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January 24, 2003

To: Labor Management Service Administration  
U.S. Department of Labor  
Washington, D.C. 20216

From: COE Management Service, Inc.  
#54-1994883  
1101 E. Laburnum Ave.  
Richmond, VA. 23222

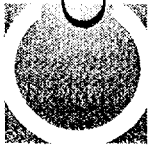
This information is being filed as required by 29 C.F.R. Section 2520.104-23(a)(1) with respect to the above Employer's deferred compensation plan.

The Employer maintains one deferred compensation plan for a select group of management or highly compensated employees.

Five employees are covered by such plan.

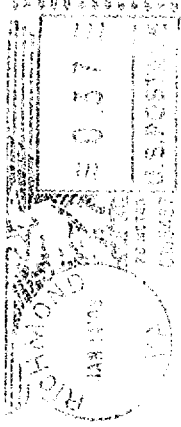
Plan Administrator: Philip Stakem  
V.P. of Finance  
COE Management Services, Inc.

A handwritten signature in black ink that reads 'Philip Stakem' with a long horizontal line extending to the right.



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