Kenner; Ft Lee employees, Charles Dority,



(From left: Ft. Lee employee, John Wall; Washington Navy Yard employee, Lilia Sorbara; Mr. Chambers and Mr. Omo with Lucinda Wood and Elizabeth Hovey at Bethesda.)

**We enjoyed meeting each and every one of you and look forward to future site visits!**