

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		1. CONTRACT ID CODE	PAGE OF PAGES 1 12
2. AMENDMENT/MODIFICATION NO. 006 ISSUED BY	3. EFFECTIVE DATE 10/01/2010	4. REQUISITION/PURCHASE REQ. NO.	5. PROJECT NO. (if applicable)
AMQ-310 CONTRACTING TEAM FAA AERONAUTICAL CENTER PO BOX 25082 MPB ROOM 380 OKLAHOMA CITY OK 73125	CODE AMQ0310-ARC	7. ADMINISTERED BY (if other than item 4) AMQ-310 CONTRACTING TEAM FAA AERONAUTICAL CENTER PO BOX 25082 MPB ROOM 380 OKLAHOMA CITY OK 73125	CODE AMQ310-ARC
6. NAME AND ADDRESS OF CONTRACTOR (Firm, street, city, state and ZIP Code)		8A. AMENDMENT OF SOLICITATION NO.	
DATA MANAGEMENT SERVICES JOINT VENTURE 8630 FENTON ST, STE 406 SILVER SPRING MD 20910		9B. DATED (SEE ITEM 11)	
CODE		X 10A. MODIFICATION OF CONTRACT/ORDER NO. DTFAAC-07-D-00057	
FACILITY CODE		10B. DATED (SEE ITEM 13) 08/08/2007	

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

The above numbered solicitation is amended as set forth in item 14. The hour and date specified for receipt of Offers is extended. is not extended.
Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment number. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (if required) \$0.00

See schedule

13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

<input type="checkbox"/>	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
<input type="checkbox"/>	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation data, etc.) SET FORTH IN ITEM 14.
<input type="checkbox"/>	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO THE AUTHORITY OF:
<input checked="" type="checkbox"/>	D. OTHER (Specify type of modification and authority) IAW AMS 3.2.4-35 Option To Extend the Term of the Contract

E. IMPORTANT Contractor is not. is required to sign this document and return 1 copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/control subject matter where feasible.)

Mod 006 Issued to exercise the Option Yr 3 and allow orders against Option Yr 3 CLINS.

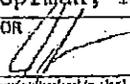
Period of Performance: 01-OCT-10 thru 30-SEP-11

FIRST: IAW the Contract Clause 3.2.4-35 Option to Extend the term of the contract, Option Yr 3 - Oct. 1, 2010 thru Sept. 30, 2011 is exercised represented as follows:

- CLIN 0023 Operational Support (Program Management, Adm. Support, and reports.
- CLIN 0024 Instructional Support Services Onsite
- CLIN 0025 Instructional Support Services (Field Service)
- CLIN 0026 Instructional Support Services (Design/Development, or redesign)

Continued ...

Except as provided herein, all terms and conditions of the document referenced in item 9A or 10A, as herebefore changed, remain unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print) Joseph Kopfman, Financial Officer		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Avis Franklin	
15B. CONTRACTOR/OFFEROR 	15C. DATE SIGNED 9/15/10	16B. CONTRACT AUTHORITY 	16C. DATE SIGNED 9-16-10
<small>(Signature of person authorized to sign)</small>		<small>(Signature of Contracting Officer)</small>	

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ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>CLIN 0027 Travel (transportation and subsistence) CLIN 0028 Subcontract Cost CLIN 0029 Phase Out (when requested by the government)</p> <p>SECOND: The total estimated value of Option Yr 3 is \$5,451,344.56 (estimated) incorporating CLIN 0023 revision and CLIN 0026 revision via PWS rev.3 dated 12/9/09 and appendices below:</p> <p>Appendix A rev. F, both dated 12/09/2009 Appendix B Contract Support Position Descriptions Rev. C, Appendix C dated 7/13/09 which represents the projected core workload.</p> <p>THIRD: DOL Wage Determination (2005-2109 rev. 10) dated 06/15/2010 is hereby incorporated and attached.</p> <p>FOURTH: As a result of CMEL requirements incorporated by the above PWS and appendices, Option Yr 3 price for Operational Support (incorporates copier expenses and additional IT support (1 FTE)), and Instructional Design/Development increase estimate (resulting from projected CBT Instructor requirements, and Assistant Editor services).</p> <p>CLIN 0023 Operational support is increased by \$97,562 FROM: \$2,174,963.00 FIXED \$ 2,272,524.77 FIXED</p> <p>CLIN 0026 Instructional Design/Development is increased by: \$113,158.79. The increase reflects Fixed hourly labor rates and estimated hours for the two categories (Tasked as required). FROM: \$ 587,069.00 estimated \$ 700,227.79 estimated</p> <p>FIFTH: As a result of Part "Fourth" above the total estimate (all Clins) for Option Yr 3 is increased by \$ 210,720.56</p> <p>FROM \$ 5,240,624.00 TO: \$ 5,451,344.56 Estimated</p> <p>SIXTH: The resulting Option Yr 3 CLIN totals are defined as follows:</p> <p>CLIN 0023 \$ 2,272,524.77 revised FIXED Price CLIN 0024 \$1,657,004.00 estimated CLIN 0025 \$ 439,088.00 estimated CLIN 0026 \$ 700,227.79 revised estimate CLIN 0027 \$ 332,500.00 estimated CLIN 0028 \$ 50,000.00 estimated CLIN 0029 \$ 0.0 (TBD when requested) Total Option 3 = \$ 5,451,344.56 Estimated</p> <p>SEVENTH: AMS clauses/CLA clauses have been updated and are hereby incorporated by reference or attachment as identified herein (AMS Clauses Incorporated by reference). 3.6.1-8 superseded by revision dated (Jan 2010) 3.1.B.2 superseded by revision dated (April 2010) Continued ...</p>				

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ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>3.6.4-10 Restrictions on Certain Foreign Purchases (Jan 2010)</p> <p>3.13-13 Reducing Text messaging while driving (April 2010)</p> <p>3.3.2-2 Reimbursement of Travel (April 2010) and 3.2.2.3-39 Requirements for Certified Cost or Pricing Data or Other Information -Modifications (July 2010) (supercedes previous version) are provided in full text and attached (3 pgs).</p> <p>EIGHTH: All other provisions of the contract remain unchanged and in full force and effect.</p> <p>*****</p> <p>Mod 005 Issued to incorporate the revised PWS rev. 3 and Appendix A rev. F, both dated 12/09/2009</p> <p>FIRST: CMEL PWS rev. 3 (dated 12/09/2009) addressing CMEL consideration for remote (telework) assignment is hereby incorporated and attached.</p> <p>SECOND: CMEL PWS Appendix A (dated 12/09/2009) identifying 280 desktops for Computer Specialist support, and deleting Health Awareness Specialist follow-up duties is here by incorporated and attached.</p> <p>THIRD: All other provisions of the contract remain unchanged and in full force and effect.</p> <p>*****</p> <p>Mod 004 Issued to incorporate the PWS (and Appendices), and resulting cost/price increases for Option Yr 2</p> <p>FIRST: This modification incorporates updates to the following documents:</p> <p>AMA-3 Instructional Support Services PWS Appendix A Task Descriptions rev. E dated 8/4/09, PWS Appendix B Contract Support Position Descriptions Rev. C PWS Appendix C Workload dated 7/13/09 (FY10 Core Workload) DOL Wage Determination 2005-2109 rev. 8 dated 6/24/09</p> <p>SECOND: The price for Operational Support is increased by copier expenses and by additional IT support (1 FTE) as result of Part "First" above. The total increase for Operational support is increased by \$94,087.25</p> <p>FROM: 2,092,929.00 TO: \$2,187,016.25</p> <p>THIRD: The estimated total for Instructional Design/Development is increased by the addition of the CBT Instructor requirements, and Assistant Editor services defined by Part "First" above. The increase reflects Fixed hourly labor rates and estimated hours for the two categories (Tasked as required). The total price for Instructional Design/Development is increased by \$108,815.65</p> <p>FROM: \$499,554.00 estimated TO: \$608,369.65 estimated</p> <p>Continued ...</p>				

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ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>FOURTH: As a result of of Part "Second" and Part "Third" the total estimate (all CLINS) for Option Yr 2 is increased by \$202,902.00</p> <p>FROM: \$4,726,153.00 Estimated TO: \$4,929,055.00 Estimated</p> <p>FIFTH: The resulting CLIN totals are identified as follows:</p> <p>CLIN 0016 \$2,187,016.25 Revised 0017 \$1,406,608.00 estimated 0018 \$374,562.00 estimated 0019 \$ 608,369.65 Revised estimate 0020 \$302,500.00 estimated 0021 \$50,000.00 estimated 0022 \$0</p> <p>TOTAL \$4,929,055.59 Option Yr 2 Revised Estimate</p> <p>SIXTH: All other provisions of the contract remain in full force and affect.</p> <p>***** Mod 003 Issued to exercise the Option and allow orders against Option Yr 2 CLINS</p> <p>FIRST: IAW the Contract Clause 3.2.4-35 Option to Extend the term of the contract, Option Yr 2 - Oct. 1, 2009 thru Sept. 30, 2010 is exercised represented as follows:</p> <p>CLIN 0016 Operational Support (Program Management, Adm. Support, and reports) CLIN 0017 Instructional Support Services Onsite CLIN 0018 Instructional Support Services (Field Service) CLIN 0019 Instructional Support Services (Design/Development, or redesign) CLIN 0020 Travel (transportation and subsistence) CLIN 0021 Subcontract Cost CLIN 0022 Phase Out (when requested by the government)</p> <p>SECOND: The total estimated value of Option Yr 2 is 4,726,153.00 (estimated) in accordance with the established Contract.</p> <p>***** Mod 002 created to allow orders against Option Yr 1 CLINS. NO DISTRIBUTION ----- FOR FILE ONLY ***** This modification 0001 is issued to exercise Option Yr 1, incorporate the revised PWS, and resulting price revision.</p> <p>Continued ...</p>				

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ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>FIRST: IAW the Contract Clause 3.2.4-35 Option to Extend the term of the contract, Option Yr 1 - Oct. 1, 2008 thru Sept. 30, 2009 is exercised represented as follows: CLIN 0009 Operational Support (Program Management, Adm. Support, and reports CLIN 0010 Instructional Support Services Onsite CLIN 0011 Instructional Support Services (Field Service) CLIN 0012 Instructional Support Services (Design/Development, or redesign) CLIN 0013 Travel (transportation and subsistence) CLIN 0014 Subcontract Cost CLIN 0015 Phase Out (when requested by the government)</p> <p>SECOND: The Department of Labor Wage Determination (WD) 05-2109 ref. 6 dated 5/29/2008 is hereby incorporated and attached.</p> <p>THIRD: FAA CMEL PWS revisions (via related attachments dated 08/01/08) for Option Yr 1 are hereby incorporated into the contract. The PWS Appendix A-Rev C (revised Technical Support, page 2) task description is applicable to the CLIN 0009 Operational Support, and the PWS Appendix C identifies the projected FY 09 workload.</p> <p>FOURTH: As a result of increased requirements described by the PWS revisions, the Option Yr 1 total estimated price is increased by \$ 52,696.45</p> <p>FROM: \$4,284,568.00 TO: 4,337,264.45.00</p> <p>FIFTH: The increase to requirements for Operational Support result in a total increase in contract value (if all options are exercised) by \$221,934.00</p> <p>FROM: \$23,932,655.82 estimated TO: 24,154,588.49</p> <p>SIXTH: All other provisions of the Contract remain unchanged and in full force and effect.</p> <p>*****</p> <p>This document incorporates the pricing summary, and provisions identified in Section C thru J attached herein (36 pages). Sections K thru M of the SIR DTFAAC-07-R-12146 incorporated by reference.</p> <p>Instruction is priced per Instruction Day as defined by Appendix C courses, applicable Instructors required, and number of Instruction days. The Contractors proposed prices represented in the SIR submittal as page 12 and 13 have been incorporated into the contract as page 17, and 18 of 53.</p> <p>The Contractor's proposed cancellation charge of 25% has been accepted as proposed. IAW Clause H.3 Cancellation Policy, a 25% cancellation charge is applicable to the total task order amount for Instructional Deliveries plus any non-refundable FAA authorized travel expenses.</p> <p>This is an Indefinite Delivery/Indefinite Quantity Contract. The base year</p> <p>Continued ...</p>				

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	<p>guaranteed minimum is \$1,000,000.00, and the maximum value will not exceed \$6,300,000.00.</p> <p>Payment: FAA AC ACCTG OFC DOT/FAA AMZ-110 PO BOX 25710 OKLAHOMA CITY OK 73125</p> <p>FOB: Destination Period of Performance: 10/01/2010 to 09/30/2011</p> <p>Change Item 0023 to read as follows (amount shown is the obligated amount):</p> <p>***** OPTION YEAR 3 (Oct. 1, 2010 thru Sept. 30, 2011) *****</p> <p>FIRM FIXED PRICE TOTAL = \$2,272,524.77</p>				
0023	<p>OP-3 Operational Support to include Program Management, Administrative Support, and Reports IAW the PWS , Appendix A and attached CDRLS.</p> <p>Services to be provided for 12 months 1/12 OF TOTAL PAID MONTHLY ISO9000: N Electronic & IT: 03</p> <p>Change Item 0024 to read as follows (amount shown is the obligated amount):</p> <p>FIXED PRICE PER DAY INSTRUCTION TOTAL ESTIMATED COST = \$1,657,004.00</p>				
0024	<p>OP-3 Instructional Support Services For Resident (Onsite CMEL) Training to be provided when tasked IAW the PWS and Appendix A attached herein. Categories are established based on level of effort required (see Appendix C).</p> <p>Quantities: In residence day Instruction Total Estimate = 904 days Level 1 Courses= 35 days Level 2 Courses= 345 days Level 3 Courses= 464 days Level 4 Courses= 60 days ISO9000: N Electronic & IT: 03</p> <p>The established fixed prices per category (Course Level 1 thru 4) Continued ...</p>				

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0025	<p>are identified in ISS Price List incorporated herein (SIR page 12r and 13r) and attached following section B.</p> <p>Change Item 0025 to read as follows (amount shown is the obligated amount):</p> <p>FIXED PRICE PER DAY INSTRUCTION TOTAL ESTIMATED COST = \$439,088.00</p> <p>OP-3 Offsite Instructional Support Services For Field Training to be provided when tasked IAW the PWS and Appendix A attached herein. Categories are established based on level of effort required (see Appendix C).</p> <p>QUANTITY: Off site day Instruction Total Estimate = 236 DAYS Level 1 Courses = 16 days estimated Level 2 Courses = 172 days estimated Level 3 Courses = 49 days estimated ISO9000: N Electronic & IT: 03</p> <p>The established fixed prices per category are listed in the SIR ISS Price List incorporated herein (SIR page 12r and 13r) and attached following section B.</p>				
0026	<p>Change Item 0026 to read as follows (amount shown is the obligated amount):</p> <p>FIXED HOURLY RATE Total Estimated Price = \$ 700,227.79</p> <p>OP-3 Instructional Support Services for Design/Development or Redesign when tasked IAW the PWS and Appendix A attached herein.</p> <p>Quantity Estimated = 9235 Total Hours FIXED HOURLY RATE = \$ 63.57</p> <p>ISO9000: N Electronic & IT: 03</p> <p>FIXED HOURLY RATES IDD = \$63.57/hr CBT = \$42.52/hr Editor = \$37.96/hr</p> <p>Requirements to be tasked when required Continued ...</p>				

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ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
0027	<p>A NOT-TO-EXCEED CEILING WILL BE ESTABLISHED FOR EACH TASK</p> <p>Change Item 0027 to read as follows (amount shown is the obligated amount):</p> <p>COST REIMBURSABLE TOTAL COST = \$332,500.00 (estimated by the Government)</p> <p>OP-3 Travel (Transportation and Subsistence) for expenses incurred when tasked and authorized for related travel required to deliver Instructional Support Services. Expenses are reimbursable in accordance with FAA Contract Clause CIA 4531 entitled Reimbursement of Travel Costs.</p> <p>Payable monthly, upon receipt of acceptable invoices and compliance with CIA 4531. All travel requirements to be requested by the Government and authorized by the CO in advance of travel. ISO9000: N Electronic & IT: 03</p> <p>All travel requirements to be requested by the Government and authorized by the CO in advance of travel.</p> <p>The Contractor's handling charge of [REDACTED] is applicable in accordance with CLAUSE 4531.</p>				
0028	<p>Change Item 0028 to read as follows (amount shown is the obligated amount):</p> <p>COST REIMBURSABLE TOTAL COST = \$50,000.00 (Estimated by the Government)</p> <p>OP-3 Subcontract Cost to acquire Instructors, Consultants and Subject Matter Experts (SMEs) when required and tasked. Subcontract support/cost is subject to approval by the FAA CO or delegated Government representative prior to performance. The task ordering process will be utilized to establish the task ceiling. ISO9000: N Electronic & IT: 03</p> <p>Requirements to be tasked by the government, and sources to be determined by the Prime Contractor.</p>				
0029	<p>Change Item 0029 to read as follows (amount shown is the obligated amount):</p> <p>FIXED PRICE TO BE NEGOTIATED TOTAL ESTIMATE = \$0.00 (Government Estimate)</p> <p>OP-3 Phase Out When requested by the government Continued ...</p>				

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ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	Price To Be Negotiated (TBN)				
	ISO9000: N Electronic & IT: 03				
	Option 3 Total Estimate = \$5,451,344.56				

AMS clauses

3.3.2-2 Reimbursement for Travel and Subsistence (April 2010)

- a) Travel and subsistence are authorized for work performed under this contract. The contractor will be reimbursed for allocable, allowable and reasonable travel expenses only at the per diem rates specified in applicable Federal travel regulations and in accordance with FAA Acquisition Management System (AMS) contract cost principles for travel costs..
- (b) The Contractor must conduct a cost analysis prior to the start of travel to determine the most cost effective means of travel. Alternate airports must be used where available and within a reasonable commuting distance, if it will result in lower costs.
- (c) The Contractor must summarize the travel (date and place of the expenses, purpose of the trip, name of person(s) of trip and title or relationship to contractor) and submit the information in accordance with the invoicing instructions in Section G of the contract. The Contractor's travel expense report must be provided to the Contracting Officer at the same time the invoice is submitted for payment.
- (d) Travel will be reimbursed in accordance with the above and the Contractor's provisional G&A rate applicable to the time the travel occurred.

3.2.2.3-39 Requirements for Certified Cost or Pricing Data or Other Information -Modifications (July 2010)

- (a) When there are price adjustments in the contract, the Contractor (you, your) must submit the following:
- (1) A certificate of current cost or pricing data (CCCPD) described in paragraph (e), or
- (2) For non-certified current cost or pricing data (CPD), a request for an exception to CCCPD. You must request this exception from the CO in writing with the following types of information or data that would establish the reasonableness of the prices you offer:
- (i) Information on an exception you received on earlier or repetitive acquisitions;
- (ii) Catalog price information including:
- (A) A dated catalog with the prices;
- (B) The applicable catalog pages; or
- (C) A statement that the catalog is on file in the contracts office that will issue this contract modification;
- (iii) Information on the current discount policies and price lists (published or unpublished), for example wholesale, original equipment manufacturer, and reseller;
- (iv) Evidence of substantial sales to the general public for catalog items that exceed [Contracting Officer (CO) to insert extended value - not unit price]. Your evidence may consist of verifiable records such as a sales order, contract, shipment, invoice, actual recorded sales; or sales by your affiliates, other manufacturers or vendors when your price proposal is based on sales of essentially the same commercial item. You must also explain the relationship of the offered price to the (1) established catalog price, or (2) the price of recent and substantial sales of similar quantities of the items that were sold to the general public at prices that differ from catalog or list prices;

(v) The basis for the market price including:

(A) The source, date or period of the market quotation;

(B) Any other basis for the market price, the base amount, and applicable discounts;

(C) The nature of the market for the supply or service you are offering (should be the same as or similar to the market price supply or service); or

(D) Data supporting substantial sales to the general public.

(vi) Laws or regulations that establish your offered prices. If the price is controlled under law by periodic rulings, reviews, or similar actions of a governmental body, attach a copy of a controlling document that you did not previously submit to the contracting office;

(vii) Information on modifications of contracts or subcontracts for commercial items that relate to the offered price, as follows:

(A) If you received an exception based on adequate price competition, catalog or market prices of commercial items, or prices set by law or regulation under the original contract or subcontract, and this modification is not covered by these exceptions, you must provide information to establish that the modification would not change the contract or subcontract from one for a commercial item to one for a non-commercial item;

(B) For commercial items, you may provide information on selling prices of the same item or similar items in the commercial market; and

(viii) Any other information the CO requests to support your request for an exception or to conclude that your price is fair and reasonable.

(b) You give the CO the right to examine books, records, documents, or other directly pertinent records to verify your request for an exception under this clause or the reasonableness of price at any time before award.

(c) The CO will not require you to provide access to cost or price information or other data that apply to prices offered in the catalog or marketplace.

(d) Submitting information to qualify for an exception does not mean that this is the only exception that may apply.

(e) You must submit under paragraph (a):

CERTIFICATE OF CURRENT COST OR PRICING DATA

I certify that, to the best of my knowledge and belief, the cost or pricing data we submit, either actually or by specific identification in writing, to the Contracting Officer or to the Contracting Officer's representative to support [*] are accurate, complete, and current as of [**]. This certification includes the cost or pricing data supporting any advance agreements and forward pricing rate agreements between the us and the Government that are part of the proposal.

[Contractor insert the following information.]

Firm _____

Signature _____

Name _____

Title _____

Date of execution [*** _____]

*Contractor identify the proposal, request for price adjustment, or other submission involved, giving the appropriate identifying number (for example, SIR No.)

** Contractor insert the day, month, and year when price negotiations were concluded and price agreement was reached or, if applicable, an earlier date agreed upon between the parties that is as close as practicable to the date of a price agreement.

*** Contractor insert the day, month, and year of signing, which should be as close as practicable to the date when the price negotiations were concluded and the parties agreed on the contract price.

AMS Clauses Incorporated by reference

3.6.1-8 superseded by revision dated (Jan 2010)

3.1.8.2 superseded by revision dated)April 2010)

3.3.2-2 Reimbursement of Travel (April 2010)

3.6.4-10 Restrictions on Certain Foreign Purchases (Jan 2010)

3.13-13 Reducing Text messaging while driving (April 2010)