U.S. GOVERNMENT PUBLISHING OFFICE

Columbus, Ohio

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

C-17 Publications

as requisitioned from the U.S. Government Publishing Office (GPO) by the

Department of the Air Force, Warner Robins, GA

Single Award

TERM OF CONTRACT: The term of this contract is for the period beginning May 1, 2020 and ending April 30, 2021, plus up to 4 optional 12-month extension period(s) that may be added in accordance with the "*OPTION TO EXTEND THE TERM OF CONTRACT*" clause in Section 1 of this contract.

BID SUBMISSION: U.S. GPO/Columbus RO, 1335 Dublin Rd., Ste. 112-B, Columbus, OH 43215. Outermost envelope must be marked with company name, address, program number, and bid opening date. Facsimile bids in response to this solicitation are permitted, (614) 488-4577. Telegraphic and e-mail quotes transmitted to GPO offices will not be considered.

BID OPENING: Bids shall be publicly opened at 2:00 p.m., prevailing Columbus, Ohio time on

March 26, 2020

BIDDERS PLEASE NOTE: Minor changes have been made scattered throughout. Bidders are cautioned to familiarize themselves with all provisions of this contract before bidding.

- Abstracts of contract prices are available at https://www.gpo.gov/how-to-work-with-us/vendors/contract-pricing
- GPO has issued a new *Government Paper Specification Standards, No. 13*, dated September 2019. Prospective bidders should carefully read this publication as the applicable standards within become an integral part of this contract. The document is posted at https://www.gpo.gov/how-to-work-with-us/vendors/forms-and-standards along with a list of major revisions.
- The GPO 910 "*BID*" Form is no longer required. Bidders are to fill out, sign/initial, as applicable, all pages of SECTION 4. – SCHEDULE OF PRICES.

For information of a technical nature call Russ Woodmancy at (614) 488-4616, ext. 8 (No collect calls).

SECTION 1. – GENERAL TERMS AND CONDITIONS

GPO CONTRACT TERMS: Any contract which results from this Invitation for Bid will be subject to the applicable provisions, clauses, and supplemental specifications of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 01-18)) and GPO Contract Terms, Quality Assurance Through Attributes Program for Printing and Binding (GPO Publication 310.1, effective May 1979 (revised 9-19)).

- GPO Contract Terms (GPO Publication 310.2) – https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/contractterms2018.pdf
- GPO QATAP (GPO Publication 310.1) – https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/qatap-rev-09-19.pdf.
- **More GPO Publications can be found at:** https://www.gpo.gov/how-to-work-with-us/vendors/forms-and-standards

SUBCONTRACTING: The predominant production functions are imaging, drilling, packing, and offload to the distribution facility. Bidder who must subcontract any of the predominate production functions may be declared non-responsible.

SECURITY: Orders placed on this contract contain information identified as *Sensitive but Unclassified* (Limited Distribution). Proper control and handling must be maintained at all times to prevent any information or materials required to produce the product ordered under these specifications from falling into unauthorized hands. Unless otherwise indicated on the individual print order, all extra copies, materials, waste, etc. for each print order must be destroyed within five workdays after completing distribution.

Orders placed on this contract contain technical data whose export is restricted by the DoD Authorization Act of 1984 (Title 10, U.S.C., Sec. 140c and Sec 1217) and the Arms Export Control Act (Title 22, U.S.C., Sec. 2751 et seq.), or Executive Order 12470, or the Export Administration Act of 1979 as amended (Title 50, U.S.C., App. 2401 et seq.). Violation of these export-control laws is subject to severe criminal penalties. Dissemination of these documents is controlled under DoD Directive 5230.254 and AFI61-204.

Unclassified/Limited Distribution documents shall be handled using the same standard as "*For Official Use Only (FOUO)*" material, and will be destroyed by any method that will prevent disclosure of contents or reconstruction of the documents. When local circumstances or experience indicates that this destruction method is not sufficiently protective of unclassified limited information, local authorities may prescribe other methods but must give due consideration to the additional expense balanced against the degree of sensitivity.

Exhibit A, pages 25 through 29, provides security information and limited distribution statements that may be ordered on this contract. The majority of orders placed on this contract will contain the Limited Distribution Statement D. Exhibit B, page 30 is a sample title page that will typically be ordered on this contract. Each title page will described the necessary security precautions to be taken with each order.

Before award, bidder may be required to provide a security plan for storage and handling of furnished material, maintaining the distribution restrictions of material and the method of destruction for waste material.

QUALITY ASSURANCE LEVELS AND STANDARDS: The following levels and standards shall apply to these specifications:

Product Quality Levels:
(a) Printing Attributes -- Level III.
(b) Finishing Attributes -- Level III.
Inspection Levels (from ANSI/ASQC Z1.4):
(a) Non-destructive Tests - General Inspection Level I.
(b) Destructive Tests - Special Inspection Level S-2.

Specified Standards: The specified standards for the attributes requiring them shall be:

	Attribute	Specified Standard
P-7.	Type Quality and Uniformity	Furnished Files and Average Type Dimension
P-8.	Halftone Match (Single and Double Impression)	Furnished Files
P-10.	Process Color Match	Furnished Files

Prior to award, contractor may be required to provide information related to specific equipment that will be used for production.

DVD-R: For quality and defect testing, GPO will use four tests: Test #1- Visual Test, Test #2 – Data Reading and Content Playing, Test #3 – Surface Scan Test, and Test #4 – Transfer Rate Test (TRT). For a description of these test go to the following link http://www.digitalfaq.com/guides/media/dvd-tests.htm

OPTION TO EXTEND THE TERM OF THE CONTRACT: The Government has the option to extend the term of this contract for a period of 12 months by written notice to the contractor not later than 30 days before the contract expires. If the Government exercises this option, the extended contract shall be considered to include this clause, except, the total duration of the contract may not exceed **five years (April 30, 2025)** as a result of, and including, any extension(s) added under this clause. Further extension may be negotiated under the "*Extension of Term of Contract*" clause. See also "*Economic Price Adjustment*" for authorized pricing adjustment(s).

EXTENSION OF TERM OF CONTRACT: At the request of the Government, the term of any contract resulting from this solicitation may be extended for such period of time as may be mutually agreeable to the GPO and the contractor.

ECONOMIC PRICE ADJUSTMENT: The pricing under this contract shall be adjusted in accordance with this clause, provided that in no event will any pricing adjustment be made that would exceed the maximum permissible under any law in effect at the time of the adjustment.

There will be no adjustment for orders placed during the first period specified below. Pricing will thereafter be eligible for adjustment during the second and any succeeding performance period(s). For each performance period after the first, a percentage figure will be calculated as described below and that figure will be the economic price adjustment for that entire next period.

Pricing adjustments under this clause are not applicable to reimbursable postage or transportation costs, or to paper, if paper prices are subject to adjustment by separate clause elsewhere in this contract.

For the purpose of this clause, performance under this contract will be divided into successive periods. The first period will extend from **May 1, 2020 through April 30, 2021**, and the second and any succeeding period(s) will extend for 12 months from the end of the last preceding period, except that the length of the final period may vary. The first day of the second and any succeeding period(s) will be the effective date of the economic price adjustment for that period.

Pricing adjustments in accordance with this clause will be based on changes in the seasonally adjusted "*Consumer Price Index For All Urban Consumers - Commodities Less Food*" (Index) published monthly in the CPI Detailed Report by the U.S. Department of Labor, Bureau of Labor Statistics.

The economic price adjustment will be the percentage difference between Index averages as specified in this paragraph. An index called the variable index will be calculated by averaging the monthly Indexes from the 12-month interval ending three (3) months prior to the beginning of the period being considered for adjustment. This average is then compared to the average of the monthly Indexes for the 12-month interval ending **January 31, 2020, called the base index**. The percentage change (plus or minus) of the variable index from the base index will be the economic price adjustment for the period being considered for adjustment.

The Government will notify the contractor by contract modification specifying the percentage increase or decrease to be applied to invoices for orders placed during the period indicated. The contractor shall apply the percentage increase or decrease against the total price of the invoice less reimbursable postage or transportation costs and separately adjusted paper prices. Payment discounts shall be applied after the invoice price is adjusted.

If the Government exercises an option, the extended contract shall be considered to include this economic price adjustment clause.

PAPER PRICE ADJUSTMENT. Paper prices charged under this contract will be adjusted in accordance with *"Table 9 - Producer Price Indexes and Percent Changes for Commodity Groupings and Individual Items"* in Producer Price Indexes report, published by the Bureau of Labor Statistics (BLS), as follows:

1. BLS code 0913 for all paper less newsprint will apply to all paper required under this contract.

2. The applicable index figures for the month of **May 1, 2020** will establish the base index.

3. There shall be no price adjustment for the first three months of the contract.

4. Price adjustments may be monthly thereafter, but only if the index varies by an amount (plus or minus) exceeding 5% by comparing the base index to the index for that month which is two months prior to the month being considered for adjustment.

5. Beginning with order placement in the fourth month, index variances will be calculated in accordance with the following formula:

$$\frac{X - base\ index}{base\ index} \times 100 = ___\%$$

   where X = the index for that month which is two months prior to the month being considered for adjustment.

6. The contract adjustment amount, if any, will be the percentage calculated in 5 above less 5%.

7. Adjustments under this clause will be applied to the contractor's bid price(s) for line items "*II. STOCK/PAPER*" in the Schedule of Prices and will be effective on the first day of any month for which prices are to be adjusted.

The Contracting Officer will give written notice to the contractor of any adjustments to be applied to invoices for orders placed during months affected by this clause.

In no event, however, will any price adjustment be made which would exceed the maximum permissible under any law in effect at the time of the adjustment. The adjustment, if any, shall not be based upon the actual change in cost to the contractor, but shall be computed as provided above.

The contractor warrants that the paper prices set forth in this contract do not include any allowance for any contingency to cover anticipated increased costs of paper to the extent such increases are covered by this price adjustment clause.

PREAWARD SURVEY: In order to determine the responsibility of the prime contractor or any subcontractor, the Government reserves the right to conduct an on-site preaward survey at the contractor's/subcontractor's facility or to require other evidence of technical, production, managerial, financial, and similar abilities to perform, prior to the award of a contract. As part of the financial determination, the contractor in line for award may be required to provide one or more of the following financial documents:

1. Most recent profit and loss statement
2. Most recent balance sheet
3. Statement of cash flows
4. Current official bank statement
5. Current lines of credit (with amounts available)
6. Letter of commitment from paper supplier(s)
7. Letter of commitment from any subcontractor

The documents will be reviewed to validate that adequate financial resources are available to perform the contract requirements. Documents submitted will be kept confidential, and used only for the determination of responsibility by the Government. Failure to provide the requested information in the time specified by the Government may result in the Contracting Officer not having adequate information to reach an affirmative determination of responsibility.

POST-AWARD TELEPHONE CONFERENCE: Telephone conference between contractor and the Government (Air Force and GPO) is required, unless waived by the Government. The purpose of the conference will be to discuss the requirements of the contract, as indicated in these specifications.

ASSIGNMENT OF JACKETS, PURCHASE AND PRINT ORDERS: A GPO jacket number will be assigned and a purchase order issued to the contractor to cover work performed. The purchase order will be supplemented by an individual "Print Order" for each job placed with the contractor. The print order, when issued, will indicate the quantity to be produced and any other information pertinent to the particular order.

ORDERING: Items to be furnished under the contract shall be ordered by the issuance of print orders by the Government. Orders may be issued under the contract from **May 1, 2020 through April 30, 2021** plus for such additional period(s) as the contract is extended. All print orders issued hereunder are subject to the terms and conditions of the contract. The contract shall control in the event of conflict with any print order. A print order shall be "*issued*" upon notification by the Government for purposes of the contract when it is electronically transmitted or otherwise physically furnished to the contractor in conformance with the schedule.

REQUIREMENTS: This is a requirements contract for the items and for the period specified herein. Shipment/delivery of items or performance of work shall be made only as authorized by orders issued in accordance with the clause entitled "*Ordering*". The quantities of items specified herein are estimates only, and are not purchased hereby. Except as may be otherwise provided in this contract, if the Government's requirements for the items set forth herein do not result in orders in the amounts or quantities described as "estimated", it shall not constitute the basis for an equitable price adjustment under this contract.

Except as otherwise provided in this contract, the Government shall order from the contractor(s) all the items set forth which are required to be purchased by the Government activity identified on page 1.

The Government shall not be required to purchase from the contractor(s), requirements in excess of the limit on total orders under this contract, if any.

Orders issued during the effective period of this contract and not completed within that time shall be completed by the contractor(s) within the time specified in the order, and the rights and obligations of the contractor(s) and the Government respecting those orders shall be governed by the terms of this contract to the same extent as if completed during the effective period of this contract.

If shipment/delivery of any quantity of an item covered by the contract is required by reason of urgency prior to the earliest date that shipment/delivery may be specified under this contract, and if the contractor(s) will not accept an order providing for the accelerated shipment/delivery, the Government may procure this requirement from another source.

The Government may issue orders which provide for shipment/delivery to or performance at multiple destinations.

Subject to any limitations elsewhere in this contract, the contractor shall furnish to the Government all items set forth herein which are called for by print orders issued in accordance with the "*Ordering*" clause of this contract.

DELIVERY/SHIPPING STATUS INFORMATION: Two workdays minimum before voucher is sent to Washington, D.C., the contractor shall submit a copy of the Print Order, contractor's invoice, including a copy of the distribution breakdown (Exhibits D and E, pages 32 and 33) and all mailing and/or delivery receipts via e-mail to **trackcolumbus@gpo.gov** or by faxing to (614) 488-4577.

PAYMENT: Submitting invoices for payment via the GPO fax gateway (if no samples are required) utilizing the GPO barcode coversheet program application is the most efficient method of invoicing. Instruction for using this method can be found at the following web address: http://winapps.access.gpo.gov/fms/vouchers/barcode/instructions.html.

Invoices may also be mailed to: U.S. Government Publishing Office, Office of Financial Management, Attn: Comptroller, Stop: FMCE, Washington, DC 20401.

For more information about the billing process refer to the General Information of the Office of Finance web page located at https://www.gpo.gov/how-to-work-with-us/vendors/how-to-get-paid.

NOTE: Contractor's billing invoice must be itemized in accordance with the line items in the "*SECTION 4. - SCHEDULE OF PRICES.*"

SECTION 2. – SPECIFICATIONS

SCOPE: These specifications cover the production of looseleaf technical and miscellaneous publications requiring such operations as DVD-R duplication, printing/imaging, tab dividers, binding, labeling, mailing, packing and distribution.

TITLE: C-17 Publications

NUMBER OF ORDERS: Based on prior year usage, approximately 644 total orders, equaling 193 DVD-R orders and 451 printing/imaging orders.

DVD-R DUPLICATION ORDERS/NUMBER OF COPIES:

- Approximate number of copies per order is 1 to 100.
- Approximately 80% of the DVD-R orders will be for 10 or less copies.

PRINTING/IMAGING ORDERS, TRIM SIZES/NUMBER OF COPIES/NUMBER OF PAGES:

- Approximately 1 to 4,000 copies per order (most orders will be for 10 or less copies).
- Approximately 2 to 3,000 pages per order.
- Tab Divider orders are ordered independently and number of tabs per set are approximately from 4 to 80.

Reprints: The contractor must maintain latest imaging template requirements for potential reprints. Contractor is responsible for maintaining latest configuration control. Makeready charges for reprints will not be allowed per page. Instead, the contractor will be allowed a reprint charge per order. During the term of the contract, reprints can be ordered up to 12 months after original order. Tab Divider orders and DVD orders are not part of the reprint orders.

Print Orders for reprints will be clearly marked as "*REPRINT*" and with either the original file name or the original Print Order number and Title.

FORMAT A
TRIM SIZES 5 x 8", 5-1/2 x 8", 5 x 8-1/2", and 5-1/2 x 8-1/2"

Approximately 148 orders per year. Anticipate the following:

Approximate Number of Total Orders	Approximate Number of Reprint Orders out of Total Orders	Number of Pages
25	17	2-50
11	7	51-100
54	44	101-200
58	42	201-above
148	110	

Approximate Number of Total Orders	Approximate Number of Reprint Orders out of Total Orders	Number of Copies
140	109	1-50
3	0	51-100
2	1	101-200
3	0	201-above
148	110	

FORMAT B
TRIM SIZE 5-1/4 x 11" and Tab Dividers plus ½" tab

Approximately 116 orders at 5-1/4 x 11" plus 19 tab dividers orders per year. Anticipate the following:

Approximate Number of Total Orders	Approximate Number of Reprint Orders out of Total Orders	Number of Pages
59	40	2-50
5	3	51-100
26	18	101-200
26	16	201-above
116	77	

Approximate Number of Total Orders	Approximate Number of Reprint Orders out of Total Orders	Number of Copies
83	60	1-50
19	16	51-100
2	0	101-200
12	1	201-above
116	77	

Approximate No of Tab Divider Orders *	Number of Sets per Order
18	10-100
1	2,000-4,000
19	

*Tab Dividers:

- Tab Divider orders are ordered independently.
- Trim Size: 5-1/4 x 11" plus 1/2" tab extension on right.
- All orders for tab dividers will require typesetting.
- Range of number of tabs per set is approximately from 4 to 80 with a common tab order being 18 or 46 tab dividers per set. See table above for number range of tab sets per order.

FORMAT C
TRIM SIZE 8-1/2 x 11”

Approximately 131 orders per year. Anticipate the following:

Approximate Number of Total Orders	Approximate Number of Reprint Orders out of Total Orders	Number of Pages
51	35	2-50
19	14	51-100
27	20	101-200
34	23	201-above
131	92	

Approximate Number of Total Orders	Approximate Number of Reprint Orders out of Total Orders	Number of Copies
123	92	1-50
1	0	51-100
4	0	101-200
3	0	201-above
131	92	

Included above, approximately 6 orders out of the 131 orders per year will require printing pages in black and full color. Out of these 6 orders, approximately 50% of the orders will be reprints. Anticipate from 1 to 30 full color pages per publication and these pages may be grouped or scattered throughout the publication.

FORMAT D
TRIM SIZES 8-1/2 x 14” and 11 x 17”

Approximately 37 orders per year. Anticipate the following:

Approximate Number of Total Orders	Approximate Number of Reprint Orders out of Total Orders	Number of Pages
37	32	2-50
0	0	51-100
0	0	101-200
0	0	201-above
37	32	

Approximate Number of Total Orders	Approximate Number of Reprint Orders out of Total Orders	Number of Copies
28	28	1-50
5	4	51-100
2	0	101-200
2	0	201-above
37	32	

No quantity variance allowed on Print Orders.

GOVERNMENT TO FURNISH: Digital media, electronic PDF files and hard copy will be provided. Distribution lists, pre-addressed labels, and un-addressed labels will be provided with each order in Excel format. Contractor to duplicate address labels as required.

DIGITAL MEDIA: Files will be submitted on DVD, emailed, and/or via a two-step authentication site. Files will be in PDF. PDF format maybe current or older versions. Files formatted to included text, rules, line art, half-tones, flat tone screens, and all other elements in final layout form. If fonts are furnished, these fonts are the property of the Government and must be returned with the furnished material.

Monthly DVD discs will be provided. Print Orders will reference Month/Year and file name for files to be reproduced off of DVD. Contractor to maintain custody of discs until the end of the contract. Unless again the successful bidder, contractor to return discs within 5 workdays after contract expiration or as requested by the Government during the term of the contract. Discs will contain entire content of publication(s).

PDF files will contain the title page of the monthly DVD and the required print pages from the monthly DVD or print pages that are changes to the monthly DVD. Instructions will be provided to image from monthly DVD or daily PDF.

If contractor copies the furnished government digital media information to a storage device. This information must be deleted at the end of the term of the contract. Unless, contractor gets re-awarded this contract.

DVD Duplication: The furnished DVD may be in any single layer format (DVD-R, DVD+R, DVD-RW, DVD+RW, etc.). The information that appears on the finished DVD label for the contractor to typeset will be hand written on the furnished DVD or will be specified on the Print Order.

ELECTRONIC PREPRESS: Prior to image processing, the contractor shall perform a basic check (preflight) of the furnished media and publishing files to assure correct output of the required reproduction image. Any errors, media damage, or data corruption that might interfere with proper file image processing must be reported to Columbus GPO Contracting Officer prior to further performance.

The contractor shall create or alter any necessary trapping, set proper screen angles and screen frequency, and define file output selection for the imaging device being utilized. Furnished files must be imaged as necessary to meet the assigned quality level.

Upon completion of the order, when indicated on the print order, the contractor must furnish final production native application files (digital deliverables) with the furnished material. The digital deliverables must be an exact representation of the final printed product and shall be returned on a DVD.

HARD COPY: Drilling templates, address labels, and miscellaneous forms will be provided as hard copy.

Drilling templates will be furnished to the contractor at the beginning of the contract. Contractor to maintain custody of the drilling templates until the end of the contract. Unless again the successful bidder, contractor to return the drilling templates within 5 workdays after contract expiration or as requested by the Government during the term of the contract.

AFLC Form 578, USAF Technical Order Initial Distribution Verification, and a Label Count Summary Report form for some print orders.

FMS Labels (Exhibit C, page 31) and Shipper's Mailing Log.

Delivery/shipping status report form.

GPO Form 2511, Print Order.

Identification markings such as register marks, ring folios, rubber stamped jacket numbers, commercial identification marks of any kind, etc., except GPO imprint, form number, and revision date, carried on copy or film, must not print on finished product.

CONTRACTOR TO FURNISH: All materials and operations, other than those listed under "*Government to Furnish*", necessary to produce the product(s) in accordance with these specifications.

TYPESETTING: DVD label and the tab portion of the tab dividers will require typesetting. Typeface to be in Arial font unless otherwise indicated on the Print Order or furnished copy. The font size is to be proportional for readability and centered on the DVD Label and tab portion of the tab divider.

REPRODUCIBLES: The contractor must make all reproducibles required. The contractor is responsible for determining what type reproducibles will be used but must maintain the quality level specified in the contract. No separate charges will be allowed for the various types of reproducibles that may be used.

Further, the contractor is responsible for outputting all images contained on furnished material, regardless of the production process, at the highest effective resolution possible. The contractor is responsible for determining the appropriate output resolution to achieve optimal results for such design elements as blends, gradients, halftones, type and other images. This determination should be made using factors such as stock, imaging device (or press) being used, and other factors unique to the contractors production environment.

PROOFS: None required. The contractor will be responsible for performing all necessary proofreading to insure that the final product is in conformity with the copy submitted.

STOCK/PAPER: The specifications of all paper furnished must be in accordance with those listed herein or listed for the corresponding JCP Code numbers in the "*Government Paper Specification Standards No. 13*" dated September 2019. All stock/paper used in each copy must be of a uniform shade.

White Uncoated Text, basis weight: 50-60 lbs. per 500 sheets, 25 x 38", equal to JCP Code A60.

White Bond, basis weight: 20-24, lbs. per 500 sheets, 17 x 22", equal to JCP Code G10, or, at contractor's option, White Writing, basis size 17 x 22", 20 lbs. per 500 sheets, equal to JCP Code D10.

White Index, basis weight: 90 and 110 lbs. per 500 sheets, 25-1/2 x 30-1/2", equal to JCP Code K10, (basis weight will be indicated on the individual Print Order).

White Printable Plastic Film (Synthetic Paper), basis weight: 5.5-5.9 mils, equal to JCP Code O-90.

White Synthetic paper equal to YUPO Original 58 lb. Cover, FPG 200, 7.5-8.0 mil thick. All tab dividers will print on this stock and only the tab portion to have 1.5 mil lamination on face and back. All other orders that are not tab dividers requiring this stock will require 1.5 mil matte lamination on each side, trim flush.

DVD: In this contract when DVD is stated it is referring to a DVD-R, Single Sided layered (DVD-5), with a capacity of about 4.7 GB. Meets ECMA-359 standards. Note, This ECMA Standard provides for interchange of disks between disk drives. Together with a standard for volume and file structure, it provides for full data interchange between data processing systems. The DVD-R should be backed by a Limited Lifetime Warranty.

PRINTING/IMAGING:
Black Printing/Imaging: At contractor's option, the product may be produced via conventional offset or digital printing provided that Quality Level 3 standards are maintained. Final output must be a minimum of 150 line screen and at a minimum resolution of 1200 x 1200 dpi x 1 bit or 600 x 600 dpi x 4 bit depth technology.

Color Printing/Imaging: At contractor's option, the product may be produced via conventional offset or may be produced via digital printing full color (minimum CMYK) provided that Quality Level III standards are maintained. Final output must be a minimum of 150 line screen and at a minimum resolution of 2400 x 2400 dpi x 1 bit or 600 x 600 dpi x 8 bit depth technology. Digital device must have a RIP that provides an option for high quality color matching such as Device Links Technology and/or ICC Profiles.

Only Format C prints full color. The majority of orders will only print/image face and back in black ink.

It is the contractor's responsibility to use the proper inks and drying processes for the products ordered.

Copy may print head-to-head, head-to-foot, or head-to-side as specified on the individual Print Order.

Tab Dividers: Print Tab portion only on face and back in black ink.

DVD: Print black type and fine line matter on matte white DVD Label equal to Avery 8960. Label must be centered and firmly affixed (no air pockets) to the DVD face. Contractors option to use White inkjet printable DVD-R. Contractor to inkjet or thermal print directly on opaque white hub printable surface. The image to be the same except for three typelines that change for each Print Order.

DVD Duplication (Burning): Drives preferred for burning are as follows: NEC, LiteOn, Pioneer, Sony, and Samsung. Contractor to ensure burn quality of duplication of the DVD.

MARGINS: Maintain margins as indicated on copy or electronic file.

BINDING/FINISHING: Bind/finish as indicated on the individual Print Order.

BOOKS/PAMPHLETS PUBLICATIONS: Bind/finish as indicated on the individual Print Order.

Trim 4 sides.

Stitch with one wire stitch in upper left corner.

Shrink-film wrap as indicated on the individual Print Order. Orders requiring shrink film wrap will require chipboard or newsboard, refer to GPO Contract Terms 310.2, page 12, 3. (c).

TAB DIVIDERS: Anticipate tabs will be 1/6 or 1/9 cut. The individual Print Order will indicate the cut and number of tabs required for each set. When ordered, the order will only be for tab dividers. No inserting into books or pamphlets required. After printing, the tab portion only will be laminated on face and back with a clear 1.5 mil lamination. See below under "Drilling" (Format D) drilling instructions.

DRILLING: Orders will require drilling 5, 6, or 7 holes. Drill as indicated on the individual print order. Anticipate the following:

1) **Format A:** Drill 6 round holes, 2 groups of 3, 1/4" diameter, 1/4" on center from edge of sheet, 3/4" center to center, 3" space centered between groups. 1" from top and bottom edge.

2) **Format B:** Drill 7 round holes, 2 groups of 2, 1-1/4" from top edge to center of hole and 1-1/4" from bottom edge to center of hole, and 1 group of 3 holes, center hole 5-1/2" from top edge to center of hole. Holes are 5/16" diameter and 1-1/4" space centered between groups. All holes centered 7/16" from edge of sheet to center of holes.
3) **Formats C and D (including tab dividers):** Drill 5 round holes, including 3 holes 7/16" diameter, 3-1/2" center to center and 2 holes 1/4" diameter, 3/4" center to center from outside 7/16" holes (i.e. the two 1/4" holes are 8-1/2" center to center). Holes are 3/16" from edge of sheet to edge of holes.

DVD: Insert one DVD per white paper sleeve with clear window, DVD label facing out the die-cut window.

PACKING: All materials used in packing for mailing must be furnished by the contractor and must be suitable for safe transportation.

BULK SHIPMENTS: Pack in shipping containers furnished by the contractor. Containers are not to exceed 45 lbs. when fully packed.

MAILED SHIPMENTS: Pack in shipping bags, bundles, or containers furnished by the contractor.

- Single or multiple copies (up to 12 pounds), must be inserted into Jiffy bags or equal.
- Quantities over 12 pounds, up to 24 pounds, must be wrapped in shipping bundles or packed in small shipping containers (maximum gross weight 27 pounds).
- Quantities over 24 pounds, up to 36 pounds, must be packed in shipping containers (maximum gross weight 40 pounds).

LABELING AND MARKING: Contractor to download the "*Labeling and Marking Specifications*" form (GPO Form 905, R. 7-15) from gpo.gov, fill in appropriate blanks, and attach to shipping containers. For special shipping instructions for FMS Labeling and Marking see below.

SPECIAL SHIPPING INSTRUCTIONS FOR ALL USAF LABELS: The following procedures apply to the shipment of USAF technical data only.

1. **Shipper's Mailing Log**: Utilize the Government furnished Shipper's Mailing Log to record all shipments. The information at the top of this log identifies the SHIPPER, the COMPLETED BY name, the DATE LOG COMPLETED, and the TECHNICAL ORDER DISTRIBUTION OFFICE (TODO) ACCOUNT NUMBER. The column headings are identified and defined as follows. Refer to Exhibit E, page 33.

   (a) PO No.: This is the Print Order number taken from GPO Form 2511 for item being shipped.
   (b) TO Number: This is the technical order number of the item being shipped.
   (c) Chg/Rev #: This denotes the change or revision number of the technical order being shipped.
   (d) Pub Date: This is the publication date of the technical order being shipped.
   (e) Tracking No.: This number represents the Shipper or Courier tracking number of the technical order being shipped.
   (f) # copies: This number represents the number of copies sent to the TODO account address.
   (g) Date Shipped: This date represents the actual date the technical order was shipped to the FMS address.
   (h) Shipping Address: Address of recipient.
   (i) Remarks: This space is used to clarify or document any additional information required to complete shipment of the technical order.

2. **Special Instructions for Flight Manual Shipments:**

   A Label will be attached to all Flight Manuals shipments that reads as follows:
   DO NOT RETURN
   Please call:
   AJ Spry @ 1-478-926-7080 and/or
   Sandy Pinder @ 1-478-926-2882

SPECIAL SHIPPING INSTRUCTIONS FOR FMS LABELS: The following procedures apply to the shipment of Foreign Military Sales (FMS) technical data only.

1. **FMS Mailing Labels**: Upon receipt of the Print Order, the contractor must check package for FMS identified shipping label. This label is specifically identified with the letters "*SAP*" on the label (1 label per order, 1 address per label). Refer to Exhibit C, page 31.

2. **Shipper's Mailing Log**: Utilize the Government furnished Shipper's Mailing Log to record all FMS shipments. The information at the top of this log identifies the SHIPPER, the COMPLETED BY name, the DATE LOG COMPLETED, and the TECHNICAL ORDER DISTRIBUTION OFFICE (TODO) ACCOUNT NUMBER. The column headings are identified and defined as follows. Refer to Exhibit E, page 33.

   a. PO No.: This is the Print Order number taken from GPO Form 2511 for item being shipped.
   b. TO Number: This is the technical order number of the item being shipped.
   c. Chg/Rev #: This denotes the change or revision number of the technical order being shipped.
   d. Pub Date: This is the publication date of the technical order being shipped.
   e. FMS Doc. No.: This number is printed on the label next to the "*FMS Doc:*" field.
   f. Transaction No.: This number represents the Shipper or Courier tracking number of the technical order being shipped.
   g. # copies: This number represents the number of copies sent to the FMS account address.
   h. Postage: This figure represents the cost of shipping the technical order(s) to the FMS account address.
   i. Date Shipped: This date represents the actual date the technical order was shipped to the FMS address.
   j. Remarks: This space is used to clarify or document any additional information required to complete shipment of the FMS technical order.

3. **Packing and Shipping**: Package shipments in suitable envelopes or boxes. Package weight shall not exceed 45 lbs.

   a. All shipments, other than those to an APO or PO Box, must be shipped by traceable means.
   b. Shipments to be delivered to an APO or PO Box shall be shipped by USPS Certified Mail.
   c. Shipments to the same TODO shall not be consolidated.

4. **Administrative Routing**: Supply each address below with one copy of the completed logs via electronic mail weekly (not to exceed 7 days from date of shipment).

   a. AFMC AFLCMC/WLMLBC; 660 11th Street; Robins AFB, GA 31098. E-Mail address(es) provided at time of award.
   b. Additional addresses will be provided as necessary.

NOTE: Anticipate the majority of the orders will require FMS Labels.

The ship/deliver date indicated on the Print Order is a shipping/mailing date for all consignments.

DEPARTMENTAL RANDOM COPIES (BLUE LABEL): All orders of quantities 500 or more, must be divided into equal sublots in accordance with the chart below. A random copy must be selected from each sublot. Do not choose copies from the same general area in each sublot. The contractor will be required to certify that copies were selected as directed using GPO Form 917-Certificate of Selection of Random Copies (located on GPO.gov). The random copies constitute a part of the total quantity ordered, and no additional charge will be allowed.

Quantity Ordered	Number of Sublots
500 - 3,200	50
3,201 - 10,000	80
10,001 – 35,000	125
35,001 and over	200

These randomly selected copies must be packed separately and identified by a special label (GPO Form 2678-Departmental Random Copies (Blue Label) that must be printed on blue paper and affixed to each affected container. This form can be downloaded from GPO.gov. The container and its contents shall be recorded separately on all shipping documents and sent in accordance with the distribution list as indicated on the Print Order.

A copy of the print order and a signed Certificate of Selection of Random Copies, must be included.

A copy of the signed Certificate of Selection of Random Copies must accompany the invoice sent to U.S. Government Publishing Office, Financial Management Services, for payment. Failure to furnish the certificate may result in delay in processing the invoice.

DISTRIBUTION:
Ship/mail f.o.b. contractor's city. Anticipate approximately 1 to 200 destinations per order (usually 1 to 10). Complete addresses and quantities will be furnished with each Print Order.

The contractor must pay postage and/or shipping charges at time of mailing and/or shipping. The contractor will be reimbursed for the mailing/shipping cost with proper submission of the required receipts along with the public voucher invoice. Refer to Contract Terms, GPO Publication 310.2, page 14, and paragraph 6. Shipping Instructions.

If required, unaddressed labels will be furnished for use on consignments requiring more than one mailing unit. Contractor must fill in on any duplicate labels the information carried on the original furnished label (at no additional cost). The number of mailing labels furnished for each order will vary, depending on the number of copies ordered and their distribution.

The individual Print Order will specify when and what type of mailing/shipment will be required.

- Mailing shall be made by the most economical means unless otherwise stated on the Print Order. When indicated on the Print Order, first class postage will be required. An occasional order will require mailing by traceable means.
- An order may require shipment by small common carrier such as UPS Overnight, or UPS Ground Truck.
- Bulk shipments of 120 lbs. or more to one location to be ship via Commercial Bill of Lading.

All copies mailed must conform to the appropriate regulations in the U.S. Postal Service manuals for "*Domestic Mail*" or "*International Mail*" as applicable.

SCHEDULE: Adherence to this schedule must be maintained.

Contractor must not start production of any job prior to receipt of the individual Print Order (GPO Form 2511).

Print Order and Government furnished property will ship to the contractor using the contractor's small common carrier. The contractor must provide an adequate supply of completed manifests (airbills) to the agency placing the orders, listing his firm as both the shipper and the consignee.

Some reprint orders, the Print Order and Government furnished property to be emailed in PDF to the contractor.

Furnished material must be returned to the address as listed on the Print Order.

The following is the anticipated schedule and begins the workday after notification of the availability of Print Order and furnished material; the workday after notification will be the first workday of the schedule. The number of workdays is the day the order is the ship/mail date.

- DVD Orders, 5 to 12 workdays.
- Reprint Orders, 7 to 15 workdays.
- Printing/Imaging orders up to 100 copies, 10 to 20 workdays.
- Printing/Imaging orders over 100 copies, 15 to 30 workdays.

PRINT QUANTITY AND SHIPPING COST DATA REQUIREMENTS: Contractor to provide report in accordance with the Comprehensive Air Force Technical Order Plan (CAFTOP).

Print Quantity Report in Excel spreadsheet to be provided monthly (Refer to Exhibit F, page 34, for general layout) to the e-mail address(es) provided at time of award. Report is required no later than the 15th calendar day following the applicable month being reported. Print Quality Report to list all Print Orders that were shipped during the applicable month.

RECEIPT FOR DELIVERY: Contractor must furnish their own receipts for delivery. These receipts must include the GPO jacket, program, and print order numbers, total quantity delivered, number of cartons, and quantity per carton, date delivery made, and signature of the Government agent accepting delivery. The original copy of this receipt must accompany the contractor's voucher for payment.

When requested, a proof of delivery, the GPO report of delivery/shipment form must be faxed, with a copy of the Print Order, to AFMC AFLCMC/WLMBC, Fax 478-926-7606.

Unscheduled material such as shipping documents, receipts or instructions, delivery lists, labels, etc., will be furnished with each order or shortly thereafter. In the event such information is not received in due time, the contractor will not be relieved of any responsibility in meeting the shipping schedule because of failure to request such information.

RETURN OF GOVERNMENT FURNISHED PROPERTY: The contractor must return all material furnished by the Government to the address indicated on the individual print order within 5 workdays after distribution or after expiration of contract (unless again the successful bidder).

These materials must be packaged, properly labeled, and returned separate from the entire job. The contractor must be able to produce a separate signed receipt for these materials at any time during the contract.

All expenses incidental to pickup/return of materials, and furnishing sample copies must be borne by the contractor.

SECTION 3. – DETERMINATION OF AWARD

The Government will determine the lowest bid by applying the prices offered in the "*Schedule of Prices*" to the following units of production which are the estimated requirements to produce one year's orders under this contract. These units do not constitute, nor are they to be construed as, a guarantee of the volume of work which may be ordered for a like period of time.

The following item designations correspond to those listed in the "*Schedule of Prices*".

I.					
	A.	311			
		(1)	(2)	(3)	(4)
	B. (a)	10,794	5,392	13,939	10
	(b)	2,698	35,156	8,920	112
	C. (a)	xxx	xxx	55	xxx
	(b)	xxx	xxx	26	xxx
	D. (a)	xxx	601	xxx	xxx
	(b)	xxx	1,884	xxx	xxx
II.					
	(a)	13	xxx	4,467	54
	(b)	9	xxx	xxx	2
	(c)	223	xxx	5	xxx
	(d)	1,104	13,008	1	xxx
	(e)	xxx	1,884	xxx	xxx
	(f)	xxx	4,570	xxx	xxx
III.					
	(a)	26,163			
	(b)	10,794			
	(c) (1)	193			
	(2)	2,176			
IV.					
	(a)	55			
	(b)	2,597			
	(c)	41			
	(d)	498			

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SECTION 4. – SCHEDULE OF PRICES

Bids offered are f.o.b. contractor's city.

Prices must be submitted for the entire term of the contract and bids qualified for a lesser period will not be considered.

Prices shall be all-inclusive, covering all materials and operations, for complete production in accordance with these specifications.

Bidder must make an entry in each of the spaces provided.

Bids submitted with any obliteration, revision, or alteration of the order and manner of submitting bids, may be declared nonresponsive.

An entry of NC (No Charge) shall be entered if bidder intends to furnish individual items at no charge to the Government.

Bids submitted with NB (No Bid), NA (Not Applicable), or blank spaces for an item may be declared nonresponsive.

The Contracting Officer reserves the right to reject any offer that contains prices for individual items of production (whether or not such items are included in the Determination of Award) that are inconsistent or unrealistic in regard to other prices in the same offer or to GPO prices for the same operation if such action would be in the best interest of the Government.

All vouchers submitted to the GPO shall be based on the most economical method of production.

Bids for each "*Format*" shall be for any trim size up to the maximum trim size listed for each of the "*Formats*", as outlined in Section 2. – Specifications.

FORMAT "A": 5 x 8", 5 x 8-1/2", 5-1/2 x 8", or 5-1/2 x 8-1/2"

FORMAT "B": 5-1/4 x 11" and Tab Dividers plus ½" tab

FORMAT "C": 8-1/2 x 11"

FORMAT "D": 8-1/2 x 14" and 11 x 17"

Fractional parts of 100 will be prorated at the per 100 rate.

I. PRINTING/IMAGING AND TRIMMING TO SIZE: The prices offered must be all-inclusive in accordance with these specifications and shall include the cost of all required materials and operations for complete production except for Items II. Stock/Paper, III. Additional Operations and IV. Packing and Sealing for Distribution.

SCHEDULE OF PRICES (Continue)

I. PRINTING/IMAGING AND TRIMMING TO SIZE (Continued):

A charge will be allowed for each text page whether imaged or blank in its respective trim size group, as defined in Section 2. – Specifications. Orders marked "REPRINT" will not be allowed Makeready/Setup Charges for line items I.B(a) and I.C(a). **Instead, a one-time charge per Print Order will be allowed per "*REPRINT*".**

Note, tab dividers are not included in the "*REPRINT*" orders and the pricing is per tab divider and not per page.

A. REPRINT Charge ..... per order .....$ _____

	Format A (1)	Format B (2)	Format C (3)	Format D (4)
B. Imaging in a single ink color, including binding (not including stock/paper):				
(a) Makeready and/or Setup Charges ..... per page	$ _____	$ _____	$ _____	$ _____
(b) Running per 100 copies ..... per page	$ _____	$ _____	$ _____	$ _____
C. Imaging in full color, including binding (not including stock/paper):				
(a) Makeready and/or Setup Charges ..... per page	xxxxx	xxxxx	$ _____	xxxxx
(b) Running per 100 copies ..... per page	xxxxx	xxxxx	$ _____	xxxxx
D. Imaging tab dividers on both sides in a single ink color, including typesetting, laminating, and die cutting, (not including stock/paper):				
(a) Makeready and/or Setup Charges ..... per tab	xxxxx	$ _____	xxxxx	xxxxx
(b) Running per 100 copies ..... per tab	xxxxx	$ _____	xxxxx	xxxxx

SCHEDULE OF PRICES (Continue)

FORMAT "A": 5 x 8", 5 x 8-1/2", 5-1/2 x 8", or 5-1/2 x 8-1/2"

FORMAT "B": 5-1/4 x 11" and Tab Dividers plus ½" tab

FORMAT "C": 8-1/2 x 11"

FORMAT "D": 8-1/2 x 14" and 11 x 17"

II. STOCK/PAPER: Payment for all stock/paper supplied by the contractor under the terms of these specifications, as ordered on the individual print orders, will be based on the net number of leaves furnished for the product(s) ordered in the applicable Format group. The cost of any paper required for make-ready or running spoilage must be included in the prices offered.

	Per 100 leaves			
	Format A (1)	Format B (2)	Format C (3)	Format D (4)
(a) White Uncoated Text (50-60 lbs.) or White Bond/Writing (20-24lbs.)	$ _____	xxxxxxxx	$ _____	$ _____
(b) White Index (90-lbs.)	$ _____	xxxxxxxx	xxxxxxxxx	$ _____
(c) White Index (110-lbs.)	$ _____	xxxxxxxx	$ _____	xxxxxxxxx
(d) White Printable Plastic Film (Synthetic Paper), 5.5-5.9 mil thick	$ _____	$_____	$ _____	xxxxxxxxx
(e) White Synthetic Paper equal to YUPO Original 58 lb. Cover, 7.5-8.0 mil thick, tab dividers	$xxxxxxx	$ _____	xxxxxxxxx	xxxxxxxxx
(f) White Synthetic Paper equal to YUPO Original 58 lb. Cover, 7.5-8.0 mil thick, plus Lamination*	$xxxxxxx	$ _____	xxxxxxxxx	xxxxxxxxx

*Includes cost of 1.5 mil laminate applied to each side of the sheet, trim flush.

SCHEDULE OF PRICES (Continue)

III. ADDITIONAL OPERATIONS: The bid for the following operation must include the cost of all required materials and operations.

(a) Shrink-film packaging ..... each package .....$ _____

(b) One Stitch in Upper Left Corner..... each book/pamphlet .....$ _____

(c) DVD Duplication (Burning):
(1) Setup Fee ..... per title .....$ _____
(2) Duplication, including labeling
and inserting DVD-R into sleeve..... per copy.....$ _____

IV. PACKING AND SEALING FOR DISTRIBUTION: Prices must be all-inclusive, as applicable, and must include the cost of Jiffy bags (or equal), shipping bundles, shipping containers, all necessary wrapping and packing materials, and labeling or marking (including addressing any additional labels required), in accordance with these specifications.

PRICES MUST INCLUDE COST OF AFFIXING LABELS AND DELIVERY TO A POST OFFICE OR DISTRIBUTION FACILITY, AS APPLICABLE.

BULK SHIPMENTS 120 LBS AND OVER:

(a) Packing and sealing shipping containers
(up to approximately 45 lbs.) capacity..... each bundle/container....$ _____

BULK SHIPMENTS LESS THAN 120 LBS.:

(b) Single or multiple copies (up to 12 lbs.)
must be inserted into Jiffy bags or equal..... each bag.....$ _____

(c) Quantities over 12 lbs. up to 40 lbs. wrapped in
shipping bundles or packed in shipping containers
(maximum gross weight 40 lbs.)..... each bundle/container....$ _____

OTHER PACKING AND SEALING CHARGES:

(d) Special Processing/Handling of FMS labels,
including shippers mailing log, routing, (etc.)..... each order.....$ _____

SECTION 4. – SCHEDULE OF PRICES

SHIPMENT(S): Shipments will be made from: City _____, State _____

The city(ies) indicated above will be used for evaluation of transportation charges when transportation charges are specified to be a factor in determination of award. If no shipping point is indicated above, it will be deemed that the bidder has selected the city and state shown below in the address block, and the bid will be evaluated and the contract awarded on that basis. If shipment is not made from evaluation point, the contractor will be responsible for any additional shipping costs incurred.

DISCOUNTS: Discounts are offered for payment as follows: _____ Percent, _____ calendar days. See Article 12 "*Discounts*" of Solicitations Provisions in GPO Contract Terms (Publication 310.2).

AMENDMENT(S): Bidder hereby acknowledges amendment(s) number(ed) _____

BID ACCEPTANCE PERIOD: In compliance with the above, the undersigned agree, if this bid is accepted within _____ calendar days (60 calendar days unless a different period is inserted by the bidder) from the date for receipt of bids, to furnish the specified items at the price set opposite each item, delivered at the designated point(s), in exact accordance with specifications.

NOTE: Failure to provide a 60-day bid acceptance period may result in expiration of the bid prior to award.

BIDDER'S NAME AND SIGNATURE: Unless specific written exception is taken, the bidder, by signing and submitting a bid, agrees with and accepts responsibility for all certifications and representations as required by the solicitation and GPO Contract Terms - Publication 310.2. When responding by fax or mail, fill out and return one copy of all pages in "SECTION 4. – SCHEDULE OF PRICES," including initialing/signing where indicated.

Failure to sign the signature block below may result in the bid being declared non-responsive.

Bidder _____
(Contractor's Name) (GPO Contractor's Code)

_____
(Street Address)

_____
(City – State – Zip Code)

By _____
(Printed Name, Signature, and Title of Person Authorized to Sign this Bid) (Date)

_____
(Person to be Contacted) (Telephone Number) (Email)

THIS SECTION FOR GPO USE ONLY

Contracting Officer: _____ Date _____ Certifier by: _____ Date _____
(Initials) (Initials)

RETURN THIS PAGE TO GPO, COLUMBUS, OH

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EXHIBIT A: Distribution Statements (Page 1 of 5)

ASSIGNING DISTRIBUTION STATEMENTS

The Defense Technical Information Center asks contributors to use a document classification system outlined in DoD Instruction (DoDI) 5230.24 Distribution Statements on Technical Documents, dated 23 August 2012, to indicate how broadly their documents should be distributed based on defined criteria. The information contained below was drawn from this website (last accessed November 6, 2012).

Choose one statement below for your document. If you choose a restricted statement (B through F), choose a "reason" from the list below. The only acceptable reasons are those listed. Include only the reason; do not include the explainer paragraph that accompanies the reason. If your document contains export-controlled technical data, see last page.

STATEMENT A

Approved for public release; distribution is unlimited

This statement may be used only on unclassified technical documents that have been cleared for public release by competent authority in accordance with DoD Directive 5230.9. Technical documents resulting from contracted fundamental research efforts will normally be assigned Distribution Statement A, except for those rare and exceptional circumstances where there is a high likelihood of disclosing performance characteristics of military systems, or of manufacturing technologies that are unique and critical to Defense, and agreement on this situation has been recorded in the contract or grant.

Technical documents with this statement may be made available or sold to the public and foreign nationals, companies, and governments, including adversary governments, and may be exported.

This statement may not be used on technical documents that formerly were classified unless such documents are cleared for public release in accordance with DoD Directive 5230.9.

This statement shall not be used on classified technical documents or documents containing export-controlled technical data as provided in DoD Directive 5230.25.

STATEMENT B — to U.S. Government Agencies Only

Distribution authorized to U.S. Government Agencies only (fill in reason) (date of determination). Other requests for this document must be referred to XXX.

This statement may be used on unclassified and classified technical documents.

Reasons for assigning statement B include:

Foreign Government Information - To protect and limit distribution in accordance with

Instruction current as of November 6, 2012.

the desires of the foreign government that furnished the technical information. Information of this type normally is classified at the CONFIDENTIAL level or higher in accordance with DoD 5200.1-R.

Proprietary Information - To protect information not owned by the U.S. Government and protected by a contractors "limited rights" statement, or received with the understanding that it not be routinely transmitted outside the U.S. Government.

Critical Technology - To protect information and technical data that advance current technology or describe new technology in an area of significant or potentially significant military application or that relate to a specific military deficiency of a potential adversary. Information of this type may be classified or unclassified; when unclassified, it is export-controlled and subject to the provisions of DoD Directive 5230.25.

Test and Evaluation - To protect results of test and evaluation of commercial products or military hardware when such disclosure may cause unfair advantage or disadvantage to the manufacturer of the product.

Export Controlled - To protect information subject to the provisions of DoD Directive 5230.25 Withholding of Unclassified Technical Data from Public Disclosure.

Contractor Performance Evaluation - To protect information in management reviews, records of contract performance evaluation, or other advisory documents evaluating programs of contractors.

Premature Dissemination - To protect patentable information on systems or processes in the developmental or conceptual stage from premature dissemination.

Administrative or Operational Use - To protect technical or operational data or information from automatic dissemination under the International Exchange Program or by other means. This protection covers publications required solely for official use or strictly for administrative or operational purposes. This statement may be applied to manuals, pamphlets, technical orders, technical reports, and other publications containing valuable technical or operational data.

Software Documentation - Releasable only in accordance with software license.

Specific Authority, <identification of valid documented authority> - To protect information not specifically included in the above reasons and discussions, but which requires protection in accordance with valid documented authority such as Executive Orders, classification guidelines, DoD or DoD Component regulatory documents. When filling in the reason, cite "Specific Authority <identification of valid documented authority>."

Operations Security - To protect information and technical data that may be observed by adversary intelligence systems and determining what indicators hostile intelligence

EXHIBIT A: Distribution Statements (Page 3 of 5)

systems may obtain that could be interpreted or pieced together to derive critical information in time to be useful to adversaries.

Vulnerability Information - To protect information and technical data that provides insight into vulnerabilities of U.S. critical infrastructure, including DoD warfighting infrastructure, vital to National Security that are otherwise not publicly available.

STATEMENT C — to U.S. Government Agencies and their Contractors

Distribution authorized to U.S. Government Agencies and their Contractors (fill in reason) (date of determination). Other requests for this document must be referred to XXX.

Distribution statement C may be used on unclassified and classified technical documents.

Reasons for assigning statement C include:

Foreign Government Information	Same as distribution statement B.
Critical Technology	Same as distribution statement B.
Software Documentation	Same as distribution statement B.
Administrative or Operational Use	Same as distribution statement B.
Specific Authority	Same as distribution statement B.
Vulnerability Information	Same as distribution statement B.
Export Controlled	Same as distribution statement B.

STATEMENT D — to DoD and DoD Contractors Only

Distribution authorized to DoD and DoD Contractors only (fill in reason) (date of determination). Other requests for this document must be referred to XXX.

Distribution statement D may be used on unclassified and classified technical documents.

Reasons for statement D include:

Foreign Government Information	Same as distribution statement B.
Administrative or Operational Use	Same as distribution statement B.
Software Documentation	Same as distribution statement B.
Critical Technology	Same as distribution statement B.
Specific Authority	Same as distribution statement B.
Vulnerability Information	Same as distribution statement B.
Export Controlled	Same as distribution statement B.

STATEMENT E — to DoD Components Only

Distribution authorized to DoD Components only (fill in reason) (date of determination). Other requests for this document must be referred to XXX.

EXHIBIT A: Distribution Statements (Page 4 of 5)

Distribution statement E may be used on unclassified and classified technical documents.

Reasons for assigning statement E include:

Direct Military Support - The document contains export-controlled technical data of such military significance that release for purposes other than direct support of DoD approved activities may jeopardize an important technological or operational military advantage of the United States. Designation of such data is made by competent authority in accordance with DoD Directive 5230.25.

Foreign Government Information	Same as distribution statement B.
Proprietary Information	Same as distribution statement B.
Premature Dissemination	Same as distribution statement B.
Test and Evaluation	Same as distribution statement B.
Software Documentation	Same as distribution statement B.
Contractor Performance Evaluation	Same as distribution statement B.
Critical Technology	Same as distribution statement B.
Administrative/Operational Use	Same as distribution statement B.
Specific Authority	Same as distribution statement B.
Operations Security	Same as distribution statement B.
Vulnerability Information	Same as distribution statement B.
Export Controlled	Same as distribution statement B.

STATEMENT F — Usually Only for Classified Documents

Further dissemination only as directed by XXX (date of determination) or higher DoD authority.

Distribution statement F is normally used only on classified technical documents, but may be used on unclassified technical documents when specific authority exists (e.g., designation as Direct Military Support as in statement E).

Distribution statement F is also used when the DoD originator determines that information is subject to special dissemination limitation specified by paragraph 5-208, DoD 5200.1-R.

EXPORT CONTROL WARNING:

All technical documents that are determined to contain export-controlled technical data shall be marked as follows, in addition to restricted statements B, C, D, or E:

WARNING - This document contains technical data whose export is restricted by the Arms Export Control Act (Title 22, U.S.C., Sec 2751, et seq.) or the Export Administration Act of 1979 (Title 50, U.S.C., App. 2401 et seq), as amended. Violations

EXHIBIT A: Distribution Statements (Page 5 of 5)

of these export laws are subject to severe criminal penalties. Disseminate in accordance with provisions of DoD Directive 5230.25.

When it is technically not feasible to use the entire statement, an abbreviated marking may be used, and a copy of the full statement added to the "Notice To Accompany Release of Export Controlled Data" required by DoD Directive 5230.25.

HANDLING AND DESTROYING UNCLASSIFIED/LIMITED DISTRIBUTION DOCUMENTS:

Unclassified/Limited Distribution documents shall be handled using the same standard as "For Official Use Only (FOUO)" material, and will be destroyed by any method that will prevent disclosure of contents or reconstruction of the document. When local circumstances or experience indicates that this destruction method is not sufficiently protective of unclassified limited information, local authorities may prescribe other methods but must give due consideration to the additional expense balanced against the degree of sensitivity.

EXHIBIT B: Sample Title Page with Distribution Statements

TO 1C-17A-01

TECHNICAL MANUAL

LIST OF APPLICABLE PUBLICATIONS

USAF SERIES
C-17A
AIRCRAFT

MCDONNELL DOUGLAS CORPORATION
MILITARY TRANSPORT AIRCRAFT
F33657-81-C-2108
FA8526-12-D-0001

DISCLOSURE NOTICE - This information is furnished upon the condition that it will not be released to another nation without the specific authority of the Department of the Air Force of the United States, that it will be used for military purposes only, that individual or corporate rights originating in the information, whether patented or not, will be respected, that the recipient will report promptly to the United States, any known or suspected compromise, and that the information will be provided substantially the same degree of security afforded it by the Department of Defense of the United States. Also, regardless of any other markings on the document, it will not be downgraded or declassified without written approval of the originating United States agency.

DISTRIBUTION STATEMENT D - Distribution authorized to the Department of Defense and U.S. DoD contractors only for administrative and operational use, 16 November 1987. Other requests shall be referred to AFLCMC/WLMLBC-TOMA, Robins AFB, GA 31098-1607.

WARNING - This document contains technical data whose export is restricted by the DoD Authorization Act of 1984 (Title 10, U.S.C., Sec. 140c and Sec 1217) and the Arms Export Control Act (Title 22, U.S.C., Sec. 2751 et seq.), or Executive Order 12470, or the Export Administration Act of 1979 as amended (Title 50, U.S.C., App. 2401 et seq.). Violation of these export-control laws is subject to severe criminal penalties. Dissemination of this document is controlled under DoD Directive 5230.25 and AFI 61-204.

HANDLING AND DESTRUCTION NOTICE - Comply with distribution statement and destroy by any method that will prevent disclosure of the contents or reconstruction of the document.

Basic and all changes have been merged to make this a complete publication.
Published under authority of the Secretary of the Air Force

1 JANUARY 2011
CHANGE 6 - 15 MARCH 2013

EXHIBIT C: Sample FMS Labels

Department of the Air Force
564 ACSS/GFLB
235 BYRON ST STE 19A
ROBINS AFB GA 31098-1670

Official Business
Penalty for Private Use $300

I.D.
I2353370 * I 2 3 5 3 3 7 0 *

JCALS Doc: D*03TL8050I905

FMS Doc: DATL048050E204
FMS Qty: 1
FMS Amt: $ 54.00

1 / 1 SAP

1C-17A-2-27JG-50-4
RE 01Feb2008
REQ NO: 80509924L
QTY: 1
PSN: 01T067058000006

D*03TL

AT-SEN-012 D*03TL
DHL GLOBAL
AUSTRALIAN GOVT ACCT
451 ECCLES AVENUE
S SAN FRANCISCO CA

Department of the Air Force
564 ACSS/GFLB
235 BYRON ST STE 19A
ROBINS AFB GA 31098-1670

Official Business
Penalty for Private Use $300

I.D.
I2353370 * I 2 3 5 3 3 7 0 *

JCALS Doc: D*03TL8050I905

FMS Doc: DATL048050E204
FMS Qty: 1
FMS Amt: $ 54.00

1 / 1 SAP

1C-17A-2-27JG-50-4
RE 01Feb2008
REQ NO: 80509924L
QTY: 1
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D*03TL

AT-SEN-012 D*03TL
DHL GLOBAL
AUSTRALIAN GOVT ACCT
451 ECCLES AVENUE
S SAN FRANCISCO CA

EXHIBIT D: Label Count Summary Report

Prime Technical Order Warehouse System

Label Count Summary Report per ID Deck

Date: XX/XX/XX

Technical Order Number	T.O. Type		T.O. Date	Classification	Requisition Number	Order
1C-17A-2-31GS-00-1	CH	016	XX/XX/XX	UNCLASSIFIED	51510025L	

Package Content (Unit Size)	Mailing Addresses (Number of Labels per Unit Size)	Multiple
1	14	14
2	3	6
3	2	6
5	1	5
7	1	7
8	1	8
	Total Packages: 22	Total Tos: 46

EXHIBIT E: Shipper's Mailing Log

SHIPPER'S MAILING LOG

SHIPPER COMPLETED BY

(Courier Name)
(Contractor Contact)

DATE LOG COMPLETED

TODO D*03NY / 8828

PO No.	T.O. Number	Chg/Rev #	Pub Date	Transaction No.	FMS Doc. No.	# Copies	Postage	Date Shpd

Only when the FMS TO has been shipped, should there be any information (information will be from the 15th of the first month to the 15th of the second month only). DO NOT LEAVE ANY BLANKS. Listing must be complied and shipped on the 15th of every month and emailed to C-17 TOMA.

Must have Date this log was compiled and completed.

EXHIBIT F: Print Quantity Report

(ENTER DATE)
PRINT QUANTITY AND SHIPPING COST DATA REQUIREMENTS
(ENTER TYPE OF PAPER)

Date Rec'd	Shipping Date	Print Order #	Title	Chg. Num	Qty	Pages/DVD	Total Pages	Total Print	Cost per Page	Shipping Cost
			MONTHLY TOTALS							

Page #
Date #