U.S. GOVERNMENT PUBLISHING OFFICE
Dallas, TX

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

***Divider Tabs/Expansion Folders with Tabs***

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

DLA Document Services

Single Award

**TERM OF CONTRACT:** The term of this contract is for the period beginning Date of Award and ending April 30, 2023, plus up to four (4) optional 12-month extension periods that may be added in accordance with the "OPTION TO EXTEND THE TERM OF THE CONTRACT" clause in SECTION 1 of this contract.

**BID OPENING:** Bids shall be opened at 1:00 PM., prevailing Dallas, TX time, on May 19, 2022, at the Government Publishing Office, Dallas, TX. (Due to the COVID-19 pandemic, this will NOT be a public bid opening.)

**BID SUBMISSION:** Due to the COVID-19 pandemic, the physical office will NOT be open. Based on this, bidders must submit email bids to Bidsdallas@gpo.gov for this solicitation. No other method of bid submission will be accepted at this time. The program number and bid opening date must be specified in the subject line of the emailed bid submission. ***Bids received after 1:00 PM. on the bid opening date specified above will not be considered for award.***

The program number and bid opening date must be specified in the subject line of the emailed bid submission. To submit a bid, contractor must return a completed "SCHEDULE OF PRICES" which is included at the end of this specification. ***Bids received after 1:00 PM on the bid opening date specified above will not be considered for award.***

**THIS IS A NEW PROGRAM. THERE IS NO ABSTRACT AVAILABLE.**

For information of a technical nature, contact Deborah Buckey at (214) 767-0451, Ext. 4 or email dbuckey@gpo.gov.

## SECTION 1. - GENERAL TERMS AND CONDITIONS

**GPO CONTRACT TERMS:** Any contract which results from this Request for Quotes 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 09-19)).

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.

**SUBCONTRACTING:** Subcontracting is not allowed.

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

Product Quality Levels:

(a) Printing (page related) Attributes – Level III
(b) Finishing (item related) 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 | Average type dimension |
| P-9. | Solid or Screen Tints Color Match | Pantone Matching System |

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

**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 (5) years as a result of, and including, any extension(s) added under this clause. Further extension may be negotiated under the "EXTENSION OF CONTRACT TERM" clause. See also "ECONOMIC PRICE ADJUSTMENT" for authorized pricing adjustment(s).

**EXTENSION OF CONTRACT TERM:** 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 Date of Award and ending April 30, 2023, 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, 2022 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.

**PREAWARD SURVEY:** In order to determine the responsibility of the prime contractor the Government reserves the right to conduct an on-site preaward survey at the contractor'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)

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.

**PREPRODUCTION CONFERENCE:** The agency may choose to hold a Preproduction Conference at the contractor's plant or via conference call. The purpose of the conference will be to discuss and review all aspects of the contractor's internal and external operations required to complete the fulfillment of the contract. The contractor should be prepared to present detailed production and quality control plans including such items as: (1) processing orders and pre-flighting supplied PDF files; (2) internal schedule and workflow; (3) identifying coordination/communication contacts; (4) FTP setup/procedures; and (5) any other special requirements which are specific to this contract.

Representatives from the Government and all points of contact from each phase of production from the primary contractor will be required to attend the meeting.

**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 Date of Award and ending April 30, 2023, 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 contractor in conformance with the schedule.

**REQUIREMENTS:** This is a requirement 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 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, 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 within the time specified in the order, and the rights and obligations of the contractor 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 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.

**ADDITIONAL EMAILED QUOTE SUBMISSION PROVISIONS:** The Government will not be responsible for any failure attributable to the transmission or receipt of the emailed bid including, but not limited to, the following:

1. Illegibility of quote.
2. Emails over 75 MB may not be received by GPO due to size limitations for receiving emails.
3. The contractor's email provider may have different size limitations for sending email; however, contractors are advised not to exceed GPO's stated limit.
4. When the email bid is received by GPO, it will remain unopened until the specified bid opening time. Government personnel will not validate receipt of the emailed bid prior to bid opening. GPO will use the prevailing time (specified as the local time zone) and the exact time that the email is received by GPO's email server as the official time stamp for bid receipt at the specified location.

**PAYMENT:** Immediately upon completion of each order, the contractor shall submit an itemized statement of billing to the ordering agency for verification, approval, and signature. The contractor must email their invoice along with all supporting documentation to the agency contact as specified on the print order.

After agency verification and approval, the contractor must submit the approved, signed billing invoice to the U.S. Government Publishing Office.

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 receiving payment. 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/agency/billing-and-payment.

Contractor's billing invoice must be itemized in accordance with the items in the "SCHEDULE OF PRICES."

## SECTION 2 - SPECIFICATIONS

**SCOPE:** These specifications cover the production of approximately (25) different tabs and/or expansion folders requiring such operations as composition, printing, die cutting, drilling, round cornering, affixing metal fasteners, applying cloth tape, packing and delivery.

**TITLE:** ***Tabs and/or Expansion Folders***

**FREQUENCY OF ORDERS:** Approximately 1-3 orders per month. Each item is ordered approximately once per year.

**QUANTITY:** Approximately 100 to 5,000 copies per order for most products, with occasional orders up to 42,500 copies.

**NUMBER OF PAGES:** Face only and face and back, up to 8 pages face and back

**TRIM SIZE:** There are various trim sizes. See pages 9-31 under PRODUCTS. Most products are either 8-½ X 11-1/2" flat or 10-¼ x 11-¾ folded. All Sizes include the tab.

**GOVERNMENT TO FURNISH:** Previously printed samples of EACH product upon award.

Identification markings such as register marks, commercial identification marks of any kind, etc., except GPO imprint, form number, and revision date, carried in the electronic files, must not print on finished product.

**EXHIBITS:** The facsimile of sample pages shown as EXHIBITS 1-25 is representative of the requirements which will be ordered under this contract. However, it cannot be guaranteed that future orders will correspond exactly to this exhibit.

**CONTRACTOR TO FURNISH:** All materials and operations, other than those listed under "GOVERNMENT TO FURNISH," necessary to produce the products in accordance with these specifications.

**DIGITAL AND REPURPOSED DELIVERABLES**: In order to expedite reprinting of this product in the future, the contractor will be required to re-create each of the 25 products listed on pages 41 to 65 from the provided previously printed samples as an Adobe Acrobat PDF production file (with fonts embedded). The contractor shall archive the final PDF file ("*product name and NSN number*.pdf") and return the archived PDF file to the Agency at Lashineda.Alsevido@dla.mil and Daral.valtinson@dla.mil. Email a copy to GPO at dbuckey@gpo.gov. Include this cost in your quote.

NOTE: A scanned bitmap of the furnished reprint sample is NOT ACCEPTABLE!

**ELECTRONIC PREPRESS:** On all subsequent orders, 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 production image. Any errors, media damage, or data corruption that might interfere with proper file image processing must be reported to Deborah Buckey at (214) 767-0451 x4 or via e-mail at dbuckey@gpo.gov.

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.

When required by the Government, the contractor shall make minor revisions to the electronic files which may include color corrections to digital furnished images. It is anticipated that the Government will make all major revisions.

Prior to making revisions, the contractor shall copy the furnished files and make all changes to the copy.

**PROOFS:** On the initial print order for each product, contractor will create a "Press Quality" PDF soft proof (for content only) using the same Raster Image Processor (RIP) that will be used to produce the final printed product may be required. PDF proof will be evaluated for text flow, image position, and color breaks. Proof will not be used for color match. NOTE: Proofs must show all margins and dimensions, indicate trim marks, and show position of clipping, drilling, numbering, and perforating.

If any contractor's errors are serious enough in the opinion of GPO to require revised proofs, the revised proofs are to be provided at no additional expense to the Government. No extra time can be allowed for this reproofing operation; such operations must be accomplished within the original production schedule allotted in the specifications.

Contractor must not print prior to receiving and "O.K. to Print."

After the initial order for each tab or expansion folder, the print order will indicate if a PDF proof is required.

**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.

Government Paper Specification Standards No. 13 – https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/vol_13.pdf.

See paper/stock requirements for each product under PRODUCTS below.

**PRINTING:** 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 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.

Tabs or Expansion Folders print face only, or face and back, in up to two (2) ink colors. Some contain solid backgrounds bleed off all sides after trimming, face and back. Occasionally, text or graphics bleed.

**PRODUCTS:** There are 25 different tab or expansion folder types included in this contract. Many share common features such as stock, trim size, ink color(s) and packaging. Most have adequate margins unless specified on the print order.

Product descriptions:

1. 11 Assorted Tab inserts per set.
   S/N:0109-LF-065-8000
   FORM NO: NAVMC 11188 (Rev. 4-88)

   TRIM SIZE: 8-½ x 11-½" * (*includes ½" tab)

   STOCK: White Index, Basis Weight 110 lbs., Basis Size 25.5 X 30.5", equal to JCP Code K10

   PRINTING: Each Tab prints face only, in Black ink, on body and die cut tab. Copy is line art illustrations, rules and text.

   FINISHING: Die Cut Tabs, rounded bank of 4 (see position of each tab below) along the 8 ½" dimension. Drill Two (2) holes, 1/4" in diameter, 2 ¾" center to center, center of holes to be ½" from the top edge of the 8 ½" dimension. Collate in sets, place a colored 16 lb. writing slip sheet between each set.

   PACKING: Kraft wrap in units of 25 sets per package = 1 Unit of issue. See Additional Packing requirements under "Common Packing Requirements for all".

   Collate in the following order and tab position:

   1. Privacy Act Statement.....1st position
   2. Record of Audit.....2nd position
   3. Undergraduate Aviation training .....3rd position
   4. FRS Aircrew Evaluation Form .....2nd position
   5. FRS/T & R Syllabus Reconciliation.....3rd position
   6. FRS Performance Summary .....4th position
   7. T & R Syllabus Evaluation Flights.....1st position
   8. Aircrew Ground School Training .....2nd position
   9. Aircraft Weapons Qualification.....3rd position
   10. ATRIMS Transfer Data Summary.....4th position
   11. Individual Training Requirements/Misc.....1st position

2. Flight Jacket Divider Tabs (14 Tabs per set).
   S/N 0107-LF-000-7500
   FORM NO: OPNAV 3760/321 (4-81)

   TRIM SIZE: 8-½ x 11-½" * (*includes ½" tab)

   STOCK: White Index, Basis Weight 110 lbs., Basis Size 25.5 X 30.5", equal to JCP Code K10

PRINTING: Each Tab prints face only, in Black ink, on body and die cut tab. Copy is line art illustrations, rules and text.

FINISHING: Die Cut Tabs, rounded bank of 4 (see position of each tab below) along the 8 ½" dimension, Drill Two (2) holes, 1/4" in diameter, 2 ¾" center to center, center of holes to be ½" from the top edge of the 8 ½" dimension. Collate in sets, place a colored 16 lb. writing slip sheet between each set. (14 tabs = 1 Set),

PACKING: Kraft wrap in units of 25 sets per package = 1 Unit of issue. See Additional Packing requirements under COMMON PACKING REQUIREMENTS FOR ALL.

Collate in the following order and tab position:

Section I
A. Review and Certification .....1st Position
B. PCS Order .....2nd position
C. Medical Clearance .....3rd position
D. Flight Equipment Issue .....4th position

Section II
A. Designations.....1st position
B. Mission Qualifications.....2nd position
C. Miscellaneous .....3rd position

Section III
A. School and Courses.....1st position
B. Operational Physiology and Survival Training.....2nd position
C. Examinations.....3rd position
D. NATOPS Evaluations .....4th position
E. NATOPS Instrument Rating.....1st position

Section IV:
A. IFARS/REDS Flight Time Summary .....1st position
B. Aircraft Mishap and Flight Violations.....4th position

3. Aeronautical Equipment Service Record.
S/N 0107-LF-047-9145
FORM NO: OPNAV 4790/29 (Rev. 1-84).

Number of pages: 2

TRIM SIZE: Flat: 21-1/8 * x 8" (*Includes ½" Die cut tab). Folded Size: 10-7/8 x 8"

STOCK: Green Index, Basis Weight 110 lbs., Basis Size 25.5 X 30.5", equal to JCP Code K10

PRINTING: 4 Panel Folder with Tab, print face only, in black ink, copy is line art illustrations, rules and text

FINISHING: Die Cut Tab square on the right edge of the sheet, score and fold in half to 10-7/8 x 8" which includes ½" die cut tab on the right edge of the first leaf, Tab to be centered in the 8" right dimension of the first leaf. Tab does not print. After folding Drill 6 holes @ 3/8" in diameter, 1-3/8" center to center, center of the hole to be 5/8" from the left edge of the folded sheet.

PACKING: Kraft wrap in units of 100 = 1 Unit of issue. See Additional Packing requirements under COMMON PACKING REQUIREMENTS FOR ALL.

4. Preservation/ depreservation separator.
   S/N 0107-LF-047-9680
   FORM NO: OPNAV Form 4790/136 (1-84)

   TRIM SIZE: 8-½ x 11-1/2"* (*Includes ½" x 1 ½" die cut Tab).

   STOCK: Buff Index, Basis Weight 110 lbs., Basis Size 25.5 X 30.5", equal to JCP Code K10

   PRINTING: Prints Face and back, text only on body and tab. In black ink.

   FINISHING: Die Cut Tab rounded on the right edge of the sheet, Tab to be 4-¾" from the top in the 8" right dimension. Tab prints 2 lines of text on both sides, body prints face side only. Drill 6 holes at 3/8" in diameter, 1-3/8" center to center, center of the hole to be 7/16" from the left edge of the sheet.

   PACKING: Kraft wrap in units of 100 = 1 Unit of issue. See Additional Packing requirements under COMMON PACKING REQUIREMENTS FOR ALL.

5. USMC Air Command Control Performance Record
   SN: 0109-LF-070-1100
   FORM NO: NAVMC 2898 (8-98)

   DESCRIPTION: Four leaf (2 outer leaves + 2 inner dividers), cloth reinforced, expansion type file folder, equipped with permanently affixed metal fasteners on inside of each outer leaf and both sides of two inner leaves. (embedded fastener or welded/bonded fastener construction acceptable).

   Number of Pages: 8

   TRIM SIZE:

   Front Cover: 9-1/4 x 11-¾" (1st Leaf)
   Section I/II: 9-3/8 x 11-¾" (2nd Leaf)
   Section III/IV: 9-3/8 x 11-¾" (3rd Leaf)
   Back Cover: 10-1/4" x 11-¾" (4th Leaf)

STOCK: Brown* unbleached sulphate, High-finish folder stock, Basis Weight 18 Pt., Basis size 24 x 26”, Equal to JCP code P20.

*Tan or Light Brown (close match to Pantone 465 brown)

PRINTING: Print with black ink. Pages 1 thru 6 across the short Dimension, Pages 7 & 8 across the 11-¾” dimension.

Number of Pages: 8

CONSTRUCTION: File Folder with two inner leaves, bound on the outside with a book cloth strip, approximately 4” wide, on the 11 ¾” dimension to allow for a total expansion of 3” (1” on each side of the inner leaves). This strip must wrap around ends, not cut flush. The inner leaves must have a 2” strip on each side of the 11 ¾” dimension. The strips must be the same book cloth material as 4” outside strip and are to be cut flush.

CLOTH STRIPS: Tan or light brown pyroxylin impregnated book cloth or polyolefin book plastic complying with product standards PS-9-68 Group C.

FASTENERS: Front and back leaves have one fastener positioned at the top of the inside panel. Inner leaves have one fastener positioned at the top of both sides of each leaf. Total of 6 fasteners per folder. See FASTENER CONSTRUCTION for complete specifications.

ROUND CORNER: Round corner all outside corners of each leaf.

DIE-CUT: Die cut ½” radius round corners and indent edges on leaves with prongs

FOLD: Fold Book cloth vertically on the 11-¾” dimension with parallel folds ½” apart, total 3 expansions.

PACKING: Kraft Wrap in units of 10 Folders = 1 Unit of issue. See additional packing requirements under COMMON PACKING REQUIREMENTS FOR ALL.

6. USMC Aircrew Performance Record
NSN: SN:0109-LF-065-7900
FORM NO: NAVMC 11187(12-86)

DESCRIPTION: Four leaf (2 outer leaves + 2 inner dividers), cloth reinforced, expansion type file folder, equipped with permanently affixed metal fasteners on inside of each outer panel and both sides of two inner panels. (embedded fastener or welded/bonded fastener construction acceptable)

Number of Pages:: 8

TRIM SIZE:

Front Cover: 9-1/4 x 11-¾” (1st Leaf)
Section I/II: 9-3/8 x 11-¾” (2nd Leaf)
Section III/IV: 9-3/8 x 11-¾” (3rd Leaf)
Back Cover: 10-1/4" x 11-¾” (4th Leaf)

STOCK: Brown* unbleached sulphate, High-finish folder stock, Basis Weight 18 Pt., Basis size 24 x 26", Equal to JCP code P20.

*Tan or Light Brown (close match to Pantone 465 brown)

PRINTING: Print with black ink. Pages 1 thru 6 across the short Dimension, Pages 7 & 8 across the 11-¾" dimension.

CONSTRUCTION: File Folder with two inner leaves, bound on the outside with a book cloth strip, approximately 4" wide, on the 11-¾" dimension to allow for a total expansion of 3" (1" on each side of the inner leaves). This strip must wrap around ends, not cut flush. The inner leaves must have a 2" strip on each side of the 11-¾" dimension. The strips must be the same book cloth material as 4" outside strip and are to be cut flush.

CLOTH STRIPS: Tan or light brown pyroxylin impregnated book cloth or polyolefin book plastic complying with product standards PS-9-68 Group C.

FASTENERS: Front and back leaves have one fastener positioned at the top of the inside panel. Inner leaves have one fastener positioned at the top of both sides of each leaf. Total of 6 fasteners per folder. See FASTENER CONSTRUCTION for complete specifications.

ROUND CORNER: Round corner all outside corners of each leaf.

DIE-CUT: Die cut ½" radius round corners and indent edges on leaves with prongs

FOLD: Fold Book cloth vertically on the 11-¾" dimension with parallel folds ½" apart, total 3 expansions.

PACKING: Kraft Wrap in units of 25 folders = 1 Unit of issue. See Additional Packing requirements under COMMON PACKING REQUIREMENTS FOR ALL.

7. US Marine Corps Service Record
SN:0109-LF-067-1200
FORM NO: NAVMC 118a (Rev. 12-96)

DESCRIPTION: 4 Panel expansion type file folders, equipped with permanently affixed metal fasteners on inside of each panel. (embedded fastener or welded/bonded fastener construction acceptable)

Number of Pages: 4

TRIM SIZE:

Overall 19-3/8 x 11-¾"
Front Cover 9-3/8 x 11-¼" (½" short at right along the 9 3/8" way with Die Cut)
Back Cover 10 x 11-¾" (Single Top tab for letter size filing)

STOCK: Brown* unbleached sulphate, High-finish folder stock, Basis Weight 18 Pt., Basis size 24 x 26", Equal to JCP code P20.

*Tan or Light Brown (close match to Pantone 465 brown)

PRINTING: Prints Face and back, text, rules only. in black ink.

FASTENERS: Front and back leaves have one fastener positioned at the top of the inside panel. Inner leaves have one fastener positioned at the top of both sides of each leaf. Total of 2 fasteners per folder. See FASTENER CONSTRUCTION for complete specifications.

ROUND CORNER: Round corner all outside corners of each leaf.

DIE-CUT: Die cut ½" radius round corners and indent edges on leaves with prongs. Die cut front leaf ½" from the right, die cut back leaf to form a 5/8" x 9-¼" tab (as if starting in position 2)

SCORE/FOLD: Score Folder in 3 places, Approximately 3/8" apart (two for expansion and one for folding). Score, Fold along the full 11-¾" dimension. The other 2 scores are on the front panel fully across the horizontal dimension.

PACKING: Pack 100 folders per box = 1 Unit of issue. See Additional Packing requirements under COMMOM PACKING REQUIREMENTS FOR ALL.

8. Inpatient/Extended Ambulatory Record (White)
S/N: 0105-LF-987-2500
FORM NO: NAVMED 6150/36 (Rev. 8-00)

DESCRIPTION: 4 Panel Top/Side Reinforced expansion type, file folder, full cut end tabs, equipped with permanently affixed metal fasteners on inside of each panel. (embedded fastener or welded/bonded
fastener construction acceptable)

Number of Pages: 4

TRIM SIZE:

Overall 19-1/4 x 12-5/8"
Front Cover 11-¼ x 8-¾" (½" short at right along the 11-¼"" way with Die Cut
Back Cover 11-5/8 x 9-½"" (includes 2 reinforced glued tab edges)

STOCK: White bleached sulphate, High-finish folder stock, Basis Weight 11 Pt., Basis size 24 x 26", Equal to JCP code P20.

PRINTING: Prints Face and back, in black ink.

FASTENERS: Front and back leaves have one fastener positioned at the top of the inside panel. Inner leaves have one fastener positioned at the top of both sides of each leaf. Total of 2 fasteners per folder. See FASTENER CONSTRUCTION for complete specifications.

TRIM SQUARE EDGE: Two on outside of front panel and bound edges are square.

ROUND CORNER: 2 on the outside of back panel

DIE-CUT: Die cut ½" radius round corners, intent notch on side with reinforced tab at the bottom.

REINFORCED EDGES: Top and side tabs are securely glued to the inside back panel.

SCORE/FOLD: Score Folder in 3 places, Approximately 3/8" apart (two for expansion and one for folding). Score, Fold along the full 11-¾" dimension. The other 2 scores are on the front panel fully across the horizontal dimension.

PACKING: Pack 200 folders per box = 1 Unit of issue. See Additional Packing requirements under COMMOM PACKING REQUIREMENTS FOR ALL.

9. Inpatient/Extended Ambulatory Record (Orange)
S/N: 0105-LF-987-5300
FORM NO: NAVMED 6150/40 (Rev. 8-00)

DESCRIPTION: 4 Panel Top/Side Reinforced expansion type, file folder, full cut end tabs, equipped with permanently affixed metal fasteners on inside of each panel. (embedded fastener or welded/bonded fastener construction acceptable)

Number of Pages: 4

TRIM SIZE:

Overall 19-1/4 x 12-5/8"
Front Cover 11-¼ x 8-¾" (½" short at right along the 11-¼"" way with Die Cut
Back Cover 11-5/8 x 9-½" (includes 2 reinforced glued tab edges)

STOCK: White bleached sulphate, High-finish folder stock, Basis Weight 11 Pt., Basis size 24 x 26", Equal to JCP code P20.

PRINTING: Print with black and Pantone 150 ink. Flood Print Pantone 150 on panels 1 and 4 with bleeds all sides, including the reinforced tabs and Black rule and type. Inside panel 2 print black type only, panel 3 no printing.

FASTENERS: Front and back leaves have one fastener positioned at the top of the inside panel. Inner leaves have one fastener positioned at the top of both sides of each leaf. Total of 2 fasteners per folder. See FASTENER CONSTRUCTION for complete specifications.

TRIM SQUARE EDGE: Two on outside of front panel and bound edges are square.

ROUND CORNER: 2 on the outside of back panel

DIECUT: Die cut ½" radius round corners, intent notch on side with reinforced tab at the bottom.

REINFORCED EDGES: Top and side tabs are securely glued to the inside back panel.

SCORE/FOLD: Score Folder in 3 places, Approximately 3/8” apart (two for expansion and one for folding). Score, Fold along the full 11-¾” dimension. The other 2 scores are on the front panel fully across the vertical dimension.

PACKING: Pack 200 folders per box = 1 Unit of issue. See Additional Packing requirements under COMMOM PACKING REQUIREMENTS FOR ALL.

10. Inpatient/Extended Ambulatory Record (Pink)
S/N: 0105-LF-987-7800
FORM NO: NAVMED 6150/38 (Rev. 8-00)

DESCRIPTION: 4 Panel Top/Side Reinforced expansion type, file folder, full cut end tabs, equipped with permanently affixed metal fasteners on inside of each panel. (embedded fastener or welded/bonded fastener construction acceptable)

Number of Pages: 4

TRIM SIZE:

Overall 19-1/4 x 12-5/8”
Front Cover 11-¼ x 8-¾” (½” short at right along the 11-¼”” way with Die Cut
Back Cover 11-5/8 x 9-½”” (includes 2 reinforced glued tab edges)

STOCK: White bleached sulphate, High-finish folder stock, Basis Weight 11 Pt., Basis size 24 x 26”, Equal to JCP code P20.

PRINTING: Print with black and Pantone 182 ink. Flood Print Pantone 182 on panels 1 and 4 with bleeds all sides, including the reinforced tabs and Black rule and type. Inside panel 2 print black type only, panel 3 no printing.

FASTENERS: Front and back leaves have one fastener positioned at the top of the inside panel. Inner leaves have one fastener positioned at the top of both sides of each leaf. Total of 2 fasteners per folder. See FASTENER CONSTRUCTION for complete specifications.

TRIM SQUARE EDGE: Two on outside of front panel and bound edges are square.

ROUND CORNER: 2 on the outside of back panel

DIE-CUT: Die cut ½” radius round corners, intent notch on side with reinforced tab at the bottom.

REINFORCED EDGES: Top and side tabs are securely glued to the inside back panel.

SCORE/FOLD: Score Folder in 3 places, Approximately 3/8” apart (two for expansion and one for folding). Score, Fold along the full 11-¾” dimension. The other 2 scores are on the front panel fully across the vertical dimension.

PACKING: Pack 200 folders per box = 1 Unit of issue. See Additional Packing requirements under COMMOM PACKING REQUIREMENTS FOR ALL.

11. Inpatient/Extended Ambulatory Record (Gray)
    S/N: 0105-LF-986-8600
    FORM NO: NAVMED 6150/33 (Rev. 8-00))

    DESCRIPTION: 4 Panel Top/Side Reinforced expansion type, file folder, full cut end tabs, equipped with permanently affixed metal fasteners on inside of each panel. (embedded fastener or welded/bonded fastener construction acceptable)

    Number of Pages: 4

    TRIM SIZE:

    Overall 19-1/4 x 12-5/8”
    Front Cover 11-¼ x 8-¾” (½” short at right along the 11-¼”” way with Die Cut
    Back Cover 11-5/8 x 9-½”” (includes 2 reinforced glued tab edges)

    STOCK: White bleached sulphate, High-finish folder stock, Basis Weight 11 Pt., Basis size 24 x 26”, Equal to JCP code P20.

    PRINTING: Print with black and Pantone 414 ink. Flood Print Pantone 414 on panels 1 and 4 with bleeds all sides, including the reinforced tabs and Black rule and type. Inside panel 2 print black type only, panel 3 no printing.

    FASTENERS: Front and back leaves have one fastener positioned at the top of the inside panel. Inner leaves have one fastener positioned at the top of both sides of each leaf. Total of 2 fasteners per folder. See FASTENER CONSTRUCTION for complete specifications.

    TRIM SQUARE EDGE: Two on outside of front panel and bound edges are square.

    ROUND CORNER: 2 on the outside of back panel

    DIE-CUT: Die cut ½” radius round corners, intent notch on side with reinforced tab at the bottom.

    REINFORCED EDGES: Top and side tabs are securely glued to the inside back panel.

    SCORE/FOLD: Score Folder in 3 places, Approximately 3/8” apart (two for expansion and one for folding). Score, Fold along the full 11-¾” dimension. The other 2 scores are on the front panel fully across the vertical dimension.

    PACKING: Pack 200 folders per box = 1 Unit of issue. See Additional Packing requirements under COMMOM PACKING REQUIREMENTS FOR ALL.

12. Inpatient/Extended Ambulatory Record (Blue)
    S/N: 0105-LF-987-1300
    FORM NO: NAVMED 6150/35 (Rev. 8-00)

DESCRIPTION: 4 Panel Top/Side Reinforced expansion type, file folder, full cut end tabs, equipped with permanently affixed metal fasteners on inside of each panel. (embedded fastener or welded/bonded fastener construction acceptable)

Number of Pages: 4

TRIM SIZE:

Overall 19-1/4 x 12-5/8”
Front Cover 11-¼ x 8-¾” (½” short at right along the 11-¼”” way with Die Cut
Back Cover 11-5/8 x 9-½”” (includes 2 reinforced glued tab edges)

STOCK: White bleached sulphate, High-finish folder stock, Basis Weight 11 Pt., Basis size 24 x 26”, Equal to JCP code P20.

PRINTING: Print with black and Pantone 310 ink. Flood Print Pantone 310 on panels 1 and 4 with bleeds all sides, including the reinforced tabs and Black rule and type. Inside panel 2 print black type only, panel 3 no printing.

FASTENERS: Front and back leaves have one fastener positioned at the top of the inside panel. Inner leaves have one fastener positioned at the top of both sides of each leaf. Total of 2 fasteners per folder. See FASTENER CONSTRUCTION for complete specifications.

TRIM SQUARE EDGE: Two on outside of front panel and bound edges are square.

ROUND CORNER: Two on the outside of back panel

DIE-CUT: Die cut ½” radius round corners, intent notch on side with reinforced tab at the bottom.

REINFORCED EDGES: Top and side tabs are securely glued to the inside back panel.

SCORE/FOLD: Score Folder in 3 places, Approximately 3/8” apart (two for expansion and one for folding). Score, Fold along the full 11-¾” dimension. The other 2 scores are on the front panel fully across the vertical dimension.

PACKING: Pack 200 folders per box = 1 Unit of issue. See Additional Packing requirements under COMMOM PACKING REQUIREMENTS FOR ALL.

13. Inpatient/Extended Ambulatory Record (Green)
S/N: 0105-LF-986-6500
FORM NO: NAVMED 6150/31 (8-00)

DESCRIPTION: 4 Panel Top/Side Reinforced expansion type, file folder, full cut end tabs, equipped with permanently affixed metal fasteners on inside of each panel. (embedded fastener or welded/bonded fastener construction acceptable)

Number of Pages: 4

TRIM SIZE:

Overall 19-1/4 x 12-5/8”
Front Cover 11-¼ x 8-¾” (½” short at right along the 11-¼”” way with Die Cut
Back Cover 11-5/8 x 9-½”” (includes 2 reinforced glued tab edges)

STOCK: White bleached sulphate, High-finish folder stock, Basis Weight 11 Pt., Basis size 24 x 26”, Equal to JCP code P20.

PRINTING: Print with black and Pantone 360 ink. Flood Print Pantone 360 on panels 1 and 4 with bleeds all sides, including the reinforced tabs and Black rule and type. Inside panel 2 print black type only, panel 3 no printing.

FASTENERS: Front and back leaves have one fastener positioned at the top of the inside panel. Inner leaves have one fastener positioned at the top of both sides of each leaf. Total of 2 fasteners per folder. See FASTENER CONSTRUCTION for complete specifications.

TRIM SQUARE EDGE: Two on outside of front panel and bound edges are square.

ROUND CORNER: 2 on the outside of back panel

DIE-CUT: Die cut ½” radius round corners, intent notch on side with reinforced tab at the bottom.

REINFORCED EDGES: Top and side tabs are securely glued to the inside back panel.

SCORE/FOLD: Score Folder in 3 places, Approximately 3/8” apart (two for expansion and one for folding). Score, Fold along the full 11-¾” dimension. The other 2 scores are on the front panel fully across the vertical dimension.

PACKING: Pack 200 folders per box = 1 Unit of issue. See Additional Packing requirements under COMMOM PACKING REQUIREMENTS FOR ALL.

14. Inpatient/Extended Ambulatory Record (Brown)
S/N: 0105-LF-987-3700
FORM NO: NAVMED 6150/37 (8-00)

DESCRIPTION: 4 Panel Top/Side Reinforced expansion type, file folder, full cut end tabs, equipped with permanently affixed metal fasteners on inside of each panel. (embedded fastener or welded/bonded fastener construction acceptable)

Number of Pages: 4

TRIM SIZE:

Overall 19-1/4 x 12-5/8”
Front Cover 11-¼ x 8-¾” (½” short at right along the 11-¼”” way with Die Cut
Back Cover 11-5/8 x 9-½”” (includes 2 reinforced glued tab edges)

STOCK: White bleached sulphate, High-finish folder stock, Basis Weight 11 Pt., Basis size 24 x 26", Equal to JCP code P20.

PRINTING: Print with black and Pantone 464 ink. Flood Print Pantone 464 on panels 1 and 4 with bleeds all sides, including the reinforced tabs and Black rule and type. Inside panel 2 print black type only, panel 3 no printing.

FASTENERS: Front and back leaves have one fastener positioned at the top of the inside panel. Inner leaves have one fastener positioned at the top of both sides of each leaf. Total of 2 fasteners per folder. See FASTENER CONSTRUCTION for complete specifications.

TRIM SQUARE EDGE: Two on outside of front panel and bound edges are square.

ROUND CORNER: 2 on the outside of back panel

DIE-CUT: Die cut ½" radius round corners, intent notch on side with reinforced tab at the bottom.

REINFORCED EDGES: Top and side tabs are securely glued to the inside back panel.

SCORE/FOLD: Score Folder in 3 places, Approximately 3/8" apart (two for expansion and one for folding). Score, Fold along the full 11-¾" dimension. The other 2 scores are on the front panel fully across the vertical dimension.

PACKING: Pack 200 folders per box = 1 Unit of issue. See Additional Packing requirements under COMMOM PACKING REQUIREMENTS FOR ALL.

15. US Medical Outpatient and Dental Treatment Record (Green)
S/N: 0105-LF-116-8700
FORM NO: NAVMED 6150/21 (Rev. 11-14)

DESCRIPTION: Three leaf (2 outer leaves + 1 Inner divider), cloth reinforced, expansion type file folder, equipped with permanently affixed metal fasteners on inside of each outer panel and both sides of the inner panel. (embedded fastener or welded/bonded fastener construction acceptable)

Number of Pages: 6

TRIM SIZE:

Front Cover: 9 x 11-¾"
Inner Leaf: 9 x 11-1/4" (Centers on the 11 ¾" when bound into folder)
Back Cover: 9-½ " x 11-¾"
Overall Flat Size: 19-½ x 11-¾"

STOCK: White bleached sulphate, High-finish folder stock, Basis Weight 150 lb., Basis size 24 x 26", Equal to JCP code P20.

PRINTING: Print with black and Pantone 360 ink. Copy consist of type, rules and line art illustrations. Print Pantone 360 and black on panels 1 and 4 with bleeds all sides, including the reinforced tabs. Print Black type, rules and illustrations on panels 2, 3, 4 & 5.

CONSTRUCTION: File Folder with one inner leaf, bound on the outside with a book cloth strip, approximately 4" wide, on the 11-¾" dimension to allow for a total expansion of 3" (1" on each side of the inner leaves). This strip must wrap around ends, not cut flush. The inner leaves must have a 2" strip on each side of the 11-¾" dimension. The strips must be the same book cloth material as 4" outside strip and are to be cut flush.

CLOTH STRIPS: Tan or light brown pyroxylin impregnated book cloth or polyolefin book plastic complying with product standards PS-9-68 Group C.

FASTENERS: Front and back leaves have one fastener positioned at the top of the inside panel. Inner leaves have one fastener positioned at the top of both sides of each leaf. Total of 4 fasteners per folder. See FASTENER CONSTRUCTION for complete specifications.

ROUND CORNER: Round corner all outside corners of panels 5, 6, and reinforced edges.

DIE-CUT: Die cut ½" radius round corners.

SQUARE CUT EDGES: For pages 1, 2, 3, & 4

REINFORCED EDGES: Bottom and side tabs are securely glued to the inside back panel.

FOLD: Fold Book cloth vertically on the 11-¾" dimension with parallel folds ½" apart, total 3 expansions.

PACKING: Carton Pack in units of 50 folders per Box = 1 Unit of issue. See Additional Packing requirements under COMMOM PACKING REQUIREMENTS FOR ALL.

16. US Medical Outpatient and Dental Treatment Record (Yellow)
S/N: 0105-LF-116-8800
FORM NO: NAVMED 6150/22 (Rev. 11-14)

DESCRIPTION: Three leaf (2 outer leaves + 1 Inner divider), cloth reinforced, expansion type file folder, equipped with permanently affixed metal fasteners on inside of each outer panel and both sides of the inner panel. (embedded fastener or welded/bonded fastener construction acceptable)

Number of Pages: 6

TRIM SIZE:

Front Cover: 9 x 11-¾"
Inner Leaf: 9 x 11-1/4" (Centers on the 11 ¾" when bound into folder)
Back Cover: 9-½ " x 11-¾"
Overall Flat Size: 19-½ x 11-¾"

STOCK: White bleached sulphate, High-finish folder stock, Basis Weight 150 lb., Basis size 24 x 26", Equal to JCP code P20.

PRINTING: Print with black and Pantone 114 ink. Copy consist of type, rules and line art illustrations. Print Pantone 114 and black on panels 1 and 4 with bleeds all sides, including the reinforced tabs. Print Black type, rules and illustrations on panels 2, 3, 4 & 5.

CONSTRUCTION: File Folder with one inner leaf, bound on the outside with a book cloth strip, approximately 4" wide, on the 11-¾" dimension to allow for a total expansion of 3" (1" on each side of the inner leaves). This strip must wrap around ends, not cut flush. The inner leaves must have a 2" strip on each side of the 11-¾" dimension. The strips must be the same book cloth material as 4" outside strip and are to be cut flush.

CLOTH STRIPS: Tan or light brown pyroxylin impregnated book cloth or polyolefin book plastic complying with product standards PS-9-68 Group C.

FASTENERS: Front and back leaves have one fastener positioned at the top of the inside panel. Inner leaves have one fastener positioned at the top of both sides of each leaf. Total of 4 fasteners per folder. See FASTENER CONSTRUCTION for complete specifications.

ROUND CORNER: Round corner all outside corners of panels 5, 6, and reinforced edges.

DIE-CUT: Die cut ½" radius round corners.

SQUARE CUT EDGES: For pages 1, 2, 3, & 4

REINFORCED EDGES: Bottom and side tabs are securely glued to the inside back panel.

FOLD: Fold Book cloth vertically on the 11-¾" dimension with parallel folds ½" apart, total 3 expansions.

PACKING: Carton Pack in units of 50 folders per Box = 1 Unit of issue. See Additional Packing requirements under COMMOM PACKING REQUIREMENTS FOR ALL.

17. US Medical Outpatient and Dental Treatment Record (Gray)
S/N: 0105-LF-116-9000
FORM NO: NAVMED 6150/23 (Rev. 11-14)

DESCRIPTION: Three leaf (2 outer leaves + 1 Inner divider), cloth reinforced, expansion type file folder, equipped with permanently affixed metal fasteners on inside of each outer panel and both sides of the inner panel. (embedded fastener or welded/bonded fastener construction acceptable)

Number of Pages: 6

TRIM SIZE:

Front Cover: 9 x 11-¾"
Inner Leaf: 9 x 11-1/4" (Centers on the 11 ¾" when bound into folder)
Back Cover: 9-½ " x 11-¾"
Overall Flat Size: 19-½ x 11-¾"

STOCK: White bleached sulphate, High-finish folder stock, Basis Weight 150 lb., Basis size 24 x 26", Equal to JCP code P20.

PRINTING: Print with black and Pantone 414 ink. Copy consist of type, rules and line art illustrations. Print Pantone 414 and black on panels 1 and 4 with bleeds all sides, including the reinforced tabs. Print Black type, rules and illustrations on panels 2, 3, 4 & 5.

CONSTRUCTION: File Folder with one inner leaf, bound on the outside with a book cloth strip, approximately 4" wide, on the 11-¾" dimension to allow for a total expansion of 3" (1" on each side of the inner leaves). This strip must wrap around ends, not cut flush. The inner leaves must have a 2" strip on each side of the 11-¾" dimension. The strips must be the same book cloth material as 4" outside strip and are to be cut flush.

CLOTH STRIPS: Tan or light brown pyroxylin impregnated book cloth or polyolefin book plastic complying with product standards PS-9-68 Group C.

FASTENERS: Front and back leaves have one fastener positioned at the top of the inside panel. Inner leaves have one fastener positioned at the top of both sides of each leaf. Total of 4 fasteners per folder. See FASTENER CONSTRUCTION for complete specifications.

ROUND CORNER: Round corner all outside corners of panels 5, 6, and reinforced edges.

DIE-CUT: Die cut ½" radius round corners.

SQUARE CUT EDGES: For pages 1, 2, 3, & 4

REINFORCED EDGES: Bottom and side tabs are securely glued to the inside back panel.

FOLD: Fold Book cloth vertically on the 11-¾" dimension with parallel folds ½" apart, total 3 expansions.

PACKING: Carton Pack in units of 50 folders per Box = 1 Unit of issue. See Additional Packing requirements under COMMOM PACKING REQUIREMENTS FOR ALL.

18. US Medical Outpatient and Dental Treatment Record (TAN)
S/N: 0105-LF-116-9100
FORM NO: NAVMED 6150/24 (Rev. 11-14)

DESCRIPTION: Three leaf (2 outer leaves + 1 Inner divider), cloth reinforced, expansion type file folder, equipped with permanently affixed metal fasteners on inside of each outer panel and both sides of the inner panel. (embedded fastener or welded/bonded fastener construction acceptable)

Number of Pages: 6

TRIM SIZE:

Front Cover: 9 x 11-¾"
Inner Leaf: 9 x 11-1/4" (Centers on the 11 ¾" when bound into folder)

Back Cover: 9-½ " x 11-¾”
Overall Flat Size: 19-½ x 11-¾”

STOCK: White bleached sulphate, High-finish folder stock, Basis Weight 150 lb., Basis size 24 x 26”, Equal to JCP code P20.

PRINTING: Print with black and Pantone 465 ink. Copy consist of type, rules and line art illustrations. Print Pantone 465 and black on panels 1 and 4 with bleeds all sides, including the reinforced tabs. Print Black type, rules and illustrations on panels 2, 3, 4 & 5.

CONSTRUCTION: File Folder with one inner leaf, bound on the outside with a book cloth strip, approximately 4” wide, on the 11-¾” dimension to allow for a total expansion of 3” (1” on each side of the inner leaves). This strip must wrap around ends, not cut flush. The inner leaves must have a 2” strip on each side of the 11-¾” dimension. The strips must be the same book cloth material as 4” outside strip and are to be cut flush.

CLOTH STRIPS: Tan or light brown pyroxylin impregnated book cloth or polyolefin book plastic complying with product standards PS-9-68 Group C.

FASTENERS: Front and back leaves have one fastener positioned at the top of the inside panel. Inner leaves have one fastener positioned at the top of both sides of each leaf. Total of 4 fasteners per folder. See FASTENER CONSTRUCTION for complete specifications.

ROUND CORNER: Round corner all outside corners of panels 5, 6, and reinforced edges.

DIE-CUT: Die cut ½” radius round corners.

SQUARE CUT EDGES: For pages 1, 2, 3, & 4

REINFORCED EDGES: Bottom and side tabs are securely glued to the inside back panel.

FOLD: Fold Book cloth vertically on the 11-¾” dimension with parallel folds ½” apart, total 3 expansions.

PACKING: Carton Pack in units of 50 folders per Box = 1 Unit of issue. See Additional Packing requirements under COMMOM PACKING REQUIREMENTS FOR ALL.

19. US Medical Outpatient and Dental Treatment Record (Blue)
S/N: 0105-LF-116-9200
FORM NO: NAVMED 6150/25 (Rev. 11-14)

DESCRIPTION: Three leaf (2 outer leaves + 1 Inner divider), cloth reinforced, expansion type file folder, equipped with permanently affixed metal fasteners on inside of each outer panel and both sides of the inner panel. (embedded fastener or welded/bonded fastener construction acceptable)

Number of Pages: 6

TRIM SIZE:

Front Cover: 9 x 11-¾”
Inner Leaf: 9 x 11-1/4” (Centers on the 11 ¾” when bound into folder)
Back Cover: 9-½ " x 11-¾”
Overall Flat Size: 19-½ x 11-¾”

STOCK: White bleached sulphate, High-finish folder stock, Basis Weight 150 lb., Basis size 24 x 26”, Equal to JCP code P20.

PRINTING: Print with black and Pantone 310 ink. Copy consist of type, rules and line art illustrations. Print Pantone 310 and black on panels 1 and 4 with bleeds all sides, including the reinforced tabs. Print Black type, rules and illustrations on panels 2, 3, 4 & 5.

CONSTRUCTION: File Folder with one inner leaf, bound on the outside with a book cloth strip, approximately 4” wide, on the 11-¾” dimension to allow for a total expansion of 3” (1” on each side of the inner leaves). This strip must wrap around ends, not cut flush. The inner leaves must have a 2” strip on each side of the 11-¾” dimension. The strips must be the same book cloth material as 4” outside strip and are to be cut flush.

CLOTH STRIPS: Tan or light brown pyroxylin impregnated book cloth or polyolefin book plastic complying with product standards PS-9-68 Group C.

FASTENERS: Front and back leaves have one fastener positioned at the top of the inside panel. Inner leaves have one fastener positioned at the top of both sides of each leaf. Total of 4 fasteners per folder. See FASTENER CONSTRUCTION for complete specifications.

ROUND CORNER: Round corner all outside corners of panels 5, 6, and reinforced edges.

DIE-CUT: Die cut ½” radius round corners.

SQUARE CUT EDGES: For pages 1, 2, 3, & 4

REINFORCED EDGES: Bottom and side tabs are securely glued to the inside back panel.

FOLD: Fold Book cloth vertically on the 11-¾” dimension with parallel folds ½” apart, total 3 expansions.

PACKING: Carton Pack in units of 50 folders per Box = 1 Unit of issue. See Additional Packing requirements under COMMOM PACKING REQUIREMENTS FOR ALL.

20. US Medical Outpatient and Dental Treatment Record (White)
S/N: 0105-LF-116-9300
FORM NO: NAVMED 6150/26 (Rev. 11-14)

DESCRIPTION: Three leaf (2 outer leaves + 1 Inner divider), cloth reinforced, expansion type file folder, equipped with permanently affixed metal fasteners on inside of each outer panel and both sides of the inner panel. (embedded fastener or welded/bonded fastener construction acceptable)

Number of Pages: 6

TRIM SIZE:

Front Cover: 9 x 11-¾”
Inner Leaf: 9 x 11-1/4” (Centers on the 11 ¾” when bound into folder)
Back Cover: 9-½ " x 11-¾”
Overall Flat Size: 19-½ x 11-¾”

STOCK: White bleached sulphate, High-finish folder stock, Basis Weight 150 lb., Basis size 24 x 26”, Equal to JCP code P20.

PRINTING: Print with Black ink. Copy consist of type, rules and line art illustrations. Print black on panels 1 and 4 with bleeds all sides, including the reinforced tabs. Print Black type, rules and illustrations on panels 2, 3, 4 & 5.

CONSTRUCTION: File Folder with one inner leaf, bound on the outside with a book cloth strip, approximately 4” wide, on the 11-¾” dimension to allow for a total expansion of 3” (1” on each side of the inner leaves). This strip must wrap around ends, not cut flush. The inner leaves must have a 2” strip on each side of the 11-¾” dimension. The strips must be the same book cloth material as 4” outside strip and are to be cut flush.

CLOTH STRIPS: Tan or light brown pyroxylin impregnated book cloth or polyolefin book plastic complying with product standards PS-9-68 Group C.

FASTENERS: Front and back leaves have one fastener positioned at the top of the inside panel. Inner leaves have one fastener positioned at the top of both sides of each leaf. Total of 4 fasteners per folder. See FASTENER CONSTRUCTION for complete specifications.

ROUND CORNER: Round corner all outside corners of panels 5, 6, and reinforced edges.

DIE-CUT: Die cut ½” radius round corners.

SQUARE CUT EDGES: For pages 1, 2, 3, & 4

REINFORCED EDGES: Bottom and side tabs are securely glued to the inside back panel.

FOLD: Fold Book cloth vertically on the 11-¾” dimension with parallel folds ½” apart, total 3 expansions.

PACKING: Carton Pack in units of 50 folders per Box = 1 Unit of issue. See Additional Packing requirements under COMMOM PACKING REQUIREMENTS FOR ALL.

21. US Medical Outpatient and Dental Treatment Record (Dark Brown)
S/N: 0105-LF-116-9400
FORM NO: NAVMED 6150/27 (Rev. 11-14)

DESCRIPTION: Three leaf (2 outer leaves + 1 Inner divider), cloth reinforced, expansion type file folder, equipped with permanently affixed metal fasteners on inside of each outer panel and both sides of the inner panel. (embedded fastener or welded/bonded fastener construction acceptable)

Number of Pages: 6

TRIM SIZE:

Front Cover: 9 x 11-¾”
Inner Leaf: 9 x 11-1/4” (Centers on the 11 ¾” when bound into folder)
Back Cover: 9-½ " x 11-¾”
Overall Flat Size: 19-½ x 11-¾”

STOCK: White bleached sulphate, High-finish folder stock, Basis Weight 150 lb., Basis size 24 x 26”, Equal to JCP code P20.

PRINTING: Print with black and Pantone 464 ink. Copy consist of type, rules and line art illustrations. Print Pantone 464 and black on panels 1 and 4 with bleeds all sides, including the reinforced tabs. Print Black type, rules and illustrations on panels 2, 3, 4 & 5.
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CONSTRUCTION: File Folder with one inner leaf, bound on the outside with a book cloth strip, approximately 4” wide, on the 11-¾” dimension to allow for a total expansion of 3” (1” on each side of the inner leaves). This strip must wrap around ends, not cut flush. The inner leaves must have a 2” strip on each side of the 11-¾” dimension. The strips must be the same book cloth material as 4” outside strip and are to be cut flush.

CLOTH STRIPS: Tan or light brown pyroxylin impregnated book cloth or polyolefin book plastic complying with product standards PS-9-68 Group C.

FASTENERS: Front and back leaves have one fastener positioned at the top of the inside panel. Inner leaves have one fastener positioned at the top of both sides of each leaf. Total of 4 fasteners per folder. See FASTENER CONSTRUCTION for complete specifications.

ROUND CORNER: Round corner all outside corners of panels 5, 6, and reinforced edges.

DIE-CUT: Die cut ½” radius round corners.

SQUARE CUT EDGES: For pages 1, 2, 3, & 4

REINFORCED EDGES: Bottom and side tabs are securely glued to the inside back panel.

FOLD: Fold Book cloth vertically on the 11-¾” dimension with parallel folds ½” apart, total 3 expansions.

PACKING: Carton Pack in units of 50 folders per Box = 1 Unit of issue. See Additional Packing requirements under COMMOM PACKING REQUIREMENTS FOR ALL.

22. US Medical Outpatient and Dental Treatment Record (Pink)
S/N: 0105-LF-116-9500
FORM NO: NAVMED 6150/28 (Rev. 11-14)

DESCRIPTION: Three leaf (2 outer leaves + 1 Inner divider), cloth reinforced, expansion type file folder, equipped with permanently affixed metal fasteners on inside of each outer panel and both sides of the inner panel. (embedded fastener or welded/bonded fastener construction acceptable)

Number of Pages: 6

TRIM SIZE:

Front Cover: 9 x 11-¾”
Inner Leaf: 9 x 11-1/4” (Centers on the 11 ¾” when bound into folder)
Back Cover: 9-½ " x 11-¾”
Overall Flat Size: 19-½ x 11-¾”

STOCK: White bleached sulphate, High-finish folder stock, Basis Weight 150 lb., Basis size 24 x 26”, Equal to JCP code P20.

PRINTING: Print with black and Pantone 182 ink. Copy consist of type, rules and line art illustrations. Print Pantone 182 and black on panels 1 and 4 with bleeds all sides, including the reinforced tabs. Print Black type, rules and illustrations on panels 2, 3, 4 & 5.

CONSTRUCTION: File Folder with one inner leaf, bound on the outside with a book cloth strip, approximately 4” wide, on the 11-¾” dimension to allow for a total expansion of 3” (1” on each side of the inner leaves). This strip must wrap around ends, not cut flush. The inner leaves must have a 2” strip on each side of the 11-¾” dimension. The strips must be the same book cloth material as 4” outside strip and are to be cut flush.

CLOTH STRIPS: Tan or light brown pyroxylin impregnated book cloth or polyolefin book plastic complying with product standards PS-9-68 Group C.

FASTENERS: Front and back leaves have one fastener positioned at the top of the inside panel. Inner leaves have one fastener positioned at the top of both sides of each leaf. Total of 4 fasteners per folder. See FASTENER CONSTRUCTION for complete specifications.

ROUND CORNER: Round corner all outside corners of panels 5, 6, and reinforced edges.

DIE-CUT: Die cut ½” radius round corners.

SQUARE CUT EDGES: For pages 1, 2, 3, & 4

REINFORCED EDGES: Bottom and side tabs are securely glued to the inside back panel.

FOLD: Fold Book cloth vertically on the 11-¾” dimension with parallel folds ½” apart, total 3 expansions.

PACKING: Carton Pack in units of 50 folders per Box = 1 Unit of issue. See Additional Packing requirements under COMMOM PACKING REQUIREMENTS FOR ALL.

23. US Medical Outpatient and Dental Treatment Record (Red)
S/N: 0105-LF-116-9600
FORM NO: NAVMED 6150/29 (Rev. 11-14)

DESCRIPTION: Three leaf (2 outer leaves + 1 Inner divider), cloth reinforced, expansion type file folder, equipped with permanently affixed metal fasteners on inside of each outer panel and both sides of the inner panel. (embedded fastener or welded/bonded fastener construction acceptable)

Number of Pages: 6

TRIM SIZE:

Front Cover: 9 x 11-¾”
Inner Leaf: 9 x 11-1/4” (Centers on the 11 ¾” when bound into folder)
Back Cover: 9-½ " x 11-¾”
Overall Flat Size: 19-½ x 11-¾”

STOCK: White bleached sulphate, High-finish folder stock, Basis Weight 150 lb., Basis size 24 x 26”, Equal to JCP code P20.

PRINTING: Print with black and Pantone 184 ink. Copy consist of type, rules and line art illustrations. Print Pantone 184 and black on panels 1 and 4 with bleeds all sides, including the reinforced tabs. Print Black type, rules and illustrations on panels 2, 3, 4 & 5.

CONSTRUCTION: File Folder with one inner leaf, bound on the outside with a book cloth strip, approximately 4” wide, on the 11-¾” dimension to allow for a total expansion of 3” (1” on each side of the inner leaves). This strip must wrap around ends, not cut flush. The inner leaves must have a 2” strip on each side of the 11-¾” dimension. The strips must be the same book cloth material as 4” outside strip and are to be cut flush.

CLOTH STRIPS: Tan or light brown pyroxylin impregnated book cloth or polyolefin book plastic complying with product standards PS-9-68 Group C.

FASTENERS: Front and back leaves have one fastener positioned at the top of the inside panel. Inner leaves have one fastener positioned at the top of both sides of each leaf. Total of 4 fasteners per folder. See FASTENER CONSTRUCTION for complete specifications.

ROUND CORNER: Round corner all outside corners of panels 5, 6, and reinforced edges.

DIE-CUT: Die cut ½” radius round corners.

SQUARE CUT EDGES: For pages 1, 2, 3, & 4

REINFORCED EDGES: Bottom and side tabs are securely glued to the inside back panel.

FOLD: Fold Book cloth vertically on the 11-¾” dimension with parallel folds ½” apart, total 3 expansions.

PACKING: Carton Pack in units of 50 folders per Box = 1 Unit of issue. See Additional Packing requirements under COMMOM PACKING REQUIREMENTS FOR ALL.

24. US Medical Outpatient and Dental Treatment Record (Orange)
S/N: 0105-LF-116-9700
FORM NO: NAVMED 6150/30 (Rev. 11-14)

DESCRIPTION: Three leaf (2 outer leaves + 1 Inner divider), cloth reinforced, expansion type file folder, equipped with permanently affixed metal fasteners on inside of each outer panel and both sides of the inner panel. (embedded fastener or welded/bonded fastener construction acceptable)

Number of Pages: 6

TRIM SIZE:

Front Cover: 9 x 11-¾”
Inner Leaf: 9 x 11-1/4” (Centers on the 11 ¾” when bound into folder)
Back Cover: 9-½ " x 11-¾”
Overall Flat Size: 19-½ x 11-¾”

STOCK: White bleached sulphate, High-finish folder stock, Basis Weight 150 lb., Basis size 24 x 26”, Equal to JCP code P20.

PRINTING: Print with black and Pantone 150 ink. Copy consist of type, rules and line art illustrations. Print Pantone 150 and black on panels 1 and 4 with bleeds all sides, including the reinforced tabs. Print Black type, rules and illustrations on panels 2, 3, 4 & 5.

CONSTRUCTION: File Folder with one inner leaf, bound on the outside with a book cloth strip, approximately 4” wide, on the 11-¾” dimension to allow for a total expansion of 3” (1” on each side of the inner leaves). This strip must wrap around ends, not cut flush. The inner leaves must have a 2” strip on each side of the 11-¾” dimension. The strips must be the same book cloth material as 4” outside strip and are to be cut flush.

CLOTH STRIPS: Tan or light brown pyroxylin impregnated book cloth or polyolefin book plastic complying with product standards PS-9-68 Group C.

FASTENERS: Front and back leaves have one fastener positioned at the top of the inside panel. Inner leaves have one fastener positioned at the top of both sides of each leaf. Total of 4 fasteners per folder. See FASTENER CONSTRUCTION for complete specifications.

ROUND CORNER: Round corner all outside corners of panels 5, 6, and reinforced edges.

DIE-CUT: Die cut ½” radius round corners.

SQUARE CUT EDGES: For pages 1, 2, 3, & 4

REINFORCED EDGES: Bottom and side tabs are securely glued to the inside back panel.

FOLD: Fold Book cloth vertically on the 11-¾” dimension with parallel folds ½” apart, total 3 expansions.

PACKING: Carton Pack in units of 50 folders per Box = 1 Unit of issue. See Additional Packing requirements under COMMOM PACKING REQUIREMENTS FOR ALL.

25. Case History
SN: 0109-LF-065-8700
FORM NO: NAVMC 11201 (11-88)

DESCRIPTION: 4 Panel expansion type file folders with 4 Scores and Die cut reinforced Tab.

Number of Pages: 4

TRIM SIZE:

Overall 19-3/8 x 11-¾”
Finished Size 11-¾ x 9-½”
Front Cover 11-¾ x 8-3/4”
Back Cover 11-¾ x 9-½” (includes a 1” fold-over for the reinforcement)

STOCK: Brown* unbleached sulphate, High-finish folder stock, Basis Weight 18 Pt., Basis size 24 x 26”, Equal to JCP code P20.

*Tan or Light Brown (close match to Pantone 465 brown)

PRINTING: Print with black ink. Pages 1 & 4 (reinforced tab only) across the long Dimension, Pages 2 & 3 across the short dimension.

CONSTRUCTION: Die Cut Rounded corners, reinforced top edge glues onto the inside panel 3, Score and fold.

DIE-CUT: All unbound corners of the folder must be die-cut round to produce ½” rounded corner

SCORE/FOLD: Score Folder in 4 places, Approximately 1/4” apart (three for expansion and one for folding). Score, Fold along the full 11-¾” dimension. The other 3 scores are on the front panel fully across the horizontal dimension.

PACKING: Kraft Wrap in units of 50 folders = 1 Unit of issue. See Additional Packing requirements under COMMOM PACKING REQUIREMENTS FOR ALL.

MARGINS: All margins will be indicated on the digital file or sample.

FASTENER CONSTRUCTION: Fasteners are to be a permanently affixed, prong type, one piece, rust resistant metal fastener, similar to Permclip or other fastener of similar design and equal quality and durability which meet the following requirements.

a. Quality of metal: Fastener to be made of corrosion resistant, plated, bright finish metal or baked enamel finished metal, 0.013”, plus/minus 0.001” thickness, Rockwell Hardness F-79 to F-89 and to be of such ductility that it will withstand a minimum of 20 ninety-degree flexing cycles without fracture.

   Bend Test: With the fasteners in the normal flat position, bend the prongs to a vertical position, insert one sheet of punched paper on the prongs and bend the prongs back to the flat position. Continue this cycle of bends a minimum of 20 times, taking not less than 1 minute to complete the 20 cycles.

b Prongs: Width 7/32". Length 5-3/4”. Spaced 2-3/4" center to center.

c. The fasteners shall be produced with properly maintained dies to ensure that the finished product is free from burrs, sharp edges, cracks, flaws, and malformations which may cause injury to personnel or damage to the filed papers. The fasteners shall be free from oil or grease.

d. Permclip type, or equal, fasteners to be securely affixed with a permanent type, nonwoven fabric material consisting of 20% polyester, 30% nylon, and 50% cellulose, laminated to the folder with an adhesive which will permanently bond the fastener, remain flexible for the life of the folder and not permit fungus or algae growth. Prongs to be one continuous piece. Folder leaf is not die-cut or embossed.

e. Fasteners to be positioned 5/8” from edge.

**COMMOM PACKING REQUIREMENTS FOR ALL:** These packing instructions must be followed completely. Any deviation or change may result in the order being refused at the warehouse and the contractor will be responsible for correcting any packing deviations from these instructions and will be responsible for re-delivery at their expense. “Warehouse unit of issue” label must be affixed to the outside of each unit of issue box.

Kraft wrap must be 60# paper, envelopes of this weight can also be used. Stock must be strong enough to prevent tearing or bursting under normal use such as warehouse handling, mailing, shipping etc. Use paper tape or equal. No scotch or plastic adhesive tape may be used to seal the Kraft packages.

Unit of issue as specified in each item or otherwise specified in the Print Order. NOTE: Where practical ALL items are Kraft-wrapped or banded in unit of issue quantities prior to placing into a suitable sized box.

Reproduce unit of issue label camera art for each box. Reproduce at approximately 3-1/4 x 5-1/2", if possible. This label art may be reduced in size to fit the box, as long as the type remains legible. Print on 50 Lb. White Offset Book or better or 110 lb. White Index. Labeling and Marking Specifications must be followed.

Pack boxes in shipping containers. Fully pack cartons must not exceed 40# and have a burst strength of 275 psi.

GPO form 905 required on each carton and must be reproduced on YELLOW stock, 20# writing or equal.

Carton dimensions (do not exceed): Height: 11 to 12-1/2”; Length: 11 to 11-1/2”; Width: 17-1/2 to 18”.

If unit of issue boxes meet the same specifications as the shipping container specifications (above) they may serve double duty and also be used for shipment. In this case, both the unit of issue label and the GPO 905 shipping label must be affixed to the shipping container.

Use only new corrugated solid fiberboard containers with minimum bursting strength of 275 p.s.i. Single or double-wall containers are authorized for use. Triple-walled shipping containers are not authorized and must not be used.

Using uniform cartons and packing is required. Cartons are to contain equal amounts of Units of Issue in each shipping carton. There may be one (1) carton with an odd amount, which will be placed on top of the first skid with its lesser quantity clearly marked. Failure to properly pack unit of issue boxes and shipping cartons will result in refusal at the warehouse, and return to the Contractor for proper packing and reshipment at the Contractor's expense.

Pallets are required for all destinations receiving 10 or more shipping containers. Note: Failure to properly palletize may be cause for either re-palletizing at contractor expense or refusal to accept delivery, requiring the contract to pick up, re-palletize and re-deliver at contractor’s expense.

The pallets should be: 40" (Length) X 48" (Width) assembled flush with 4 stringers. Pallets must be 4-way (partial) with FULL ENTRY on 48" width sides. Height of full pallet must not exceed 48" including pallet.

Material: Wood.

**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.

All boxes must be labeled with the NSN and unique form number indicated on the print order.

**UNIT OF ISSUE LABELING:** Unit of issue as specified in each item or otherwise specified in the Print Order. NOTE: Where practical ALL items are Kraft-wrapped or banded in unit of issue quantities prior to placing into a suitable sized box.

Reproduce unit of issue label camera art for each box. Reproduce at approximately 3-1/4 x 5-1/2", if possible. This label art may be reduced in size to fit the box, as long as the type remains legible. Print on 50 Lb. White Offset Book or better or 110 lb. White Index. Labeling and Marking Specifications must be followed.

**DEPARTMENTAL RANDOM COPIES (BLUE LABEL):** All orders 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 the copies were selected as directed using GPO Form 917 – Certificate of Selection of Random Copies which can be 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), which 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 to the address specified on the print order.

A copy of the print order/specification and a signed GPO Form XXXX, 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 Service, for payment. Failure to furnish the certificate may result in delay in processing the invoice.

**DISTRIBUTION:** All shipments will deliver f.o.b. destination to DLA/Joint Form On-Line (JFOL) as listed below. Complete addresses and quantities will be furnished with the print orders.

Packages shall be clearly marked with specific contents and quantities and shall weigh no more than 50 lbs. individually. Blue Label boxes (if any), should be clearly marked and placed near the top of the pallet. Boxes should be of sufficient strength to support stacking on a pallet. Palletized shipments shall be shrink-wrapped and secure not to exceed 56” in height with pallets suitable for movement with material handling equipment.

Bulk item pallet specifications: Any individual ordered item that exceeds 1 pallet total is required to be packed according to the following specifications to accommodate bulk storage requirements. Must be placed on Federal specification standard pallets (NN-P-71C, dated 9-10-73), size II (40” x 48”), Type III - Four-way (Partial) Flush Pallet. Not to exceed 42” height requirement.
Controlled item shipments must be visibly marked, include a form DLA0027 and must be shipped separate from non-controlled items.

JFOL requires advance notification of pending shipments once scheduled with carrier for delivery to include tracking or PRO #’s forwarded to the following email: J67Fjfol@dla.mil

All deliveries shall be made to the following address during the day and times listed below or potentially refused:

DLA Information Operations – JFOL
3420 D. Avenue, Building 1, Door 64
Tinker AFB, OK 73145
(405) 855-3039

Monday – Friday – 7:00 AM – 2:00 PM (No freight deliveries accepted after 2:00 PM, due to Air Force truck gate security clearance recommend arriving prior to 10:00 AM)

Instructions are subject to change prior to each contract award and if changes occur JFOL will contact appropriate personnel once specified.

JFOL contacts:
Brandon Wall or Sadge Webb – JFOLwarehouse@dla.mil – (405) 855-3039

Upon completion of each order, contractor must notify the ordering agency (on the same day the order delivers/mails/ships) via email to the address indicated on the print order. The subject line of the email shall be "Distribution Notice for Program 1741-S, Print Order XXXXX, Jacket Number XXX-XXX." The notice must provide all applicable tracking numbers, delivery/mailing/shipping methods, and title of product. Contractor must be able to provide copies of all delivery/mailing/shipping receipts upon agency request.

Upon completion of each order, contractor must return all furnished materials and digital deliverables as applicable to dbuckey@gpo.gov.

All expenses incidental to picking up and returning materials, submitting proofs, and furnishing sample copies must be borne by the contractor.

**RECEIPT FOR DELIVERY:** Contractor must furnish his 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 billing for payment.

**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).

No definite schedule for placing of orders or pickup of material can be predetermined at this time.

The following schedule 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.

PDF proofs will be evaluated within TWO (2) business days after receipt.

Contractor must complete production and delivery within 20 workdays after notification of the availability of print order and furnished material.

The ship/deliver date indicated on the print order is the date products ordered for delivery f.o.b. destination must be delivered to the destination specified.

Unscheduled material such as shipping documents, receipts or instructions, delivery lists, labels, etc., will be furnished with the 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.

**COMPLIANCE:** Contractors are to report information regarding each order for compliance reporting purposes and include date of delivery (or shipment, if applicable) for delivery schedules in accordance with the contract requirements by faxing to COMPLIANCE at efaxdallas@gpo.gov or at 800-865-5193. Personnel receiving the fax will be unable to respond to questions of a technical nature.

## 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 (1) year's production 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. | | 140 |
| II. | | 25 |
| III. | (a) | 15 |
| | (b) | 50 |
| | (c) | 50 |
| | (d) | 30 |
| | (e) | 1 |
| | (f) | 20 |
| | (g) | 426 |
| | (h) | 50 |
| | (i) | 50 |
| | (j) | 50 |
| | (k) | 50 |
| | (l) | 50 |
| | (m) | 50 |
| | (n) | 50 |
| | (o) | 375 |
| | (p) | 375 |
| | (q) | 375 |
| | (r) | 375 |
| | (s) | 375 |
| | (t) | 375 |
| | (u) | 375 |
| | (v) | 375 |
| | (w) | 375 |
| | (x) | 375 |
| | (y) | 50 |

## SECTION 4. - SCHEDULE OF PRICES

All shipments are F.O.B destination.

Prices must include the cost of all required materials and operations for each item listed in accordance with these specifications.

Contractor must make an entry in each of the spaces provided. Quotes 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. Quotes submitted with NQ (No Quote), 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 invoices submitted to the GPO shall be based on the most economical method of production.

**I. DIGITAL DELIVERABLES:** Prices offered include creating a print ready Adobe Acrobat PDF from the provided previous produced sample. Contractor responsible for type accuracy.

Per file creation.....per side.....$_____

**II. PROOFS:** Prices offered include the first PDF proof for the complete product plus any additional PDF proof required per Print Order

PDF proof.....per complete product.....$_____

**III. COMPLETE PRODUCT:** Prices offered shall include the cost of all required materials and operations necessary for the printing/imaging, binding, construction, and paper stock for complete production and distribution of products listed in accordance with these specifications. All items are per 100 Tabs/Expansion folders which will serve as the additional rate and should include any make ready costs.

(a) #1..... per 100 .....$_____

(b) #2..... per 100 .....$_____

_____
(Initials)

(c) #3..... per 100 .....$_____

(d) #4..... per 100 .....$_____

(e) #5..... per 100.....$_____

(f) #6..... per 100 .....$_____

(g) #7..... per 100 .....$_____

(h) #8..... per 100 .....$_____

(i) #9..... per 100 .....$_____

(j) #10..... per 100 .....$_____

(k) #11..... per 100 .....$_____

(l) #12..... per 100 .....$_____

(m) #13..... per 100 .....$_____

(n) #14..... per 100 .....$_____

(o) #15..... per 100 .....$_____

(p) #16..... per 100 .....$_____

(q) #17..... per 100 .....$_____

(r) #18..... per 100 .....$_____

(s) #19..... per 100 .....$_____

(t) #20..... per 100 .....$_____

(u) #21..... per 100 .....$_____

(v) #22..... per 100 .....$_____

(w) #23..... per 100 .....$_____

(x) #24..... per 100 .....$_____

(y) #25..... per 100 .....$_____

_____
(Initials)

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

The city(ies) indicated above will be used for evaluation of transportation charges when shipment f.o.b. contractor's city is specified. 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 Solicitation 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 email, fill out and return one copy of all pages in "SECTION 4. – SCHEDULE OF PRICES," including initialing/signing where indicated. Valid electronic signatures will be accepted in accordance with the Uniform Electronic Transactions Act, §2. Electronic signatures must be verifiable of the person authorized by the company to sign bids. *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) (Fax Number)

**THIS SECTION FOR GPO USE ONLY**

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

**Exhibit #1 -11 Assorted inserts/tabs per set.**

NAVMC 11188 (REV. 4-86)
S/N: 0109-LF-065-8000 (12-86 edition will be used)
(11 ASSORTED INSERTS PER SET)

(1543)

1. A PRIVACY ACT STATEMENT PURSUANT TO PUBLIC LAW 93-579 (PRIVACY ACT OF 1974) IS LOCATED HERE.

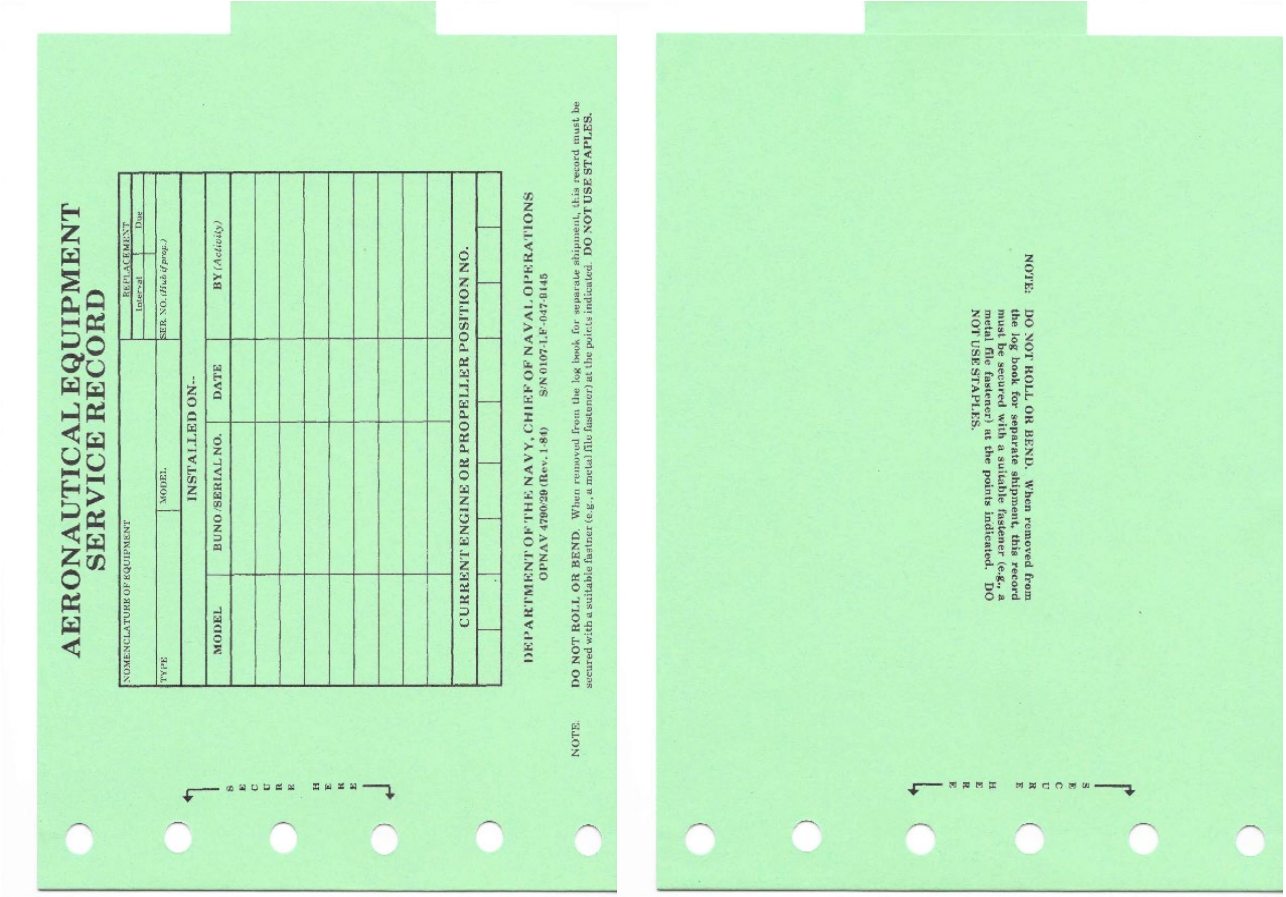
**CAUTION**

The inviolability of personnel records and the information contained therein has long been recognized by the Department of the Navy in view of the confidential nature of such records. Accordingly, the release of information must be sharply restricted and rigidly controlled. Information may not be divulged from the Aircrew Performance Record nor may access to the record be granted, except to persons properly and directly concerned, as provided by the current edition of SECNAVINST 5720.42 and other pertinent Navy directives.

PRIVACY ACT STATEMENT | RECORD OF AUDIT | UNDERGRADUATE AVIATION TRAINING | FRS PERFORMANCE SUMMARY

**Exhibit #2 - Flight Jacket Divider Tabs (14 Tabs per set).**

**Exhibit # 3- Aeronautical Equipment Service Record.**



AERONAUTICAL EQUIPMENT SERVICE RECORD

NOMENCLATURE OF EQUIPMENT

REPLACEMENT
Issued | Due

TYPE | MODEL | SER. NO. (Back of page.)

INSTALLED ON--

| MODEL | BUNO/SERIAL NO. | DATE | BY (Activity) |
|---|---|---|---|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

CURRENT ENGINE OR PROPELLER POSITION NO.

DEPARTMENT OF THE NAVY, CHIEF OF NAVAL OPERATIONS
OPNAV 4790/29 (Rev. 1-86) S/N 0107-LF-047-8145

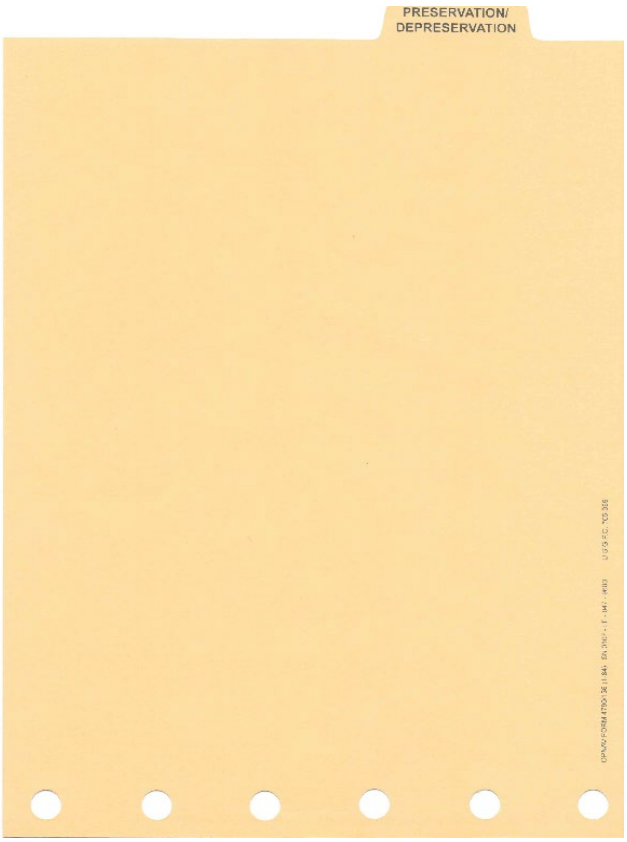
NOTE: DO NOT ROLL OR BEND. When removed from the log book for separate shipment, this record must be secured with a suitable fastener (e.g., a metal file fastener) at the points indicated. DO NOT USE STAPLES.

SECURE HERE

NOTE: DO NOT ROLL OR BEND. When removed from the log book for separate shipment, this record must be secured with a suitable fastener (e.g., a metal file fastener) at the points indicated. DO NOT USE STAPLES.

SECURE HERE

**Exhibit #4- Preservation/ Depreservation separator.**



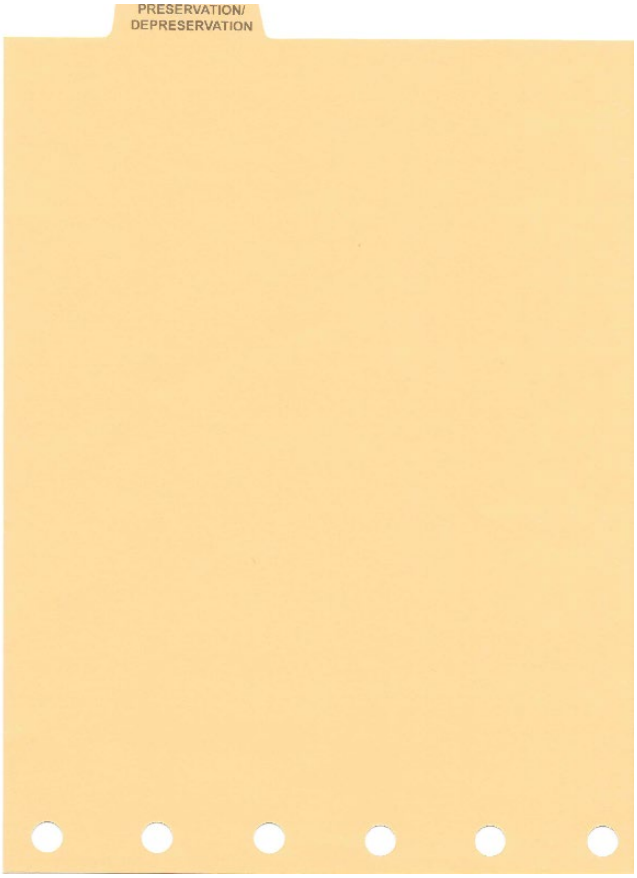
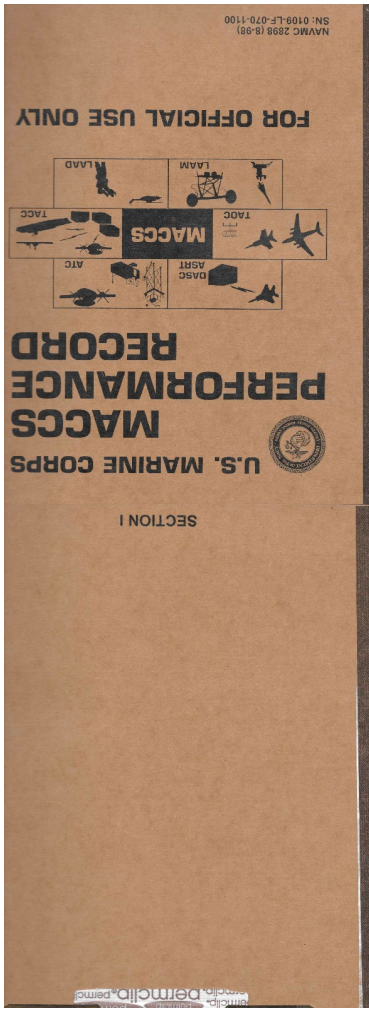
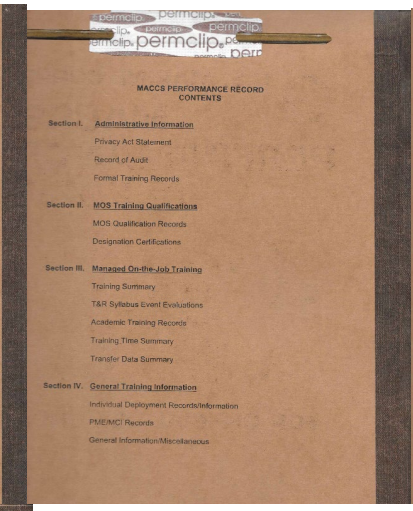



**Exhibit #5- USMC Air Command Control Performance Record.**

P-1




P-2

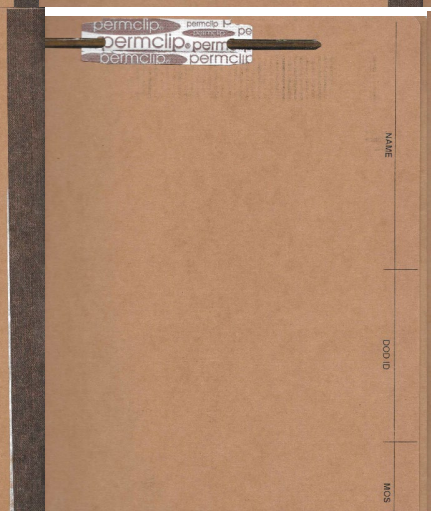



P-3-6 Top

P-3-6 Bottom



P-7




P-8

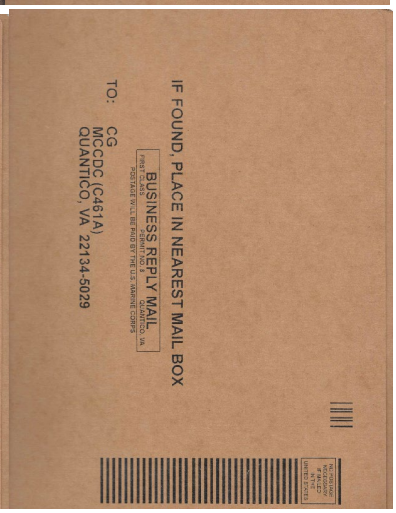
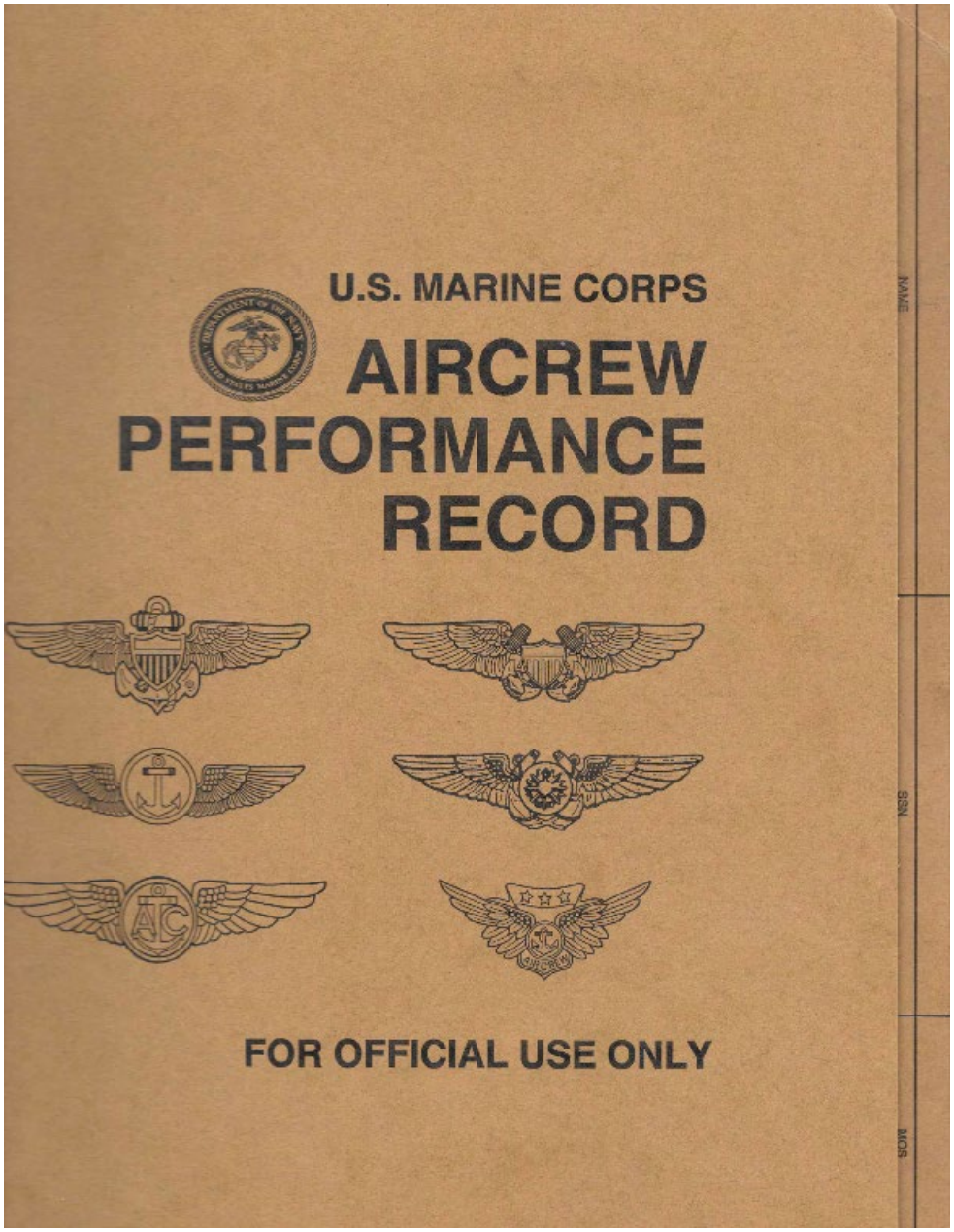


**Exhibit #6 - USMC Aircrew Performance Record.**




Panel 1 – Panels 2-8 Similar to Item #5 Above

**Exhibit #7 - US Marine Corps Service Record.**

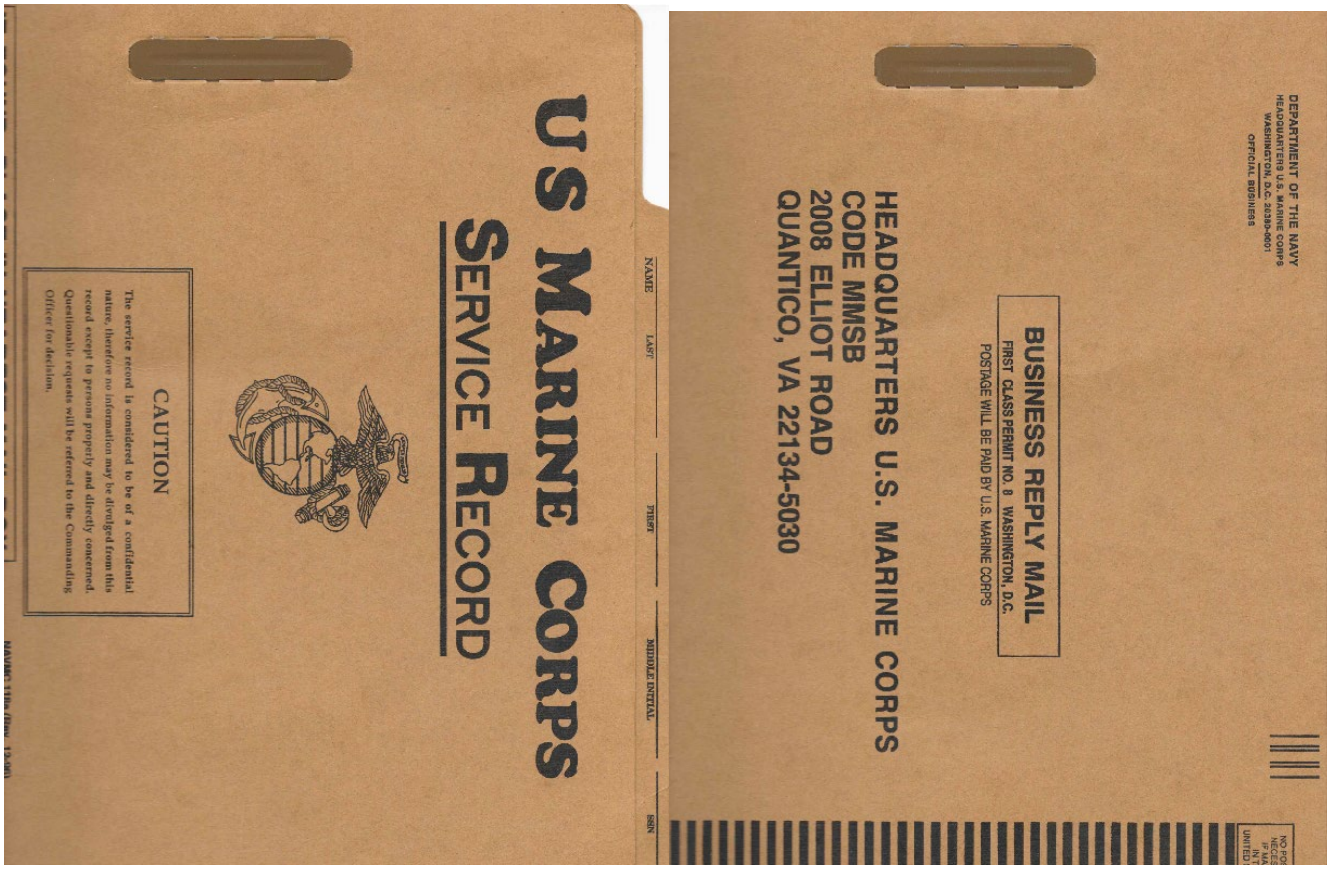


**Exhibit #8- US Marine Corps Service Record.**

p-1

LAST NAME (PRINT NAME ABOVE) FIRST NAME MI

INPATIENT/EXTENDED AMBULATORY RECORD

☐ Inpatient Record Discharge Date(s) _____

☐ Extended Ambulatory Record Discharge Date(s) _____

Affix Bar Code Label

☐ NAVY ☐ ACTIVE DUTY
☐ MARINE CORPS ☐ RETIRED
☐ ARMY ☐ FAMILY MEMBER
☐ AIR FORCE
☐ COAST GUARD
☐ NATO (Enter Country) _____
☐ OTHER (Write in Other Categories) _____

ALERT
SENSITIVITIES ☐
ALLERGIES ☐

WARNING: PROPERTY OF U.S. GOVERNMENT
DO NOT REMOVE OR MODIFY
RETURN TO INPATIENT RECORDS DEPARTMENT

IF FOUND, RETURN TO ANY U.S. POST OFFICE, OR FORWARD TO: NAVY DEPARTMENT WASHINGTON, D.C. 20372

NAVMED P-5120 (Rev. 5-90)
S/N: 0105-LF-000-5200

p-2

DISCLOSURE ACCOUNTING FORM

RECORD OF DISCLOSURE

UNAUTHORIZED DISCLOSURE OF PERSONAL INFORMATION FROM THIS RECORD COULD SUBJECT THE DISCLOSURE TO CRIMINAL PENALTIES

1. This is to remain a permanent part of the record described below.
2. An entry must be made each time the record or any information from the record is viewed by, or furnished to any person or agency, except:
   a. Disclosure to DOD or DON personnel having a need to know in the performance of their official duties.
   b. Disclosure of items listed in paragraphs 1840.2(a) and (b) of SECNAVINST 5211.5 series.

TITLE & DESCRIPTION OF RECORD

| DATE OF DISCLOSURE | METHOD OF DISCLOSURE | PURPOSE OF AUTHORITY | NAME & ADDRESS OF PERSON OR AGENCY TO WHOM DISCLOSED, WITH SIGNATURE IF MADE IN PERSON |
|---|---|---|---|
| | | | |
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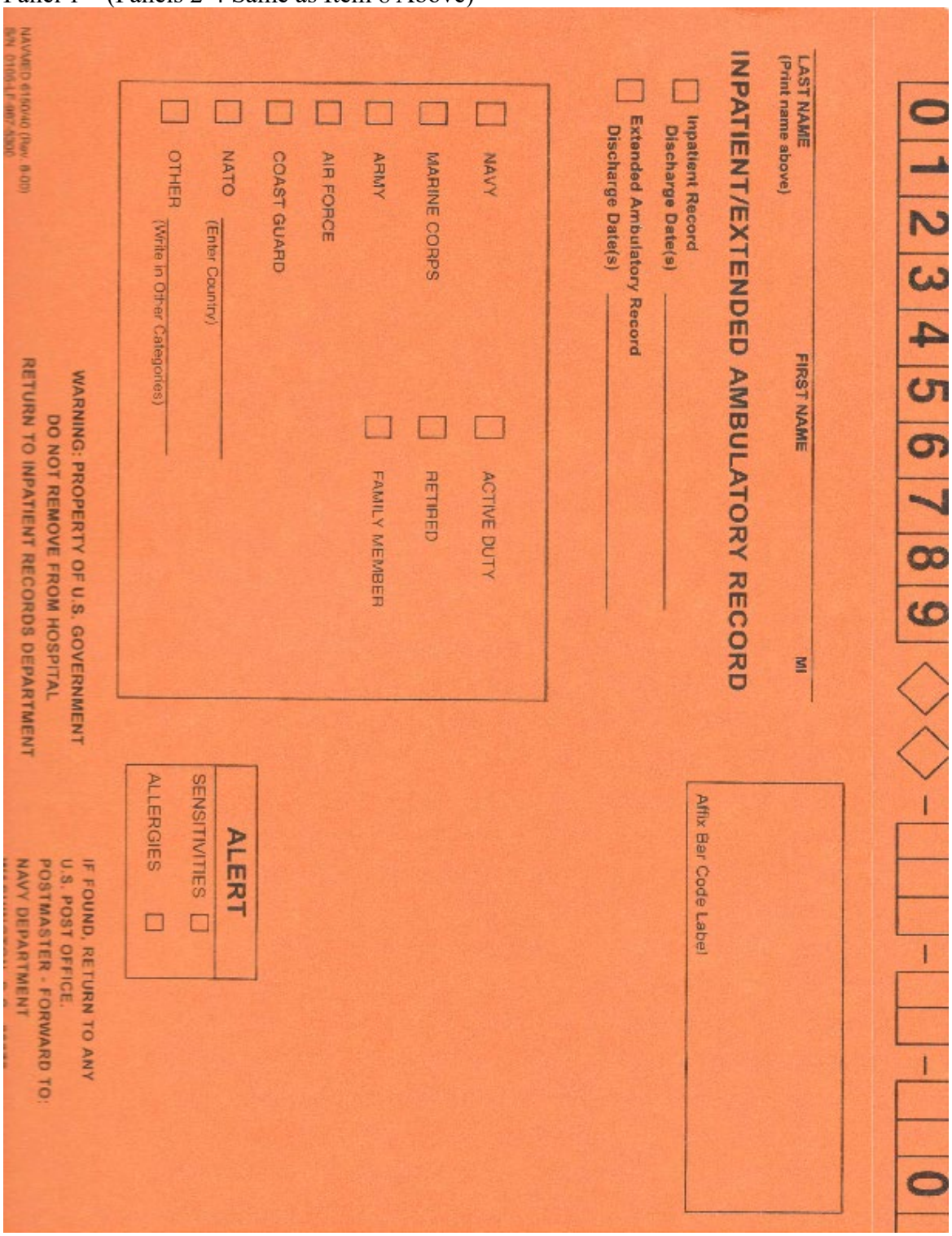
OPNAV 5211/9 (MAR 1992) 0107LF0138400

P-3

p-4

**Exhibit #9- Inpatient/Extended Ambulatory Record (Orange).**

Panel 1 – (Panels 2-4 Same as Item 8 Above)



0 1 2 3 4 5 6 7 8 9 ◇◇ - - - 0

LAST NAME (Print name above) FIRST NAME MI

INPATIENT/EXTENDED AMBULATORY RECORD

☐ Inpatient Record Discharge Date(s) _____

☐ Extended Ambulatory Record Discharge Date(s) _____

Affix Bar Code Label

☐ NAVY ☐ ACTIVE DUTY

☐ MARINE CORPS ☐ RETIRED

☐ ARMY ☐ FAMILY MEMBER

☐ AIR FORCE

☐ COAST GUARD

☐ NATO _____ (Enter Country)

☐ OTHER _____ (Write in Other Categories)

ALERT

SENSITIVITIES ☐

ALLERGIES ☐

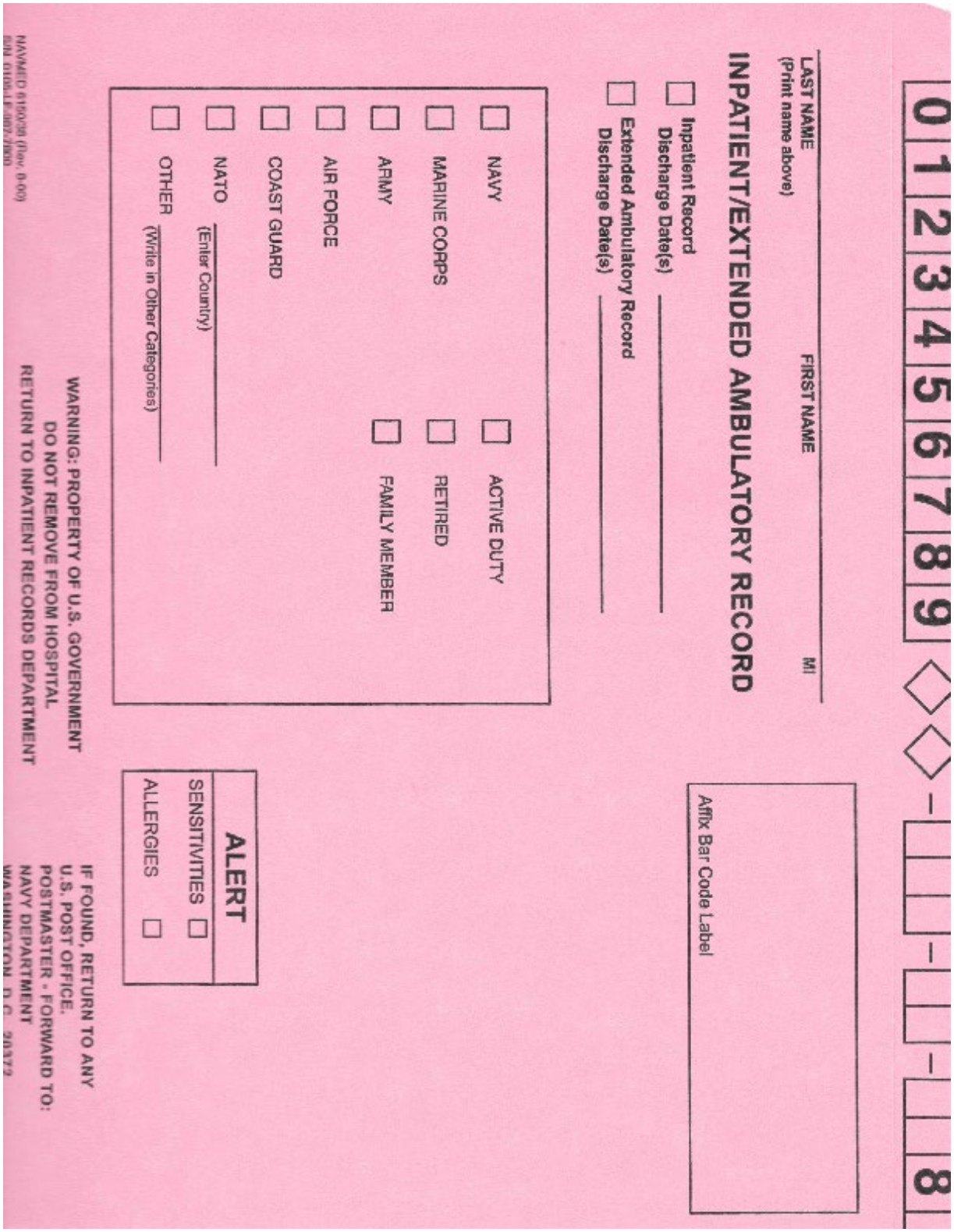
WARNING: PROPERTY OF U.S. GOVERNMENT
DO NOT REMOVE FROM HOSPITAL
RETURN TO INPATIENT RECORDS DEPARTMENT

IF FOUND, RETURN TO ANY
U.S. POST OFFICE,
POSTMASTER - FORWARD TO:
NAVY DEPARTMENT

NAVMED 6150/40 (Rev. 9-03)
S/N 0105-LF-067-4300

**Exhibit #10- Inpatient/Extended Ambulatory Record (Pink).**

Panel 1 – (Panels 2-4 Same as Item 8 Above)



0 1 2 3 4 5 6 7 8 9 ◇ ◇ - - - - 8

LAST NAME (Print name above) | FIRST NAME | MI

INPATIENT/EXTENDED AMBULATORY RECORD

☐ Inpatient Record Discharge Date(s) _____

☐ Extended Ambulatory Record Discharge Date(s) _____

☐ NAVY ☐ ACTIVE DUTY
☐ MARINE CORPS ☐ RETIRED
☐ ARMY ☐ FAMILY MEMBER
☐ AIR FORCE
☐ COAST GUARD
☐ NATO (Enter Country) _____
☐ OTHER (Write in Other Categories) _____

Affix Bar Code Label

ALERT
SENSITIVITIES ☐
ALLERGIES ☐

WARNING: PROPERTY OF U.S. GOVERNMENT
DO NOT REMOVE FROM HOSPITAL
RETURN TO INPATIENT RECORDS DEPARTMENT

IF FOUND, RETURN TO ANY
U.S. POST OFFICE.
POSTMASTER - FORWARD TO:
NAVY DEPARTMENT
WASHINGTON, D.C. 20372

NAVMED 6150/38 (Rev. 6-00)
EDI 0106-LF-067-7600

**Exhibit #11- Inpatient/Extended Ambulatory Record (Gray).**

Panel 1 – (Panels 2-4 Same as Item 8 Above)

0 1 2 3 4 5 6 7 8 9 ◇◇ - - -

LAST NAME (Print name above) FIRST NAME MI

INPATIENT/EXTENDED AMBULATORY RECORD

☐ Inpatient Record Discharge Date(s) _____

☐ Extended Ambulatory Record Discharge Date(s) _____

Affix Bar Code Label

☐ NAVY ☐ ACTIVE DUTY

☐ MARINE CORPS ☐ RETIRED

☐ ARMY ☐ FAMILY MEMBER

☐ AIR FORCE

☐ COAST GUARD

☐ NATO _____ (Enter Country)

☐ OTHER _____ (Write in Other Categories)

ALERT

SENSITIVITIES ☐

ALLERGIES ☐

WARNING: PROPERTY OF U.S. GOVERNMENT
DO NOT REMOVE FROM HOSPITAL
RETURN TO INPATIENT RECORDS DEPARTMENT

IF FOUND, RETURN TO ANY
U.S. POST OFFICE,
POSTMASTER - FORWARD TO:
NAVY DEPARTMENT

NAVMED 6150/33 (Rev. 8-03)
S/N 0105 LF 000 8000

**Exhibit #12- Inpatient/Extended Ambulatory Record (Blue).**

Panel 1 – (Panels 2-4 Same as Item 8 Above)

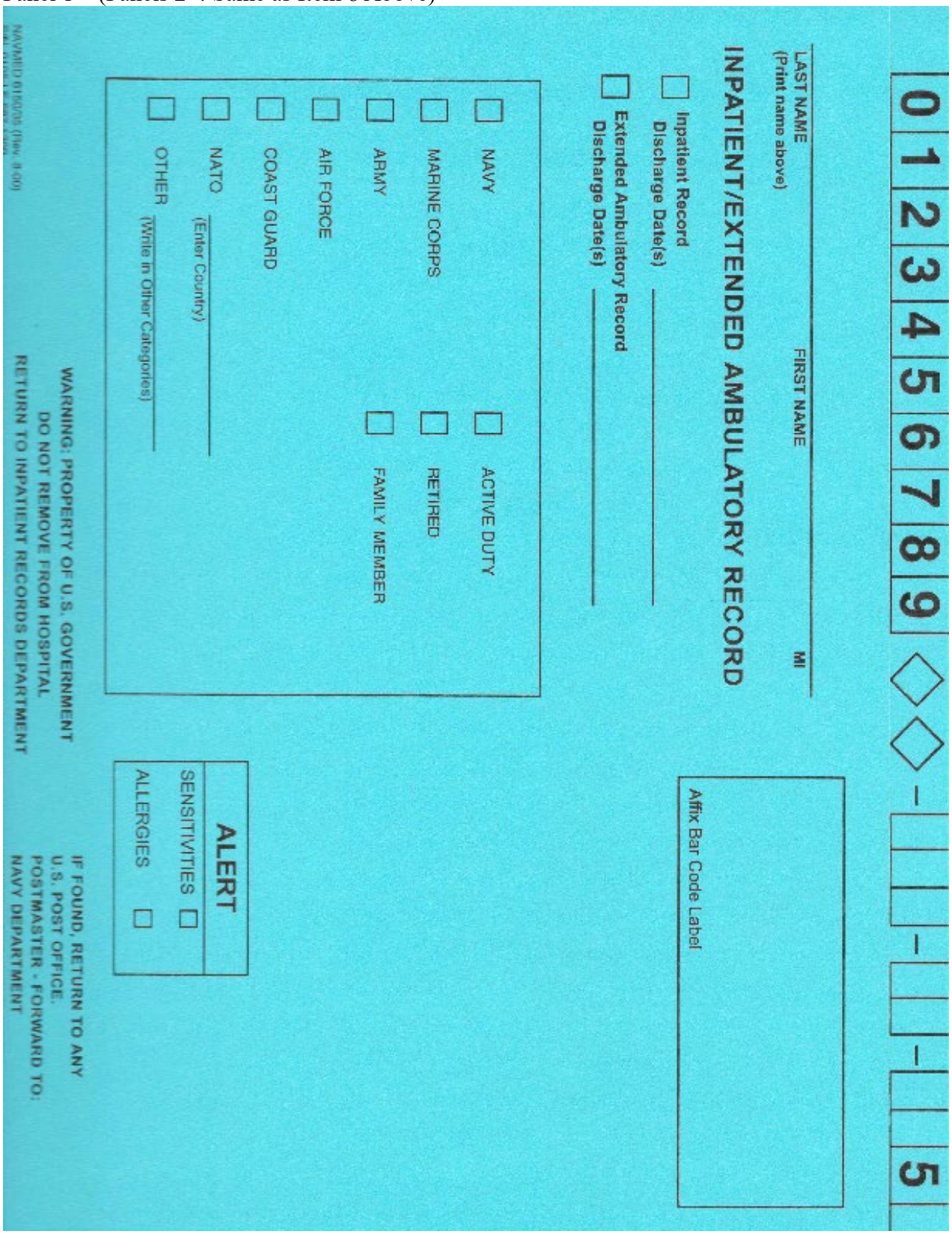
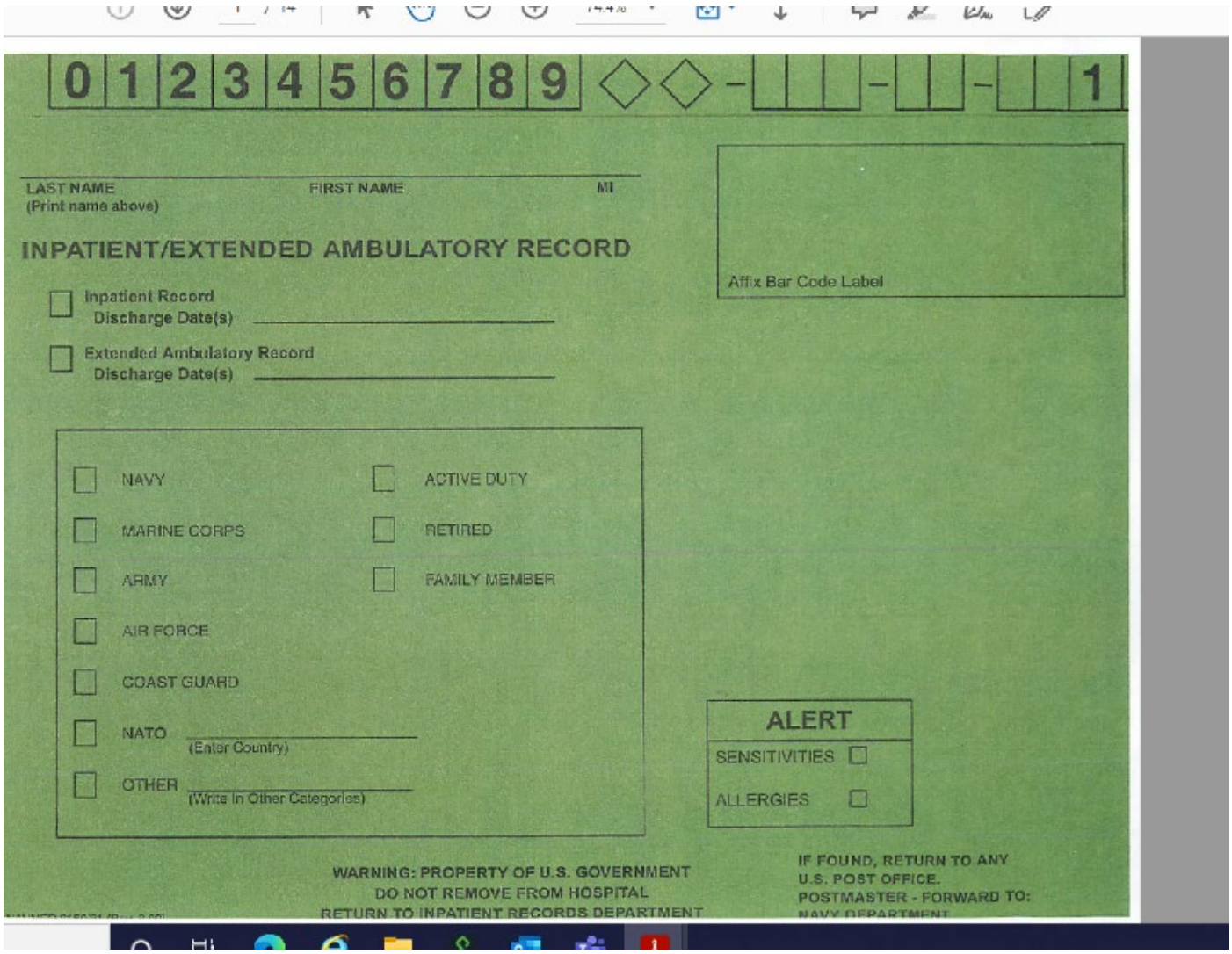


**Exhibit #13- Inpatient/Extended Ambulatory Record (Green).**

Panel 1 – (Panels 2-4 Same as Item 8 Above)



0 1 2 3 4 5 6 7 8 9 ◇◇ - - - 1

LAST NAME (Print name above) FIRST NAME MI

INPATIENT/EXTENDED AMBULATORY RECORD

Affix Bar Code Label

☐ Inpatient Record Discharge Date(s) _____

☐ Extended Ambulatory Record Discharge Date(s) _____

☐ NAVY ☐ ACTIVE DUTY

☐ MARINE CORPS ☐ RETIRED

☐ ARMY ☐ FAMILY MEMBER

☐ AIR FORCE

☐ COAST GUARD

☐ NATO _____ (Enter Country)

☐ OTHER _____ (Write In Other Categories)

ALERT

SENSITIVITIES ☐

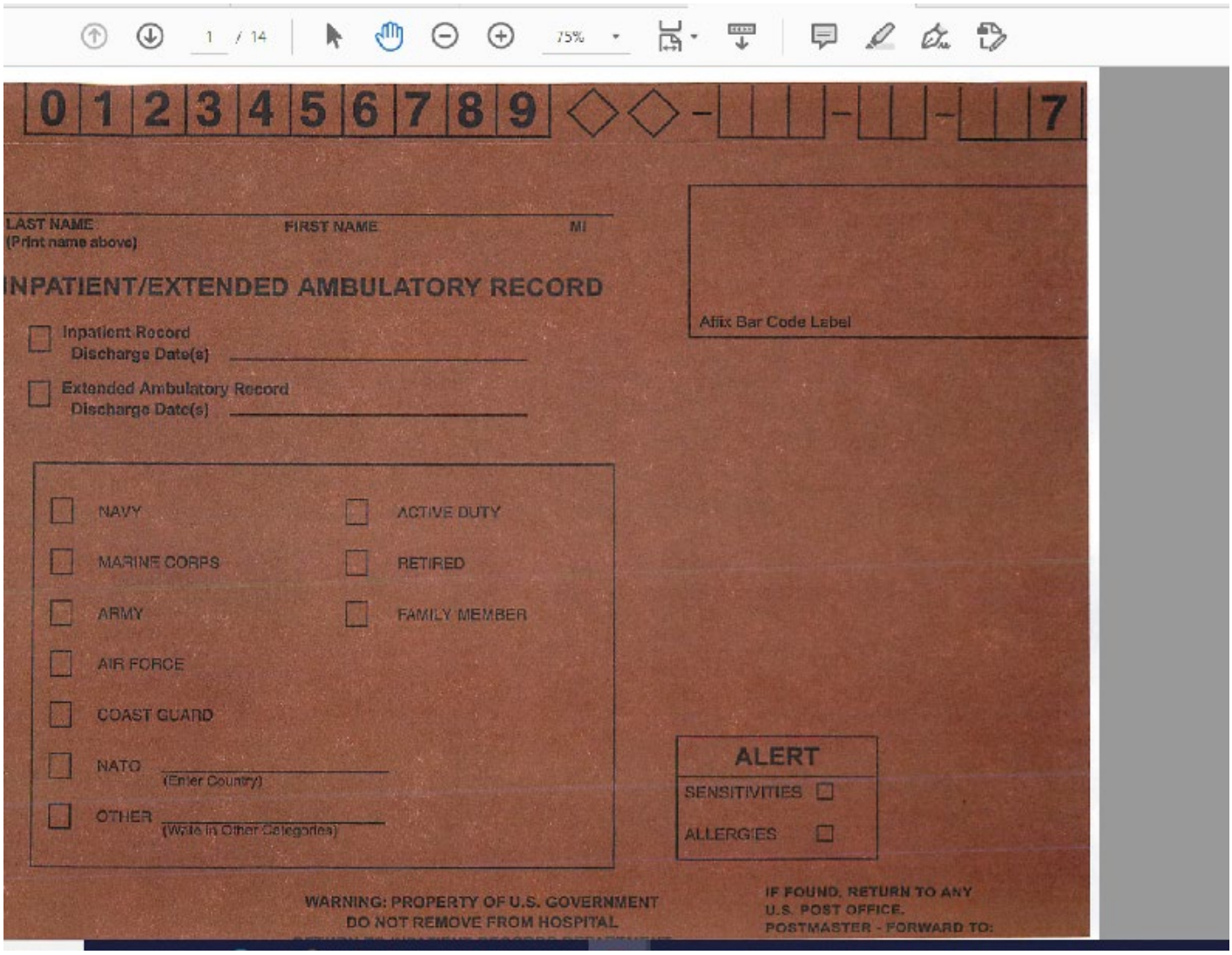
ALLERGIES ☐

WARNING: PROPERTY OF U.S. GOVERNMENT
DO NOT REMOVE FROM HOSPITAL
RETURN TO INPATIENT RECORDS DEPARTMENT

IF FOUND, RETURN TO ANY
U.S. POST OFFICE.
POSTMASTER - FORWARD TO:
NAVY DEPARTMENT

**Exhibit #14- Inpatient/Extended Ambulatory Record (Brown).**

Panel 1 – (Panels 2-4 Same as Item 8 Above)



0 1 2 3 4 5 6 7 8 9 ◇ ◇ - - - 7

LAST NAME (Print name above) FIRST NAME MI

INPATIENT/EXTENDED AMBULATORY RECORD

Affix Bar Code Label

☐ Inpatient Record Discharge Date(s) _____

☐ Extended Ambulatory Record Discharge Date(s) _____

☐ NAVY ☐ ACTIVE DUTY

☐ MARINE CORPS ☐ RETIRED

☐ ARMY ☐ FAMILY MEMBER

☐ AIR FORCE

☐ COAST GUARD

☐ NATO _____ (Enter Country)

☐ OTHER _____ (Write in Other Categories)

ALERT

SENSITIVITIES ☐

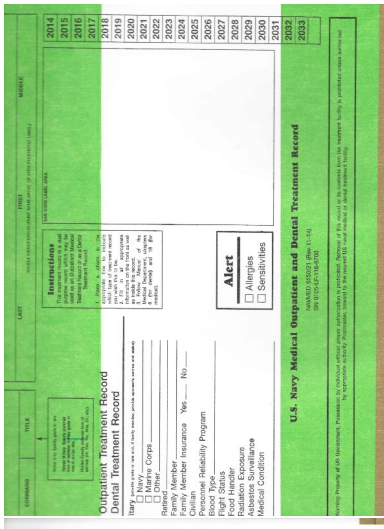
ALLERGIES ☐

WARNING: PROPERTY OF U.S. GOVERNMENT
DO NOT REMOVE FROM HOSPITAL

IF FOUND, RETURN TO ANY
U.S. POST OFFICE.
POSTMASTER - FORWARD TO:

**Exhibit #15- US Medical Outpatient and Dental Treatment Record (Green).**

Panel 1



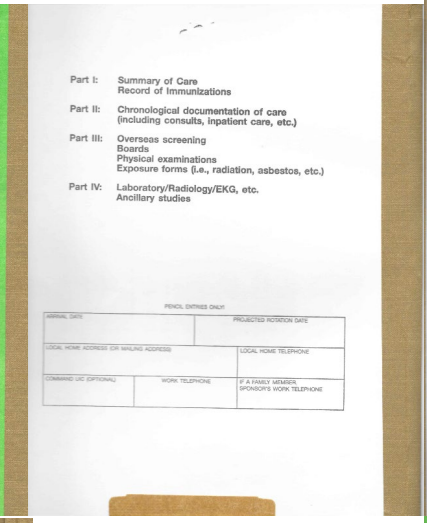
Outpatient Treatment Record
Dental Treatment Record

Instructions

Alert
☐ Allergies
☐ Sensitivities

U.S. Navy Medical Outpatient and Dental Treatment Record

Panel 2



Part I: Summary of Care
Record of Immunizations

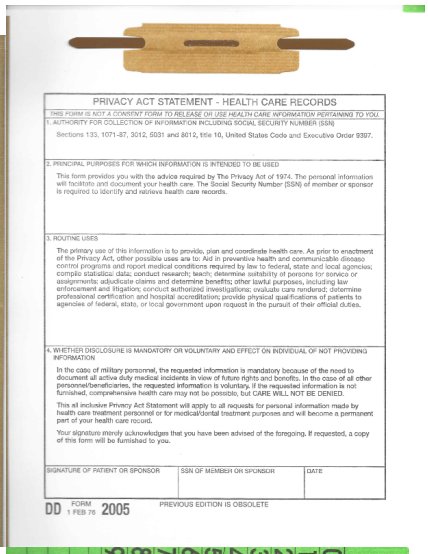
Part II: Chronological documentation of care (including consults, inpatient care, etc.)

Part III: Overseas screening
Boards
Physical examinations
Exposure forms (i.e., radiation, asbestos, etc.)

Part IV: Laboratory/Radiology/EKG, etc.
Ancillary studies

PENCIL ENTRIES ONLY!

Panel 3



PRIVACY ACT STATEMENT - HEALTH CARE RECORDS

THIS FORM IS NOT A CONSENT FORM TO RELEASE OR USE HEALTH CARE INFORMATION PERTAINING TO YOU.

1. AUTHORITY FOR COLLECTION OF INFORMATION INCLUDING SOCIAL SECURITY NUMBER (SSN)

Sections 133, 1071-87, 3012, 5031 and 8012, title 10, United States Code and Executive Order 9397.

2. PRINCIPAL PURPOSES FOR WHICH INFORMATION IS INTENDED TO BE USED

This form provides you with the advice required by The Privacy Act of 1974. The personal information will facilitate and document your health care. The Social Security Number (SSN) of member or sponsor is required to identify and retrieve health care records.

3. ROUTINE USES

The primary use of this information is to provide, plan and coordinate health care. As prior to enactment of the Privacy Act, other possible uses are to: Aid in preventive health and communicable disease control programs and report medical conditions required by law to federal, state and local agencies; compile statistical data; conduct research; teach; determine suitability of persons for service or assignments; adjudicate claims and determine benefits; other lawful purposes, including law enforcement and litigation; conduct authorized investigations; evaluate care rendered; determine professional certification and hospital accreditation; provide physical qualifications of patients to agencies of federal, state, or local government upon request in the pursuit of their official duties.

4. WHETHER DISCLOSURE IS MANDATORY OR VOLUNTARY AND EFFECT ON INDIVIDUAL OF NOT PROVIDING INFORMATION

In the case of military personnel, the requested information is mandatory because of the need to document all active duty medical incidents in view of future rights and benefits. In the case of all other personnel/beneficiaries, the requested information is voluntary. If the requested information is not furnished, comprehensive health care may not be possible, but CARE WILL NOT BE DENIED.

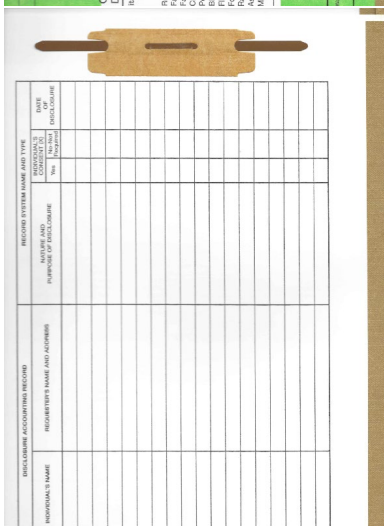
This all inclusive Privacy Act Statement will apply to all requests for personal information made by health care treatment personnel or for medical/dental treatment purposes and will become a permanent part of your health care record.

Your signature merely acknowledges that you have been advised of the foregoing. If requested, a copy of this form will be furnished to you.

SIGNATURE OF PATIENT OR SPONSOR | SSN OF MEMBER OR SPONSOR | DATE

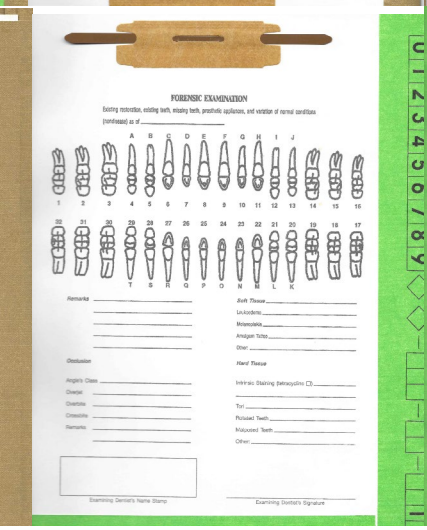
DD FORM 1 FEB 76 2005 PREVIOUS EDITION IS OBSOLETE

Panel 4



DISCLOSURE ACCOUNTING RECORD

Panel 5



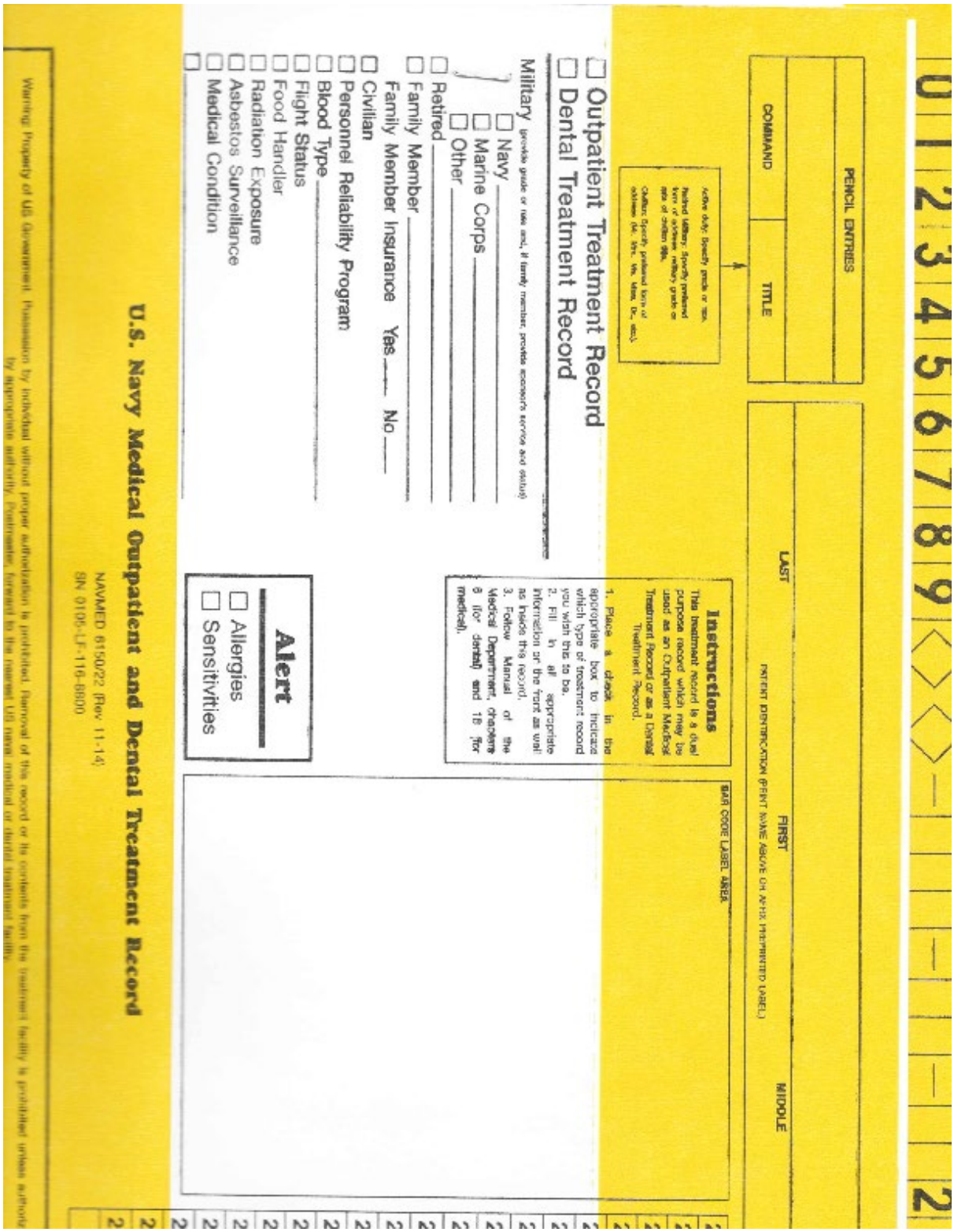
FORENSIC EXAMINATION

Panel 6

**Exhibit #16- US Medical Outpatient and Dental Treatment Record (Yellow).**

(Panels 2-6 Same as Item 15 Above, different PMS Color)

Panel 1



PENCIL ENTRIES

COMMAND | TITLE

LAST | FIRST | MIDDLE

PATIENT IDENTIFICATION (PRINT NAME ABOVE ON APPR. PREPRINTED LABEL)

BAR CODE LABEL AREA

Active duty: Specify grade or rate.
Retired military: Specify preferred form of address: military grade or rate of chiefton title.
Civilian: Specify preferred form of address (Mr., Mrs., Ms., Miss, Dr., etc.).

**Instructions**

This treatment record is a dual purpose record which may be used as an Outpatient Medical Treatment Record or as a Dental Treatment Record.

1. Place a check in the appropriate box to indicate which type of treatment record you wish this to be.
2. Fill in all appropriate information on the front as well as inside this record.
3. Follow Manual of the Medical Department, chapters 8 (for dental) and 18 (for medical).

☐ Outpatient Treatment Record
☐ Dental Treatment Record

Military (provide grade or rate and, if family member, provide sponsor's service and status)
☐ Navy ____
☐ Marine Corps ____
☐ Other ____
☐ Retired ____
☐ Family Member ____
Family Member Insurance Yes ____ No ____
☐ Civilian
☐ Personnel Reliability Program
☐ Blood Type ____
☐ Flight Status
☐ Food Handler
☐ Radiation Exposure
☐ Asbestos Surveillance
☐ Medical Condition
☐

**Alert**

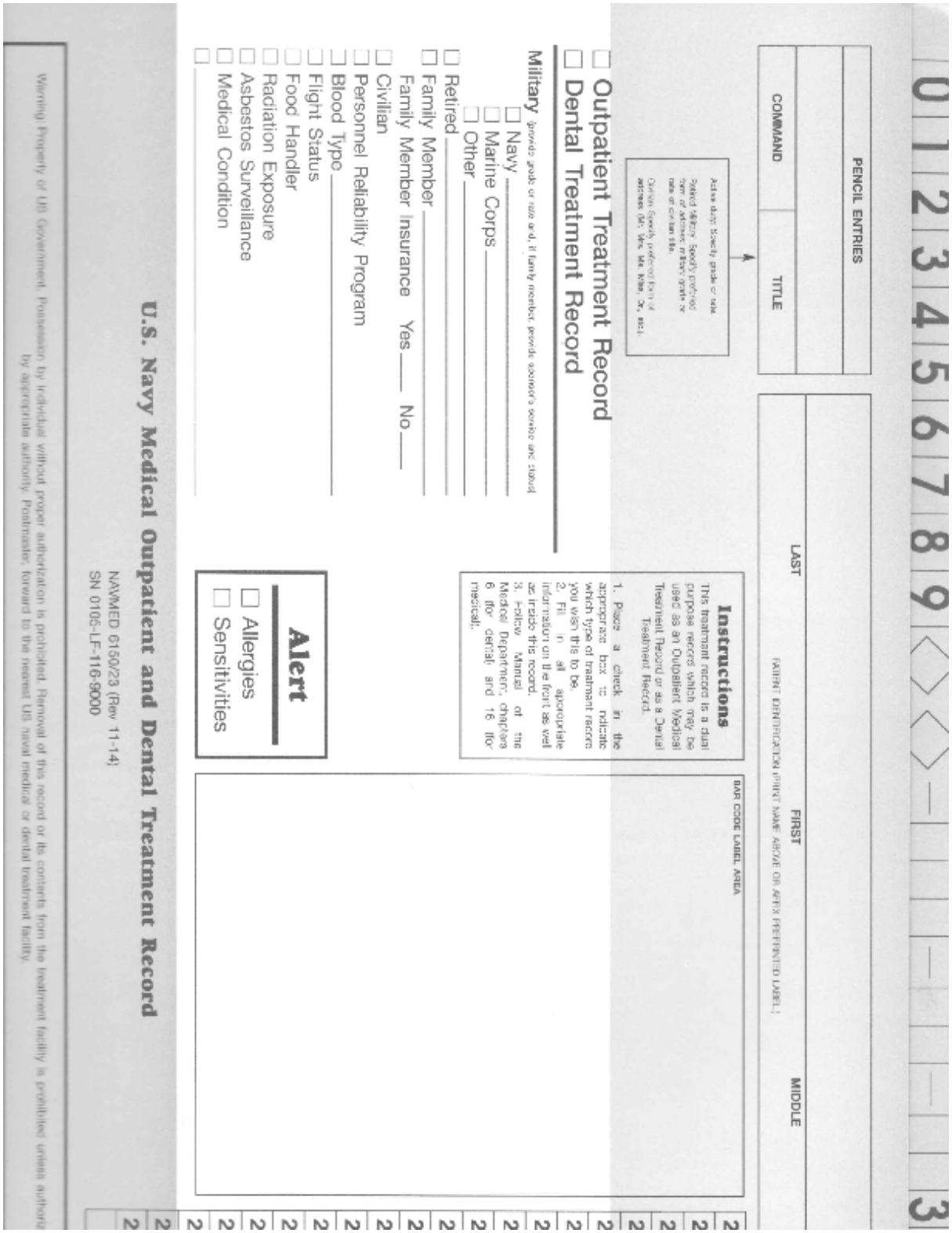
☐ Allergies
☐ Sensitivities

**U.S. Navy Medical Outpatient and Dental Treatment Record**

NAVMED 6150/22 (Rev 11-14)
SN 0105-LF-116-8600

Warning: Property of US Government. Possession by individual without proper authorization is prohibited. Removal of this record or its contents from the treatment facility is prohibited unless authorized by appropriate authority. Postmaster, forward to the nearest US naval medical or dental treatment facility.

**Exhibit #17- US Medical Outpatient and Dental Treatment Record (Gray).**
(Panels 2-6 Same as Item 15 Above, different PMS Color)
Panel 1



PENCIL ENTRIES

COMMAND | TITLE

Active duty: Specify grade or rate. Retired military: Specify pay-based form of address, military grade or rate of civilian title. Civilian: Specify preferred form of address (Mr., Mrs., Ms., Miss, Dr., etc.).

LAST | FIRST | MIDDLE

(PATIENT IDENTIFICATION (PRINT NAME ABOVE OR AFFIX PRESENTED LABEL)

☐ Outpatient Treatment Record
☐ Dental Treatment Record

**Instructions**

This treatment record is a dual purpose record which may be used as an Outpatient Medical Treatment Record or as a Dental Treatment Record.

1. Place a check in the appropriate box to indicate which type of treatment record you wish this to be.
2. Fill in all appropriate information on the front as well as inside this record.
3. Follow Manual of the Medical Department, chapters 6 (for dental) and 16 (for medical).

Military (provide grade or rate only, if family member, provide sponsor's service and status)
☐ Navy ____
☐ Marine Corps ____
☐ Other ____
☐ Retired ____
☐ Family Member ____
Family Member Insurance Yes ____ No ____
☐ Civilian
☐ Personnel Reliability Program
☐ Blood Type ____
☐ Flight Status
☐ Food Handler
☐ Radiation Exposure
☐ Asbestos Surveillance
☐ Medical Condition
☐ ____

**Alert**
☐ Allergies
☐ Sensitivities

BAR CODE LABEL AREA

**U.S. Navy Medical Outpatient and Dental Treatment Record**

NAVMED 6150/23 (Rev 11-14)
SN 0105-LF-116-9000

Warning: Property of US Government. Possession by individual without proper authorization is prohibited. Removal of this record or its contents from the treatment facility is prohibited unless authorized by appropriate authority. Postmaster, forward to the nearest US naval medical or dental treatment facility.

**Exhibit #18- US Medical Outpatient and Dental Treatment Record (TAN).**

(Panels 2-6 Same as Item 15 Above, different PMS Color)

Panel 1

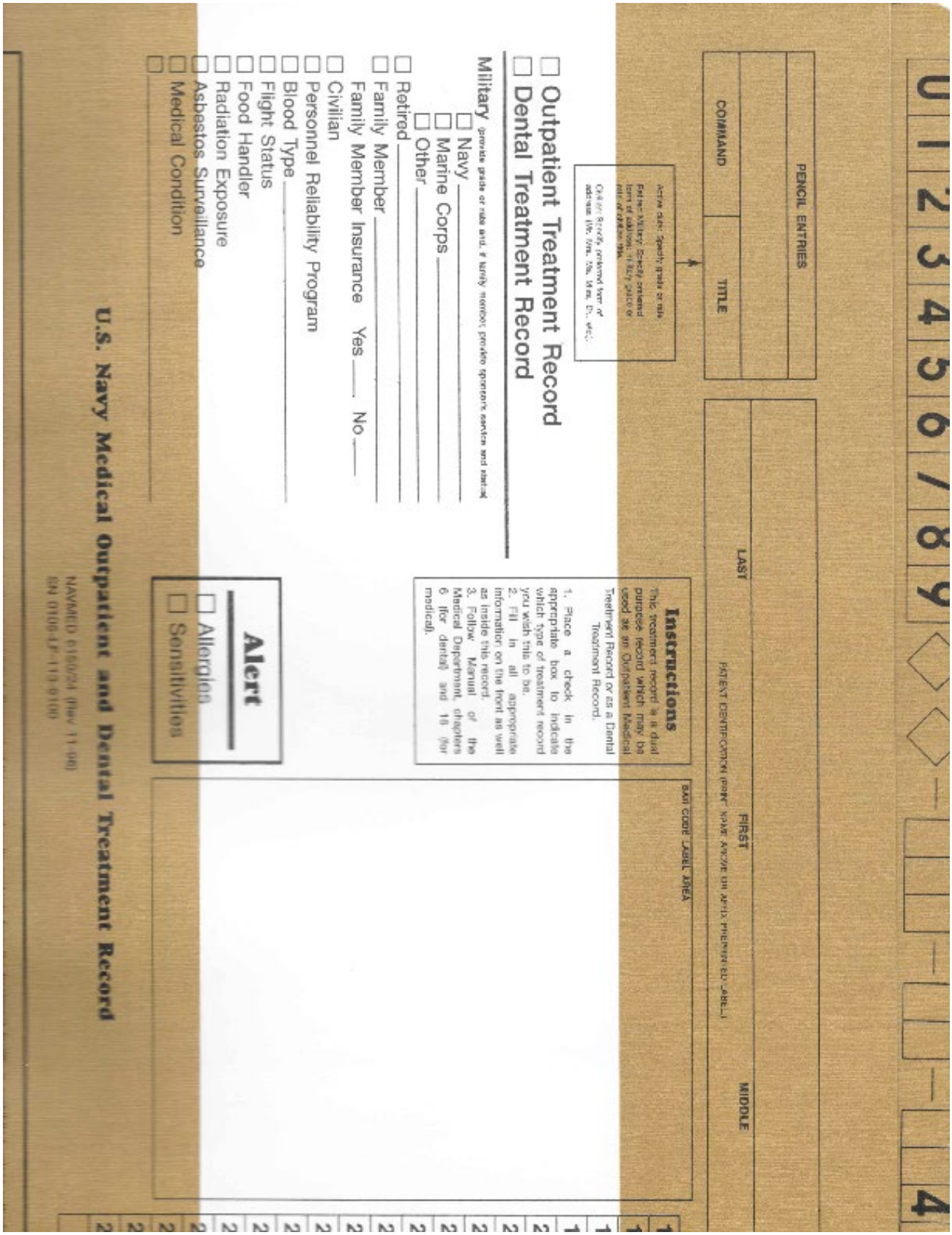


**Exhibit #19- US Medical Outpatient and Dental Treatment Record (Blue).**
(Panels 2-6 Same as Item 15 Above, different PMS Color)
Panel 1

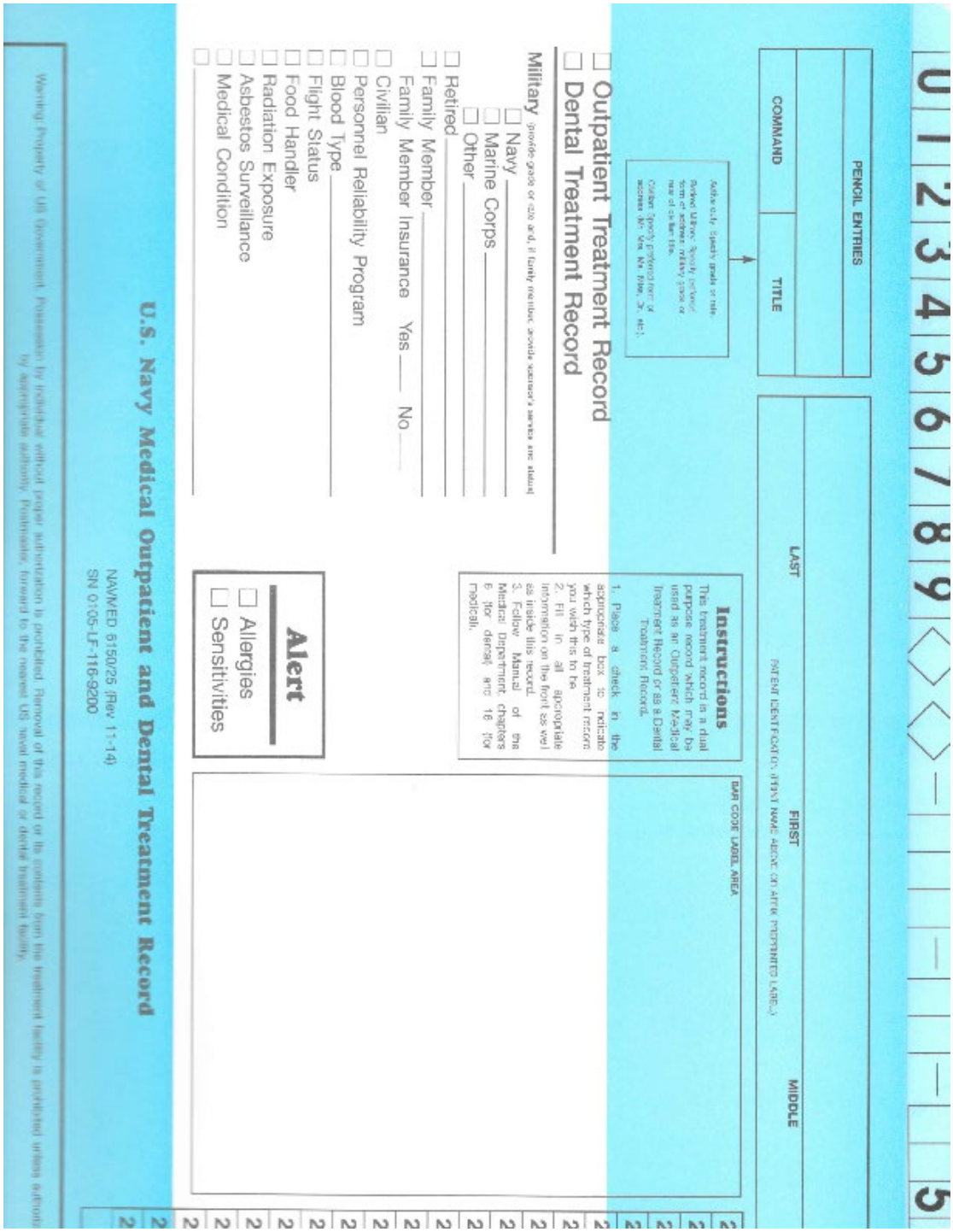


**Exhibit #20- US Medical Outpatient and Dental Treatment Record (White).**
(Panels 2-6 Same as Item 15 Above, different PMS Color)
Panel 1

PENCIL ENTRIES

| COMMAND | TITLE |
|---|---|

LAST FIRST MIDDLE

PLACE ITEM FIGURE ABOVE OR ATTACH PATIENT LABEL

BAR CODE LABEL AREA

☐ Outpatient Treatment Record
☐ Dental Treatment Record

**Instructions**

This treatment record is a dual purpose record which may be used as an Outpatient Medical Treatment Record or as a Dental Treatment Record.

1. Place a check in the appropriate box to indicate which type of treatment record you wish this to be.
2. Fill in all appropriate information on the front as well as inside this record.
3. Follow Manual of the Medical Department, chapters 8 (for dental) and 18 (for medical).

**Military** (provide grade or rate and, if family member, provide sponsor's service and status)

☐ Navy ____
☐ Marine Corps ____
☐ Other ____

☐ Retired ____
☐ Family Member ____
Family Member Insurance Yes ____ No ____
☐ Civilian
☐ Personnel Reliability Program
☐ Blood Type ____
☐ Flight Status
☐ Food Handler
☐ Radiation Exposure
☐ Asbestos Surveillance
☐ Medical Condition
☐

**Alert**

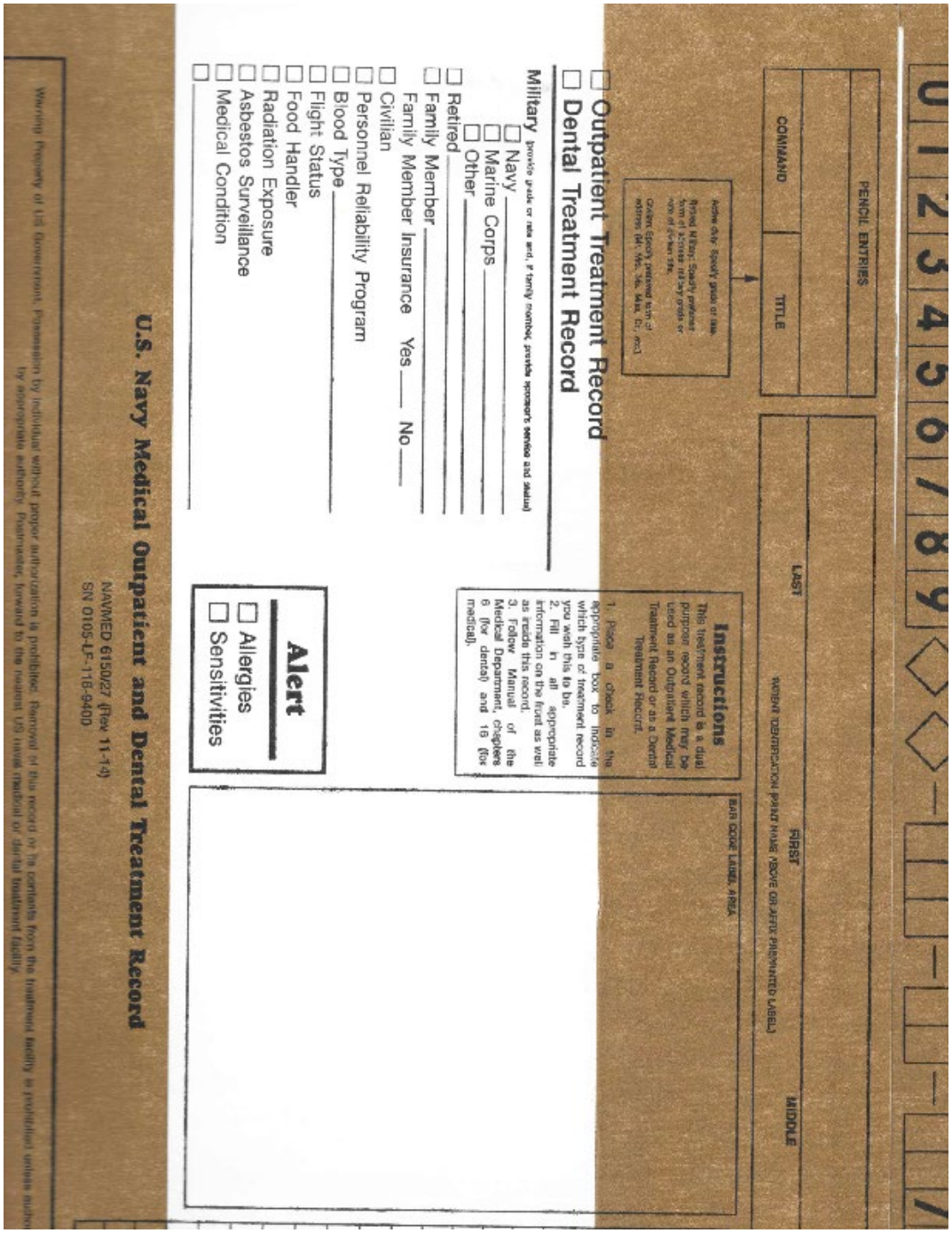
☐ Allergies
☐ Sensitivities

**U.S. Navy Medical Outpatient and Dental Treatment Record**

NAVMED 6150/26 (Rev 11-14)
BN 0105-LF-116-9900

Warning Property of US Government. Possession by individual without proper authorization is prohibited. Removal of this record or its contents from the treatment facility is prohibited unless authorized by appropriate authority. Postmaster forward to the nearest US naval medical or dental treatment facility.

**Exhibit #21- US Medical Outpatient and Dental Treatment Record (Dark Brown).**
(Panels 2-6 Same as Item 15 Above, different PMS Color)
Panel 1



PENCIL ENTRIES

COMMAND | TITLE

Active duty: Specify grade or rank. Retired Military: Specify pay grade or form of address and last duty grade or rank of civilian title. Civilians: Specify personal title of address (Mr., Mrs., Ms., Miss, Dr., etc.)

LAST | FIRST | MIDDLE

PATIENT IDENTIFICATION (PRINT NAME ABOVE OR AFFIX PREPRINTED LABEL)

BAR CODE LABEL AREA

☐ Outpatient Treatment Record
☐ Dental Treatment Record

**Instructions**

This treatment record is a dual purpose record which may be used as an Outpatient Medical Treatment Record or as a Dental Treatment Record.

1. Place a check in the appropriate box to indicate which type of treatment record you wish this to be.
2. Fill in all appropriate information on the front as well as inside this record.
3. Follow Manual of the Medical Department, chapters 6 (for dental) and 16 (for medical).

Military (provide grade or rank and, if family member, provide sponsor's service and status)
☐ Navy ____
☐ Marine Corps ____
☐ Other ____
☐ Retired
☐ Family Member ____
Family Member Insurance Yes ____ No ____
☐ Civilian
☐ Personnel Reliability Program
☐ Blood Type ____
☐ Flight Status
☐ Food Handler
☐ Radiation Exposure
☐ Asbestos Surveillance
☐ Medical Condition
☐ ____

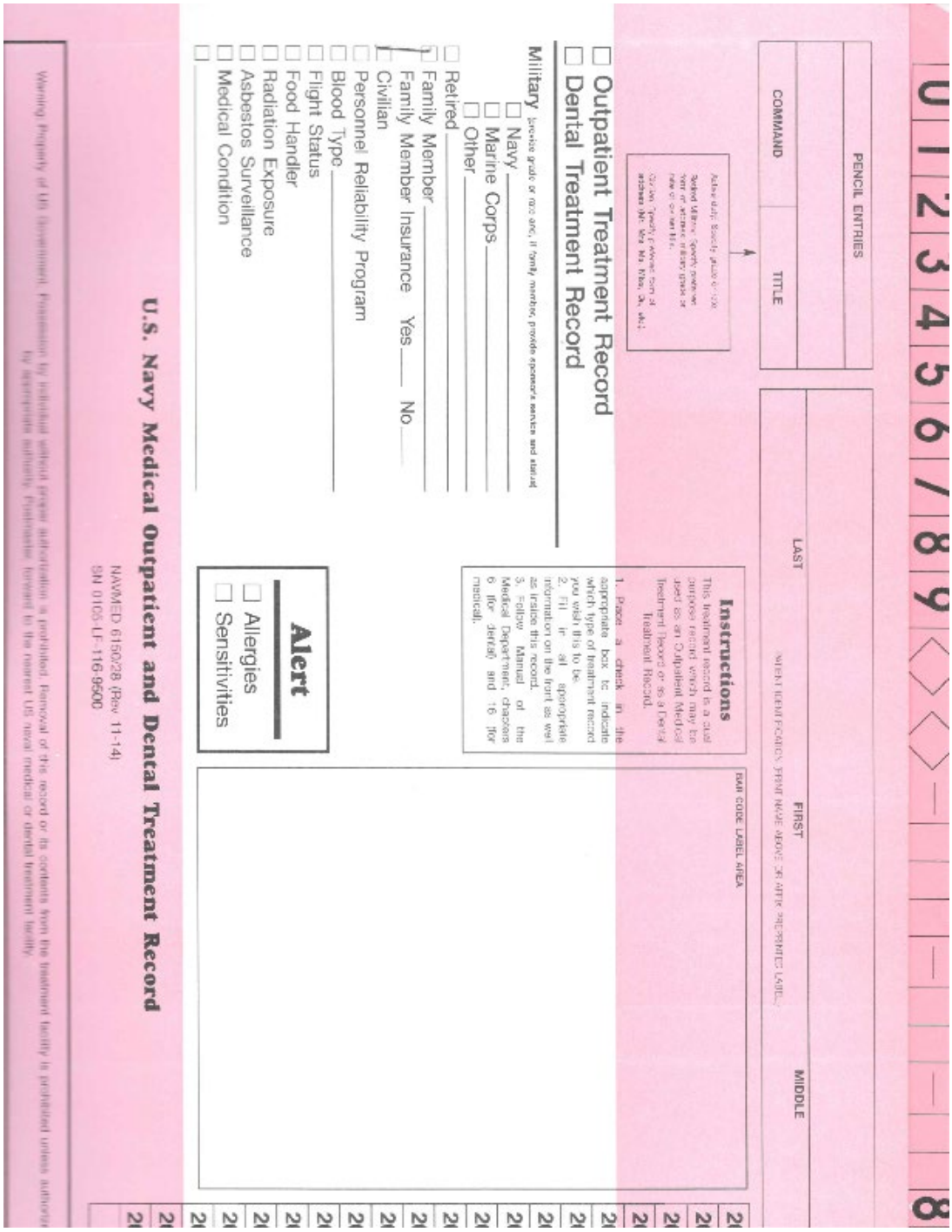
**Alert**
☐ Allergies
☐ Sensitivities

**U.S. Navy Medical Outpatient and Dental Treatment Record**

NAVMED 6150/27 (Rev 11-14)
SN 0105-LF-116-9400

Warning: Property of US Government. Possession by individual without proper authorization is prohibited. Removal of this record or the contents from the treatment facility is prohibited unless authorized by appropriate authority. Postmaster, forward to the nearest US naval medical or dental treatment facility.

**Exhibit #22- US Medical Outpatient and Dental Treatment Record (Pink).**
(Panels 2-6 Same as Item 15 Above, different PMS Color)
Panel 1



PENCIL ENTRIES

COMMAND | TITLE

LAST | FIRST | MIDDLE

(WHEN HEMIFIGURES PRINT NAME ABOVE OR AFTER PRE-PRINTED LABEL)

BAR CODE LABEL AREA

☐ Outpatient Treatment Record
☐ Dental Treatment Record

Military (provide grade or rate and, if family member, provide sponsor's service and status)
☐ Navy ____
☐ Marine Corps ____
☐ Other ____
☐ Retired ____
☐ Family Member ____
☐ Family Member Insurance Yes ____ No ____
☐ Civilian
☐ Personnel Reliability Program
☐ Blood Type ____
☐ Flight Status
☐ Food Handler
☐ Radiation Exposure
☐ Asbestos Surveillance
☐ Medical Condition
☐

**Instructions**

This treatment record is a dual purpose record which may be used as an Outpatient Medical Treatment Record or as a Dental Treatment Record.

1. Place a check in the appropriate box to indicate which type of treatment record you wish it to be.
2. Fill in all appropriate information on the front as well as inside this record.
3. Follow Manual of the Medical Department, chapters 6 (for dental) and 16 (for medical).

**Alert**

☐ Allergies
☐ Sensitivities

**U.S. Navy Medical Outpatient and Dental Treatment Record**

NAVMED 6150/28 (Rev 11-14)
SN 0105-LF-116-9500

Warning: Property of US Government. Possession by individual without proper authorization is prohibited. Removal of this record or its contents from the treatment facility is prohibited unless authorized by appropriate authority. Forward to the nearest US naval medical or dental treatment facility.

**Exhibit #23- US Medical Outpatient and Dental Treatment Record (RED).**
(Panels 2-6 Same as Item 15 Above, different PMS Color)
Panel 1

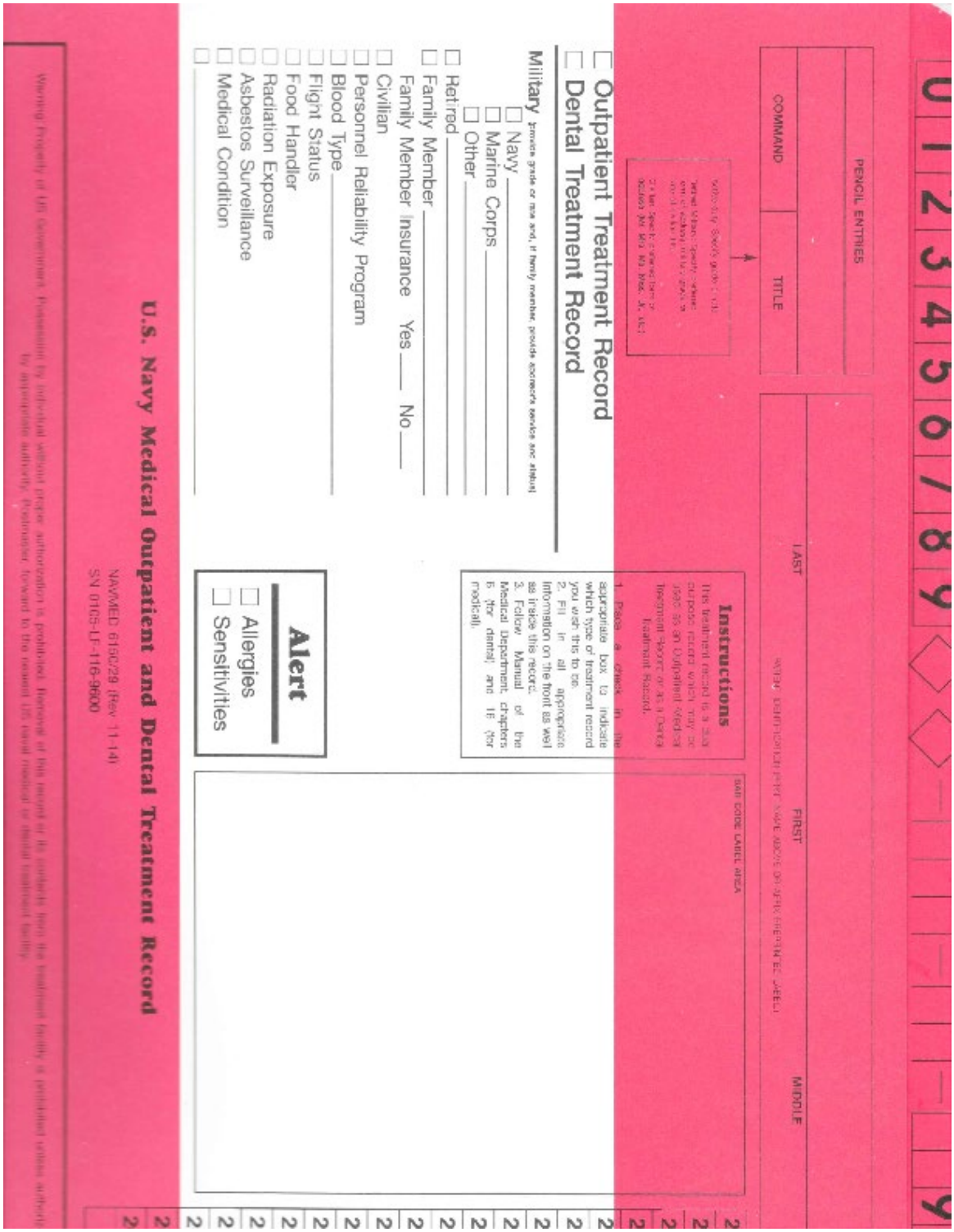
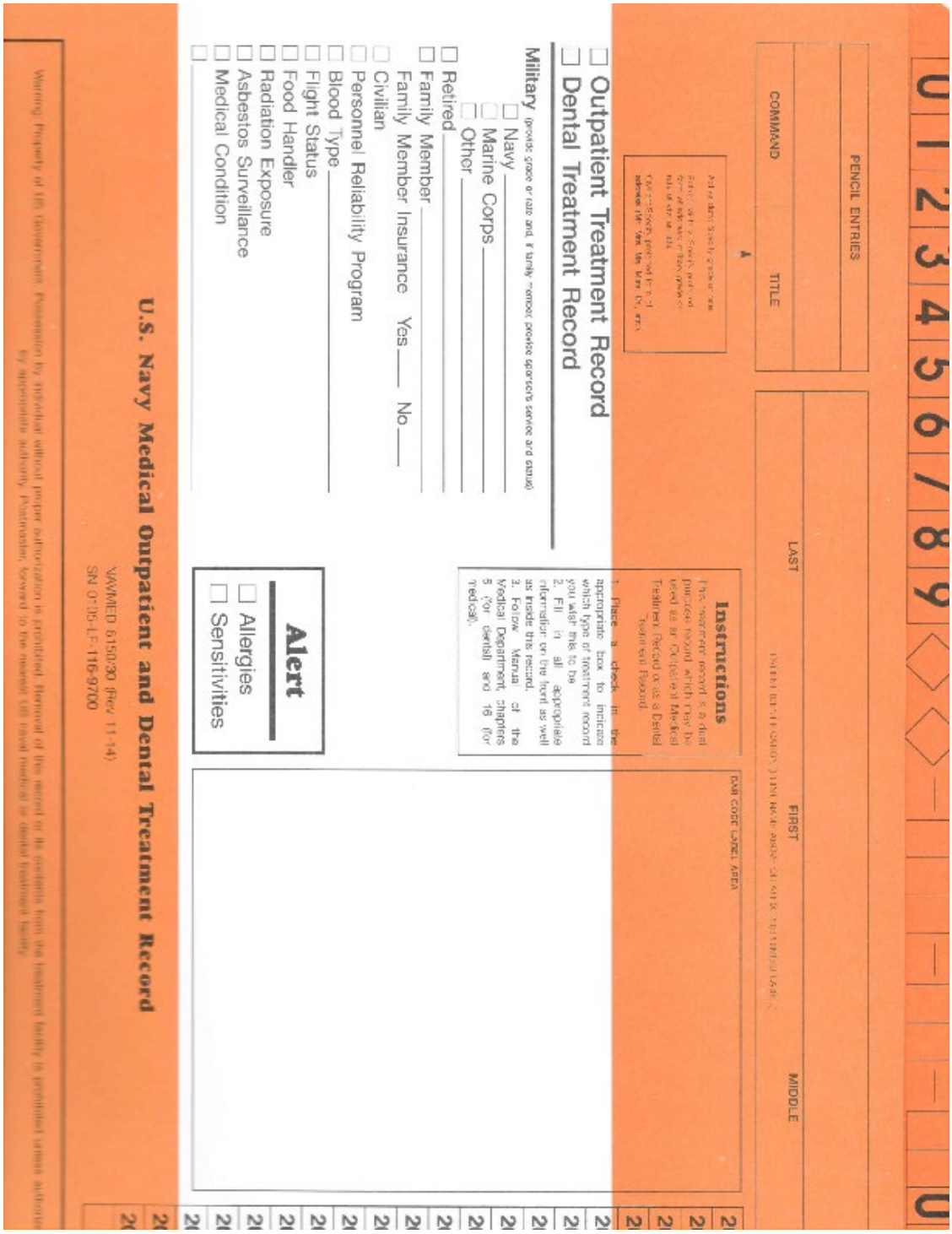


**Exhibit #24- US Medical Outpatient and Dental Treatment Record (Orange).**
(Panels 2-6 Same as Item 15 Above, different PMS Color)
Panel 1



PENCIL ENTRIES

COMMAND | TITLE

LAST | FIRST | MIDDLE

DAR CODE LABEL AREA

☐ Outpatient Treatment Record
☐ Dental Treatment Record

**Instructions**

This treatment record is a dual purpose record which may be used as an Outpatient Medical Treatment Record or as a Dental Treatment Record.

1. Place a check in the appropriate box to indicate which type of treatment record you wish this to be.
2. Fill in all appropriate information on the front as well as inside this record.
3. Follow Manual of the Medical Department, chapters 5 (for dental) and 16 (for medical).

**Military** (provide grade or rate and if family member, provide sponsor's service and status)

☐ Navy ____
☐ Marine Corps ____
☐ Other ____
☐ Retired ____
☐ Family Member ____
Family Member Insurance Yes ____ No ____
☐ Civilian
☐ Personnel Reliability Program
☐ Blood Type ____
☐ Flight Status
☐ Food Handler
☐ Radiation Exposure
☐ Asbestos Surveillance
☐ Medical Condition
☐

**Alert**

☐ Allergies
☐ Sensitivities

**U.S. Navy Medical Outpatient and Dental Treatment Record**

NAVMED 6150/30 (Rev 11-14)
SN 0105-LF-116-9700

Warning: Property of US Government. Possession by individual without proper authorization is prohibited. Removal of this record or its contents from the treatment facility is prohibited unless authorized by appropriate authority. Postmaster, forward to the nearest US naval medical or dental treatment facility.

**Exhibit #25 Case History.**

NAME:_____ SSN/MOS:_____ CAT(_____) FY(_____

CASE HISTORY

PACKAGE SUBMITTED TO HIGHER HQ ON ____/____/____/____

CPMS DT/MAILED TO CMC ____/____/____/____

CMC RESPONSE APPROVED DISAPPROVED _____ CODE (_____)

MESSAGE OF INTENT (DUE _____) SUBMITTED ON _____

SNM REENL ON _____ FOR _____ YRS

REENL INCENTIVE _____

UD# _____ /DT _____

NAVMC 11201 (11-88)
SN: 0109-LF-465-8700

NOTES

DATE REMARKS

ATTACHED DOCUMENTS:
(IN ORDER FROM BOTTOM TO TOP)

SRBP ELIGIBILITY WORKSHEET * NAVMC 11060 * STATEMENT OF SERVICE (IF NOT SRB ELG)
STATEMENT OF UNDERSTANDING • DENTAL/MEDICAL/SACO FORM • NAVMC 10213

NAME:_____ SSN/MOS:_____ CAT(_____) FY(_____

PROCESSING CHECKLIST

SUBMISSIONS

| | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| HT | PRO | AFADBD | DUSTA | CGWVR | FITREP | DCTB | DACO | HS GRAD |
| WT | CON | SVRLMT | EAS(90) | CMCWVR | CIV CON | ASVAB | NJP | NON GRAD |

SPECIALITY DUTY

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| DENTS | FINANCES | CIV DL | RIFLE | SSGT + 1 | MEDICAL | US CTZN | TOS |
| TEER | SINGLE | GOV DL | PISTOL | – 1STSGT | MENTAL | PRP | ASVAB | BLUES |

MEDICAL

| | | |
|---|---|---|
| PHYSICAL | YES | NO |
| DENTAL | YES | NO |
| URINALYSIS | YES | NO |

REENLISTMENT

| | | | | | |
|---|---|---|---|---|---|
| +10) | DISCH CERT | REENL CERT | REENL DOC | REENL OFFICER | GUEST |
| | LOCATION | TIME | DATE | UNIFORM | |

CURRENT DIRECTIVES

| | | | | | |
|---|---|---|---|---|---|
| 1040.31__ | GUIDE BOOK | MCO 1220.5__ | LAT MOVE | MCBUL 1220 | LAT MOVE |
| 1300.8__ | ASSIGNMENTS | MCO 1300.20__ | MCSF | MCO 1306.2 | MSG |
| 1326.6__ | DI/RCTR/I&I | MCO 7220.24__ | SRBP | MCBUL 7220 | SRBP |

AUTHORIZED STRENGTH – OVER/BALANCED/SHORT REPORT

ATTACHED DOCUMENTS:
(IN ORDER FROM BOTTOM TO TOP)

* CMC(NAVMSG) ROUGH • COPY OF CPMS (NAVMSG) "HAS BEEN SENT" • CPMS (NAVMSG) REPLY