



RE: Wyle Letter of Application (2012)

April 11, 2012

**U.S. Election Assistance Commission
1225 New York Avenue, N.W.
Suite 1100
Washington, DC 20005**

Attention: Mr. Brian J. Hancock, Director Voting System Certification

Subject: Letter of Application for Voting System Test Laboratory Accreditation

Dear Mr. Hancock:

Wyle Laboratories, Inc. (Wyle) is pleased to provide this letter of application to the EAC for participation in the Voting System Test Laboratory Accreditation process. The EAC Requested Information is shown in **Enclosure 1** to this letter.

Wyle looks forward to continuing our role of an accredited laboratory for voting system test programs. If you require additional information or have any questions, please do not hesitate to contact me by phone (256/716-4590), FAX (256/830-2109), or e-mail (dawn.bates@wyle.com).

Sincerely,

**Wyle Laboratories, Inc.
Aerospace Group / Test and Engineering- East**

A handwritten signature in black ink that reads "Dawn K. Bates".

Dawn K. Bates
Contracts Manager

Enclosure 1: EAC Requested Information

Enclosure 1 Attachments: A Insurance Information
B Organizational Chart
C Conflict of Interest Policy
D Facility Brochure
E Financial Information



ENCLOSURE 1 – EAC REQUESTED INFORMATION



Application Paragraph	EAC Requested Information	Wyle Laboratories, Inc.'s Response
3.4.1.1	Legal name of laboratory	Wyle Laboratories, Inc.
3.4.1.2	Mailing Address	PO Box 077777 Huntsville, AL 35807-7777
3.4.1.3	Physical Location of the Laboratory	7800 US Highway 20 W. Huntsville, AL 35806
3.4.1.4	Program Manager for Voting System Test Programs	Frank Padilla or Bobby Hardy Phone: 256-716-4125 or 716-4437 FAX: 256-721-0144 frank.padilla@wyle.com or bobby.hardy@wyle.com
3.4.1.5	General Manager of Wyle Laboratories / Huntsville	Keith Wilson, Vice President / Test and Engineering - East (Huntsville Facility) Phone: 256-716-4227; FAX: 256-837-5216 keith.wilson@wyle.com
3.4.1.6	Individuals to speak for/take action per Sec. 2.13 of Manual	<ul style="list-style-type: none"> • Frank Padilla, Voting System Program Manager Phone: 256-716-4125 FAX: 256-721-0144 frank.padilla@wyle.com • Bobby Hardy, Department Manager Phone: 256-716-4437 FAX: 256-721-0144 bobby.hardy@wyle.com • Rob Bridges, Director-Aero/DoD Commercial Test & ITS&F Phone: 256-716-4286 FAX: 256-721-0144 rob.bridges@wyle.com
3.4.1.7	Laboratory Contact Information for EAC Web Page	Loren Traylor Wyle Laboratories, Inc. 7800 US Highway 20 W. Huntsville, AL 35806 Phone: 256-716-4587 FAX: 256-721-0144 loren.traylor@wyle.com Web Page: www.wylelabs.com

Application Paragraph	EAC Requested Information	Wyle Laboratories, Inc.'s Response
		NOTE: Wyle provides permission to EAC to post this information on the EAC Web Page.
3.4.1.8, 3.4.1.10, & 3.4.19	Laboratory's Insurer & Commercial General Liability	ATTACHMENT A presents a sample certificate showing Wyle's current insurance coverage. The certificate shows the requested information in the applicable paragraphs of the subject EAC letter. Additionally, Attachment A contains a signed statement that Wyle maintains workman's compensation policy coverage commensurate with Alabama's minimum requirements.
3.4.1.11	Wyle Organizational Chart	ATTACHMENT B presents the requested organizational chart containing personnel responsible for voting system testing.
3.4.1.12 & 3.4.1.13	Personnel Policy, including Conflict of Interest Policy	See ATTACHMENT C to this letter.
3.4.1.14	Laboratory's Recordkeeping Policy which implements Sec. 2.15 of Manual	<p>The following is an excerpt from Wyle's WHVSO7 Voting Systems Test Procedure, (EAC has a copy of this document). The section in "blue" directly addresses this item.</p> <p>7.3 Test Report</p> <p>The Qualification/Certification/National Certification Test Report plus Wyle Laboratories records of the Qualification/Certification/National Certification test (Wyle Laboratories raw data retention records) shall contain sufficient information to allow repeating, reproducing and/or auditing the entire Qualification/Certification/National Certification test. Wyle Laboratories personnel will ensure that all EAC interpretations of the test methods are followed when providing certification under the Help America Vote Act of 2002 (HAVA). All laboratory, developed or modified test methods to meet the requirements of the applicable Voting Systems Manuals will be referenced in the test report.</p> <p>Test Reports will include a list of deliverable documents that are required to be supplied to the customer by the vendor. All Notice of Anomaly Forms will be included in the test report.</p> <p>Test reports submitted to a state or local government for its use in Local Certification Testing shall be uniquely labeled to discern any differences from the National</p>