U.S. GOVERNMENT PUBLISHING OFFICE

Government Publishing & Print Procurement

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

C-17 Publications

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

Department of the Air Force, Warner Robins, GA

Single Award

TERM OF CONTRACT: The term of this contract is for the period beginning **Date of Award** and ending **October 31, 2027**, plus up to 4 optional 12-month extension period(s) 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 virtually at 11:00 a.m., Eastern Time (ET), on **September 21, 2026** at the U.S. Government Publishing Office. All parties interested in attending the bid opening shall email bids@gpo.gov one (1) hour prior to the bid opening date and time to request a Microsoft Teams live stream link. This must be a separate email from the bid submission. The link will be emailed prior to the bid opening.

BID SUBMISSION: Bidders must email bids (SECTION 4. – SCHEDULE OF PRICES) to bids@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 11:00 a.m. prevailing eastern time on the bid opening date specified above will not be considered for award.***

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

ADDITIONAL EMAILED BID SUBMISSION PROVISIONS: The Government will not be responsible for any failure attributable to the transmission or receipt of the emailed bid (SECTION 4. – SCHEDULE OF PRICES) including, but not limited to, the following:

1. Illegibility of bid.
2. Emails over 75 MB may not be received by GPO due to size limitations for receiving emails.
3. The bidder's email provider may have different size limitations for sending email; however, bidders 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 eastern time 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.

Abstracts of contract prices are available at https://www.gpo.gov/how-to-work-with-us/vendors/contract-pricing

For information of a technical nature call Russ Woodmancy at (614) 488-4616, ext. 8 (No collect calls) or e-mail at rwoodmancy@gpo.gov.

SECTION 1. – GENERAL TERMS AND CONDITIONS

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

Each bidder's attention is invited to the patent indemnification and Buy American Act provisions of GPO Contract Terms (Publication 310.2 (Rev. 01-18)) since the successful bidder will be responsible for compliance with all applicable patents/required licensing and the Buy American Act.

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

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

SECURITY: Print Orders placed on this contract, excluding DVD duplication, contain Controlled Unclassified Information (CUI).

Proper control and handling must be maintained at all times to prevent any information or materials required to produce the product ordered under these specifications from falling into unauthorized hands. Unless otherwise indicated on the individual print order, all extra copies, materials, waste, etc. for each print order must be destroyed within five workdays after completing distribution.

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

DoD Instruction 5230.24 provides guidelines for the proper marking, dissemination, and control of **Controlled Unclassified Information (CUI)**. PowerPoint overview link PowerPoint Presentation and Unclassified/Limited Distribution documents shall be handled using the same standard as "*Controlled Unclassified Information*" (CUI) material and will be destroyed by any method that will prevent disclosure of contents or reconstruction of the documents. When local circumstances or experience indicates that this destruction method is not sufficiently protective of unclassified limited information, local authorities may prescribe other methods but must give due consideration to the additional expense balanced against the degree of sensitivity.

"*Distribution Statements on Technical Documents*," August 23, 2012, as amended January 10, 2023, provides security information and limited distribution statements that may be ordered on this contract. The majority of orders that require printing on this contract will contain the Disclosure Notice and Distribution Statement D on title page. EXHIBIT A, page 23 is a sample title page that will typically be ordered on this contract and DoD Instruction 5230.24 Distribution link DOD INSTRUCTION 5230.24 DODI 5230.24 DISTRIBUTION STATEMENTS ON DOD TECHNICAL INFORMATION. "Distribution Statement D. Distribution authorized to the Department of Defense and U.S. DoD contractors only for administrative and operation use, [date of determination]. Other requests for this document must be referred to AFLCMC/WLMC-TOMA, Robins AFB, GA 31098-1607." Each title page will describe the necessary security precautions to be taken with each order. The Distribution Statement "date of determination" will vary from order to order based upon publication.

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

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

Product Quality Levels:
(a) Printing Attributes -- Level III.
(b) Finishing Attributes -- Level III.

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

Specified Standards: The following list of standards (in order of precedence left to right) shall become the Specified Standards.

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

Average Type Dimension style/theme font point sizes to be consistent throughout the finished product

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

All delivered DVD duplicates must conform to the physical specifications as defined by the DVD Forum. Additionally, all delivered DVD duplicates must meet or exceed the error-detection and correction specifications as defined by DVD Forum. All delivered DVD duplicates must be free of Error Correcting Code (ECC) errors.

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

OPTION TO EXTEND THE TERM OF THE CONTRACT: The Government has the option to extend the term of this contract (TERM OF CONTRACT) for a period of 12 months by written notice to the contractor not later than 30 days before the contract expires. If the Government exercises this option, the extended contract shall be considered to include this clause, except, the total duration of the contract may not exceed **five years (October 31, 2031)** as a result of, and including, any extension(s) added under this clause. Further extension may be negotiated under the "*Extension of Term of Contract*" clause. See also "*Economic Price Adjustment*" for authorized pricing adjustment(s).

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

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

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

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

For the purpose of this clause, performance under this contract will be divided into successive periods. The first period will extend from **Date of Award, through October 31, 2027**, 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 **July 31, 2026**, **called the base index**. The percentage change (plus or minus) of the variable index from the base index will be the economic price adjustment for the period being considered for adjustment.

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

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

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

1. BLS code 0913 for all paper will apply to all paper required under this contract.
2. The applicable index figures for the month of **October 2026** will establish the base index.
3. There shall be no price adjustment for the first three months of the contract.
4. Price adjustments may be monthly thereafter, but only if the index varies by an amount (plus or minus) exceeding 5% by comparing the base index to the index for that month which is two months prior to the month being considered for adjustment.
5. Beginning with order placement in the fourth month, index variances will be calculated in accordance with the following formula:

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

   where X = the index for that month which is two months prior to the month being considered for adjustment.
6. The contract adjustment amount, if any, will be the percentage calculated in 5 above less 5%.
7. Adjustments under this clause will be applied to the contractor's bid price(s) for line items "III. STOCK/PAPER" in the Schedule of Prices and will be effective on the first day of any month for which prices are to be adjusted.

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

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

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

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

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

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

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

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

ORDERING: Items to be furnished under the contract shall be ordered by the issuance of Print Orders by the Government. Orders may be issued under the contract from **Date of Award, through October 31, 2027**, plus for such additional period(s) as the contract is extended. All Print Orders issued hereunder are subject to the terms and conditions of the contract. The contract shall control in the event of conflict with any Print Order. A Print Order shall be "*issued*" upon notification by the Government for purposes of the contract when it is electronically transmitted or otherwise physically furnished to the contractor in conformance with the schedule.

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

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

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

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

If shipment/delivery of any quantity of an item covered by the contract is required by reason of urgency prior to the earliest date that shipment/delivery may be specified under this contract, and if the contractor(s) will not

accept an order providing for the accelerated shipment/delivery, the Government may procure this requirement from another source.

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

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

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

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

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

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

SECTION 2. – SPECIFICATIONS

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

TITLE: C-17 Publications

NUMBER OF ORDERS AND TRIM SIZES: Based on prior year usage, approximately 423 total orders, breakdown as follows.

- DVD: Approximately 150 orders per year.
- FORMAT A TRIM SIZES 5 x 8": Approximately 56 orders per year.
- FORMAT B TRIM SIZE 5-1/4 x 11": Approximately 60 orders per year.
- FORMAT C TRIM SIZE 8-1/2 x 11": Approximately 116 orders per year.
- FORMAT D TRIM SIZE 11 x 17" or 17 x 11": This Format size includes fold-ins. Approximately 36 orders per year and of these 10 orders will be fold-ins that will require insertion into Format C publication orders.
- TAB DIVIDERS 5-1/4 x 11" plus ½" tab (5-3/4 x 11"): Approximately 5 orders per year. All orders for tab dividers will require typesetting.

NUMBER OF PAGES:

FORMATS A through D -- Range is from 2 pages to approximately 2400 pages. FORMATS A through C average range is between 134 to 472 pages.

TAB DIVIDERS -- Range of number of tabs per set is approximately from 4 to 80 with a common tab order. Tab cuts and banks as specified on the order.

QUANTITY:

DVD ORDERS:

- Approximate number of copies per order is 1 to 100.
- Approximately 88% of the DVD orders will be for 10 or less copies.

FORMATS A, B, C, and D.

- Approximately 1 to 4,000 copies per order (most orders will be for 60 or less copies).

TAB DIVIDERS: Anticipate the following:

- Tab Divider orders are ordered independently.
- Approximately 18 to 64 sets per order.

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

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

No quantity variance allowed on Print Orders.

GOVERNMENT TO FURNISH: Electronic media for PDF of Print Order, DVD files and print files. Hard copy of Print Order (duplicate of the electronic version of the Print Order) and shipping labels to be mailed/shipped to contractor's location.

Platform: Windows 11

Storage Media: Files will be downloaded from sFTP site (DoD SAFE). Contractor will be notified by email with the information and stating the limited amount of time to securely download the files.

Software: Microsoft Excel, Adobe Acrobat PDF (current or near current versions)

Note: All software upgrades (for specified applications) which may occur during the term of the contract, must be supported by the contractor.

Fonts: All printer and screen fonts will be furnished and/or embedded – as applicable.

Contractor is cautioned that furnished fonts are the property of the Government and/or its originator. All furnished fonts are to be eliminated from the contractor's archive immediately after completion of the contract.

Additional Information: Files will be furnished in native application and/or PDF format.

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

HARD COPY:

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

FMS Labels (**Exhibit C**, page 25) and FMS MAILING LABELS clause on page 12.

Delivery/shipping status report form.

GPO Form 2511, Print Order.

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

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

TYPESETTING: DVD label and the tab portion of the tab dividers will require typesetting. Typeface to be in Arial font unless otherwise indicated on the Print Order or furnished copy. The font size is to be proportional for readability and centered on the DVD Label and tab portion of the tab divider. Average Type Dimension style/theme font point sizes to be consistent throughout the finish product.

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

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

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

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

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

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

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

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

- White Uncoated Text, basis weight: 50-60 lbs. per 500 sheets, 25 x 38", equal to JCP Code A60.
- White Bond, basis weight: 20-24, lbs. per 500 sheets, 17 x 22", equal to JCP Code G10, or, at contractor's option, White Writing, basis weight: 20 lbs. per 500 sheets, 17 x 22", equal to JCP Code D10.
- White Index, basis weight: 90 and 110 lbs. per 500 sheets, 25-1/2 x 30-1/2", equal to JCP Code K10, (basis weight will be indicated on the individual Print Order).
- White Printable Plastic Film (Synthetic Paper) equal to YUPO Original Grade FPG 150, 5.9 mil thick, 78 lb. text weight per 500 sheets, 25 x 38".
- White Printable Plastic Film (Synthetic Paper) equal to YUPO Original Grade FPG 200, 8.0 mil thick, 58 lb. cover weight per 500 sheets, 20 x 26".
- Tab dividers will print on White Printable Plastic Film (Synthetic Paper) equal to YUPO Original Grade FPG 200, 8.0 mil thick, 58 lb. cover weight per 500 sheets, 20 x 26". Tab portion to have 1.5 – 1.7 mil lamination on face and back.
- Lamination will be double sided and used for single cut forms, text pages, covers and tab dividers. Clear polyesters (such as polyethylene terephthalate, vinyl or cellulose acetate biaxially oriented polypropylene (BOPP)), non-yellowing, 1.5 to 1.7 mil thickness to both sides of a leaf after imaging. Laminate to be weather and humidity resistant.
    - Single cut forms, text pages, covers: Matte laminate surface and end user will write on surface with a pen or permanent marker. Contractor to ensure that ink/marker image will not smear or rub off after drying, trim flush.
    - Tab Dividers: Gloss or contractor's option semi-gloss laminate surface.

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

PRINTING/IMAGING: Ink used shall withstand the laminating in plastic, cellulose acetate, polyethylene terephthalate, or equal materials.

DVD Labels: At contractor's option, contractor may print directly on the disc or print and apply an adhesive label to face of disc. All inks and adhesives (if applicable) used shall not damage the lacquer layer or negatively impact usability. DVDs do not require CUI identification markings printed on the label.

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

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

Pages printing in full color maybe together or separately or scattered throughout the publication.

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

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

Fold-ins: Print face only in black ink.

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

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

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

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

Trim 4 sides.

Stitch with one wire stitch in upper left corner.

Punch suitably and insert black spiral coil binding and ensure no data is cut off or hidden by the coils.

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

FOLD-INS: Format D (17 x 11") to trim to required size, fold to fit within Format C (8-1/2 x 11") publications. Anticipate most orders will not require an apron; however, an occasional order may require a full or partial apron as indicated on the individual Print Order. Most fold-ins will require two accordion or parallel folds, with page number showing. Fold-ins gather in sequence or insert throughout text. Gather/insert as indicated and bind with text as required. Anticipate most orders will gather fold-ins at front or back of publication. Splicing fold-ins is not acceptable.

LAMINATION: When indicated on the Print Order, after printing, some items for forms, books/pamphlets (usually forms), will require the contractor to apply matte film laminate of 1.5 to 1.7 mil thickness to both sides of a leaf after imaging, and trim flush. The laminated product must have no distortion of the printed matter and must remain clear and legible, and no air bubbles. Laminate to be weather and humidity resistant. End user will write on the matte laminate surface with a pen or permanent marker. Contractor to ensure that ink/marker image will not smear or rub off after drying.

TAB DIVIDERS: Anticipate tabs will be 1/5, 1/6 or 1/9 cut. The individual Print Order will indicate the cut and number of tabs required for each set. When ordered, the order will only be for tab dividers. No inserting into books or pamphlets required. After printing, the tab portion only will be laminated on face and back with a clear 1.5 – 1.7 mil lamination. See below under "*DRILLING*" for drill hole instructions.

DRILLING: Format and Tab Divider orders will require drilling 5, 6, or 7 holes. Drill as indicated on the individual Print Order. Anticipate the following:

1) **Format A:** Drill 6 round holes, 2 groups of 3, 1/4" diameter, 1/4" on center from edge of sheet, 3/4" center to center, 3" space centered between groups. 1" from top and bottom edge.
2) **Format B:** Drill 7 round holes, 2 groups of 2, 1-1/4" from top edge to center of hole and 1-1/4" from bottom edge to center of hole, and 1 group of 3 holes, center hole 5-1/2" from top edge to center of hole. Holes are 5/16" diameter and 1-1/4" space centered between groups. All holes centered 7/16" from edge of sheet to center of holes.
3) **Formats C and D, and Tab Dividers:** Drill 5 round holes, including 3 holes 7/16" diameter, 3-1/2" center to center and 2 holes 1/4" diameter, 3/4" center to center from outside 7/16" holes (i.e. the two 1/4" holes are 8-1/2" center to center). Holes are 3/16" from edge of sheet to edge of holes.

DVD SLEEVES: Insert one DVD per white paper sleeve with clear window or contractor's option a clear vinyl sleeve, DVD label facing out the die-cut window.

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

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

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

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

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

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

1. **Shipper's Mailing Log**: Utilize the Government furnished Shipper's Mailing Log to record all shipments. The information at the top of this log identifies the SHIPPER, the COMPLETED BY name, the DATE LOG COMPLETED, and the TECHNICAL ORDER DISTRIBUTION OFFICE (TODO) ACCOUNT NUMBER. The column headings are identified and defined as follows. Refer to EXHIBIT D, page 26.
   (a) PO No.: This is the Print Order number taken from GPO Form 2511 for item being shipped.
   (b) TO Number: This is the technical order number of the item being shipped.
   (c) Chg/Rev #: This denotes the change or revision number of the technical order being shipped.
   (d) Pub Date: This is the publication date of the technical order being shipped.
   (e) Tracking No.: This number represents the Shipper or Courier tracking number of the technical order being shipped.
   (f) # copies: This number represents the number of copies sent to the TODO account address.
   (g) Date Shipped: This date represents the actual date the technical order was shipped to the FMS address.
   (h) Shipping Address: Address of recipient.
   (i) Remarks: This space is used to clarify or document any additional information required to complete shipment of the technical order.

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

   A Label will be attached to all Flight Manuals shipments that reads as follows:
   DO NOT RETURN

   Please call:
   Deedra Coleman @ 1-478-284-7130 and/or
   Sandy Pinder @ 1-478-926-2882

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

1. **FMS Mailing Labels**: Upon receipt of the Print Order, the contractor must check package for FMS identified shipping label. This label is specifically identified with the letters "*SAP*" on the label, refer to EXHIBIT B page 24. Label count summary report refer to EXHIBIT C, page 25.

2. **Shipper's Mailing Log**: Utilize the Government furnished Shipper's Mailing Log to record all FMS shipments. The information at the top of this log identifies the SHIPPER, the COMPLETED BY name, the DATE LOG COMPLETED, and the TECHNICAL ORDER DISTRIBUTION OFFICE (TODO) ACCOUNT NUMBER. The column headings are identified and defined as follows. Refer to EXHIBIT D, page 26.
    a. PO No.: This is the Print Order number taken from GPO Form 2511 for item being shipped.
    b. TO Number: This is the technical order number of the item being shipped.
    c. Chg/Rev #: This denotes the change or revision number of the technical order being shipped.
    d. Pub Date: This is the publication date of the technical order being shipped.
    e. Transaction No.: This number represents the Shipper or Courier tracking number of the technical order being shipped.
    f. FMS Doc. No.: This number is printed on the label next to the "*FMS Doc:*" field.
    g. # copies: This number represents the number of copies sent to the FMS account address.
    h. Postage: This figure represents the cost of shipping the technical order(s) to the FMS account address.
    i. Date Shipped: This date represents the actual date the technical order was shipped to the FMS address.

3. **Packing and Shipping**: Package shipments in suitable envelopes or boxes. Package weight shall not exceed 45 lbs.
    a. All shipments, other than those to an APO or PO Box, must be shipped by traceable means.
    b. Shipments to be delivered to an APO or PO Box shall be shipped by USPS Certified Mail.
    c. Shipments to the same TODO shall not be consolidated.

4. **Administrative Routing**: Supply each address below with one copy of the completed logs via electronic mail weekly (not to exceed 7 days from date of shipment).
    a. AFMC AFLCMC/WLMC; 660 11th Street; Robins AFB, GA 31098. E-Mail address(es) provided at time of award.
    b. Additional addresses will be provided as necessary.

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

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

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

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

A copy of the Print Order and a signed Certificate of Selection of Random Copies must be included.

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

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

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

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

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

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

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

SCHEDULE: Adherence to this schedule must be maintained.

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

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

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

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

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

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

PRINT QUANTITY REPORT: Contractor to provide report in accordance with the Comprehensive Air Force Technical Order Plan (CAFTOP).

Print Quantity Report in Excel spreadsheet to be provided monthly (Refer to EXHIBIT E, page 27, for general layout) to the e-mail address(es) provided at time of award. Report is required no later than the 15th calendar day following the applicable month being reported. Print Quality Report to list all Print Orders that were shipped during the applicable month.

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

When requested, a proof of delivery, the GPO report of delivery/shipment form must be emailed, with a copy of the Print Order, to AFMC AFLCMC/WLMLBC; 660 11th Street; Robins AFB, GA 31098, deedra.coleman.1@us.af.mil unless otherwise communicated.

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

DELIVERY/SHIPPING STATUS INFORMATION: For compliance reporting purposes, the contractor must notify the U.S. Government Publishing Office of the date of shipment or delivery, including a copy of the distribution breakdown (EXHIBIT C on page 25 and EXHIBIT D on page 26), as applicable. Upon completion of each order, contractor must contact the Shared Support Services Compliance Section via email at: compliance@gpo.gov and termcontracts@gpo.gov. Personnel receiving email will be unable to respond to questions of a technical nature or to transfer any inquiries.

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

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

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

SECTION 3. – DETERMINATION OF AWARD

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

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

I.	(a)	150			
	(b)	964			
II.					
A.		10			
		(1)	(2)	(3)	(4)
B.	(a)	24,300	12,792	35,002	82
	(b)	1,472	12,962	6,650	380
C.	(a)	4	50	174	4
	(b)	2	22	18	2
D.	(a)	xxx	xxx	xxx	88
	(b)	xxx	xxx	xxx	20
E.	(a)	194			
	(b)	34			
III.					
	(a)	53	xxx	3,170	101
	(b)	2	xxx	xxx	xxx
	(c)	40	36	10	30
	(d)	642	5,046	14	70
	(e)	xxx	1,410	140	xxx
	(f)	2	34	20	40
	(g)	34			
IV.					
	(a)	6,500			
	(b)	179			
	(c)	200			
V.					
	(a)	50			
	(b)	1,224			
	(c)	18			
	(d)	360			

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SECTION 4. – SCHEDULE OF PRICES

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

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

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

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

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

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

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

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

All vouchers submitted to the GPO shall be based on the most economical method of production. See PAYMENT on page 6 for instructions.

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

FORMAT "A": 5 x 8"

FORMAT "B": 5-1/4 x 11"

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

FORMAT "D": 11 x 17" or 17 x 11"

Tab Dividers 5-1/4 x 11" plus ½" tab (5-3/4 x 11")

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

I. DVD DUPLICATION:

(a) Makeready and/or Setup Charges..... per title .....$ _____

(b) Duplication, including labeling and inserting DVD into sleeve ..... per copy.....$ _____

SECTION 4. - SCHEDULE OF PRICES (Continue)

FORMAT "A": 5 x 8"

FORMAT "B": 5-1/4 x 11"

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

FORMAT "D": 11 x 17" or 17 x 11"

Tab Dividers 5-1/4 x 11" plus ½" tab (5-3/4 x 11")

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

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

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

	Format A (1)	Format B (2)	Format C (3)	Format D (4)
B. Single black ink color, per printed page:				
(a) Makeready and/or Setup Charges	$ _____	$ _____	$ _____	$ _____
(b) Running per 100 copies	$ _____	$ _____	$ _____	$ _____
C. Full ink color, per printed page:				
(a) Makeready and/or Setup Charges	$ _____	$ _____	$ _____	$ _____
(b) Running per 100 copies	$ _____	$ _____	$ _____	$ _____

D. Fold-in(s) print in a single black ink color, one side only, price includes folding, gathering and/or inserting throughout text and binding, price per fold-in leaf:

(a) Makeready and/or Setup Charges	xxxxx	xxxxx	xxxxxx	$_____
(b) Running per 100 copies	xxxxx	xxxxx	xxxxxx	_ $_____

E. Tab Dividers, price per tab divider leaf (print face and back) including typesetting:

(a) Makeready and/or Setup Charges .....$_____

(b) Running per 100 copies .....$_____

SECTION 4. - SCHEDULE OF PRICES (Continue)

FORMAT "A": 5 x 8"

FORMAT "B": 5-1/4 x 11"

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

FORMAT "D": 11 x 17" or 17 x 11"

Tab Dividers 5-1/4 x 11" plus ½" tab (5-3/4 x 11")

III. STOCK/PAPER: Payment for all stock/paper supplied by the contractor under the terms of these specifications, as ordered on the individual Print Orders, will be based on the net number of leaves furnished for the product(s) ordered in the applicable Format group. The cost of any paper required for make-ready or running spoilage must be included in the prices offered. Price adjustments for stock/paper subject to "PAPER PRICE ADJUSTMENT", see page 4.

	Per 100 Leaves			
	Format A (1)	Format B (2)	Format C (3)	Format D (4)
(a) White Uncoated Text (50-60 lbs.) or White Bond/Writing (20-24lbs.)	$ _____	xxxxxxxx	$ _____	$ _____
(b) White Index (90-lbs.)	$ _____	xxxxxxxx	xxxxxxxxx	$ xxxxxxxxx
(c) White Index (110-lbs.)	$ _____	$_____	$ _____	$ _____
(d) White Printable Plastic Film (Synthetic Paper), 5.9 mil thick	$ _____	$_____	$ _____	$ _____
(e) White Synthetic Paper equal to YUPO Original 58 lb. Cover, 8.0 mil thick	xxxxxxxx	$ _____	$_____	xxxxxxxxx
(f) Clear Matte Lamination 1.5 to 1.7 mil thick, price includes lamination on face and back, trim flush	$ _____	$ _____	$ _____	$ _____

(g) Tab Dividers White Synthetic Paper equal to YUPO Original 58 lb. Cover, 8.0 mil thick and includes tab lamination ..... per 100 leaves .....$_____

SECTION 4. - SCHEDULE OF PRICES (Continue)

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

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

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

(c) Black spiral coil binding ..... each book/pamphlet .....$ _____

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

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

BULK SHIPMENTS 120 LBS AND OVER:

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

BULK SHIPMENTS LESS THAN 120 LBS.:

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

(c) Quantities over 12 lbs. up to 36 lbs. wrapped in
shipping bundles or packed in shipping containers
(maximum gross weight 40 lbs.)..... each bundle/container....$ _____

OTHER PACKING AND SEALING CHARGES:

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

SECTION 4. – SCHEDULE OF PRICES (Continue)

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

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

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

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

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

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

BIDDER'S NAME AND SIGNATURE: Unless specific written exception is taken, the bidder, by signing and submitting a bid, agrees with and accepts responsibility for all certifications and representations as required by the solicitation and GPO Contract Terms – Publication 310.2. When responding by email, fill out and return one copy of all pages in "SECTION 4. – SCHEDULE OF PRICES," including initialing/signing where indicated. See BID OPENING on page 1 and ADDITIONAL EMAILED BID SUBMISSION PROVISIONS on page 1 for additional instructions. 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)

THIS SECTION FOR GPO USE ONLY

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

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Exhibit A: Sample Title Page with Distribution Statements SECURITY

TO 1C-17A-01

TECHNICAL MANUAL

LIST OF APPLICABLE PUBLICATIONS

USAF SERIES
C-17A
AIRCRAFT

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

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

1 JANUARY 2011
CHANGE 6 - 15 MARCH 2013

Exhibit B: Sample FMS Labels

FMS MAILING LABELS

Department of the Air Force
564 ACSS/GFLB
235 BYRON ST STE 19A
ROBINS AFB GA 31098-1670
Official Business
Penalty for Private Use $300
I.D.
I2353370
JCALS Doc: D*03TL8050I905
FMS Doc: DATL048050E204
FMS Qty: 1
FMS Amt: $ 54.00
1 / 1
SAP
1C-17A-2-27JG-50-4
RE 01Feb2008
REQ NO: 80509924L
QTY: 1
PSN: 01T067058000006
D*03TL
AT-SEN-012 D*03TL
DHL GLOBAL
AUSTRALIAN GOVT ACCT
451 ECCLES AVENUE
S SAN FRANCISCO CA

Department of the Air Force
564 ACSS/GFLB
235 BYRON ST STE 19A
ROBINS AFB GA 31098-1670
Official Business
Penalty for Private Use $300
I.D.
I2353370
JCALS Doc: D*03TL8050I905
FMS Doc: DATL048050E204
FMS Qty: 1
FMS Amt: $ 54.00
1 / 1
SAP
1C-17A-2-27JG-50-4
RE 01Feb2008
REQ NO: 80509924L
QTY: 1
PSN: 01T067058000006
D*03TL
AT-SEN-012 D*03TL
DHL GLOBAL
AUSTRALIAN GOVT ACCT
451 ECCLES AVENUE
S SAN FRANCISCO CA

Exhibit C:
Label Count Summary Report

DELIVERY/SHIPPING STATUS INFORMATION
FMS MAILING LABELS

Prime Technical Order Warehouse System

Label Count Summary Report per ID Deck

Date: XX/XX/XX

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

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

Exhibit D:
Shipper's Mailing Log

DELIVERY/SHIPPING STATUS INFORMATION
SHIPPER'S MAILING LOG

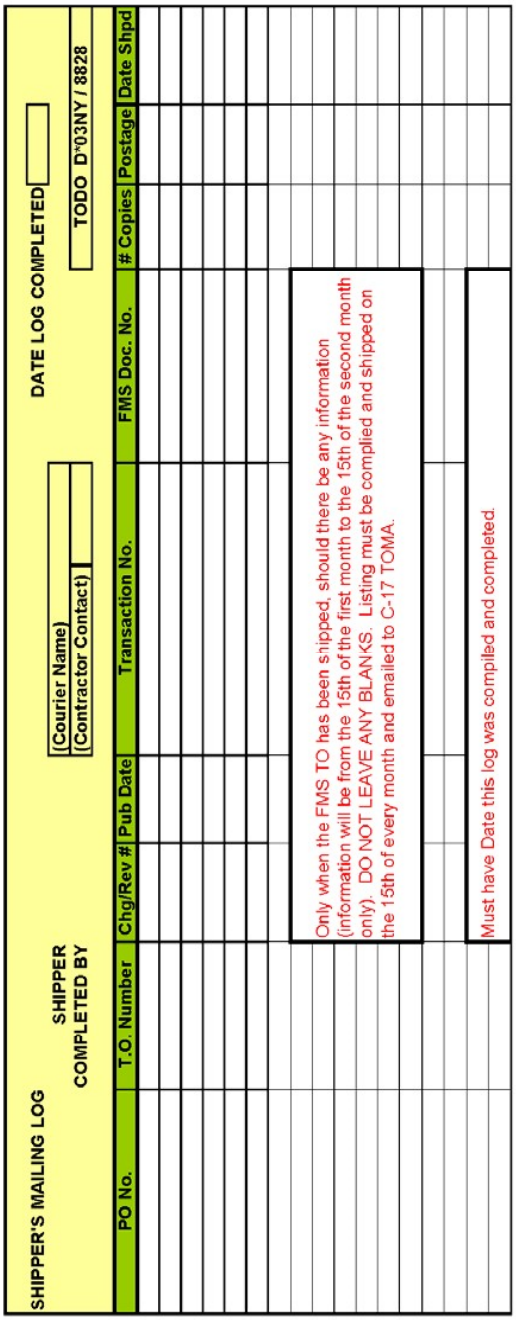

Exhibit E: Print Quantity Report PRINT QUANTITY REPORT

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

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

Page #
Date #