



## GLC Welcomes the New Year

As we enter 2026, now is an excellent opportunity to pause and reflect. The beginning of the year provides us with a chance to review our work, acknowledge recent accomplishments, and consider priorities for the months ahead.

GLC wishes to thank each of you for the expertise and commitment you bring to your work at NFATC. Your work preparing diplomats with the language skills and cultural understanding they need continues to make a real difference. The instruction and support that you provide is central to our mission and to the success of those we support.



The new year also brings opportunities to refine our teaching, share ideas with colleagues, and set goals that support both professional growth and program needs. We encourage you to take a moment to think about what you hope to accomplish this year and how we can continue to move forward together.

Thank you for your continued dedication. We look forward to our continued collaboration in the year ahead and wish everyone a happy, healthy, and productive 2026!

## 2025 GLC Holiday Party



GLC employees and guests celebrated the end of the year with a festive holiday party at the Hyatt Centric Arlington on December 12. Colleagues enjoyed the chance to relax and connect with each other over delicious food and drinks. The evening's raffle featured a range of prizes, including gift baskets and home goods, and even GLC's distance learning mentors were able to participate virtually in the fun! We hope everyone had a holiday season filled with cheer!



## GLC Employee Profile: Telmuun Batzorig



This month, we are featuring GLC Digital Media Editor Telmuun Batzorig!

**How long have you been a Digital Media Editor with GLC?**

I have been a Digital Media Editor with GLC since August 2024.

**How long have you worked in the field overall?**

I've been working as a Visual Designer since 2017. I have worked in the digital media and instructional design field since December 2023.

## What exactly do you do as a Digital Media Editor?

In my role, I:

- Design website templates and establish the visual structure and typography hierarchy.
- Create animated instructional content using Vyond.
- Upload and organize instructional materials across the platform.
- Develop interactive learning activities and embed them directly into the website using custom code.
- Ensure the digital learning environment is visually cohesive, user-friendly, and instructionally effective.

## What is your favorite part of your job?

My favorite part of my job is the creative work—designing animations, building interactive activities, and embedding code that brings instructional content to life.

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## HR Reminder

### Beginning-of-Year ADP Check-In

The start of a new year is a great time to make sure your information in ADP is accurate and up to date. A quick review now helps ensure smooth payroll, timely delivery of important documents, and accurate records in case of an emergency.

Please take a moment to confirm:

- **Tax withholdings:** Make sure your selections still reflect your current situation.
- **Home address:** Update if you've moved or made any changes.
- **Emergency contacts:** Ensure the right people are listed and their information is current.
- **Beneficiaries:** Check your life insurance and retirement plan beneficiaries if your circumstances have changed.

Keeping this information updated helps us support you throughout the year.

If you have questions or need assistance, reach out to the Human Resources Department at [hrsupport@gltccenter.com](mailto:hrsupport@gltccenter.com).

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