

**UNITED STATES GOVERNMENT**  
**GENERAL TERMS & CONDITIONS (GT&C)**  
**FS Form 7600A**



Agreement Between Federal Program Agencies for Intragovernmental Reimbursable, Buy/Sell Activity. In Accordance with TFM Volume 1, Part 2, Chapter 4700, Appendix 8.

Required fields for the FS Form 7600A are denoted with an (\*)

Additional fields required when an Agency transitions to G-Invoicing are denoted by a (G)

[https://www.fiscal.treasury.gov/fsservices/gov/acctg/g\\_invoice/g\\_invoice\\_home.htm](https://www.fiscal.treasury.gov/fsservices/gov/acctg/g_invoice/g_invoice_home.htm)

**NEW OR MODIFIED GT&C**

General Terms and Conditions (GT&C) Number	Ⓔ GT&C Number:	
	Requesting Agency (Buyer)	Servicing Agency (Seller)
	* Agency Agreement Tracking Number	* Agency Agreement Tracking Number
	Ⓔ Modification Number: 0	
	Ⓔ Status: Open for Orders	

**AGENCY INFORMATION**

	Requesting Agency (Buyer)	Servicing Agency (Seller)
1. * Agency Name	Federal Aviation Administration	Federal Mediation & Conciliation Service
* Group Name	APL/AEE	
Ⓔ Group Description	Office of Environment and Energy	
Ⓔ Document Inheritance Indicator		
* Agency Location Code (ALC)	69001104	93000001
ALC Description	DOT_Federal Aviation Administration	Federal Mediation & Conciliation Service FIN. MGT. STAFF
Subordinate Group		
Cost Center	WA8A120000, WAB6100000, WAPL010000	
Business Unit		
Department ID	DOT/FAA	

**GT&C INFORMATION**

2. * GT&C Title	FMCS Noise Policy Review	
3. Ⓔ Order Originating Partner Indicator		
4. * Agreement Period	Original Base/Current Modification	New/Proposed Modification
	Start Date (yyyy/mm/dd): 2021-09-14	Start Date (yyyy/mm/dd): 2021-09-14
	End Date (yyyy/mm/dd): 2023-09-13	End Date (yyyy/mm/dd): 2023-09-13
5. Termination Days	45	
6. * Agreement Type	Single Order	

7.	* Advance Payment Indicator	Are Advance Payments allowed for this GT&C? <input checked="" type="radio"/> Yes <input type="radio"/> No *If <b>Yes</b> , the Requesting Agency Advance Payment Authority Title and Citation are required upon creation of an Order against this GT&C.
8.	* Assisted Acquisition Indicator	Will this GT&C accommodate Assisted Acquisitions? <input type="radio"/> Yes <input checked="" type="radio"/> No *If <b>Yes</b> , the Servicing Agency provides acquisition support in awarding and managing contracts on behalf of the Requesting Agency's requirements for products or services. Lines 17 & 18 below for additional detail.

**ESTIMATED AGREEMENT AMOUNT**

9.	Total Direct Cost Amount	\$200,000.00
	Total Overhead Fees and Charges Amount	\$0.00
	* Total Estimated Amount	\$200,000.00
	<sup>9</sup> Enforce Total Remaining Amount	Should G-Invoicing enforce the total value of orders to remain below the Total Amount on the GT&C? <input type="radio"/> Yes <input checked="" type="radio"/> No If <b>Yes</b> , G-Invoicing will not allow Order total to exceed the GT&C total.

**ADDITIONAL AGREEMENT INFORMATION**

10.	Explanation of Overhead Fees and Charges	NA
11.	Requesting Scope	Attachment: SOW
12.	Requesting Roles	Attachment: SOW
13.	Servicing Roles	Attachment: SOW
14.	Restrictions	NA
15.	Assisted Acquisition Small Business Credit Clause	The Servicing Agency will allocate the socio-economic credit to the Requesting Agency for any contract actions it has executed on behalf of the Requesting Agency.
16.	Disputes	Disputes related to this GT&C and any related Orders shall be resolved in accordance with instructions provided in the Treasury Financial Manual (TFM) Volume I, Part 2, Chapter 4700, Appendix 5; Intragovernmental Transaction (IGT) Guide, at <a href="http://tfm.fiscal.treasury.gov/content/tfm/v1/p2/c470.html">http://tfm.fiscal.treasury.gov/content/tfm/v1/p2/c470.html</a>
17.	Requesting Assisted Acquisitions	NA
18.	Servicing Assisted Acquisitions	NO
19.	Requesting Clauses	
20.	Servicing Clauses	
21.	Agency Additional Information	Requesting Agency (Buyer)
		Servicing Agency (Seller)

**MODIFY GT&C**

22.	Modification Date (yyyy/mm/dd):
	Brief explanation required for modifying this GT&C prior to the original End Date: Additional task focused on e-fuel analysis has been developed to support ongoing ICAO work. This new task requires additional resources at Argonne National Laboratory.

**CLOSE GT&C**

23.	Closing Date (yyyy/mm/dd):
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	Brief explanation required for closing this GT&C:
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**REJECT GT&C**

24.	Rejection Date (yyyy/mm/dd):
	Brief explanation required for rejecting this GT&C:

**PREPARER INFORMATION**

25.	* Preparer Name	Gonca Birkan
	* Preparer Phone	202-267-3654
	* Preparer E-mail	gonca.birkan@faa.gov

**AGREEMENT APPROVALS**

By signing this agreement, you authorize the General Terms and Conditions as stated, and that the scope of the work can be fulfilled. By signing, you agree to periodically review the terms and conditions of the agreement and make any necessary modifications to the GT&C and any affected Order(s).

		Requesting Initial Approval (required)	Servicing Initial Approval (required)
26.	* Approver's Name	Don Scata	Pete Swanson
	* Signature	<b>Sean M Doyle</b> <small>Digitally signed by Sean M Doyle Date: 2021.09.10 13:39:25 -04'00'</small>	<b>PETER SWANSON</b> <small>Digitally signed by PL 1LR SWANSON Date: 2021.09.14 14: 2:20 -04'00'</small>
	Title	(Acting For) Division Manager	Chief Practitioner, OCMP
	* E-mail	Donald.Scata@faa.gov	pswanson@fmcs.gov
	* Phone	202-267-3281	202-606-2222
	Fax		
	* Date (yyyy/mm/dd)		
		Requesting Final Approval (required)	Servicing Final Approval (required)
27.	* Approver's Name	Stephen Mostow	Pete Swanson
	* Signature	<b>STEPHEN A MOSTOW</b> <small>Digitally signed by STEPHEN A MOSTOW Date: 2021.09.10 13:54:05 -04'00'</small>	<b>PETER SWANSON</b> <small>Digitally signed by PL 1LR SWANSON Date: 2021.09.14 14: 7:22 -04'00'</small>
	Title	Contracting Officer	Chief Practitioner, OCMP
	* E-mail	stephen.mostow@faa.gov	pswanson@fmcs.gov
	* Phone	202-267-8497	202-606-2222
	Fax		
	* Date (yyyy/mm/dd)		

**UNITED STATES GOVERNMENT  
ORDER FORM  
FS FORM 7600B**



Agreement Between Federal Program Agencies for Intragovernmental Reimbursable, Buy/Sell Activity. In Accordance with TFM Volume 1, Part 2, Chapter 4700, Appendix 8.

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Additional fields required when an Agency transitions to G-Invoicing are denoted by a (G)

<https://www.fiscal.treasury.gov/g-invoice/>

**NEW OR MODIFIED ORDER**

1.	Order Number	G Order Number:	
		Requesting Agency (Buyer)	Servicing Agency (Seller)
		* Order Tracking Number	* Order Tracking Number MCS21R21095X
		G Modification Number: 0	
		G Order Status: Open	
2.	G General Terms & Conditions (GT&C) Number (Associated with this Order):		
3.	*Order Date (yyyy-mm-dd):		

**PARTNER INFORMATION**

4.	*Assisted Acquisition Indicator	No	
5.	*Period of Performance	Original Base/Current Modification	New/Proposed Modification
		Start Date (yyyy-mm-dd): 2021-09-14	Start Date (yyyy-mm-dd): 2021-09-14
		End Date (yyyy-mm-dd): 2023-09-13	End Date (yyyy-mm-dd): 2023-09-13
6.	*Agency Location Code (ALC)	Requesting Agency (Buyer)	Servicing Agency (Seller)
		69001104	93000001
7.	*Agency Name	DOT_Federal Aviation Administration	Federal Mediation & Conciliation Service
8.	*Group Name	APL/AEE	
9.	G Group Description	Environment and Energy	
10.	Cost Center	WA8A120000, WAB6100000, WAPL010000	
11.	Business Unit		
12.	Department ID		
13.	Unique Entity Identifier (UEI)	LM2NRMG7J789	
14.	Funding Office Code (Buyer Only)		
15.	Funding Agency Code (Buyer Only)		

16.	Comments		
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**AUTHORITY INFORMATION**

17.	*Statutory Authority Fund Type Code	Select One: Other Authority	
18.	Statutory Authority Fund Type Title	The Administrative Dispute Resolution Act of 1996 (Public Law 104-320) (ADRA)	
19.	Statutory Authority Fund Type Citation	5 USC §568(b)	
20.	Program Authority Title	Requesting Agency (Buyer)	Servicing Agency (Seller)
21.	Program Authority Citation		

**ADVANCE INFORMATION** (Required by Servicing Agency if there is an advance.)

22.	Advance Revenue Recognition Methodology	Select One: Accrual Per Work Completed	
23.	Advance Revenue Recognition Description (required if "Other")		
24.	Advance Payment Authority Title		
25.	Advance Payment Authority Citation	5 USC §568(b)	
26.	Total Advance Amount	Original Base/Current Modification Total	New/Proposed Modification Total
		\$200,000.00	
27.	Advance Amount Funding Change for this Modification [ Addition (+) or Reduction (-) ]	\$200,000.00	
28.	Total Modified Advance Amount	\$200,000.00	

**DELIVERY INFORMATION** (Requesting Agency completes.)

29.	*FOB Point	Select One: Other	
30.	Constructive Receipt Days	(Calendar Days) *Required if Destination/Other is checked on line 29.	
31.	Acceptance Point	Select One: Destination	
32.	Place of Acceptance		
33.	Inspection Point	Select One: Destination	
34.	Place of Inspection		

**ORDER BILLING** (Servicing Agency completes.)

35.	*Billing Frequency	Select One: OTHER	
36.	Billing Frequency Explanation	Advance	

**ORDER BILLING** (Requesting Agency completes.)

37.	Priority Order Indicator		
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38.	Capital Planning and Investment Control (CPIC)		
		Original Base/Current Modification Total	New/Proposed Modification Total
39.	*Total Order Amount	\$200,000.00	
40.	Total Modification Amount		
41.	Total Modified Order Amount		
42.	Total Modified Advance Order Amount		
43.	Net Order Amount		

**LINE ITEMS** (Additional Lines/Schedules may be added using the + button after Block 116)

		Original Base/Current Modification Total	New/Proposed Modification Total
44.	*Line Number	1	2
45.	<sup>g</sup> Order Line Status	ACTIVE	
46.	<sup>g</sup> Item Code		
47.	*Item Description	ANL Global E-Fuel Production Potential – ICAO LTAG Support	
48.	*Line Costs Unit of Measure (UOM)	DOL	
49.	*Unit of Measure Description	Dollars	
50.	Total Line Costs	\$200,000.00	
51.	Line Cost Funding Change for this Modification [ Addition (+) or Reduction (-) ]	\$200,000.00	
52.	Total Modified Line Costs	\$200,000.00	
53.	Order Line Advance Amount		
54.	Order Line Advance Amount Funding Change for this Modification [ Addition (+) or Reduction (-) ]		
55.	Total Modified Order Line Advance Amount		
56.	Product/Service Identifier		
57.	*Capitalized Asset Indicator (Servicing Agency Only)	False	
58.	Item UID Required Indicator	False	
59.	*Type of Service Requirements	SEVERABLE	

**SCHEDULE SUMMARY** (Additional Lines/Schedules may be added using the + button after Block 116)

		Original Base/Current Modification Total	New/Proposed Modification Total
60.	*Schedule Number	2	
61.	Advance Payment Indicator		
62.	*Cancel Status (Schedule)	ACTIVE	
63.	*Schedule Unit Cost/Price		

64.	Schedule Unit Cost/Price Funding Change for this Modification [ Addition (+) or Reduction (-) ]		
65.	Total Modification Schedule Unit Cost/Price		
66.	*Order Schedule Quantity		
67.	Order Schedule Quantity Change for this Modification [ Addition (+) or Reduction (-) ]		
68.	Net Modification Order Schedule Quantity		
69.	Order Schedule Amount		
70.	Order Schedule Amount Funding Change for this Modification [ Addition (+) or Reduction (-) ]		
71.	Total Modified Order Schedule Amount		

**SCHEDULE FUNDING INFORMATION**

72.	*Agency Treasury Account Symbol (TAS)	Requesting Agency (Buyer)							Servicing Agency (Seller)								
		SP	ATA	AID	BPOA	EPOA	A	MAIN	SUB	SP	ATA	AID	BPOA	EPOA	A	MAIN	SUB
				069	2021	2022		8108				093			X	0100	000
73.	*Agency Business Event Type Code (BETC)	DISBGF							COLL								
74.	Object Class Code	2521							2530								
75.	Additional Accounting Classification	(b)(5)							DUNS/BPN: 06-4863962								
76.	*Bona Fide Need (Requesting Agency Only)	Attached SOW															

**STANDARD LINE OF ACCOUNTING (SLOA) INFORMATION** (Accounting Flex Field Values)  
 \*To capture Agency Internal Accounting

77.	Accounting Classification Reference Number	Requesting Agency (Buyer)							Servicing Agency (Seller)						
78.	Reimbursable Flag	Direct							Reimbursable						
79.	Federal Award Identifier Number (FAIN)														
80.	Unique Record Identifier (URI)														
81.	Activity Address Code								933101						
82.	Budget Line Item								MCS0100RAXXXXXX						

83.	Budget Fiscal Year	2021	2021
84.	Security Cooperation		
85.	Security Cooperation Implementation Agency		
86.	Security Cooperation Case Designator		
87.	Security Cooperation Case Line Item Identifier		
88.	Sub-Allocation	AEE	
89.	Agency Accounting Identifier	DOT/FA	253001
90.	Funding Center Identifier		MCS0430030101
91.	Cost Center Identifier		XXXXXXXXXX
92.	Project Identifier		MCS21R21095X
93.	Activity Identifier		MCSPRGRMB
94.	Disbursing Identifier		
95.	Cost Element Code		XXXXXXX
96.	Work Order Number		XXXXXXXXXXXXX
97.	Functional Area		XXXXXXXXXXXXX
98.	Agency Security Cooperation Case Designator		
99.	Parent Award Identifier (PAID)		
100.	Procurement Instrument Identifier (PIID)		

### SCHEDULE SHIPPING INFORMATION

101.	Ship To Address Identifier	W693190M
102.	Ship To Agency Title	Federal Aviation Administration
103.	Address 1	
104.	Address 2	
105.	Address 3	
106.	Ship To City	
107.	Ship To Postal Code	
108.	Ship To State	District of Columbia
109.	Ship To Country Code	US
110.	Ship To Location Description	SOW
111.	Delivery/Shipping Information for Product Special Shipping Information	
112.	Delivery/Shipping POC Name	
113.	Delivery/Shipping Information for Product POC Title	
114.	Delivery/Shipping Information for Product POC E-mail Address	



115.	Delivery/Shipping Information for Product POC Telephone Number		
116.	Agency Additional Information	Requesting Agency (Buyer)	Servicing Agency (Seller)

**MODIFY ORDER**

117.	Modification Date (yyyy-mm-dd):
118.	Brief explanation why Order has been modified:

**CLOSE ORDER**

119.	Closing Date (yyyy-mm-dd):
120.	Brief explanation required for closing this Order prior to the original End Date resulting in early termination:

**REJECT ORDER**

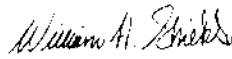
121.	Rejection Date (yyyy-mm-dd):
122.	Brief explanation required for rejecting this Order prior to the original End Date resulting in early termination:

**AGENCY POINT OF CONTACTS (POC)**

		Requesting Agency (Buyer)	Servicing Agency (Seller)
123.	*Agency POC Name	Gonca Birkan	LP Poppendeck
	*Agency POC E-mail	gonca.birkan@faa.gov	lpoppendeck@fmcs.gov
	*Agency POC Phone No.	202-267-3654	202-606-8151
	Agency POC Fax No.		

**AGREEMENT APPROVALS****FUNDING OFFICIAL**

The Funds Approving Officials, as identified by the Requesting Agency and Servicing Agency, certify that the funds are accurately cited and can be properly accounted for per the purposes set forth in the Order. The Requesting Agency Funding Official signs to obligate funds. The Servicing Agency Funding Official signs to start the work, and to bill, collect, and properly account for funds from the Requesting Agency, in accordance with the agreement.

		Requesting Agency (Buyer)	Servicing Agency (Seller)
124.	*Funding Official Name	Stephen Mostow	William H. Shields
	*Signature	STEPHEN A MOSTOW <small>Digitally signed by STEPHEN A MOSTOW Date 2021.09.10 13:51:34 -04'00'</small>	 <small>William Shields 2021.09.20 23:18:29 -04'00'</small>
	Funding Official Title		Budget Director
	*Funding Official E-mail		wshields@fmcs.gov
	*Funding Official Phone No.		202-606-3635
	Funding Official Fax No.		
	*Funding Official Date Signed (yyyy-mm-dd)		2021-09-20

**PROGRAM OFFICIAL**

The Program Officials, as identified by the Requesting Agency and Servicing Agency, must ensure that the scope of work is properly defined and can be fulfilled for this Order. The Program Official may or may not be the Contracting Officer depending on each agency's IAA business process.

		Requesting Agency (Buyer)	Servicing Agency (Seller)
125.	*Program Official Name	Don Scata	Pete Swanson
	*Signature	<b>Sean M Doyle</b> <small>Digitally signed by Sean M Doyle Date: 2021.09.10 13:43:23 -04'00'</small>	<b>PETER SWANSON</b> <small>Digitally signed by PETER SWANSON Date: 2021.09.14 14:11:34 -04'00'</small>
	Program Official Title	(Acting For) Division Manager	Chief Practitioner, OCMP
	*Program Official E-mail	Donald.Scata@faa.gov	pswanson@fmcs.gov
	*Program Official Phone No.	202-267-3281	202-606-2222
	Program Official Fax No.		
	*Program Official Date Signed (yyyy-mm-dd)		

**AGENCY PREPARER INFORMATION**

Requesting Agency (Buyer)		
126.	*Name	Stephen Mostow
	*Phone No.	202-267-8494
	*E-mail Address	stephen.mostow@faa.gov

**REIMBURSABLE INTERAGENCY AGREEMENT  
BETWEEN  
THE FEDERAL MEDIATION AND CONCILIATION SERVICE  
AND  
THE FEDERAL AVIATION ADMINISTRATION**

**ARTICLE 1. BACKGROUND**

The Federal Aviation Administration (FAA) Office of Environment and Energy leads the agency's efforts to increase the safety and capacity of the global aerospace system in an environmentally sound manner. The Noise Division (AEE-100) provides subject matter expertise and policy development related to civil aviation noise. AEE-100 also develops aviation noise standards, provides measurements, and predicts aviation noise by developing tools for quantifying the predicted impact. In addition, AEE-100 evaluates new aircraft and operating procedures and formulates research and development objectives to reduce aviation noise. In response to new scientific knowledge, Administration focus, and Flight Plan 21 strategic initiatives, AEE is initiating a review of FAA's national noise policy.

**ARTICLE 2. PURPOSE**

The purpose of this time-and-materials interagency agreement (IAA) is to secure support from the Federal Mediation and Conciliation Service ("FMCS") for third-party neutral, facilitation, project governance and system design in connection with the noise policy review initiated by the AEE-100. This IAA also includes an optional task that FAA may exercise at its sole discretion related to internal change management consulting.

FAA enters into this IAA in accordance with the Federal Aviation Act of 1958 (49 U.S.C. § 106(l) and 106 (m)). FMCS enters into this IAA in accordance with the Administrative Dispute Resolution Act of 1996, 5 USC § 568(b).

**ARTICLE 3. PERIOD OF PERFORMANCE and CONTRACT TYPE**

- A. Base Period. The tasks set forth in Article 5.A of this IAA must be completed within 365 days of the date of mutual execution of the award document.
- B. Option Period. The optional tasks set forth in Article 5.A of this IAA must be completed within 365 days of the date on which the option is exercised.
- C. Contract Type. This is a Time and Materials Contract.

**ARTICLE 4. REQUIREMENTS**

FMCS must furnish all personnel, management and technical supervision, other items and services necessary to successfully perform the tasks that are defined in Article 5.A of this IAA.

**ARTICLE 5.            SCOPE OF WORK:**

FMCS must support AEE-100 by providing third-party neutral, facilitation, project governance and system design as well as project management during AEE's review of FAA's national noise policy. The final product will include the six sets of deliverables set forth in Article 6 of this IAA.

A. FMCS will use best efforts to complete the following tasks, as follows:

**TASK 1: Project Governance Structure Design: This task involves** project governance structure design. FMCS will provide support and assist FAA in the development and modification, as necessary, of a project governance structure design to facilitate collaboration, decision-making, and reporting. The subtasks and deliverables will include:

**Task 1A: Background research and interviews.** FMCS will conduct background research on, and interviews of, key external stakeholders, key agency staff to assist FAA/AEE with identifying internal decision-makers, influencers, stakeholders, and those with responsibility for carrying out leadership direction;

**Task 1B: Development of negotiating protocols and accountability mechanisms.** Assist FAA/AEE with defining and revising, as appropriate, an effective management structure to define decision-making protocols, negotiating parties' authority to enter into agreements/take action, develop project timeline, reporting protocols, and issue elevation/conflict resolution mechanisms; and

**TASK 1C: Engagement Strategy.** Assist FAA/AEE with developing and revising, as appropriate, a timeline and strategy for effectively engaging internal stakeholder societies and communicating internally and externally how this input affects FAA's review of the existing noise policy.

**TASK 2: Systems Design for Noise Policy Review:**

**Task 2A:** Assist internal stakeholders and FAA/AEE project team to develop a common definition of the underlying problem and success/desired outcome/end state resulting from the policy review;

**TASK 2B:** Assist internal and external stakeholder communities and the FAA/AEE project team to identify and prioritize goals, concerns, and interests for consideration by FAA during noise policy review;

**Task 2C:** Assist FAA/AEE project team and FAA decision-makers with properly sequencing information gathering, decision-making, documentation, elevation, reporting, and communication with internal and external stakeholders during policy review.

**Tasks 2D:** Develop an accountable, meaningful, timely, and participatory review process by designing and implementing (or, revising, when appropriate) effective negotiating, reporting, decision-making and implementation protocols, including by facilitating the negotiating parties' agreement and adherence to agreed-upon protocols; and

**Task 2E:** Providing training to negotiators, as necessary, on interest- or concern- based negotiation.

**TASK 3: Meeting Facilitation/Execution of Participatory Review Process<sup>1</sup>:**

Create and sustain a participatory environment appropriate to engage internal and external stakeholders, and respond to internal dynamics and style of interaction between negotiating parties. To ensure appropriate and useful outcomes, facilitators ensure engagement processes are participatory, consensus-oriented, accountable, transparent, responsive, effective/efficient, timely, equitable and inclusive, and comport with legal requirements.

**TASK 4: Strategic Communication:**

Assist FAA with adapting negotiations to competing demands, concerns, and expectations by internal and external stakeholders; guide participants through developing and executing effective public and internal communication. Assist project team and bargaining parties with overcoming conflict by minimizing barriers to consensus.

**\*\*OPTIONAL TASK 5**

If at the conclusion of Tasks 1 to 4 FAA issues revisions to its noise policies, FAA may, in its sole discretion, exercise an option to retain the FMCS to assist the FAA with developing and revising, as necessary, processes for implementing changes resulting from the adopted recommendations, roll out new requirements, and ensuring the FAA from the highest leadership to front-line employees within the FAA, buy in and support the transition. With input from FAA, FMCS will submit an initial change management strategy and implementation plan to FAA for review. FMCS will respond to FAA comments. FMCS will provide a final proposed change management strategy and implementation plan to the FAA. As necessary, FMCS will identify whether it is necessary to modify the change management strategy and implementation plan and will recommend changes for consideration by FAA. If approved by FAA, FMCS will amend, finalize, and submit updated change management strategies and implementation plans to the FAA. FMCS will facilitate structured, participatory meetings or workshops to roll out the revised noise policy, develop meeting agendas, and assist FAA with developing supporting materials required for each meeting related to the roll out of the revised noise policy. FMCS will assist FAA in creating and maintaining ongoing internal stakeholder outreach and feedback mechanisms.

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<sup>1</sup> At this time, FMCS and the FAA have not agreed on the form of the policy review. If it is determined that in person meetings would be conducive to the policy review, necessary FMCS travel would be billed to the FAA on a cost-reimbursable basis in accordance with the Federal Travel Regulations (Joint Travel Regulation), in accordance with the attached Statement of Work. All necessary travel would be completed during the period of performance of this IAA.

B. FAA will use reasonable efforts to:

1. Provide funds to support the activities set forth in Article 5.A.
2. Execute a modification to this IAA to support the activities set forth as Optional Task 5 in Article 5.A, should the FAA decide to exercise such Option.

**ARTICLE 6. DELIVERABLES AND REQUIREMENTS**

Deliverable#	Deliverable Name	Requirement	Due Date
<b>Task 1</b>	<p style="text-align: center;"><b>Project Governance Structure Design</b></p> <p>With input from FAA, develop and modify, as necessary, a project governance structure based on background interviews and the evolution and progress of the Noise Policy Review. FMCS will submit the initial project governance structure to FAA for review. FMCS will respond to FAA comments. FMCS will provide a final proposed project governance structure to the FAA. As necessary, FMCS will identify whether it is necessary to modify the project governance structure and will recommend changes for consideration by FAA. If approved by FAA, FMCS will amend, finalize, and submit updated project governance plans to the FAA.</p>		
	Background Research Plan		Two (2) weeks after award
	Summary of stakeholder assessment interviews and issues.		Three (3) months from award
	Governance Structure Strategy		Four (4) months from award
	Decision-making Protocols		Four (4) months from award
	Strategic Noise Policy Review Plan		Four (4) months from award

	Engagement Strategy and Plan		Four (4) months from award
<b>Task 2</b>	<p align="center"><b>Noise Policy Review Systems Design</b></p> <p>With input from FAA, FMCS will develop and modify, as necessary, a system and process under which FAA will engage in a noise policy review. This will include collaborating with FAA to identify stakeholders within the agency, government, local community organizations, airport sponsors, and industry and developing strategies, timelines, and plans to engage with representatives of these groups. FMCS will monitor the plan, develop, modify, submit for approval, and maintain the Strategic Noise Policy Review Plan for FAA. FMCS will submit the initial Strategic Noise Policy Review Plan to FAA for review. FMCS will respond to FAA comments. FMCS will provide a final Strategic Noise Policy Review Plan to the FAA. As necessary, FMCS will identify and, as needed, recommend changes to the Strategic Noise Policy Review Plan for consideration by FAA. If approved by FAA, FMCS will amend, finalize, and submit updated Strategic Noise Policy Review Plan to the FAA.</p>		
2a	Common Problem Statement		Five (5) months from award
2b	Synthesis of Stakeholder Goals, Concerns and Interests		Five (5) months from award
2c	Noise Policy Review Process Plan		Five (5) months from award
2d	Negotiation Protocols		Five (5) months from award
2e	Stakeholder Education on principles of interest-based negotiation		Five (5) months from award
<b>Task 3</b>	<b>Meeting Facilitation/ Participatory Review Process</b>		



3a	Meeting and Workshop Planning, Execution, and Facilitation	With input from FAA, FMCS will develop an initial stakeholder engagement strategy and discussion facilitation protocol. With input and approval from FAA, FMCS will develop meeting agendas, provide facilitation of structured discussions, and supporting materials required for each meeting related to the noise policy review. FMCS will assist FAA in creating and maintaining ongoing stakeholder outreach and feedback mechanisms.	Eleven (11) months from award
<b>Task 4</b>	<b>Strategic Communications</b>		
4	Communication Products for Meetings and Workshops	FMCS will support the FAA in developing key messaging and communication products related to the noise policy review outlined in Tasks 1-3. FMS will develop and submit for approval periodic messages regarding the launch and status of the noise policy review, which FAA may disseminate publicly.	Eleven (11) months from award
<b>Optional Task 5</b>	<b>Internal Change Management</b>		
5a (OPTIONAL)	Change Management Strategy and Implementation Plan,	If the FAA exercises its option to extend the IAA to include change management services, FMCS will, with input from FAA and using knowledge gained during the noise policy review, develop a proposed change management strategy to advise FAA on how to introduce proposed revisions to the existing noise policy approved by FAA leadership.	Within 365 days of the start of the option period
5b (OPTIONAL)	Meeting Facilitation and Strategic Communication	If the FAA exercises its option to extend the IAA to include change management services, FMCS will facilitate structured, participatory meetings or workshops to roll out the revised noise policy in accordance with the change management strategy and implementation plan approved by the FAA. With input and approval from FAA, FMCS will develop meeting agendas and supporting materials required each meeting related to the roll out of the revised noise policy. FMCS will assist FAA in creating and maintaining ongoing stakeholder outreach and feedback mechanisms.	Within 365 days of the start of the option period

A. The task-associated deliverables set forth and estimated schedule for the activities are identified in the chart above. The current circumstances related to the COVID-19 pandemic may significantly impact the schedule and milestones of this Agreement and dates are therefore subject to a considerable degree of variability. In addition, the schedule and milestones included in this Article are an approximation and may be amended by mutual agreement of the FMCS and the FAA project team (AEE-100). Such amendments must be approved by the Management Points of Contact or the Technical Points of Contact for the respective parties, as appropriate.

B. The Parties may coordinate possible changes to this Agreement schedule in writing and by mutual agreement. Any change to the schedule identified in this Article must be signed and approved by the applicable Management Points of Contact or Technical Points of Contact for the respective Parties, as appropriate and such changes must be memorialized in a bilateral Contract Modification executed by the Contracting Officer

C. MONTHLY STATUS AND FINANCIAL REPORTING REQUIREMENTS

FMCS will submit to the FAA COR and CO (identified in Article 7) a monthly report of the status of the project which includes tasks completed, tasks in progress, any changes to the schedule, and any observed project risks of which FAA should be aware.

D. SUBMISSION PROCESS FOR DELIVERABLES. FMCS will follow a three-part framework in developing or revising all written products identified in Article 6. For each product, FMCS will submit a written draft for review by the FAA. FAA will submit written comments and edits. FMCS will incorporate and respond, as appropriate, to FAA feedback before submitting the final written product to the COR, as required.

E. TIMING OF SUBMISSIONS. All deliverables must be submitted timely and in accordance with the corresponding task description. Documents/reports must be made available five business days prior to their scheduled date of completion for Government review and acceptance. Deliverables must conform to established FAA guidelines and standards and accepted industry standards. In support of the identified tasks and subtasks, the Contractor must comply with existing and evolving FAA Information System Security (ISS) guidance, policies and procedures.

F. ACCEPTANCE PROCESS AND CRITERIA.

1. All written deliverables must be electronic, except as allowed and approved by the COR (electronic mail is acceptable). Word processing deliverables must be compatible with existing FAA electronic systems (e.g., Microsoft Office applications: Word; Excel; PowerPoint; Project; Access). All deliverables must be compliant with Section 508 of the Rehabilitation Act (29 U.S.C. 794d), as amended by the Workforce Investment Act of 1998 (P.L. 105-220), August 7, 1998. All files transmitted via e-mail must not exceed 5 megabytes per message attachment. Files that are larger than 5 megabytes must be compressed with a secure program approved by the FAA and must be transmitted via e-mail or other method to be determined in consultation with the COR.

2. Acceptance of the deliverables will be made in writing by the Contracting Officer after review by both the FMCS and Contracting Officer. COR and FAA Task Manager have ten business days to inspect the work and either report deficiencies or accept the deliverable as meeting all requirements. FMCS must correct deficiencies that are not a result of a change in user requirements or specifications and redeliver the document(s) to the FAA within ten days of notification by the FAA that deficiencies were found.

## **ARTICLE 7. FINANCIAL OBLIGATIONS**

A. Base Funding. FAA agrees to reimburse FMCS no more than the amount in the Prism Award Document for FMCS to carry out its responsibilities under this agreement for Tasks 1-4. The FAA's liability to make payments to FMCS is limited to the amount of funds obligated hereunder, including written modifications to this Agreement.

B. FMCS is not required to provide services or incur costs beyond the funding level set forth in Article 7.A.

C. FAA may, at its sole discretion, exercise an option to retain FMCS to facilitate change management services set forth in Optional Task 5 (see Article 5.A). If the option is exercised, the FAA agrees to execute a modification to this IAA to reimburse FMCS for the estimated cost of the change management services set forth as Optional Task 5 in Article 5.A and Deliverables associated in Optional Task 5 in Article 6. with such amount not to exceed the amount in the Prism document.

D. Should this IAA be terminated, or the effort completed at a cost less than the agreed-to estimated cost, FMCS shall account for any unspent funds within one (1) year after completion of all effort under this IAA, and promptly thereafter, at FAA's option return any unspent funds to FAA or apply any such unspent funds to other activities under the Reimbursable Interagency Agreement. Return of unspent funds will be processed via Electronic Funds Transfer (EFT) in accordance with 31 C.F.R. Part 208.

## **ARTICLE 8. TERM OF IAA**

This IAA becomes effective upon the date of the last signature below ("Effective Date") and shall remain in effect for one year, with such option period, if exercised, of one (1) year.

## **ARTICLE 9. RIGHT TO TERMINATE**

Either Party may unilaterally terminate this IAA, with or without cause and without incurring any liability or obligation to the terminated party (other than payment of amounts due and owing and performance of obligations accrued on or prior to the termination date), by providing thirty (30) calendar days written notice to the other Party. Upon receipt of a notice of termination, the receiving party must take immediate steps to stop the accrual of any additional obligations, which might require payment.

## **ARTICLE 10. POINTS OF CONTACT**

The following personnel are designated as the Points of Contact between the Parties in the performance of this IAA.

### **FEDERAL MEDIATION AND CONCILIATION SERVICE**

### **THE FEDERAL AVIATION ADMINISTRATION**

#### **Contracts Points of Contact**

##### FMCS

LP Poppendeck Commissioner

##### The Federal Aviation Administration

Stephen Mostow

Contracting Officer, AFN/406

#### **Management Points of Contact**

##### FMCS

Josh Flax

Chief Strategy Officer

202-606-5476

[jflax@fmcs.gov](mailto:jflax@fmcs.gov)

##### The Federal Aviation Administration

Gonca Birkan

COR

800 Independence Avenue SW

Washington, DC 20553

Phone: 202-267-3654

[Gonca.birkan@faa.gov](mailto:Gonca.birkan@faa.gov)

#### **Technical Points of Contact**

##### FMCS

William H. Shields

Budget Director

250 E St SW, Washington DC 20427

202-606-3635

[wshields@fmcs.gov](mailto:wshields@fmcs.gov)

##### The Federal Aviation Administration

Donald Scata

Manager, Noise Division (AEE-100)

800 Independence Avenue SW

Washington, DC 20553

202-267-3281

[donald.scata@faa.gov](mailto:donald.scata@faa.gov)

## **ARTICLE 11. MODIFICATIONS**

Any modification to this IAA must be executed, in writing, and signed by a FAA Contracting Officer and the Approving Official of FMCS or their duly authorized representatives acting within the scope of their authority. No oral statement by any person will be interpreted as modifying or otherwise affecting the terms of this Agreement.

## **ARTICLE 12. PROTECTION OF INFORMATION**

The parties agree that they must take appropriate measures to protect proprietary, privileged, or otherwise confidential information that may come into their possession as a result of this Agreement.

**ARTICLE 13. SPECIAL CONSIDERATIONS**

**ELECTRONIC SIGNATURES**

The Parties acknowledge and agree that this IAA may be executed by electronic signature, which shall be considered as an original signature for all purposes and will have the same force and effect as an original signature. An "electronic signature" must include, but is not limited to, faxed versions of an original signature or electronically signed or scanned and transmitted versions (e.g., via pdf) of an original signature.

**SERVICE DELIVERY**

Upon the FAA's request, FMCS services will be provided in-person. However, if FMCS determines in-person services create an unsafe work environment or if in-person services are not allowed pursuant to law, regulation, or White House memo, FMCS will notify the FAA and services shall be performed virtually."

**ARTICLE 14. SIGNATORY AUTHORITY**

Approved and authorized on behalf of each Party by:

FEDERAL MEDIATION AND  
CONCILIATION SERVICE

THE FEDERAL AVIATION  
ADMINISTRATION

BY: Joshua Flax (signed)  
Josh Flax  
Chief Strategy Officer

BY: Stephen Mostow  
Stephen Mostow  
Contracting Officer, AFN/406

DATE: 10 September 2021

DATE: 10 Sep 2021