

CONTRACT DATA REQUIREMENTS LIST

(1 Data Item)

Form Approved
OMB No. 0704-0188

Public reporting burden for this collection of information is estimated to average 110 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302, and to the Office of Management and Budget Paperwork Reduction Project (0704-0188), Washington, DC 20503. Please DO NOT RETURN your form to either of these addresses. Send completed form to the Government Issuing Contracting Officer for the Contract/PR No listed in Block E.

A. Contract Line Item No.	B. Exhibit A	C. Category TDP _____ TM _____ OTHER X
---------------------------	------------------------	--

D. System / Item MANET Support	E. Contract / PR No. NO0178-13-R-	F. Contractor TrellisWare Technologies
--	---	--

1. Data Item No. A005	2. Title of Data Item CONFERENCE MINUTES	3. Subtitle Meeting Minutes
---------------------------------	--	---------------------------------------

4. Authority (Data Acquisition Document No.) DI-ADMIN-81250A	5. Contract Reference C.4.0	6. Requiring Office Asymmetric Systems Department (Z14)
--	---------------------------------------	---

7. DD 250 Req. LT	9. Dist Statement Required D	10. Frequency ASREQ	12. Date of First Submission (See Block 16)	14. Distribution	
8. App Code A	11. As Of Date N/A	13. Date of Subsequent Submission (See Block 16)	a. Addressee		

<p>BLOCK 8: The Government has 15 days from receipt of draft to review and comment. The Contractor has 10 days to submit revisions. If the Government does not submit revision requests within 15 days the submittal is approved.</p> <p>BLOCK 9: <u>DISTRIBUTION STATEMENT D:</u> Distribution authorized to the Department of Defense and U.S. DoD contractors only operational administrative use June 2012. Other requests for this document shall be submitted to NSWCDD Code Z03, 18372 Frontage Road, Suite 318, Dahlgren, VA, 22448.</p> <p>BLOCK 12-13: First and subsequent deliveries are due 15 days after meetings are attended.</p> <p>BLOCK 14: Electronic Media: The Conference Minutes shall be submitted in MS Office 2010 applications (or earlier) or Adobe PDF attached to an email notification to the COR, SME, and the Contract Specialist as listed in Section G, Government Contract Administration Point-of-Contact and Responsibilities.</p>	b. Copies			
	Draft Final			
	Reg Repro			
	COR	1	1	0
	SME	1	1	0
	CS	0	1	0
15. TOTAL →		2	3	0

G. Prepared by Deborah Bowen, COR, Code Z03	H. Date 20121108	I. Approved by NIKKI BLASER <i>Nyblay</i>	J. Date 8 FEB 2013
---	----------------------------	---	------------------------------

DEPARTMENT OF DEFENSE CONTRACT SECURITY CLASSIFICATION SPECIFICATION <i>(The requirements of the DoD Industrial Security Manual apply to all security aspects of this effort.)</i>		1. CLEARANCE AND SAFEGUARDING	
		a. FACILITY CLEARANCE REQUIRED SECRET	
		b. LEVEL OF SAFEGUARDING REQUIRED NONE	
2. THIS SPECIFICATION IS FOR: <i>(X and complete as applicable)</i>		3. THIS SPECIFICATION IS: <i>(X and complete as applicable)</i>	
<input checked="" type="checkbox"/> a. PRIME CONTRACT NUMBER BIDDING 010-13		<input checked="" type="checkbox"/> a. ORIGINAL <i>(Complete date in all cases)</i>	DATE (YYYYMMDD)
b. SUBCONTRACT NUMBER		b. REVISED <i>(Supersedes all previous specs)</i>	REVISION NO. DATE (YYYYMMDD)
c. SOLICITATION OR OTHER NUMBER	DUE DATE (YYYYMMDD)	c. FINAL <i>(Complete Item 5 in all cases)</i>	DATE (YYYYMMDD)
4. IS THIS A FOLLOW-ON CONTRACT? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO. If Yes, complete the following: Classified material received or generated under N00178-03-D-3074-0071 <i>(Preceding Contract Number)</i> is transferred to this follow-on contract.			
5. IS THIS A FINAL DD FORM 2547 <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO. If Yes, complete the following: In response to the contractor's request dated _____, retention of the classified material is authorized for the period of _____.			
6. CONTRACTOR <i>(Include Commercial and Government Entity (CAGE) Code)</i>			
a. NAME, ADDRESS, AND ZIP CODE TRELISWARE TECHNOLOGIES INC. 16516 VIA EXPRILO, SUITE 300 SAN DIEGO, CA 92127-1728		b. CAGE CODE ISBL7	c. COGNIZANT SECURITY OFFICE <i>(Name, Address, and Zip Code)</i> DEFENSE SECURITY SERVICE (IOFWD) 11770 BERNARDO PLAZA CT, STE 450 SAN DIEGO CA 02128-2426
7. SUBCONTRACTOR			
a. NAME, ADDRESS, AND ZIP CODE		b. CAGE CODE	c. COGNIZANT SECURITY OFFICE <i>(Name, Address, and Zip Code)</i>
SOLE SOURCE			
8. ACTUAL PERFORMANCE			
a. LOCATION		b. CAGE CODE	c. COGNIZANT SECURITY OFFICE <i>(Name, Address, and Zip Code)</i>
9. GENERAL IDENTIFICATION OF THIS PROCUREMENT MOBILE AD HOC NETWORKING (MANET) SUPPORT			
10. CONTRACTOR WILL REQUIRE ACCESS TO:			
a. COMMUNICATIONS SECURITY (COMSEC) INFORMATION	YES	NO	<input checked="" type="checkbox"/>
b. RESTRICTED DATA			<input checked="" type="checkbox"/>
c. CRITICAL NUCLEAR WEAPON DESIGN INFORMATION			<input checked="" type="checkbox"/>
d. FORMERLY RESTRICTED DATA			<input checked="" type="checkbox"/>
e. INTELLIGENCE INFORMATION			<input checked="" type="checkbox"/>
(1) Sensitive Compartmented Information (SCI)			<input checked="" type="checkbox"/>
(2) Non-SCI			<input checked="" type="checkbox"/>
f. SPECIAL ACCESS INFORMATION			<input checked="" type="checkbox"/>
g. NATO INFORMATION			<input checked="" type="checkbox"/>
h. FOREIGN GOVERNMENT INFORMATION			<input checked="" type="checkbox"/>
i. LIMITED DISSEMINATION INFORMATION			<input checked="" type="checkbox"/>
j. FOR OFFICIAL USE ONLY INFORMATION			<input checked="" type="checkbox"/>
k. OTHER <i>(Specify)</i> PII			<input checked="" type="checkbox"/>
11. IN PERFORMING THIS CONTRACT, THE CONTRACTOR WILL:			
a. HAVE ACCESS TO CLASSIFIED INFORMATION ONLY AT ANOTHER CONTRACTOR'S FACILITY OR A GOVERNMENT ACTIVITY		YES	NO
b. RECEIVE CLASSIFIED DOCUMENTS ONLY			<input checked="" type="checkbox"/>
c. RECEIVE AND GENERATE CLASSIFIED MATERIAL			<input checked="" type="checkbox"/>
d. FABRICATE, MODIFY, OR STORE CLASSIFIED HARDWARE			<input checked="" type="checkbox"/>
e. PERFORM SERVICES ONLY			<input checked="" type="checkbox"/>
f. HAVE ACCESS TO U.S. CLASSIFIED INFORMATION OUTSIDE THE U.S., P.O. BOXES, U.S. POSSESSIONS, AND TRUST TERRITORIES			<input checked="" type="checkbox"/>
g. BE AUTHORIZED TO USE THE SERVICES OF DEFENSE TECHNICAL INFORMATION CENTER (DTIC) OR OTHER SECONDARY DISTRIBUTION CENTER			<input checked="" type="checkbox"/>
h. REQUIRE A COMSEC ACCOUNT			<input checked="" type="checkbox"/>
i. HAVE TEMPEST REQUIREMENTS			<input checked="" type="checkbox"/>
j. HAVE OPERATIONS SECURITY (OPSEC) REQUIREMENTS			<input checked="" type="checkbox"/>
k. BE AUTHORIZED TO USE THE DEFENSE COURIER SERVICE			<input checked="" type="checkbox"/>
l. OTHER <i>(Specify)</i>			<input checked="" type="checkbox"/>

DD FORM 254, DEC 1999

PREVIOUS EDITION IS OBSOLETE.

Adobe Professional 7.0

12. PUBLIC RELEASE. Any information (classified or unclassified) pertaining to this contract shall not be released for public dissemination except as provided by the Industrial Security Manual or unless it has been approved for public release by appropriate U.S. Government authority. Proposed public releases shall be submitted for approval prior to release. Direct Through (Specify)

COMMANDER, DAHLGREN DIVISION
 NAVAL SURFACE WARFARE CENTER, CODES Z03 AND C6
 DAHLGREN, VA 22448

to the Directorate for Freedom of Information and Security Review, Office of the Assistant Secretary of Defense (Public Affairs)* for review.
 *in the case of non-DoD User Agencies, requests for disclosure shall be submitted to that agency.

13. SECURITY GUIDANCE. The security classification guidance needed for this classified effort is identified below. If any difficulty is encountered in applying this guidance or if any other contributing factor indicates a need for changes in this guidance, the contractor is authorized and encouraged to provide recommended changes; to challenge the guidance or the classification assigned to any information or material furnished or generated under this contract; and to submit any questions for interpretation of this guidance to the official identified below. Pending final decision, the information involved shall be handled and protected at the highest level of classification assigned or recommended. (Fill in as appropriate for the classified effort. Attach, or forward under separate correspondence, any documents/guides/extracts referenced herein. Add additional pages as needed to provide complete guidance.)

(1) National Industrial Security Program Operating Manual (NISPOM) dated February 2006, applies to this contract.

(2) The Contractor is not authorized to release any data to foreign nationals or foreign representatives without an approved export license.

(3) SCG: 06-64.1: DIGITAL TECHNICAL CONTROL (DTC), 3/25/08
 - SCG will be provided to the contractor by the COR under separate cover.

(4) See attached sheets for further security guidance.

14. ADDITIONAL SECURITY REQUIREMENTS. Requirements, in addition to ISM requirements, are established for this contract. Yes No
 (If Yes, identify the pertinent contractual clauses in the contract document itself, or provide an appropriate statement which identifies the additional requirements. Provide a copy of the requirements to the cognizant security office. Use item 13 if additional space is needed.)

15. INSPECTIONS. Elements of this contract are outside the inspection responsibility of the cognizant security office. Yes No
 (If Yes, explain and identify specific areas or elements carved out and the activity responsible for inspections. Use item 13 if additional space is needed.)

16. CERTIFICATION AND SIGNATURE. Security requirements stated herein are complete and adequate for safeguarding the classified information to be released or generated under this classified effort. All questions shall be referred to the official named below.

a. TYPED NAME OF CERTIFYING OFFICIAL BRENDA F. BENNETT	b. TITLE SECURITY CONTRACTING OFFICER	c. TELEPHONE (Include Area Code) (540)653-0463
d. ADDRESS (Include Zip Code) COMMANDER, DAHLGREN DIVISION NAVAL SURFACE WARFARE CENTER, CX9 DAHLGREN, VA 22448-5107	17. REQUIRED DISTRIBUTION	
e. SIGNATURE <i>Brenda Bennett</i>	<input checked="" type="checkbox"/> a. CONTRACTOR <input checked="" type="checkbox"/> b. SUBCONTRACTOR <input checked="" type="checkbox"/> c. COGNIZANT SECURITY OFFICE FOR PRIME AND SUBCONTRACTOR <input checked="" type="checkbox"/> d. U.S. ACTIVITY RESPONSIBLE FOR OVERSEAS SECURITY ADMINISTRATION <input checked="" type="checkbox"/> e. ADMINISTRATIVE CONTRACTING OFFICER <input checked="" type="checkbox"/> f. OTHERS AS NECESSARY	

NO-INTELLIGENCE - CONTINUATION SHEET - DD FORM 254 (revised 28 Feb 2013)

Controlled Unclassified Information (CUI) such as FOUO, Security Classification Guides (SCG), and other information with Distribution Statements B thru F, are not authorized for public release and cannot be placed on a publicly accessible web site or web server. All emails containing such information or attachments must be appropriately marked, and digitally signed and encrypted if being transmitted within Navy networks, or outside a Navy network to an approved contractor email address. All transmissions to personal email accounts (AOL, Yahoo, Hotmail, Comcast, etc.) are prohibited.

Distribution statements for classified documents will be determined by the Security Classification Guide used to mark the document.

All technical data provided to the contractor by the government will be protected from public disclosure in accordance with the markings contained thereon. All other information relating to the items to be delivered or services to be performed under this contract may not be disclosed by any means without prior approval of the authorized representative of the contracting officer. Dissemination or public disclosure includes, but is not limited to, permitting access to such information by foreign nationals or by any other person or entity; publication of technical or scientific papers; advertising; or any other proposed public release. The contractor shall provide adequate physical protection to such information as to preclude access by any person or entity not authorized such access by the government.

Due to the sensitivity of this program, no classified material received or generated under this contract will be transferred to any other contractor or agency without the approval of the Contracting Officer or Contracting Officer's Representative (COR).

Information on this contract is not releasable to personnel possessing limited (reciprocal) clearances without the written approval of NSWCDL.

All visit requests for contractor personnel visiting NSWCDL shall be sent through the Joint Personnel Adjudication System (JPAS), under SMO code 001785 for GENSER and 001783 for SCI.

Visit requests for Contractor Personnel not submitted via JPAS shall be faxed to the COR, TPOC or the respective department administrative office no later than five (5) working days prior to the intended visit for NEED-TO-KNOW certification. All requests shall contain the information required by Chapter 6, NISPOM, and shall not exceed 12 months.

Visit requests for subcontractors to other activities will have a NEED-TO-KNOW certified by the prime contractor.

Any material produced under the terms of this contract will be classified directly from the source document(s) from which it was obtained. It will be marked with the most restrictive downgrading/declassification statement contained in such documents.

The following procedures will be used to protect FOR OFFICIAL USE ONLY (FOUO) material:

1. **HANDLING:** Access to FOUO material shall be limited to those employees needing the material to do their jobs. The FOUO marking is assigned to material created by a DoD user agency. FOUO is not a classification, but requires extra precaution to insure it is not released to the public.
2. **MARKING:** Mark unclassified documents containing FOUO "FOR OFFICIAL USE ONLY" at the bottom of each page and the back cover (if any). In a classified document, mark:
 - a. An individual paragraph that contains FOUO, but not classified material, by placing "FOUO" at the beginning of the paragraph.
 - b. The top and bottom of each page that has both FOUO and classified material with the highest security classification of the material on that page.
 - c. "FOUO" at the bottom of each page that has FOUO but not classified material.
 - d. If a classified document also contains FOUO material or if the classified material becomes FOUO when declassified, place the following statement on the bottom of the cover or the first page under the classification marking: "NOTE: If declassified, review the document to make sure material is not FOUO before public release."
 - e. Mark other records such as computer print outs, photographs, films, tapes, or slides "FOR OFFICIAL USE ONLY" so the receiver or viewer know the record contains FOUO material.
 - f. Mark each part of a message that contains FOUO material. Unclassified messages containing FOUO material must show the abbreviation "FOUO" before the text begins.
 - g. Insure documents that transmit FOUO material call attention to any FOUO attachments.
 - h. FOUO material released to a contractor by a DoD user agency must have the following statement on the front page or cover: "THIS DOCUMENT CONTAINS MATERIAL EXEMPT FROM MANDATORY DISCLOSURE UNDER THE FREEDOM OF INFORMATION ACT."
3. **FOUO STORAGE:** During normal duty hours, place FOUO material in an out-of-sight location if your work area is accessible to persons who do not have a valid need for the material. After normal duty hours, store FOUO material to prevent unauthorized access. File with other unclassified records in unlocked files or desk when internal building security is provided. When there is not internal security, locked buildings or rooms usually provide adequate after-hours protection. For additional protection, store FOUO material in locked containers such as file cabinets, desk or bookcases. Expenditure of funds for security container solely for the protection of FOUO material is prohibited.
4. **TRANSMISSION:** FOUO material shall be transmitted via U.S. Postal Service First Class mail or standard mail for bulk shipments. Electronic transmissions of FOUO information (i.e. voice, data, facsimile) shall be by approved secure communications system whenever practical. All means used shall preclude unauthorized public disclosure.
5. **RELEASE:** FOUO information may be disseminated within the DoD components and between officials of the DoD components, cleared DoD contractors, consultants, and grantees in the conduct of official business for the DoD and DON provided that dissemination is not further controlled by a distribution statements (per NAVSEA M-5510.36 Jun 2006).

BIDDING 010-13

6. **DESTRUCTION:** Per the NAVSEA ALL-SHRED POLICY, FOUO material shall be destroyed by using one of the following approved options:

- a. any cross-cut paper shredder,
- b. an authorized commercial shredding company,
- c. a central destruction facility, or
- d. incineration.

PERSONALLY IDENTIFIABLE INFORMATION (PII ADDENDUM)
(Revised 20130103)

The following procedures will be used to protect PERSONALLY IDENTIFIABLE INFORMATION (PII) material:

1. **What is Personally Identifiable Information (PII):** PII is defined in NSWCDDINST 5211.1D, "Privacy Act Program," 18 Mar 2011 as: Information about an individual that identifies, links, relates, or is unique to, or describes him or her, e.g., a social security number; age; military rank; civilian grade; marital status; race; salary; home phone numbers; other demographic, biometric, personnel, medical, and financial information, etc.
2. **HANDLING:** Personal information shall be collected, maintained, used and/or disclosed to ensure that it is relevant and necessary to accomplish a lawful DON/DOD purpose. Only collect, maintain and use PII needed to support official business.
3. **MARKING:** Any document, whether it's a paper document, electronic file, etc. that contains PII should be marked: "FOUO Privacy Sensitive". This marking applies to but is not limited to: e-mails, spreadsheets, reports, electronic records, etc... The Privacy Act Data Cover Sheet (Form DD 2923) should always be used when any PII information is being stored or hand-carried.
4. **PII STORAGE:** During normal duty hours, place PII material in an out-of-sight location if your work area is accessible to persons who do not have a valid need for the material. After normal duty hours, store PII material to prevent unauthorized access. File with other controlled unclassified information (CUI) records in locked files or desks.
5. **TRANSMISSION:** PII material should always be safeguarded and should only be transmitted by secure means. If PII is to be e-mailed, ensure the file is encrypted, password or otherwise protected, and properly marked. If PII is to be sent via mail, ensure the material has the appropriate cover sheet (Form DD 2923) and is appropriately packaged to avoid inadvertent disclosure or a breach.
6. **DESTRUCTION:** When no longer needed, PII material shall be destroyed in accordance with the SECNAV M-5210.1, January 2012, Department of the Navy Records Management Program.

REQUEST FOR QUOTE / TASK ORDER ACTION SHEET

1. Contractor/Contract&Order Number: **TrellisWare/N00178-13-D-2005, Order 0001**
2. Action type: Follow-on to ___ New Order X Order Type (circle one)
TERM COMPLETION Modification to Task Order _____
3. Projected Period of Performance: One year from Date of award
4. Government Space for 0 individual is provided.
5. The government will provide access to technical libraries, programmatic documentation, specifications and other technical data for purposes of completing this effort.
6. The Government's estimate of the labor mix and LOE required to perform this effort is shown below. The proposal should fully justify any deviations. (This section applies to Term orders only).

CONTRACT LABOR CATEGORIES	MAN Hours
Principal Engineer	220
Sr. Software Engineer	800
Software Engineer	900
Sr. Systems Engineer	800
Systems Engineer	900
Jr. Systems Engineer	900
Technician	160
Technical Editor	100
Total	4,780

7. The Government's estimate (unburdened) for ODC's is shown below. Your proposal should fully justify any excess amounts. (This section applies to Term orders only)

Travel: Identified in SOW Para C.5 – NTE \$30,680.00

Materials: Identified in SOW Para C. – NTE \$30,000.00

Destination	Number of Trips	Number of Days	Number of Personnel
Fort Pickett, VA	3	5	2
Dahlgren, VA	1	3	2
Kaneohe Bay, HI	2	5	2

9. The Statement of Work and deliverable requirements are attached.
10. Contract Specialist: **Danielle Allen** Code: **CS30-2** Phone: **540-653-4482**;
 FAX: **540-653-6810**; email **danielle.allen2@navy.mil**

11. PCO Release Approval ATR 4/24/13 (initial and date)

**N00178-13-D-2005
DELIVERY ORDER 0001**

SECTION C – DESCRIPTION/SPECIFICATION/WORK STATEMENT

C.1 SCOPE

In accordance with Section C of the basic contract, the contractor shall provide research, development and technical support to NSWCDD towards the Mobile Ad-hoc Networking (MANET) effort.

C.2 SYSTEM ARCHITECTURE

C.2.1 In accordance with section C.3.1 of the basic contract, the contractor shall modify the current Tactical Scalable MANET–Enhanced (TSM-E) waveform to address known issues affecting multiple simultaneous users accessing the network’s data resource. This effort will be referred to as “Contention Access Improvements”. This shall involve modifying the contention access protocol mechanism as well as the overall Time Division Multiple Access (TDMA) mapping schema and scheduler. (A001)

C.2.2 In accordance with section C.3.1 of the basic contract, the contractor shall modify the current Tactical Scalable MANET–Enhanced (TSM-E) waveform to operate at a reduced channel size of 1.2 MHz. The 1.2 MHz channel shall be capable of operating within the 220-512 MHz band. (A001)

C.3 FIRMWARE SUPPORT

In accordance with section C.3.2 of the basic contract, the contractor shall develop and deliver updated revisions of radio firmware as bugs and/or requirements are identified during testing and experimentation. This firmware will be released in the form of a download and/or transportable media device such as a compact disc. (A001, A003, A004)

C.4 FIELD SERVICE SUPPORT

In accordance with section C.3.6 of the basic contract, the contractor shall support deployment of Government-owned TrellisWare equipment during Limited Technical Assessments (LTA) and Limited Objective Experiments (LOE). Support shall consist of onsite service representatives. (A001, A003)

C.5 DUAL PURPOSE RADIO

In accordance with section C.3.8 of the basic contract, the contractor shall provide reoccurring engineering support during the integration of the TrellisWare module (TWm) into the DPR platform. (A001, A002, A003)

C.6 MEETINGS

The contractor and Government shall meet at least once per month to discuss and review the progress/status of work being executed. This meeting may be conducted via teleconference or at NSWCDD or TrellisWare headquarters site located in San Diego, California. Monthly status meeting summaries shall be produced by the contractor and furnished to the government as part of the monthly status deliverables. As a minimum, meeting summaries shall include attendance, documentation of

decisions or agreements, documentation of action items, and proposed agenda for next monthly meeting. Draft meeting summaries should be provided to the Government within three working days of a meeting. (A005)

C.5.0 TRAVEL

It is anticipated that the contractor will be required to travel during the course of this delivery order. All travel will be conducted in accordance with DoD Joint Travel Regulations (JTR). For purposes of estimation it is anticipated that the following trips may be required:

From San Diego, CA to Fort Pickett, VA	3 trips, 5 days, 2 individuals
From San Diego, CA to Dahlgren, VA	1 trip, 3 days, 2 individuals
From San Diego, CA to Kaneohe Bay, HI	2 trips, 5 days, 2 individuals

C.6.0 GOVERNMENT FURNISHED DATA, RESOURCES AND EQUIPMENT

The Government shall provide the contractor radio equipment deemed required by both the Government and Contractor in order to conduct hardware modifications, interoperability testing and validation, or large-scale testing where large numbers of radios are required.

C.7.0 CLASSIFICATION

Access to classified material at the SECRET level may be required for this effort. All deliverables associated with this contract shall fall within the applicable DD254.

C.8.0 PLACE OF PERFORMANCE

Performance of this effort shall be at the contractor's site in San Diego.

C.9.0 PERIOD OF PERFORMANCE

The period of performance will be for one year from date of award.

C.10.0 DELIVERABLES / MONTHLY REPORTS

The Contractor shall submit a Monthly Progress Report 15 days after the end of the first month being reported and monthly thereafter. The report shall include details of personnel hours worked and a financial status accounting of funds expended, past spend rates, projected spend rate, and a balance of funds. The Contractor shall report accomplished work, planned activities, anticipated risk areas, meetings, and travel. (A006)