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April 28, 2015

**VIA CERTIFIED MAIL, RETURN RECEIPT REQUESTED**  
**Tracking No.: 7014 1820 0002 3393 2371**

Secretary of Labor  
Top-Hat Plan Exemption  
Employee Benefits Security Administration  
Room N-1513  
U.S. Department of Labor  
200 Constitution Avenue, N.W.  
Washington, DC 20210

**Re: McWilliams/Ballard, Inc. 2014 Performance Unit Plan**

Dear Secretary:

This letter serves as notice under section 2520.104-23 of the Department of Labor's Regulations that, with respect to the McWilliams/Ballard, Inc. 2014 Performance Unit Plan (the "**Plan**"), McWilliams/Ballard, Inc., a Virginia corporation (the "**Employer**") intends to use the alternative form of compliance regarding the reporting and disclosure requirements of Part 1 of Title I of the Employee Retirement Income Security Act of 1974 ("**ERISA**").

Under Regulations section 2520.104-23(b), the following information is provided:

1. The Employer's name and address:  

McWilliams/Ballard, Inc.  
1029 North Royal Street  
Alexandria, VA 22314
2. The Employer's employer identification number: 54-1828469.
3. The Employer declares that it maintains the Plan primarily for the purpose of providing deferred compensation for a select group of management or highly compensated employees.
4. The Employer states that it maintains only one such plan described in Regulations section 2520.104-23(d). As of this letter's date, the number of employees in the Plan is 3.

*Department of Labor*

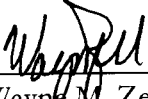
*April 28, 2015*

*Page 2 of 2*

Under Regulations section 2520.104-23(b)(2), the Employer will provide plan documents, if any, to the Secretary of Labor upon request as required by section 104(a)(1) of ERISA.

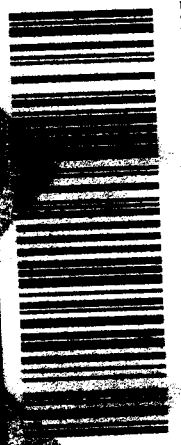
Sincerely,

ODIN, FELDMAN & PITTLEMAN, P.C.

By:   
Wayne M. Zell, Esq.

cc: Chris Ballard (via email)  
John Burke (via email)

CERTIFIED MAIL



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