

MELE Associates, Inc.



WORKING AT MELE

HISTORY, MISSION, CULTURE & BENEFITS

MELE is a dynamic, diverse, collaborative, and mission-driven workplace where management rewards strong performance, the benefits are excellent, and people perform engaging, rewarding work that helps U.S. government agencies and international organizations advance their missions.



A MESSAGE FROM MELE'S CEO & CHAIRMAN OF THE BOARD



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Thank you for your interest in joining our team. I'd like to tell you a little bit about our company and why I think it's a special place.

We started MELE in 1993 as a family business after I retired from the Navy. We were a small company back then with big ideas and even bigger goals.

We've come a long way from that small company with big dreams, but we haven't lost our family business values or our deep appreciation and connection to our people. We provide competitive compensation, excellent benefits, flexibility, and ample career advancement opportunities to not only attract the best people, but also to make sure they choose to stay.

I want you to hear this from me – if you choose to join the MELE family, you will always be treated with respect and fairness. Your manager's door will always be open. You will be heard and recognized for excellent performance. These values have enabled us to cultivate and protect a work culture that has produced mission-driven, engaged, productive, and satisfied professionals for more than three decades.

We've built a wonderful culture at MELE that has been preserved by a collective commitment to honest hard work and a passion for our mission. MELE wouldn't be where it is today without our wonderful people.

We have so much growth and opportunity at hand and just on the horizon. It's certainly an exciting time full of promise for everyone at MELE.

Thank you for considering us as a potential landing spot for the next step in your professional journey. Please reach out to our talent acquisition/HR team should you have questions about our company or a specific job opening.

Sincerely,

Mel Chiogioji

RADM, USN (Ret.)



“ I want you to hear this from me – if you choose to join the MELE family, you will always be treated with respect and fairness. Your manager's door will always be open. You will be heard and recognized for excellent performance.”

30 YEARS OF EXCELLENCE & COUNTING: MELE'S HISTORY



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MELE is a privately held, veteran- and minority-owned federal contractor that began operating in 1993 with three employees.

MELE was founded by Eleanor "Eli" Chiogioji as an 8(a) Minority- and Women-Owned Small Business. Eli and Mel, who were married

at the time, combined first names to create the name MELE (pronounced MEL-EE). In the early 1990s it was rare in the federal contracting space to have a female founder and CEO, yet Eli quickly built a strong reputation for integrity and exceptional performance, securing myriad private sector commercial projects while winning numerous small business contract awards from federal, state, and local government agencies.

By the early 2000s, MELE was named one of the fastest-growing technology companies in the Washington, D.C. metro area and the nation. Eli eventually left MELE and went on to enjoy a stellar career with AT&T and NASA's Office of Small Business Programs.

After an exceptional career in the federal government and the U.S. Navy, where he retired with the rank of Rear Admiral, Mel took the helm at MELE. Under his watch, MELE has significantly expanded the company's contract portfolio and has increased its employee base to more than 300 staff. Under his watch, Mel has consistently grown the company's contract portfolio while leading hundreds of staff located across approximately 30 U.S. states and at three office locations.

The company's steady expansion is due, in part, to MELE's long-term contract partnership with the Department of Energy (DOE). MELE has played an integral role in leading the Contractor Teaming Arrangement (CTA) known as MELEMAX, which has delivered exceptional service and support for nearly 20 years under the Enterprise Wide Technical, Engineering, and Programmatic Support Services (TEPS) Blanket Purchase Agreement (BPA) issued by DOE's National Nuclear Security Administration (NNSA). The MELEMAX team has won four consecutive, five-year period of performance TEPS BPA awards.

MELE also has an outstanding past performance history of delivering projects of all sizes for the Department of Defense, the Department of Homeland Security, the Department of Justice, INTERPOL, the International Atomic Energy Agency, and others.



Mel, his son Al Chiogioji, who is MELE's President, and the entire MELE team have propelled the company to new heights of success while preserving the company's small, family business values. Once a three-person startup, MELE has become a highly respected prime federal contractor and sought after teaming partner with an operational footprint that has spanned 100 countries and nearly 150 project locations.

Today, MELE remains a vibrant, financially stable, and steadily growing organization.

1993

MELE begins with four employees

LATE 1990s

Mel Chiogioji Becomes MELE's President and CEO

2007

MELEMAX Team Wins First of 4 Consecutive DOE TEPS BPA Awards

2024

MELE exceeds 300 employees and remains a vibrant, financially stable, and steadily growing organization

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Rockville, MD | Washington, D.C. | Albuquerque, New Mexico

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OUR MISSION

To consistently and efficiently deliver best-in-class, value-engineered technical and programmatic support services to our customers and partners with an uncompromising commitment to integrity and quality.



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THE MELE WAY

INTEGRITY

We always do what is right for our customers and embrace accountability.

VALUE

We deliver results with exceptional efficiency and consistent economy.

QUALITY

We are a process and systems-driven company with unwavering standards.

AGILITY

We have ample and nimble resources that can help advance any mission.

RELIABILITY

We do what we say and keep our promises.

TRUST

We earn customer and partner loyalty and protect this bond, always.

OUR CUSTOMERS

MELE has built an outstanding performance and customer satisfaction record with U.S. agencies at the federal, local, and state level, as well as with international government organizations. The company has provided services to the Department of Energy, the National Nuclear Security Administration, the Department of Defense, the Department of Homeland Security, the Department of Justice, INTERPOL, and the International Atomic Energy Agency, among many others.



OUR IMPACT



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Clients

MELE has supported a wide range of clients in our 30 plus years in business. These clients include:

Federal:

- Department of Energy
- National Nuclear Security Administration
- Federal Bureau of Investigation
- Defense Threat Reduction Agency
- Department of the Air Force
- Department of the Navy
- Department of the Army
- U.S. Intelligence Community
- Dept. of Housing & Urban Development
- Marine Forces Special Operations Command (MARSOC)
- Environmental Protection Agency
- Department of Agriculture
- Department of Homeland Security
- Department of Veterans Affairs
- General Services Administration
- Department of Transportation
- Department of State
- Defense Information Systems Agency
- Defense Property Accountability System
- Joint Staff Security Office

State/Local:

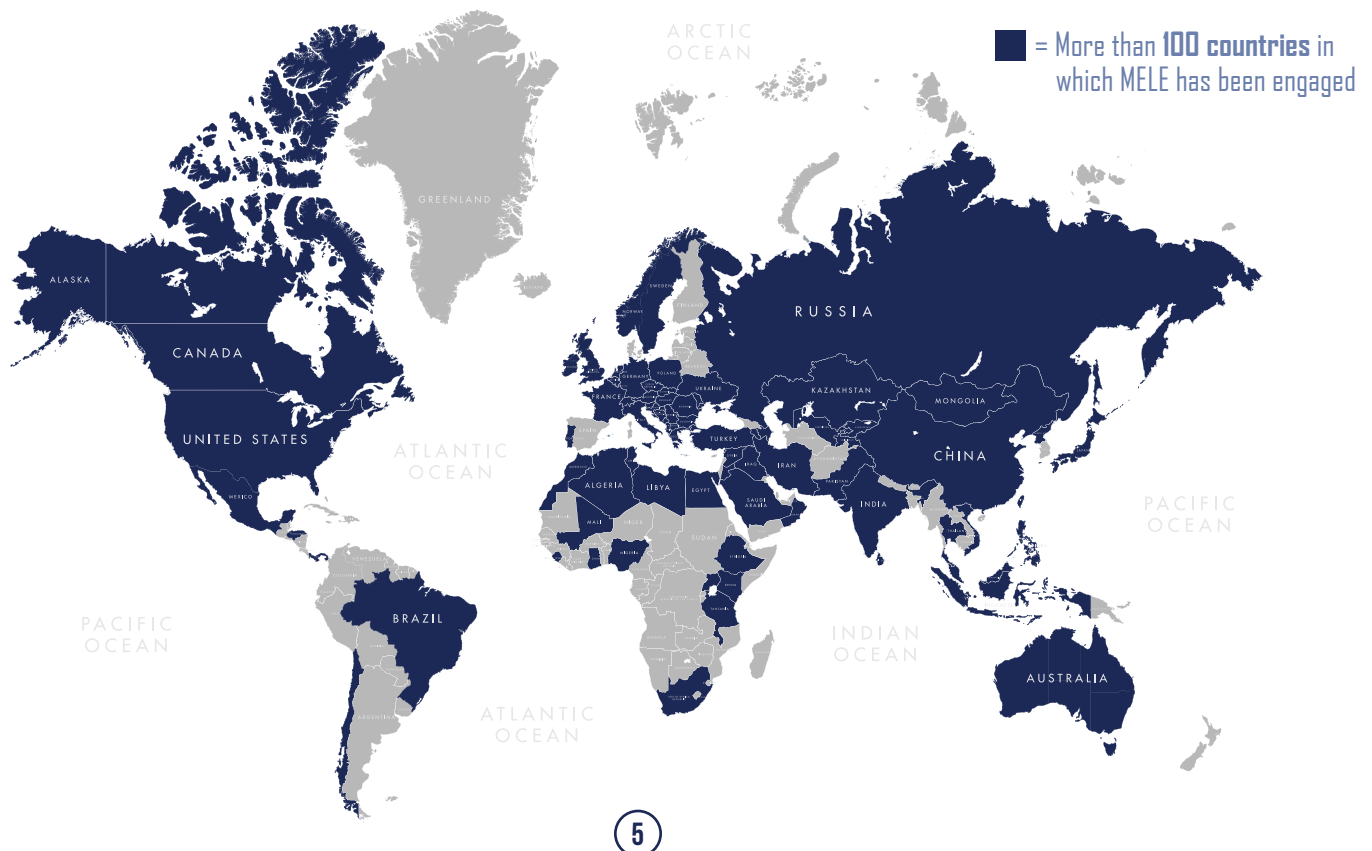
- Montgomery County, MD
- City of Falls Church, VA
- City and County of Honolulu
- Hawaii Department of Transportation
- Government of Guam

International:

- International Atomic Energy Agency
& INTERPOL Presence

International Presence

MELE has supported U.S. government agencies in international engagements in more than 100 countries. Our work has included training, policy development, systems installations and more. The graphic below outlines our international presence (*see those countries shaded navy blue below*).



OUR CULTURE



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Life at MELE offers meaningful and engaging work, a collaborative, inclusive, and diverse culture, and opportunities for professional development. You'll also discover a deep, organization-wide commitment to integrity, transparency, work-life flexibility, and quality. Working here is interesting, challenging, rewarding, warm, open, and welcoming.

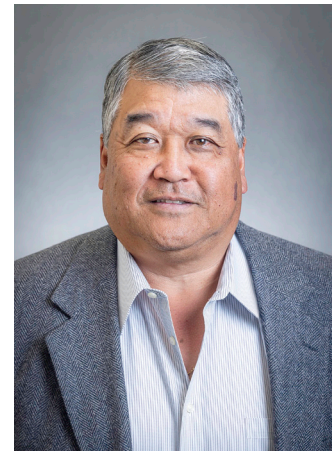
The MELE team works hard and plays hard together. There is a company picnic every summer, a holiday

party for the ages each winter, team and individual accomplishment celebrations, and multiple opportunities to give back to the wider community like MELE's annual charity golf tournament that benefits cancer research.

MELE is a great place to start a new career or advance an already successful one while doing important, meaningful, and rewarding work.

“ When you become part of the MELE family you join a close-knit team of smart, talented people working all over the U.S. and the world on important projects. Everyone here works hard and does their best to work a little smarter every day. We also love to celebrate together by recognizing accomplishments, holding holiday events, and bringing in lunch on a random Tuesday afternoon just to connect and have a few laughs.”

- **Al Chiogioji**
President



TEAM DEMOGRAPHICS



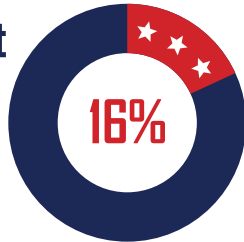
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MELE hires a wide range of personnel to support our customers. Our exceptional people have varying backgrounds and skillsets needed to get the job done. Below is a breakdown of our personnel demographics:

Veteran Employment

Veterans comprise over **16%** of our workforce. We are proud to provide an ongoing career for the brave men and women who served in our armed forces.

Percentage represents those employees that chose to identify as veterans.



Diversity

MELE employs the sharpest minds from all over the world. Each of our team members brings unique cultural perspectives and the utmost professionalism to their roles at MELE. The table at right displays a breakdown of diversity by percentage.

Races are self-identified by employees.

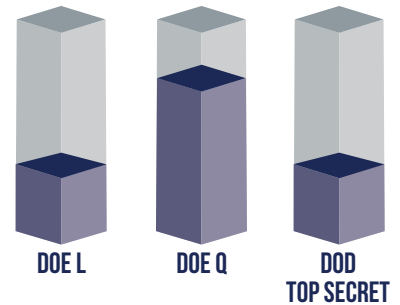
American Indian/Alaskan Native	1%
Asian	7%
Black or African American	17%
Hispanic or Latino	11%
Two or More Races	3%
White	57%
Not Specified	4%

Tenure

Less Than 1 Year at MELE	31%
1-3 Years at MELE	41%
4-6 Years at MELE	13%
7-10 Years at MELE	6%
More Than 10 Years at MELE	9%

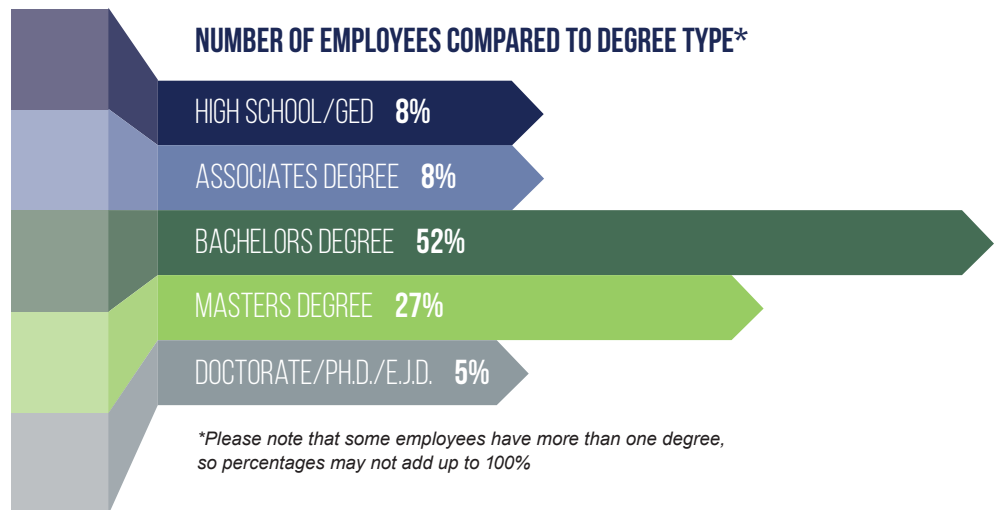
Clearance Levels

Many of our team members are cleared personnel with credentials that allow MELE to provide mission-oriented work around the globe. These credentials allow MELE to provide top-level service to a variety of clientele.



Education

MELE's workforce is constantly striving to be better. 52% of our employees have a Bachelors Degree, while 32% have an advanced degree. Our employees also have specific training, certifications, and specializations in addition to their degrees.



OUR BENEFITS



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Value of MELE Benefits

Our team members wellbeing is a top priority at MELE. The company offers a strong benefits package that distinguishes MELE from many of our competitors and exceeds industry standards. **MELE pays 100% of the medical, dental, and vision benefits for our employees**, which, in some cases, can be quantified to be as much as 20% of an employee's total compensation.

What's more, MELE offers immediate, 100% vesting in the company's 401 (k) plan contributions, matching 401 (k) funds once eligible, personal leave, paid holidays, and bereavement leave. At the end of the day, working at MELE puts **more money in your pocket** while providing you and your family with excellent benefits and work-life balance.

Company Paid Benefits*

- Employee Group Health Insurance Premiums
- Employee Dental Insurance Premiums
- Employee Vision Service Plan Premiums
- Paid Personal Leave & Holidays
- 401(k) Matching
- Life Insurance
- Long-Term Disability Insurance
- Court Leaves of Absence
- Paid Bereavement Leave

*Eligible employees only.

Employee Paid Benefits

- Dependent Health, Dental & Vision Service Plan
Offered with Premium Cost Sharing
- 401(k) Retirement Plan with Roth Option
- Pre-Paid Legal Service
- Short-Term Disability Insurance
- Supplemental Life Insurance Options
(Spouse & Child)
- Flexible Spending Accounts
 - Medical & Dependent Care
 - Parking & Transportation

Paid Holidays

Eleven paid holidays are granted to eligible employees annually. MELE generally follows the federal government's holiday schedule.

Paid Personal Leave

MELE encourages our employees to have a healthy work-life balance. Paid personal leave is available to all regular, full-time employees. The chart on the right shows the different levels of paid time off.

Years of Eligible Experience	Days Per Year	Hours Per Year
Upon Initial Eligibility	15	120
After 5 Years	20	160
After 10 Years	25	200

Going the Extra Mile

While MELE has some of the best benefits in the industry, we don't stop there. MELE has a number of employee-related activities that go the extra mile for MELE team members. Whether it's bonuses, commissions, company holiday parties or monthly luncheons (when possible), career advancement opportunities, or gift cards, we take care of our people.



Medical Plan

DOES MELE OFFER MEDICAL OR DENTAL INSURANCE?

YES, we offer both to full-time employees. **MELE pays 100% of employee premium costs.** MELE's plan is administered by the Loomis Company and is a PPO using the Cigna network.



401(k) Plan

DOES MELE OFFER A 401(K) PLAN?

YES, full-time and part-time employees are eligible to participate on the first of the month following six months of employment with a minimum of 1,000 hours worked.

- MELE matches 100% of the first 3% deferred and 50% of the next 2% deferred
- Immediate vesting in your contributions and MELE's Safe Harbor matching
- Deductions are automatically taken from paychecks
- Pre-tax and post-tax options
- You can make changes anytime
- 24/7 online account access



Life Insurance: Term Life & Additional Employee-Paid

DOES MELE PROVIDE LIFE INSURANCE?

YES, **100%** MELE paid premium for term life insurance is offered to all full-time employees.

HOW MUCH IS THE BENEFIT WORTH?

One times your salary up to \$50,000 that goes into effect on the first of the month following 30-days of employment.

IS ADDITIONAL OR SUPPLEMENTAL LIFE INSURANCE ABOVE \$50K AVAILABLE?

YES, MELE also offers an Employee-paid benefit available to full-time employees, their spouses and children as follows:

- Employee: up to 5x annual salary with \$500,000 maximum benefit
- Spouse: up to \$250,000 benefit
- Child: \$10,000 benefit per child



Accidental Death & Dismemberment Insurance

DOES MELE PROVIDE ACCIDENTAL DEATH & DISMEMBERMENT INSURANCE?

YES, **100%** MELE pays 100% of the premium for AD&D insurance for all full-time employees.

- AD&D is included with the MELE-provided Life Insurance benefit, which provides a separate additional \$50,000 in coverage
- You can elect additional employee-paid AD&D coverage if you elect additional employee-paid life insurance coverage. The options for additional AD&D coverage must match the additional life insurance amounts you select for yourself, your spouse, and/or child (within certain limits).



Vision Plan

ARE THERE ANY PROVISIONS FOR EYE EXAMS, GLASSES, ETC.?

MELE pays 100% of employee premium costs for the Vision Plan, too!

- Employee may add spouse and/or dependents to plan at cost to employee
- VSP Choice network information available at www.vsp.com



Long Term Disability (LTD)

DOES MELE PROVIDE LONG TERM DISABILITY?

YES, MELE provides **100%** paid LTD insurance for all full-time employees.

- If totally disabled, an eligible employee can receive 60% of basic monthly income up to \$6,000 per month
- Effective first of the month following 30-days of employment
- Benefit begins after a 90-day waiting period



Short Term Disability (STD)

DOES MELE PROVIDE SHORT-TERM DISABILITY?

YES, full-time employees are eligible to enroll in this employee-paid benefit program.

- Eligible employees can receive 60% of basic weekly income up to a weekly maximum of \$1,500
- Effective first of the month following 30-days of employment
- You choose whether the benefit begins after a 30-day or 15-day waiting period



Bereavement Leave

DOES MELE OFFER ANY KIND OF BEREAVEMENT LEAVE?

YES, MELE provides up to 3 days of leave per death, with pay provided to all full-time employees in the event of the death of an employee's immediate family member.



Paid Holidays

WHAT PAID HOLIDAYS DOES MELE RECOGNIZE?

- New Year's Day
- Martin Luther King, Jr. Birthday
- Presidents' Day
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Columbus Day
- Veterans Day
- Thanksgiving Day
- Christmas Day

WHAT TO EXPECT



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The MELE Way

INTEGRITY | VALUE | QUALITY | AGILITY | RELIABILITY | TRUST

At MELE, we are collaborative. We build upon the best ideas and solutions, no matter where they come from. We're a company that fosters a culture of engagement, collaboration, and achievement. We celebrate our diversity and thrive on being inclusive. By working here, you will learn on the job from co-workers as they, in turn, learn from you. We consistently build upon the best ideas and solutions, no matter where they come from, because we believe that how we achieve our mission is just as important as the mission itself. We know that when we work together and hold our values close, we make our communities and our country stronger.



Delivering Exceptional Candidate and New Hire Experiences

MELE understands that a great candidate experience is foundational to hiring and retaining talented people. MELE makes it a priority to be responsive, informative, and forthright throughout the hiring process and during your tenure at the company. From the interview and hiring process through onboarding, orientation, and active, day-to-day employment, MELE delivers exceptional candidate, new hire, and employee experiences.

Contact Us

For additional information, questions, and current positions open, please contact the appropriate MELE Point of Contact:

Human Resources Team

HR@MELEassociates.com

Talent Acquisition Team

Recruiting@MELEassociates.com

MELE Headquarters:

11 Taft Court, Suite 101, Rockville, MD 20850

Website: www.meleassociates.com

Main Phone Number: **(240) 453-6990**



HOW MELE STAYS CONNECTED



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At MELE, we make every effort to keep our employees connected and engaged. Leadership listens to feedback and is continually striving to improve the team member experience.



President's Email



Quarterly Town Halls



Intranet & Website News Pages



Social Media Posts (LinkedIn & Facebook)



Periodic Staff Surveys/
Feedback Opportunities



Quarterly Newsletter, "The MELEgram"



Everyone at MELE is welcoming, friendly, and willing to help however needed. I genuinely enjoy getting to interact with MELE staff who support our D.C. clients. The people are my favorite part of working here—this is the best group of leadership and co-workers I have ever experienced in my career."

- Amy G., Executive Assistant, Washington D.C.



I enjoy working with the many different people here at MELE. Since I joined MELE I have had so many opportunities to learn and better myself professionally," stated Tracy. "Working at HQ gives me the opportunity to be in contact with people all over the world. It is a rewarding experience to touch so many people."

- Tracy C., Contracts Assistant, Rockville, Maryland Headquarters



The best part of my job is the confidence my coworkers have in me...I'm eternally loyal to MELE, and this is where I want to be until I retire."

- Hakim A., Senior Executive Logistics Coordinator, Washington, D.C.



I find my work very rewarding. If I do my part correctly, someone is that much closer to starting a new career or advancing in an old one. I love working for MELE because I feel appreciated by everyone, and I appreciate all of them."

- Chantal W., Contract Security Specialist, Remote/Telework