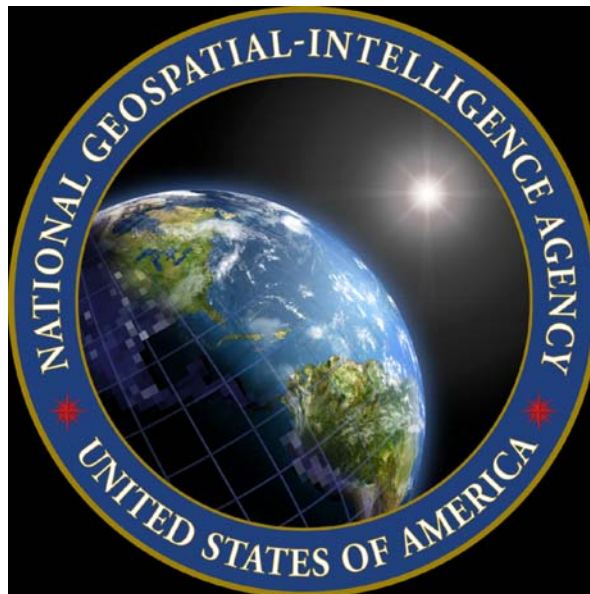


UNCLASSIFIED

NATIONAL GEOSPATIAL-INTELLIGENCE AGENCY  
GENERAL AND TECHNICAL PROVISIONS FOR DISTRIBUTION  
of  
DoD FLIGHT INFORMATION PUBLICATIONS  
BOOKS and CHARTS



THIRD EDITION  
MARCH 2014

Prepared By  
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ARNOLD, MO 63010

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**1. PURPOSE AND SCOPE:**

- a. These instructions are for the packaging and distribution of the DoD Flight Information Publications (FLIP) books, charts and related publications. No deviation shall be made from these instructions unless specifically authorized by the National Geospatial-Intelligence Agency (NGA).
- b. Conformance to these instructions will ensure all FLIP products are distributed in accordance with approved methods and standards.

**2. APPLICABILITY:** These instructions apply to all activities involved in the distribution of DoD FLIP products.

**3. SUPERCEDES:** National Geospatial-Intelligence Agency General and Technical Provisions for Distribution of DoD Flight Information Publications for Books and Charts, Second Edition, December 2010.

**4. SECURITY:** This technical instruction is unclassified.

**5. DEFINITIONS:**

- a. Overseas/OCONUS (Outside the Continental United States) shipments are those addressed to foreign countries, US territories, APO/FPO, and Department of State Pouch Room.
- b. Domestic/CONUS (Within the Continental United States) shipments are those addressed to within the Continental United States including Alaska and Hawaii.
- c. Military Post Office is a branch of the U.S. Civil Post Office operated by the Army, Navy, Air Force or Marine Corps to serve military personnel afloat or overseas. The term includes Army-Air Force Post Offices (APO) and Navy Fleet Post Offices (FPO). Military Post Offices provide postal service for military personnel in areas where the US Civil Postal Service does not operate and in places where the military situation requires. These units are authorized and discontinued by the Postal Service and changes are published in the USPS Postal Bulletins.

**6. MODING, PACKAGING AND DISTRIBUTION REQUIREMENTS:**

- a. Data File Transfer:
  - (1) Contractor shall be provided a data file in the following format Electronic Data File (EDI) from Defense Logistics Agency (DLA) and various other media from FAA (EDI, Internet).

- (2) Contractor shall be required to possess necessary equipment to receive, read, and manipulate the data file to produce the following documents and reports:
  - a. Labels and shipping documentation
  - b. Report showing the customers shipped to
  - c. Report showing the quality control
- b. Contractor shall determine the mode of delivery which ensures all the FLIP products are delivered in undamaged condition to all customers no later than three (3) days prior to product effective date. Contractor shall ensure mode of delivery, packing and distribution is in compliance with the following documents:
  - (1) Domestic Mail Manual (DMM)
  - (2) International Mail Manual (IMM)
  - (3) USPS Postal Bulletins
  - (4) Military Standard (MIL-STD) 129M
  - (5) NGA Quality Control Manual for the Distribution of Flight Information Publications (FLIPS)
- c. FLIP products shall be rate-shopped for mode of delivery. Contractors may obtain single copies of the Military Standard and Federal Specifications from the nearest General Services Administration (GSA) Regional Office. The mail manuals may be purchased from the Superintendent of Documents, US Government Printing Office, Washington, DC 20402. The contractor shall be required to maintain a current file of these publications.

## **7. SPECIAL LABELING AND MARKING REQUIREMENTS:**

- a. Due to the criticality of customer receipt of FLIP books and charts, special label/markings is required to be affixed/preprinted on each FLIP package (be it a box, envelope or other container). The contractor shall use yellow tape with "Critical to Flying Safety" message preprinted in red ink (3" x 450' RED/PMS803U with YELLOW FLOOD) on all packages which are large enough that the address label is not obscured. For accounting purposes, CLIN 2500AC shall be used. For packages that are too small to use the yellow preprinted tape, the contractor shall use NGA Form 4501 -1. The label will be either gummed, pressure sensitive, or pre-printed on containers. The label/markings shall also include the message which states 'CRITICAL TO FLYING SAFETY". The government will provide the contractor a sample of the label to be affixed. The label shall be placed on all four sides of each addressed package/box/container. The label shall not be covered with opaque tape or other opaque material, which may obscure the "Critical to Flying Safety" message. On flat envelopes and shrink-wrapped packages, the label shall be placed in the lower left corner on the address side.

- b. The contractor may elect to provide their own labels or obtain pre-printed boxes/envelopes/containers with the NGA Form 4501-1 information. These preprinted boxes/envelopes/containers will adhere to the following format:
- (1) In all cases, the printing format, size and wording shall be identical to NGA Form 4501-1 and will be printed in color RED/PMS803U. The printed size shall be no smaller than NGA Form 4501-1, but may be larger to improve clarity.
  - (2) Information shall be printed on each of the four sides of the box/container and lower left corner (address side) of envelopes. Care must be taken to ensure the “Critical to Flying Safety” message is not placed in such a location as to be obscured during box/envelope/ container shipment preparation.

## 8. SPECIAL DISTRIBUTION REQUIREMENTS:

- a. APO/FPO Drop Shipments: Drop shipments are specific APO/FPO mail shipments designated for delivery to a specified airport or general mail facility. Drop shipments must include the Ad Plate imprint along with the Penalty Mail imprint when metered. An Ad Plate imprint includes:

CITY  
 DROP SHIPMENT  
 AUTHORIZATION (Number)

To determine which Ad Plate is appropriate, match the Ad Plate imprint city to the corresponding APO/FPO listed below:

<u>Address</u>	<u>Ad Plate</u>
APO/FPO AE (09)	Chicago, IL
APO/FPO AP (96)	Chicago, IL
APO/FPO AA (34)	Miami, FL

Any address depicting APO/FPO for AE, AP or AA shall be distributed via APO/FPO drop shipment procedures and have an accelerated delivery timeline.

- b. Foreign Military Sales (FMS) and Foreign Exchange (FX) Case Shipments: There is a need for special handling of some FMS shipments (France, Germany, Belgium, etc.). The contractor shall adhere to these instructions when received from the CO or their representative.

All FMS and FX Case Shipments shall have the following statements on the outside of the packages:

- "FMS or FX CASE IS REPORTED DIRECTLY BY THE DEPARTMENT OF DEFENSE"

- "CONTENTS FOR OFFICIAL USE – EXEMPT FROM CUSTOMS REQUIREMENT. OFFICIAL MAIL FROM GOVERNMENT AGENCIES DOES NOT REQUIRE CUSTOMS DECLARATION OR EXEMPT ENDORSEMENT"

- "The Materials enclosed are between Government Agencies under the terms of official FMS arrangements. Contents are to be used for Government Purposes ONLY and are not releasable for Commercial Use."

- c. DLA Shelf Stock Shipments: Shipments designated for delivery to the DLA Distribution, Richmond, VA facility have an accelerated delivery timeline.
- d. Advance Copies: Delivery addresses designated as Advance Copy addresses have an accelerated delivery timeline.

9. **REQUIRED DELIVERY TIMES/DATES:** Products shall be distributed IAW the following times/dates:

- Advance Copies shall be shipped **NLT four hours after first binding.**
- APO/FPO shipments shall be delivered to the ISCs **NLT 12:00PM local time on Tuesdays nine (9) days prior to the Effective Date.**
- DLA Shelf Stock shall be shipped **NLT Thursdays seven (7) days prior to the Effective Date.**
- Final delivery to all remaining customers shall be **on or before Mondays (three days prior to the Effective Date)**

NOTE: All mailing/shipping shall be completed by the contractor and in the possession of the appropriate carriers **NLT 3:00PM local time on Wednesdays (eight days prior to the Effective Date)**

10. **CHANGES/COMMENTS TO THESE INSTRUCTIONS:** Recommended changes or comments to these instructions shall be keyed to a specific page(s), paragraph(s) and line(s) of text. A basis for the recommended change or comments shall also be provided.

Point of Contact (POC) for these instructions is:

NGA  
STM2 MS J-19  
3838 Vogel Road  
Arnold, MO 63010  
Phone number: (636) 321-5270