

U.S. GOVERNMENT PUBLISHING OFFICE  
Washington, DC

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

***Terminal Procedures Publication (TPP), Alaska Terminal Procedures (ATP),  
and Change Notices (CN)***

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

Federal Aviation Administration (FAA)  
Aeronautical Information Services (AIS)

Single Award

**TERM OF CONTRACT:** The term of this contract is for the period beginning Date of Award, and ending February 28, 2018, 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.

**NOTE:** The period from Date of Award to March 30, 2017, will be used by the contractor for file conversion/set-up of the data files to prevent interruption of the required contract specifications. Processing of the first cycle (EDI – order requirements) will begin on or about March 30, 2017, with production of the first cycle (print orders) to begin on or about April 6, 2017.

**BID OPENING:** Bids shall be publicly opened at 11:00 a.m., prevailing Washington, DC time, on December 16, 2016.

**BID SUBMISSION:** Submit bid in pre-addressed envelope furnished with solicitation, or send to: U.S. Government Publishing Office, Bid Section, Room C-848, Stop: CSPS, 732 North Capitol Street, NW, Washington, DC 20401. Facsimile bids in response to this solicitation are permitted. Facsimile bids may be submitted directly to the GPO Bid Section, Fax No. (202) 512-1782. The Program number and bid opening date must be specified with the bid. Refer to Facsimile Bids in Solicitation Provisions of GPO Contract Terms, GPO Publication 310.2 as revised June, 2001. Hand delivered bids are to be taken to: GPO Bookstore, 710 North Capitol Street, NW, Washington, DC, between the hours of 8:00 a.m. and 4:00 p.m., prevailing Eastern Time, Monday through Friday. Contractor is to follow the instructions in the Bid Submission/Opening area. If further instruction or assistance is required, call (202) 512-0526.

**BIDDERS, PLEASE NOTE:** These specifications have been extensively revised; therefore, all bidders are cautioned to familiarize themselves with all provisions of these specifications before bidding.

Abstracts of contract prices are available at: <http://www.gpo.gov/gpo/abstracts/abstract.action?region=DC>.

For information of a technical nature, contact Rebecca Swan at [rswan@gpo.gov](mailto:rswan@gpo.gov) (202) 512-1239.

## 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. 6-01)) and GPO Contract Terms, Quality Assurance through Attributes Program for Printing and Binding (GPO Publication 310.1, effective May 1979 (Rev. 8-02)).

GPO Contract Terms (GPO Publication 310.2) – <http://www.gpo.gov/pdfs/vendors/sfas/terms.pdf>.

GPO QATAP (GPO Publication 310.1) – <http://www.gpo.gov/pdfs/vendors/sfas/qatap.pdf>.

**DISPUTES:** GPO Publication 310.2, GPO Contract Terms, Contract Clause 5. Disputes, is hereby replaced with the June 2008 clause found at [www.gpo.gov/pdfs/vendors/contractdisputes.pdf](http://www.gpo.gov/pdfs/vendors/contractdisputes.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 II.
- (b) Finishing (item related) Attributes – Level II.

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:

<u>Attribute</u>	<u>Specified Standard</u>
P-7. Type Quality and Uniformity	O.K. Proofs/Average type dimension in publication/ Electronic media
P-9. Solid and Screen Tint Color Match	Pantone Matching System

Quality defects will be classified as critical, major, or minor, as described below –

**Critical** - A critical defect (Class 6) is one that –

- Judgment and experience indicate could result in hazardous or unsafe conditions for individuals;
- when used, the products could prevent performance of a navigational function; or
- is a serious departure from specifications, established standards, or average process capability.

**Major** - A major defect (Class 3) is a defect, other than critical, that –

- Could materially reduce the usability of the unit of product for its intended purpose;
- is a significant deviation from specifications, established standards, or average process capability, or
- materially affects the appearance of the charts.

**Minor** - A minor defect (Class 1) is one that either does not –

- materially reduce the usability of the product for its intended purpose;
- is a departure from established standards; or,
- affect the appearance only to a minor degree.

**DISPOSITION:** It is impossible to predict and classify all defects that can occur during production. When a departure from specified contract requirements exceeds the Defect Evaluation Criteria defined in this contract, the service is defective and the terms of this contract have been violated. All deviations of the final products from specifications, standards or process capabilities, whether classified herein or not, shall be called to the attention of the FAA Program Manager immediately upon their discovery. No remedies contained herein shall preclude the Government from any and all other remedies available to the Government by law or under the terms of this contract. Disposition, whether defect is recognized by the contractor, the Government, or customer complaints, shall be as follows for each defect category –

- If a critical (Class 6) defect is discovered before the distribution deadline, the contractor shall immediately notify the FAA Program Manager. Publications with known Class 6 defects shall not be distributed unless this action has been directed by the FAA Program Manager. The contractor, if at fault and if necessary to meet the effective date deadline, will bear the additional mailing/shipping costs to ship the publications by a faster mode of transportation.
- If a critical (Class 6) defect is discovered after the distribution deadline, the contractor shall immediately notify the FAA Program Manager. The contractor, if at fault, will bear the additional costs of curing each Class 6 defect, including the additional mailing/shipping costs required to ship the charts by a faster mode of transportation to meet the effective date deadline.
- If a major (Class 3) defect is discovered at any time, the contractor shall immediately notify the FAA Program Manager who will determine if the chart needs to be reprinted.
- If a minor (Class 1) defect is discovered, the contractor shall notify the FAA Program Manager on the next working day, but may proceed with the distribution, unless otherwise notified by the FAA Program Manager.
- If a defect is discovered which has not been classified in this document, the contractor shall immediately notify the FAA Program Manager who will assign a classification based on the severity of the defect. The FAA Program Manager will then determine the proper disposition.

**QUALITY STANDARDS FOR THE PERFORMANCE REQUIREMENTS:**

**Proofs** – Quality control of the proof-making process is essentially one of assuring that the required proofs are created and delivered according to the requirements specified herein.

<u>Defect Evaluation Criteria</u>	<u>Class</u>
Proofs not collated in proper sequence .....	6
Graphics (charts) on proofs are not the same size as the final publication .....	6
The contractor fails to provide proofs of each individual page when requested by the Government.....	6
The proofs are delivered late, according to the schedule .....	6

**Layout** –

<u>Defect Evaluation Criteria</u>	<u>Class</u>
Pages are not printed in the order directed in the Government furnished digital files (PDF format) .....	6
Pages not printed back-to-back and head-to-foot.....	6
One (1) or more cover images not centered on the finished cover size.....	3
One (1) or more covers not printed with head/foot in right directions.....	6
Covers printed in wrong order.....	6
More than seven (7) blank pages at end of volume.....	1
Negative identification (outside neatline) printed and not trimmed.....	6

**Folios –**

<u>Defect Evaluation Criteria</u>	<u>Class</u>
Folios printed in wrong location on the page .....	6
Folios printed using wrong typestyle and/or size .....	3
Blank page between tabulated section and chart section not identified by “INTENTIONALLY LEFT BLANK” with neatline .....	3

**Paper** – The contractor must ensure that the paper used in this contract meets the standards contained in the “Government Paper Specification Standards No. 12,” dated March 2011, for L20 paper, and the specifications stated herein for White Light Weight Offset paper. The following criteria for evaluation of defects apply to all required paper as specified herein –

<u>Defect Evaluation Criteria</u>	<u>Class</u>
Any deviation from specification basis weight .....	6
Wet tensile strength less than specification standard .....	6
Folding endurance less than specification standard .....	6
Bursting strength less than specification standard.....	6
Opacity less than specification standard.....	6
Any deviation from thickness standard .....	6
Water resistance less than standard .....	3
Smoothness less than standard .....	3

**Color Match** – The contractor must ensure that the ink used in this contract meets the standards outlined in the following test procedures.

The following Pantone Matching System colors match the colors of the required inks: Pantone 464 (Brown), Pantone 281 (Blue), and Black.

<u>Defect Evaluation Criteria</u>	<u>Class</u>
Tested sample does not match Government furnished sample in hue or value .....	6

**Printing** – The factors that shall be controlled during printing are correct registration and lithographic quality. The contractor shall have previously provided adequate control of the paper, ink, presses, press components, blankets, rollers, and other press supplies necessary to produce a quality litho print.

**Process Standards** - Standards and tolerances for printing are established for the elements of correct compositing, register, and lithographic quality. The measurements required are to be made by use of shop microscopes, electronic densitometers, graduated scales, and visual comparison.

**Register** - Tolerance for face to back-up register is +/- 0.020 inch. For two-color pages, images shall match within a tolerance of +/- 0.003 inch.

**Lithographic Quality** - The standard for lithographic quality is a condition in which quality of the printed matter duplicates the quality of the reproduction materials. It is characterized by sharp, clean printing, absence of smears, weak detail, missing detail, or any other factor that would be detrimental to the good appearance of the final lithographic sheet. Measurement of lithographic quality shall be accomplished by visual examination of the printed sheet for the lithographic flaws noted. Each defect shall be classified in accordance with the Defect Evaluation Criteria below.

The Government Terminal Procedures Publication (TPP) IFP Charting Team will inspect advanced copies to ensure that the contractor has provided the lithographic services in accordance with the requirements specified herein.

<u>Defect Evaluation Criteria</u>	<u>Class</u>
Registration –	
Face to back-up registration deviation more than +/- 0.020 inch .....	3
Two-color registration deviation more than +/- 0.003 inch .....	3
Lithographic Quality –	
Defects of a minor degree such as scratches, hickies, weak print or holes .....	1
Major defects, such as very weak but readable print or slightly plugged area(s) ....	3
Critical defects, such as illegible print, missing type, or plugged screens .....	6

<u>Defect Evaluation Criteria</u>	<u>Class</u>
Image Resolution –	
Dot size greater than +/- 0.003 inch .....	6
Line or type greater than +/- 0.003 inch .....	6

**Finishing Services** – This section contains guidance for the quality control of the finishing processes, including collating, binding, trimming, drilling, stamping, and shrink-wrapping.

**Inspection** - Volumes shall be inspected by sampling to ensure that all publications are finished correctly. All inspections shall be completed and corrections made prior to the start of the next production operation.

<u>Defect Evaluation Criteria</u>	<u>Class</u>
Signature Collating –	
Signatures are not collated in correct sequence, as directed in the Government furnished digital files (PDF format) .....	6
One (1) or more signature(s) is missing .....	6
One (1) or more signature(s) is duplicated .....	6
One (1) or more signature(s) is inverted.....	6
Binding –	
Perfect binding durability does not meet page flex test (minimum 75 flexes).....	6
Perfect binding durability does not meet page flex test (minimum 125 flexes).....	3
Greater than 3/16" glue penetration .....	6
Trimming –	
Publications are oversized by 1/8" .....	3
Publications are oversized in excess of 1/8" .....	6
Under specified size to edge of image - detail legible.....	1
Under specified size - image trimmed - detail illegible.....	6
Drilling –	
Hole(s) diameter larger or smaller by more than 1/64" .....	6
Spacing between holes (center-to-center) larger or smaller by more than 1/32" .....	6
Hole(s) out of alignment by more than 1/32" .....	6
Hole(s) out of position by 1/32" to 1/16" (in relation to top and left trimmed edges) ...	6
Hole(s) missing.....	6
Stamping –	
Incorrect volume identifier stamped.....	6
Stamped on wrong edge of volume .....	3
Volume(s) not stamped at all.....	3
Stamped using wrong typestyle and/or size .....	1

Shrink-wrapping –	
Shrink film broken open or torn .....	6
Product burned .....	6
Shrink film too large, allowing lateral movement between pages.....	6

**Packing** – All customer orders shall be packed according to specifications (as stated herein) in mailing containers/envelopes that are approved by the Government. All packages shall be labeled so that the label will not come off in the mailing/shipping process. The standards are correct quantities, method of packing, packing materials, and method of labeling.

Correct Quantities – Every order shall be filled with the exact volumes and quantities indicated by the Government/Aeronautical Information Services or NGA pack lists or other instructions.

Method of Packing –

- Containers will not be overpacked (top flap evenly folded at score) and will be compressed so that two top outer flaps join.
- Containers having less than solid maximum load shall be packed for minimum filler space and shipping weight with a lightweight filler material (i.e., IMPACK, crumpled clean paper, etc.), to eliminate void areas and shifting loads, with top outer flaps joining.
- The contractor-printed packing slip is included in the first package of each order.
- Packaging of USPS shipments will conform to the provisions of the current Postal Manual and Postal Department packaging regulations and directives. The provisions of the Directory of International Mail will be applied. The contractor shall acquire the applicable Postal Department publications and directives from or through local Post Offices.

Packaging Materials – Envelopes, Tyvek bags, and containers used in packing are approved by the Government.

Packing and filler are of sufficient strength to ensure that the order arrives intact and undamaged. Plastic strapping is used on all boxes, where appropriate.

Method of Labeling –

- Labels shall be correctly placed on the proper package and be legible.
- Only the outer shipping container requires a shipping label. NOTE: The label shall not be placed over flap joint.
- Labels shall be taped with clear tape that covers the entire label or firmly glued onto the package. USPS “Priority” labels shall be appropriately affixed to qualifying packages.

Method of Sealing – Reinforced tape shall be used to seal flaps, to ensure that containers will not open in transit.

Inspection – Sampling procedures shall not be used in the inspection of distribution. Complete and 100% inspection shall be made for each phase of the distribution process. Defects encountered shall be reported to the FAA Program Manager according to the following criteria –

- Count and Content – Number of packages and copies per individual package. Customer field reports, as noted in the Logistics Group Discrepancy Report, will be used to determine error rate.
- Method of Packing – Containers not overweight (per mailing mode regulations) or over-stuffed; packing slip included in first package of each order.

- Packing Materials – Envelopes, bags, and containers shall adhere to Government specifications.
- Method of Labeling – Placement on package, legibility, and placement on correct package.
- Method of Sealing – Reinforced tape. In addition, plastic strapping shall be used, where appropriate.

<u>Defect Evaluation Criteria</u>	<u>Class</u>
Packing (Proper Order Filling) – Error rate > 0.5% .....	6
Packing (Method) – Postal regulations not followed .....	6
Packing slip not included with order .....	3
Packing slip not in first package of order .....	3
Packing Materials – Packing materials not conforming to specifications .....	6
Use of unauthorized materials .....	6
Filler inadequate to avoid damage.....	3
Labeling – Label placed improperly .....	3
Label missing, illegible, or mislabeled.....	6
Sealing – Improper sealing.....	6

**Manifest Mailing** – All packages destined for manifest mailing shall be filled in accordance with pack list instructions and UPS, FedEx, or other shipper regulations, as applicable. An electronic copy of each manifest must be sent to the FAA Program Manager the day following the shipping deadline.

Inspection –

FedEx and/or other shipping personnel may choose to select and check random samples from the packages identified in their computer manifest to check for incorrect postage. At the contractor’s facility, USPS personnel may select and check random samples from the packages identified in the USPS manifest, based on official USPS sampling requirements. Samples will be checked for incorrect weight postage.

The contractor shall select and check random samples from the packages identified in the USPS manifest, based on official USPS sampling requirements. The contractor shall check for incorrect weights and postage and determine the cause of any incorrect figures. The contractor shall remedy any incorrect weights and postage that are due to improper filling of orders and shall forward an electronic copy of their sampling sheets to the FAA Program Manager.

<u>Defect Evaluation Criteria</u>	<u>Class</u>
Put into wrong mail system .....	6
Wrong container (according to label instructions) .....	6
Order filled with wrong product or incorrect number of right product .....	6
Failure to follow FedEx or other shipper’s regulations.....	6
Failure to follow USPS regulations.....	6

**Distributing/Shipping** – The primary objective of distribution control is to place the charts in the hands of the user prior to the effective date of the product.

Process Standards –

The standards for distribution are concerned with transporting packages to the correct destination in a timely manner. The contractor shall arrange with the necessary Postal Departments for periodic pick-up or receipt of shipments daily. In cases of shipments to foreign destinations, the contractor will arrange for expeditious pick-up of packages, and the contractor will comply with record requirements of the carrier(s).

Every order shall be placed into the proper carrier transportation system according to the distribution schedule noted in the contract.

Inspection - Complete and 100% inspection shall be made for each phase of the distribution process. Sampling procedures are unacceptable in the inspection of distribution. Defects encountered shall be reported to the FAA Program Manager according to the following criteria –

- Proper mode of carrier transportation used
- Distribution deadline met

<u>Defect Evaluation Criteria</u>	<u>Class</u>
Shipped by the wrong carrier .....	6
Failure to make distribution.....	6
Failure to release into carrier system by specified deadline with no action to ship by more rapid means.....	6

**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, to February 28, 2018, 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 November 30, 2016, 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.

**PAPER PRICE ADJUSTMENT:** Paper prices charged under this contract will be adjusted in accordance with "Table 6 - 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 February 2017, will establish the base index.
3. There shall be no price adjustment for the first three production 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:

$$\frac{X - \text{base index}}{\text{base index}} \times 100 = \underline{\quad\quad} \%$$

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. (a) and (b) 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 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.

Examples of the areas that may be investigated are listed below –

- Technical equipment/capability
- Quality assurance
- Electronic Data Interface/capability
- Financial capability and Accounting systems
- Other, as appropriate

#### **QUALITY ASSURANCE:**

**THE CONTRACTOR IS CAUTIONED THAT THE ACCURACY OF THE INFORMATION IN THESE PRODUCTS IS OF PARAMOUNT IMPORTANCE. ERRORS SUCH AS MISSING OR WRONG PAGES COULD JEOPARDIZE NOT ONLY THE SAFETY OF AIRCRAFT, BUT COULD BE THE PRIMARY FACTOR IN LOSS OF LIFE OR PROPERTY, AND COULD ALSO JEOPARDIZE THE NATION'S MILITARY READINESS AND SAFETY. TO ACHIEVE MAXIMUM ACCURACY IN THESE PRODUCTS, THE CONTRACTOR'S QUALITY CONTROL PROGRAM MUST BE ORGANIZED TOWARD THE OBJECTIVE OF REACHING A GOAL OF ZERO DEFECTS IN EACH AND EVERY PRODUCT.**

The Government will verify and log customer comments/complaints. The contractor will send replacement products for all contractor misfilled orders and defective products that are reported to the Customer Operations. The Government will send replacements for products damaged in shipment. The Government will keep a log of all replacement orders and provide a copy of this log to the FAA Program Manger to assist in the Quality Control Program.

The processes for the development and charting of United States Terminal Procedures Publication (USTPPs), and the printing and distribution of them in the TPP, are certified under ISO 9001:2008. Therefore, the standards of performance, quality control, and surveillance requirements of the contractor shall be of the highest level possible and shall be maintained throughout the term of the contract.

***Quality Control Plan*** – The contractor shall develop a Quality Control (QC) Plan to ensure that –

- The products are produced from quality materials that meet specifications.
- The products are in conformance with all specified requirements of the contract.
- The products are distributed to the correct recipient in exact quantities by the date specified by the Government.

The contractor shall submit in writing to the Contracting Officer the details of its Quality Control Plan. The proposed Quality Control Plan must be submitted within five (5) workdays after Government request. The workday after notification to submit will be the first workday of the schedule.

**THESE PROPOSED PLANS ARE SUBJECT TO REVIEW AND APPROVAL BY THE GOVERNMENT AND AWARD WILL NOT BE MADE PRIOR TO APPROVAL OF SAME.**

The Quality Control Plan shall be written **specifically for this contract** and shall describe in detail the in-process controls, sampling, and inspection techniques for, at least, the phases of production described in the below chart.

The Quality Control Plan shall include examples of the documentation and a detailed description of the random samples that document all of the contractor's activities. Furthermore, the plan shall include the names of all Quality Assurance officials and describe their duties.

For critical phases that directly affect air navigation safety, the contractor must perform **100% inspection**. The phases that require 100% inspection are marked with an asterisk (\*).

<u>PRODUCTION PHASE</u>	<u>IMPORTANT QUALITY CHARACTERISTICS</u>
Raw Materials .....	Equal to specifications
Layout/Stripping .....	Furnished digital files (PDF format)
Plate-Making .....	Resolution, completeness, image size
Printing .....	Litho quality
*Signature Collation .....	Correct sequence; no missing, duplicate or inverted signatures
Trimming .....	Size and appearance
*Order Filling .....	Correct products and quantity; correct packing slip included in package
Drilling .....	Position and alignment
Stamping/Printing .....	Legible (on head)
Shrink-wrapping .....	Adequacy of film wrapping; correct double-wrapping of books > 2" thick
Binding .....	Staple/glue placement and bind adequacy
Packaging .....	Material, label positioning, and sealing
*Distribution .....	Packages released to proper shipper by the distribution deadline

The Government will periodically verify that the contractor is complying with the approved Quality Control Plan through on-site examinations of the contractor’s assurance records and the contractor’s file of quality assurance random samples.

The contractor’s quality control program shall be revised whenever the system’s procedures do not accomplish their objective. These revisions shall be submitted in writing for approval.

**PREAWARD TEST:** The contractor being considered for award may be required to demonstrate their ability to receive live data files, perform file conversions, print, and bind publications as required in these specifications at the requisite quality level by completing a preaward test. The Government reserves the right to waive the preaward test if there is other evidence that, in the opinion of the Contracting Officer, indicates that the contractor being considered for award has the capability to successfully produce the items required.

For the preaward test, electronic files representative of the files to be furnished under these specifications (consisting of all 25 volumes of the digital files (PDF format)) will be provided on the same media stipulated in these specifications. Test files must be picked up from the Government Publishing Office, Washington, DC. (NOTE: At the Government’s option, the test files may be sent via FTP or the Internet.)

The prospective contractor must print and perfect-bind eight (8) copies of the TPP volume, “NORTHWEST (NW-1) VOL 1 OF 1”, in accordance with the printing and binding requirements as specified herein.

The prospective contractor must furnish the preaward test samples within 15 workdays of receipt of test files.

The prospective contractor will also be required to receive live test data files, in accordance with the requirements stated herein.

Upon approval of the initial preaward samples, the prospective contractor must extract the necessary live test data files and reprint and perfect-bind eight (8) copies of the TPP volume, “NORTHWEST (NW-1) VOL 1 of 1”, incorporating all the changes. The printing and binding must be in accordance with the printing and binding requirements as specified herein.

The prospective contractor must submit the reprinted test samples within 15 workdays of receipt of the live test data files.

The prospective contractor shall submit all the preaward test samples to: U.S. Government Publishing Office, Customer Services, Stop CSAP, Room C-838, DC Team 2, Attn: Rebecca Swan, 732 North Capitol Street, NW, Washington, DC 20401.

If the preaward test samples are disapproved by the Government, the Government, at its option, may require the prospective contractor to submit revised samples for evaluation. The prospective contractor shall submit these revised samples within 15 workdays upon notification of the required changes.

In the event the revised test samples are disapproved by the Government, the prospective contractor shall be deemed to have failed to comply with the applicable requirements of these specifications and may be reason for a determination of non-responsibility.

All operations necessary in the performance of this test shall be performed on the equipment and in the facilities in which the contract production will be performed.

No charges will be allowed for costs incurred in the performance of this preaward test.

**GOVERNMENT SURVEILLANCE:** The Government reserves the right to conduct quality assurance surveillance to assure the effectiveness of the contractor's quality system. This may include inspection of the printing services by the Government authorized representative at such times as the Government considers necessary. This may involve in-process inspections at the contractor's facility to inspect proofs and advance copies. One or more Government Inspector(s) may be assigned to the contractor's facility during the period of performance. The contractor shall comply with all Quality Assurance requirements specified herein.

The Government may conduct quality assurance surveillance to assure the effectiveness of the contractor's control of quality. The Government may conduct on-site inspection visits at the contractor's plant during the lithographic, binding, distribution phases, and scheduled off-site product inspection of the advance copies of the TPP. These visits may extend throughout the duration of the contract. Nothing contained in this paragraph, or in subsequent paragraphs shall be construed to limit any inspection rights of the Government specified under this contract.

The Government also reserves the right to conduct random unannounced visits at the contractor's site(s) for the purpose of production surveillance. At no time, however, does the Government inspection replace the contractor's inspection requirements at the contractor's installation(s).

The contractor shall provide necessary workspace and assistance at the site of contract performance for the Government Representative(s) who is designated by the Government to inspect and evaluate the contractor's work performance and products. All inspections and evaluations shall be performed in such a manner as will not unduly delay the work. Customer comments/complaints will provide the Government with a final form of contract surveillance.

The Government will also verify and log customer comments/complaints. The Government/Aeronautical Information Services Customer Operations Team will maintain a discrepancy log and provide a copy of this log to the FAA Program Manager as part of the ISO 9001:2008 Quality Management System.

**POSTAWARD CONFERENCE:** Unless waived by the Contracting Officer, the total requirements of the job as indicated in these specifications will be reviewed by Government representatives with the contractor's representatives at the U.S. Government Publishing Office, Washington, DC, immediately after award.

**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 February 28, 2018, 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 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, 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.

**ACTUAL DAMAGES:** Unless otherwise prescribed, the contractor is, upon failure to provide services, materials, supplies, and equipment within the time specified for delivery, chargeable with all expenses caused the Government by reason of such delays in delivery for which no extension of time is provided, as actual damages to the Government on account of such delays. Also, the contractor will be charged, as actual damages, for all expenses caused the Government occasioned by delivery of materials, supplies, and equipment not conforming to specifications.

**BILLING:** For payment purposes only, the FAA Program Manager shall make conditional acceptance at the time of completion of distribution. Conditional acceptance shall in no way affect any rights or remedies of the Government, provided by law or provision of this contract, with respect to defective or nonconforming supplies or services. Acceptance of all invoiced items shall be made in writing, by the Contracting Officer within 10 calendar days of receipt. For the purpose of the Government eligibility for any discount for prompt payment, the time at which conditional acceptance occurs (i.e., the completion of distribution) shall constitute delivery of the supplies/services to the Government. Similarly, for the purpose of any interest that may become due to the contractor for late payments, conditional acceptance shall be construed to be acceptance.

The contractor may submit one invoice for STORAGE and FULFILLMENT charges, and one invoice for PREPRESS, PRINTING AND BINDING, ADDITIONAL OPERATIONS, and PACKING AND DISTRIBUTION charges.

Upon completion of a print order, an itemized statement for billing must be submitted to the Department of Transportation/Federal Aviation Administration for examination and certification as to the correctness of the billing. Submit the billing to: Department of Transportation/Federal Aviation Administration, Aeronautical Information Services Program Manager, AJV-5111, Station 4435, 1305 East West Highway, Silver Spring, MD 20910.

**PAYMENT:** After the ordering agency has examined and certified the invoices for payment, submit all invoices, via fax, utilizing the GPO barcode coversheet program application.

Instructions for the GPO barcode coversheet program application 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.

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

## SECTION 2. - SPECIFICATIONS

**SCOPE:** These specifications cover the production of separate-covered publications and looseleaf products requiring such operations as electronic prepress, printing in multiple inks, binding, packing, and distribution.

**TITLE:** Terminal Procedures Publication (TPP), Alaska Terminal Procedures (ATP), and Change Notices (CN)

**BACKGROUND:** The mission of the Federal Aviation Administration, Mission Support Services, and Aeronautical Information Services is to provide charting support to the Government National Airspace System (NAS). Aeronautical Information Services charting products support civilian and military aeronautical navigation in the conterminous United States, Alaska, Hawaii, and the Caribbean - Gulf of Mexico areas. FAA/Aeronautical Information Services produces both Visual Flight Rules (VFR) and Instrument Flight Rules (IFR) charting products, all of which are critical to the safety of air navigation.

The printing and distribution of the Terminal Procedures Publication is critical to the safety and efficiency of flight based upon its application to landing and take-off. The contractor's failure to adhere strictly to product specifications and to meet rigid schedules could not only jeopardize the safety of aircraft, but could be the primary factor in loss of life and property. Furthermore, because the Department of Defense (DOD) uses these products, failure of the contractor to perform as specified could also jeopardize the Nation's defense readiness.

The required services encompass the printing, finishing, quality assurance, and distribution of the IFR Terminal Procedures Publication (currently, 24 perfect-bound and loose-leaf volumes) and the Alaska Terminal Procedures (1 perfect bound volume), that are published every 56 calendar days, with an interim 28-calendar-day Change Notice (1 volume). Distribution shall occur from the contractor's location. **It is critical to the safety of aircraft that the contractor strictly adheres to the schedule, as specified in this contract (see "SCHEDULE").**

### **TRIM SIZES:**

*TPP, ATP, and CN – 5-3/8 x 8-1/4".*

**FREQUENCY OF ORDERS/QUANTITY/NUMBER OF PAGES:** Precise quantities for any volume cannot be accurately predicted prior to the issuance of the print order. The Government does not guarantee any minimum or maximum quantities for any individual volume or print cycle under this contract. However, the estimated quantity range for each contract period shall be 600,000 to 900,000 U.S. TPP and ATP volumes combined; the estimated quantity range for each contract period shall be 70,000 to 140,000 Change Notice volumes.

The required services are based upon annual requirements estimated for each cyclic schedule. The required estimated quantities for each cycle are as follows:

*TPP and ATP –*

- A. Every 56 calendar days:
  - (1) approximately 18,000 to 19,000 pages (NOTE: Page count will increase with every order).
  - (2) approximately 100,000 to 150,000 volumes (90% perfect bind; 10% loose-leaf, four-side trim).
  - (3) approximately 3,000 to 7,000 packages.

*CN –*

- B. The 28-calendar-day interim Change Notice is:
  - (1) approximately 75 to 400 pages (perfect-bound).
  - (2) approximately 8,000 to 12,000 volumes.
  - (3) approximately 1,000 to 2,000 packages.

NOTE: A print order will be issued to the contractor for work to be performed during the printing cycle. The print order will identify the required publications, quantities, and delivery.

*TPP* – The TPP shall be printed on a 56-calendar-day printing cycle. The title of each U.S. TPP volume and its associated identifier are as follows:

<u>TITLE</u>	<u>IDENTIFIER</u>
East Central Volume 1 of 3	EC-1
East Central Volume 2 of 3	EC-2
East Central Volume 3 of 3	EC-3
North Central Volume 1 of 3	NC-1
North Central Volume 2 of 3	NC-2
North Central Volume 3 of 3	NC-3
Northeast Volume 1 of 4	NE-1
Northeast Volume 2 of 4	NE-2
Northeast Volume 3 of 4	NE-3
Northeast Volume 4 of 4	NE-4
Northwest Volume 1 of 1	NW-1
South Central Volume 1 of 5	SC-1
South Central Volume 2 of 5	SC-2
South Central Volume 3 of 5	SC-3
South Central Volume 4 of 5	SC-4
South Central Volume 5 of 5	SC-5
Southeast Volume 1 of 4	SE-1
Southeast Volume 2 of 4	SE-2
Southeast Volume 3 of 4	SE-3
Southeast Volume 4 of 4	SE-4
Southwest Volume 1 of 4	SW-1
Southwest Volume 2 of 4	SW-2
Southwest Volume 3 of 4	SW-3
Southwest Volume 4 of 4	SW-4

NOTE: If necessary, and at the discretion of the Government, a U.S. TPP volume could be subdivided into two or more separate volumes. In the event of such a decision, the Government will notify the contractor two 56-day cycles in advance of the change.

*ATP* – The ATP shall be printed as a single volume on a 56-calendar-day printing cycle, in conjunction with the U.S. TPPs.

*CN* – The CN shall be printed as a single volume, 28 calendar days after the TPPs and ATPs.

**GOVERNMENT TO FURNISH:** The Government will assume full responsibility for the content of the charts and the condition of the furnished material at the time it is transferred to the contractor.

Before and/or at the commencement of the initial printing cycle, the Government will furnish –

- 25 digital files (PDF format), one for each volume (24 TPP and 1 ATP) via FTP and the Internet.
- The files will consist of the spine, front cover, inside front cover, body pages (some pages will be 2 color, black plus spot color), inside back cover, and back cover.
- Template (PDF format) of an “Intentionally Left Blank” page to be used after coordination with the Government if necessary to complete a signature.
- 24 digital files (PDF format), one for each loose leaf back cover.

For each subsequent printing cycle, the Government will furnish –

- ASCII data files via FTP and the Internet containing all information necessary to fulfill civilian (FAA/AeroNav) customer orders, including a Customer Information File and a Product Information File (see Attachment 1).

- ASCII data files via FTP and the Internet containing all information necessary to fulfill military (DOD/NGA/DLA) customer orders (see Attachment 3).
- Print Order stating the specific page counts and quantities required for each volume, for perfect bound and four-side trim/loose-leaf.
- 25 digital files (PDF format), one for each volume (24 TPP and 1 ATP), to be made available via FTP and the Internet no later than end of day, 20 days prior to the effective date.
- The files will consist of the spine, front cover, inside front cover, body pages (some pages will be 2 color, black plus spot color), inside back cover, and back cover.
- Template (PDF format) of an “Intentionally Left Blank” page to be used after coordination with the Government if necessary to complete a signature.
- 24 digital files (PDF format), one for each loose leaf back cover.

The Government may, at its discretion, recall any furnished material in a manner so as not to unduly delay performance of the contract. In such a circumstance, the contractor shall return all furnished material requested within two (2) calendar days after request by the Government. In cases of emergency, the Government may request that the furnished material be returned sooner than two (2) calendar days. The contractor shall return the furnished material in accordance with shipping instructions from the Government. Shipment will be at the Government’s expense, except when the recalled material may be included in a routine shipment without delaying previously established schedules.

A supply of blue labels and selection certificates for shipping Departmental Random copies.

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 the finished product.

**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.

**NOTE:** Immediately following inspection of the furnished material, as described above, the contractor shall notify the Contracting Officer and Aeronautical Information Services, in writing, by email or fax, that all materials have been received, and of any problems, discrepancies or questionable materials.

**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 the agency contact specified on the print order.

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. It is anticipated that the Government will make all major revisions.

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

**PROOFS:** Contractor must furnish one (1) Adobe Acrobat (current version) PDF soft proof of each publication. PDF soft proofs will be transferred to the agency via email or FTP. PDF soft proofs will be evaluated for text, image position, and color breaks. Proofs will not be used for color match.

The contractor shall produce the proofs from the digital files that will be used for production.

The proofs of all volumes (as available) shall be posted to the contractor’s FTP site as volumes are completed, until all volumes are proofed. All proofs should be delivered by 12:00 noon prevailing Washington, DC, time, no later than 16 calendar days prior to the effective date.

The Government will approve or reject the proofs within 36 hours of receipt.

**NOTE:** Any errors or deviations from the specifications due to processing of the digital files by the contractor will be corrected and will be at no cost to the Government. Proofs of pages that require corrections will be marked up by the Government and returned to the contractor. Corrections shall be accomplished by revising the process and generating new proofs.

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

Contractor must not print prior to the receipt of an “O.K. to Print.”

**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. 12” dated March 2011.

Government Paper Specification Standards No. 12 - [http://www.gpo.gov/pdfs/customers/sfas/vol12/vol\\_12.pdf](http://www.gpo.gov/pdfs/customers/sfas/vol12/vol_12.pdf).

All text paper used in each copy must be of a uniform shade. All cover paper must have the grain parallel to the spine.

*Cover Stock for all Volumes* – White Vellum-Finish Cover, basis weight: 80 lbs. per 500 sheets, 20 x 26”, equal to JCP Code L20.

*Text Stock* – White Light Weight Offset (100 pct Bleached Chemical Pulp) must conform to the following paper requirements for the 24 TPP Volumes, the ATP Volume, and the Change Notice:

*NOTE: Postconsumer fiber in any percentage is encouraged, provided that the requirements of this Standard are met.*

<b>Acidity:</b> pH value, average, not less than .....	7.0
<b>Grammage:</b> Average (g/m <sup>2</sup> ).....	45
Basis weight: 25 x 38 inches, 500 sheets (pounds).....	30
A tolerance of ± 5 percent shall be allowed.	
<b>Bursting strength:</b> Average, not less than (kPa) .....	100
Equivalent (lb/in <sup>2</sup> ).....	15
<b>Opacity:</b> Average, not less than (percent) .....	88
<i>Any specimen averaging less than 88 pct shall be sufficient cause for rejection of the paper.</i>	
<b>Thickness:</b> Average (mm) .....	0.053
Equivalent (inch) .....	0.0021
A tolerance of + 0.003 mm (0.0001 inch) and -0.006 mm (0.0002 inch) shall be allowed.	

**Smoothness:** Average, each side, (units)..... 110 to 60

**General Appearance:** Paper shall conform to the standard sample(s) adopted by the Government.

**Color:** The paper in the order (or publication) shall be uniform with a target brightness of 81 pct or as specified.

The color variation shall not exceed DE(CIELAB)=1.0.

**Finish and formation:** Shall be uniform.

**Cleanliness:** The dirt count for each side of the paper shall not exceed 100 specks per square meter. No sample sheet (600 to 650 cm<sup>2</sup> in size) shall contain more than one defect with an equivalent area of 0.25 mm<sup>2</sup> or greater.

**Sampling and testing:** Shall be conducted in accordance with standards in Parts 2 and 4, *Government Paper Specification Standards No. 11*.

**PRINTING:**

*Cover* – Print in black ink and Pantone 281 (Blue).

*Text* – Print text and charts in black ink.

Approximately 1,200 charts are printed with standard text shown in black and topographic features shown in Pantone 464 (Brown) and approximately 300 Airport Diagrams are printed with Pantone 464 (Brown). These charts affect 24 TPPs and the ATPs. Additional two-color charts may be added.

Signature markers shall be printed on each signature, outside the trim or on the folded back edge.

In the event that a problem occurs during a press run and new plates are created, the contractor shall provide the Government advance copies printed from the new plates, as described in these specifications.

**Layout of Covers –**

- All cover images shall be printed centered on the finished cover size. Pages with a neatline shall be placed so that the back images shall be centered on the face images and the neatlines backed up to each other.
- Cover 1 shall be printed with the head to the 5-3/8” drilled or bound edge. Cover 2 shall be printed with the foot to the drilled or bound edge. Cover 3 shall be printed with the head to the drilled or bound edge. Cover 4 of the TPPs and the CNs shall be printed with the East Coast of the U.S. map to the drilled or bound edge. The ATP volume shall be printed with Canada to the bound edge as specified in the Interagency Air Cartographic Committee (IACC) Specifications (see Attachment 6).
- The ATP volume shall be printed with a backstrip as specified in Attachment 6 (U.S. Government Specifications, Flight Information Publication Instrument Approach).

**Layout of Pages –**

- Pages shall be printed face and back and head-to-foot.
- The first page of each volume (including the Change Notice) shall always be folioed “A1” at the foot (5-3/8” dimension). The first chart after “section” Z in the 24 TPP volumes and the ATP volume, and after “section” D in the CN, shall always be folioed “1” at the foot.
- The contractor shall not include any other blank pages for their convenience, unless coordinated with the Government. However, if necessary, the Government may request a blank page and the contractor shall identify the page by the note “INTENTIONALLY LEFT BLANK” with a neatline.

At no additional cost to the Government, the contractor shall correct any errors in the layout of each volume and/or deviations from the digital files provided by the Government.

**Folios –**

- All page number folios shall be positioned on the foot of pages that are drilled or bound at the head, and positioned at the head of pages that are drilled or bound at the foot.
- Page number and volume/effective date folios shall be positioned in accordance with the samples provided.
- All folios shall be in a 7-point Techno Medium type or generic equivalent.

**MARGINS:** Margins will be as indicated on the print order or electronic files.

**FINISHING:** The contractor MUST have the capability to collate, bind (both perfect-bind and four-side-trim/loose-leaf), drill, trim, and shrink-wrap volumes **up to 2 inches thick** (approximately 1,904 pages (952 leaves) of 30-lb. Light Weight Offset (100 pct Bleached Chemical Pulp).

The contractor shall collate the signatures so pages are in accordance with the digital files provided by the Government.

The contractor's collating equipment shall include an optical scanning signature detection system. This signature detection system shall scan **every signature** to verify that it is correct, in the proper orientation (e.g., not inverted), and that all signatures are included in each volume. *The contractor is responsible for ensuring 100 percent inspection of the volumes.*

*TPP Volumes –*

Approximately 90% of the TPP volumes perfect bind text and wraparound cover on the 5-3/8" top edge; trim three sides.

The remaining TPP volumes trim four sides and drill. (See "DRILLING".)

On all loose-leaf volumes, the contractor shall stamp or print (before shrink-wrapping) the proper volume identifier on the top edge of each TPP volume, using 24-point Future Bold (or equivalent) uppercase letters.

The loose-leaf TPP volumes shall be individually shrink-wrapped.

The contractor shall use film of sufficient tensile strength and thickness (gauge) so as to ensure that every volume arrives at its destination intact and undamaged. The shrink-wrapped volumes shall not break open during shipping. The contractor shall shrink the film so that the volume is enclosed completely and there is no lateral movement between the pages. The film shall completely conform to the contour of the volumes (i.e., be in tight contact with the front and back covers and all trimmed edges). The film shall be clear and colorless.

*ATP Volume –* Perfect bind text and wraparound cover on the 5-3/8" top edge; trim three sides.

*Change Notice –* Perfect bind text and wraparound cover on the 5-3/8" top edge; trim three sides.

**DRILLING:** Contractor must drill the cover and text pages of the looseleaf TPP volumes with four (4) round holes, 1/4" in diameter, spaced 1-1/4" center to center. Holes shall be located 1/8" from the top edge of the product.

**PACKING:** The contractor shall package all individual volumes, sets of volumes, or bulk shipment of volumes exactly as instructed by the type and quantity printed on each pack list or print order, as follows –

*Bulk Shipments (other than USPS or FedEx) –*

Pack in shipping containers not to exceed 45 pounds when fully packed. Pallets are required.

*USPS, FedEx, or other Government-specified shipping vendor Shipments –*

Insert single or multiple copies (up to 350 leaves) into kraft envelopes.

Quantities over 350 leaves, up to 3 pounds, must be inserted into cushioned shipping bags.

Quantities over 3 pounds, up to 45 pounds for FAA customers, or up to 65 pounds for NGA customers, must be packed in shipping containers.

**NOTE:** The contractor shall fill orders so as to minimize the number of packages shipped to a customer and not exceed the maximum package weights established in the contract, as well as being consistent with other packaging specifications.

***Four (4) weeks after contract award, the contractor shall submit to the Government the following information for each type of packaging material: length, width, height, weight (when empty), and maximum number of items to be packed in each. Upon Government approval, this will become the standard for packaging. NO CHANGES from this standard shall be permitted without prior approval of the Government.***

The contractor shall use packing and filler of sufficient strength so as to ensure that the consignee's order arrives intact and undamaged. In addition, plastic strapping shall be used on all boxes, where appropriate.

Reinforced tape shall be used to seal flaps.

All shipments which fill less than a shipping container must be packaged with materials of sufficient strength and durability and in such a manner which will guarantee that the product will not be damaged and the package will not open nor split during delivery/shipping process.

*Order Packing Slips –*

The contractor shall format and print packing slips for each order. The Government will specify the format for the order packing slips. The contractor's format is acceptable for the packing slip. The contractor shall insert a packing slip in the first package of each order.

**LABELING AND MARKING:** The contractor shall be required to neatly label and mark packages and shipments and create and affix labels, stickers, or forms, for all packages and shipments. Labels shall be taped with clean tape that covers the entire label. Pressure sensitive, self-adhering labels shall be utilized where available.

Shipping labels shall be firmly affixed to the widest surface of all packages. No part of the shipping label shall be placed over a seam or on top of sealing tape and no part may obstruct or be obstructed by other labels, stickers, markings, or banding.

When there are multiple packages in an order, the packing slip shall be placed in the first package and it shall have the words "Packing Slip Enclosed" on either the label or stamped on the label-side of the package.

Shipments shall be limited to one package per address label. In shipments that contain more than one package, each carton shall be marked "(1 of \_\_\_, 2 of \_\_\_)"; etc., to indicate the total number of cartons in the shipment.

The contractor shall format and print shipping labels for all customer orders. The contractor may use his own format for the shipping labels, but must be approved by the Government. ***(NOTE: The contractor's label format shall be submitted to the Government for approval prior to performance of the contract.)***

The Government will specify print formats for all contractor-printed materials other than shipping labels from carriers.

The contractor shall be responsible for obtaining carrier approval for the use of shipping labels and bar codes.

USPS stickers (i.e., Priority Mail, Par Avion, etc.) shall be applied to all USPS shipments.)Stickers shall be placed directly above and to the center of the shipping label to designate USPS delivery service and to ensure proper handling by the USPS. In lieu of the stickers, priority packages shall be identified by incorporating the word "Priority" on the label or on the package.

All shipping envelopes, bags, and cartons shall be preprinted or labeled with the message shown below. This message shall be 15-point Bold Caps, surrounded with a 1/16-inch solid border, and printed in black ink. Placement shall be in the upper left portion of the address side of shipping envelopes and bags, and in the upper top and sides of rectangular cartons.

**U.S. GOVERNMENT  
CHARTS/PUBLICATIONS  
CRITICAL TO  
NAVIGATION SAFETY  
DO NOT DELAY**

*Bar Code Labels* – The contractor shall create and affix a shipper’s bar code label with a tracking number (which shall be traceable to the order number) on each package. At contractor’s option, the bar code with tracking number may be imaged directly onto the container.

**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 subplot. Do not choose copies from the same general area in each subplot. The contractor will be required to execute a statement furnished by GPO certifying that copies were selected as directed. The random copies constitute a part of the total quantity ordered, and no additional charge will be allowed.

PERFECT-BOUND VOLUMES ONLY

<u>Quantity Ordered</u>	<u>Number of Sublots</u>
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 Government-furnished blue label, affixed to each affected container. The container and its contents shall be recorded separately on all shipping documents and sent to: FAA/Aeronautical Information Services, Customer Operations Team, 1305 East West Highway, Silver Spring, MD 20910.

A copy of the print order/specification and a signed Government-furnished certificate of selection must be included.

A copy of the Government-furnished certificate must accompany the invoice sent to the U.S. Government Publishing Office, Financial Management Service, for payment. Failure to furnish the certificate may result in delay in processing the invoice.

**QUALITY ASSURANCE RANDOM COPIES:** In addition to the Departmental Random Copies (Blue Label), the contractor may be required to submit quality assurance random copies to test for compliance against the specifications. The print order will indicate the number required, if any. When ordered, the contractor must divide the entire order into equal sublots and select a copy from a different general area of each subplot. The contractor will be required to execute a statement furnished by GPO certifying that copies were selected as directed. Copies will be paid for at the running rate offered in the contractor’s bid and their cost will not be a consideration for award.

Business Reply Mail labels will be furnished for mailing the quality assurance random copies. The copies are to be mailed at the same time as the first scheduled shipment. A copy of the print order must be included.

A U.S. Postal Service approved Certificate of Mailing, identified by Program, Jacket, and Print Order numbers, must be furnished with billing as evidence of mailing.

**DISTRIBUTION:** Ship/mail f.o.b. contractor's city to both domestic and foreign destinations.

The contractor shall complete all product distribution by 4:30 p.m., on the date specified as the Distribution Date of the specifications.

Distribution shall be considered "complete" when delivered to the post office or picked up by the carrier.

The contractor shall ensure that shipments are released to the carrier by the required hour and date and that all carriers' vehicles have left the premises.

***Carriers and Delivery Modes –***

Carriers and delivery modes by which orders are to be shipped will be identified by codes contained in the data transmitted by FAA/Aeronautical Information Services to the contractor for their customers. (The contractor shall determine the shipping mode for the data transmitted by NGA.) These codes will be provided to the contractor following contract award.

The following are shippers currently used by the Government (both FAA and NGA), but this list is subject to change at the discretion of the Government –

- USPS - First Class, Priority Mail, Air Printed Matter, Air Parcel Post
- FedEx – Ground, Overnight Priority, International Overnight Priority, International Mail Service
- Advanced Post Company - International Priority Air Mail, Canada
- Commercial Carriers - Domestic ground and International airfreight shipments made by Commercial Bill of Lading (CBL), Standard Form 1103-A (Rev. 9/2003), or by commercial invoice.

The contractor may be required to prepare documentation for international or other shipments, including but not limited to –

- Commercial invoices
- North American Free Trade Agreement
- Air-bills
- Certificates of Origin
- Shippers Security Endorsement

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

For all packages shipped to NGA customers, the contractor shall strictly abide by Attachment 5, the NGA "General and Technical Provisions for Distribution of DoD Flight Information Publications, Books and Charts" dated May 2005.

All other shipping must be in accordance with the Service Manuals of those carriers used in the performance of this contract.

***Shipping and Postage Charges –***

***Bills of Lading –***

The Government shall prepare and provide the contractor with Commercial Bill of Lading or other shipping documents authorizing commercial carrier ground or airfreight shipments.

Completed CBLs or other shipping documents will be forwarded to the contractor who shall then arrange to have the shipment picked up by the designated carrier.

A complete copy of the CBL showing the total weight and number of packages/skids shall be returned to the

Government/Aeronautical Information Services Customer Operations Team within two (2) calendar days after the Distribution Date.

*Mailing/Shipping Systems –*

The contractor shall provide, install, and maintain a USPS-approved package mailing system capable of producing uniform periodic reports of orders and all packages that have been tendered to a carrier.

Reports shall include carrier name, order number, date of shipments, package weights, package tracking numbers, and shipping costs for each package. A separate report shall be required for each carrier and reports shall be sorted in ascending order by order number.

The contractor shall be required to update mailing system programs or data to reflect carrier rates, zones, zip codes, etc., whenever changes are announced or carriers are added. The Government currently receives discounted rates from several carriers that are subject to change. The Government will provide to the contractor the rates in effect following contract award and, thereafter, as changes are received.

If any shipper requires that the contractor use a vendor-supplied system, the contractor shall be responsible for acquiring and installing the appropriate hardware/software required and for ensuring that the system works and interacts properly with the shipper; for example, the Power Ship System, in the case of packages tendered to FedEx.

*For FAA/Aeronautical Information Services Products Customer Orders –*

The Government will place data files containing FAA/Aeronautical Information Services Product Information on its FTP server by no later than 4:30 p.m. Thursday, *21 calendar days prior to the effective date* (see “SCHEDULE”). Upon notification via email from the Government, the contractor shall retrieve these files via the Internet using FTP. If the FTP site is not accessible, the Government will place the data files on a blind URL.

Carriers and delivery modes by which orders are to be shipped shall be identified by codes contained in the data transmitted by FAA/Aeronautical Information Services to the contractor. These codes will be provided to the contractor following contract award.

From the data contained in these files (see Attachment 1), the contractor shall format packing slips, shipping labels, and mail manifests. The Government shall approve print formats. All items printed by the contractor shall be produced from laser or equivalent quality printers.

*For DOD/NGA Customer Orders –*

National Geospatial Intelligence Agency (NGA) will place data files containing NGA customer and product information on its FTP server by no later than 28 calendar days prior to the effective date. The contractor shall retrieve these files via the Internet using FTP.

The contractor shall convert the NGA EDI data files from the NGA format (see Attachments 3 and 4) to the FAA/Aeronautical Information Services format (see Attachments 1 and 2).

From this converted data, the contractor shall format and print packing slips, shipping labels (see Attachment 9 and 10), and mail manifests. Print formats, other than shipping labels, shall be approved by the Government.

**NOTE: GOVERNMENT/AERONAUTICAL INFORMATION SERVICES and NGA may use different acronyms to identify the same product. The Government will provide a cross-reference between GOVERNMENT/AERONAUTICAL INFORMATION SERVICES and NGA nomenclature at the time of award.**

The contractor shall determine the shipping mode of all NGA packages. **NGA requires that all deliveries be at their destination three (3) calendar days prior to the effective date.** The contractor shall charge all mailing/shipping costs to the appropriate NGA established postage/carrier accounts. The contractor shall package all shipments that require a NGA label in strict accordance with Attachment 10.

The contractor shall send a confirmation file to NGA no later than Thursday, seven (7) calendar days prior to the effective date. The confirmation file shall include the following information for each customer: account number; list of products; shipper's tracking number (if applicable); shipping charges; and the weight of each package. There shall be one record for each package sent.

***Mail Manifests –***

The contractor shall use a USPS approved scaled mail manifest system. The contractor shall generate shipping and package tracking manifests for packages shipped by any carrier that provides shipping services for the Government. The mail manifest shall be calculated from Government supplied data files, weight of packages determined by the contractor, and Government tendered rate information maintained by the contractor.

***USPS –***

The contractor shall complete, sign, and return to the USPS a "Mail Manifest System Application". Upon receipt of the "Mail Manifest System Agreement," the contractor shall complete, sign, and return it to the USPS.

The contractor shall deliver the USPS manifest with the final USPS delivery to the USPS representative in accordance with USPS rules and regulations. In the rare event that the contractor needs to create a new label, the contractor shall add the unique package identification number, weight, and postage to the manifest proper and the summary at the end of the manifest. The USPS will invoice the postage costs to the Government based on the manifest.

The contractor shall deliver separate USPS manifests, one for FAA/Aeronautical Information Services customer packages and one for NGA customer packages, with the final USPS delivery to the USPS representative in accordance with USPS rules and regulations. The USPS will invoice the postage costs separately to the FAA/Aeronautical Information Services and NGA accounts based on the manifest. The USPS regulations require the contractor to perform quality control sample checks for different categories of mail. The contractor shall perform the necessary sampling checks, shall note those weights and postage amounts that differ from the manifest, and shall identify the reason for the discrepancy. The contractor shall correct the discrepancy if it is determined to be contractor error. The contractor shall forward a copy of the USPS quality control forms for the Government and NGA shipments to the FAA/Aeronautical Information Services Customer Operations (see address below) at the end of each printing/delivery cycle.

***FedEx –***

For FedEx shipments, the contractor shall use the FedEx Power Ship System. The contractor shall deliver the FedEx Power Ship System manifest with the final FedEx delivery to the FedEx representative, in accordance with FedEx rules and regulations. In the rare event that the contractor needs to create a new Airbill, the contractor shall add a unique package identification number, the weight and postage must be added to the manifest proper and to the summary at the end of the manifest. The contractor must forward a copy of the FedEx Power Ship System manifest to the FAA Program Manager (see address below) at the end of each printing/delivery cycle. FedEx will invoice the postage costs separately to the FAA/Aeronautical Products and NGA accounts based on the manifests.

***Address for delivery of mailing/shipping manifests to the Government is specified below –***

Government FAA/Aeronautical Information Services  
Attn: Program Manager, AJV-5111  
1305 East West Highway, Station 4435  
Silver Spring, Maryland 20910

***Contractor Transmissions to the Government*** – There are three (3) different transmissions required –

1. Confirmation of the Receipt of EDI Files – The contractor shall confirm receipt of the customer, order, and product information files via email or FTP server. This confirmation shall include the file name, total number of customers, the total product line item count and total product quantity for Standing Orders, and the total number of orders by each shipping mode.
2. Shipping Confirmations –
  - The contractor shall be required to transmit an ASCII data file (format specified by the Government, see Attachment 1) to the Government daily the first day of shipping, ending no later than Thursday, seven (7) calendar days prior to the effective date, confirming that each order has been fulfilled and that shipping has been completed. (See Attachment 7 for sample format.) Immediately after posting the file to the FTP server, the contractor shall email the FAA Customer Operations Team that the confirmation file is available on the FTP site.
  - For each order reported as shipped, the contractor shall transmit the order number, carrier, package weight, shipping costs, package shipping date, and the package tracking number, if applicable. The contractor shall also transmit the order number, CBL number, and date of shipment for all CBL shipments; and shall provide the order number and date of pickup or delivery for all other shipments picked up at their loading dock, or that were delivered by the contractor.
3. Mailing/Shipping Manifests – The contractor shall provide an electronic version of each shipping manifest to the Government via FTP. The Government shall approve the shipping manifest format.

**NOTE:** Upon completion of the contract, the contractor shall return or destroy all furnished materials, as directed by the Government.

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

**SPECIAL COPIES:** Special copies (as specified below) of printed TPPs, not identified by mailing labels, shall be placed into the distribution system in accordance with the following requirements –

***Advance Copies*** –

The contractor shall deliver one (1) copy of each volume to the FAA Program Manager and seven (7) copies of each volume to Government/Aeronautical Information Services, Air Traffic and Terminal Products Group, IFP Charting Team, Station 2355, 1305 East-West Highway, Silver Spring, MD 20910. *Inside delivery to room number specified is required.*

Advance copies shall be among the first copies out of the finishing operation and shall be delivered no later than 12:00 noon, *10 calendar days before the effective date.*

The contractor shall not distribute any copies ordered until the Government IFP Charting Team has reviewed the advance copies and an authorized Government representative has given verbal approval to mail/ship. Approval for distribution will be made within 24 hours of receipt of the advance copies.

**NOTE:** Advance copies shall not be considered part of the ordered quantity as stated in the print order.

**NOTE: No publication (except for advance copies) shall be distributed until the FAA Program Manager and Technical Representative have reviewed all advance copies and have given authorization to mail/ship. However, notwithstanding the above, under no circumstances shall the charts be held beyond the mailing/shipping dates.**

**STORAGE AND FULFILLMENT:** The contractor must be able to receive and process, between cycle effective date, shelf stock fulfillment orders. NGA orders may come from NGA personnel designated by FAA letter as well as designated FAA personnel. The contractor shall be responsible for the storing and distribution of shelf stock for fulfilling orders upon notification via FTP server from the FAA Customer Operations Team.

**SHELF STOCK DISTRIBUTION COPIES:** The contractor shall be required to retain shelf stock copies and fulfill orders at the current contract schedule of pricing.

The applicable Government agency will submit order with complete addresses and quantities to the contractor via FTP server which will be submitted two (2) times daily on workdays, Monday through Friday (excluding Federal holidays).

Placement of an Order Request must result in the immediate generation of a confirmation email to the FAA Customer Operations Team prior to printing pack lists and invoices, summarizing the contents of the order. From the data contained in these files, the contractor shall format and print order invoices/pack lists, shipping labels, and mail manifests.

The contractor must generate and submit monthly reports to the designated FAA employee. The report shall contain: order number, order date, name of individuals placing each order, number of items per order, number of copies per item, total number of orders placed, and delivery tracking information. The reports must also include the inventory on hand for each product in inventory.

The contractor must retain/store shelf stock for distribution at the designated quantity, per item indicated on the print order (Standard Form 2511) for each print order. When the inventory of furnished stock items falls to near depletion levels, the contractor must notify the Government immediately with the type and volume in short supply and the name and addresses of consignee(s) whose orders are not being filled.

The contractor will not be allowed additional time in the schedule on orders waiting for replenishment of inventory if the contractor failed to notify the Government in sufficient time to have replenishment stock furnished to the contractor. Nothing contained herein must be construed as a waiver by the Government of any delivery schedule or date.

The contractor shall bear the cost of replacement publications, packing, and shipping to correct contractor errors, mispacked errors, wrong product, or incomplete order. The contractor shall replace and re-ship replacement publications due to contractor error from the Contractor's postage/carrier account.

The contractor will be held responsible for any loss of, or damage to, Government-furnished material held in the contractor's inventory.

The contractor is required to retain printed Government shelf stock for five (5) weeks after the current cycle delivery associated with the printing and shall be destroyed (rendered unusable) no sooner than the next scheduled effective date.

**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).

The required schedules for each production cycle for the term of this contract are shown following the definitions. Detailed production schedules for each individual cycle will be provided by the Government with each print order.

**Effective Date** – The date and time (established by international agreement) when one edition of aeronautical products becomes obsolete and the next edition must be in use. It is critical to flight safety that customers receive their new publications before the effective date. All other production dates are based on the number of days *prior to* the effective date.

**NGA EDI Date** – The customer and product data for all DOD customers is posted on the NGA FTP server and ready for the contractor to download and process (*28 calendar days prior to the effective date*).

**Government EDI Date** – The customer and product data for all FAA customers is posted on the FAA FTP server and ready for the contractor to download and process (*21 calendar days prior to the effective date*).

**Page Counts Released** – The Government releases the page counts and print quantities for each volume of the TPP (*21 calendar days prior to the effective date*).

**PDF Proofs To Government** - All proofs shall be posted, or delivered as specified by the print order, by 12:00 noon prevailing Washington, DC, time, on this date (*16 calendar days prior to the effective date*).

**Advanced Copies to Government** – All advanced copies shall be delivered to the Government Technical Representative no later than 12:00 noon prevailing Washington, DC, time, on this date (*10 calendar days prior to the effective date*).

**Distribution Date** – all products shall be distributed by 4:30 p.m. on this date (*8 calendar days prior to the effective date*).

**EDI Confirmation Date** – The contractor shall transmit confirmation files of all shipments no later than close of business on that date (*7 calendar days prior to the effective date*).

EFF DATE	NGA EDI TRANSMISSION DATE (-28)	GOV'T EDI TRANSMISSION DATE (-21)	PAGE COUNTS RELEASED (-20)	PDF PROOFS TO GOV'T (-16)	ADVANCED COPIES TO GOV'T (-10)	DISTRO DATE (-8)	EDI CONFIRM DATE (-7)	PROD
27 Apr 17	30 Mar 17	6 Apr 17	7 Apr 17	11 Apr 17	17 Apr 17	19 Apr 17	20 Apr 17	BV
25 May 17	27 Apr 17	4 May 17	5 May 17	9 May 17	15 May 17	17 May 17	18 May 17	CN
22 Jun 17	25 May 17	1 Jun 17	2 Jun 17	6 Jun 17	12 Jun 17	14 Jun 17	15 Jun 17	BV
20 Jul 17	22 Jun 17	29 Jun 17	30 Jul 17	4 Jul 17	10 Jul 17	12 Jul 17	13 Jul 17	CN
17 Aug 17	20 Jul 17	27 Jul 17	28 Jul 17	1 Aug 17	7 Aug 17	9 Aug 17	10 Aug 17	BV
14 Sep 17	17 Aug 17	24 Aug 17	25 Aug 17	29 Aug 17	4 Sep 17	6 Sep 17	7 Sep 17	CN
12 Oct 17	14 Sep 17	21 Sep 17	22 Sep 17	26 Sep 17	2 Oct 17	4 Oct 17	5 Oct 17	BV
9 Nov 17	12 Oct 17	19 Oct 17	20 Oct 17	24 Oct 17	30 Oct 17	1 Nov 17	2 Nov 17	CN
7 Dec 17	9 Nov 17	16 Nov 17	17 Nov 17	21 Nov 17	27 Nov 17	29 Nov 17	30 Nov 17	BV
4 Jan 18	7 Dec 17	14 Dec 17	15 Dec 17	19 Dec 17	25 Dec 17	27 Dec 17	28 Dec 17	CN
1 Feb 18	4 Jan 18	11 Jan 18	12 Jan 18	16 Jan 18	22 Jan 18	24 Jan 18	25 Jan 18	BV
1 Mar 18	1 Feb 18	8 Feb 18	9 Feb 18	13 Feb 18	17 Feb 18	21 Feb 18	22 Feb 18	CN
29 Mar 18	1 Mar 18	8 Mar 18	9 Mar 18	13 Mar 18	19 Mar 18	21 Mar 18	22 Mar 18	BV

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26 Apr 18	29 Mar 18	5 Apr 18	6 Apr 18	10 Apr 18	16 Apr 18	18 Apr 18	19 Apr 18	CN
24 May 18	26 Apr 18	3 May 18	4 May 18	8 May 18	14 May 18	16 May 18	17 May 18	BV
21 Jun 18	24 May 18	31 May 18	1 Jun 18	5 Jun 18	11 Jun 18	13 Jun 18	14 Jun 18	CN
19 Jul 18	21 Jun 18	28 Jun 18	29 Jun 18	3 Jul 18	9 Jul 18	11 Jul 18	12 Jul 18	BV
16 Aug 18	19 Jul 18	26 Jul 18	27 Jul 18	31 Jul 18	6 Aug 18	8 Aug 18	9 Aug 18	CN
13 Sep 18	16 Aug 18	23 Aug 18	24 Aug 18	28 Aug 18	3 Sep 18	5 Sep 18	6 Sep 18	BV
11 Oct 18	13 Sep 18	20 Sep 18	21 Sep 18	25 Sep 18	1 Oct 18	3 Oct 18	4 Oct 18	CN
8 Nov 18	11 Oct 18	18 Oct 18	19 Oct 18	23 Oct 18	29 Oct 18	31 Oct 18	1 Nov 18	BV
6 Dec 18	8 Nov 18	15 Nov 18	16 Nov 18	20 Nov 18	26 Nov 18	28 Nov 18	29 Nov 18	CN
3 Jan 19	6 Dec 18	13 Dec 18	14 Dec 18	18 Dec 18	24 Dec 18	26 Dec 18	27 Dec 18	BV
31 Jan 19	3 Jan 19	10 Jan 19	11 Jan 19	15 Jan 19	21 Jan 19	23 Jan 19	24 Jan 19	CN
28 Feb 19	31 Jan 19	7 Feb 19	8 Feb 19	12 Feb 19	18 Feb 19	20 Feb 19	21 Feb 19	BV
28 Mar 19	28 Feb 19	7 Mar 19	8 Mar 19	12 Mar 19	18 Mar 19	20 Mar 19	21 Mar 19	CN

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23 May 19	25 Apr 19	2 May 19	3 May 19	7 May 19	13 May 19	15 May 19	16 May 19	CN
20 Jun 19	23 May 19	30 May 19	31 May 19	4 Jun 19	10 Jun 19	12 Jun 19	13 Jun 19	BV
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15 Aug 19	18 Jul 19	25 Jul 19	26 Jul 19	30 Jul 19	5 Aug 19	7 Aug 19	8 Aug 19	BV
12 Sep 19	15 Aug 19	22 Aug 19	23 Aug 19	27 Aug 19	2 Sep 19	4 Sep 19	5 Sep 19	CN
10 Oct 19	12 Sep 19	19 Sep 19	20 Sep 19	24 Sep 19	30 Sep 19	2 Oct 19	3 Oct 19	BV
7 Nov 19	10 Oct 19	17 Oct 19	18 Oct 19	22 Oct 19	28 Oct 19	30 Oct 19	31 Oct 19	CN
5 Dec 19	7 Nov 19	14 Nov 19	15 Nov 19	19 Nov 19	25 Nov 19	27 Nov 19	28 Nov 19	BV
2 Jan 20	5 Dec 19	12 Dec 19	13 Dec 19	17 Dec 19	23 Dec 19	25 Dec 19	26 Dec 19	CN
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16 Jul 20	18 Jun 20	25 Jun 20	26 Jun 20	30 Jun 20	6 Jul 20	8 Jul 20	9 Jul 20	BV
13 Aug 20	16 Jul 20	23 Jul 20	24 Jul 20	28 Jul 20	3 Aug 20	5 Aug 20	6 Aug 20	CN
10 Sep 20	13 Aug 20	20 Aug 20	21 Aug 20	25 Aug 20	31 Aug 20	2 Sep 20	3 Sep 20	BV
8 Oct 20	10 Sep 20	17 Sep 20	18 Sep 20	22 Sep 20	28 Sep 20	30 Sep 20	1 Oct 20	CN
5 Nov 20	8 Oct 20	15 Oct 20	16 Oct 20	20 Oct 20	26 Oct 20	28 Oct 20	29 Oct 20	BV
3 Dec 20	5 Nov 20	12 Nov 20	13 Nov 20	17 Nov 20	23 Nov 20	25 Nov 20	26 Nov 20	CN
31 Dec 20	3 Dec 20	10 Dec 20	11 Dec 20	15 Dec 20	21 Dec 20	23 Dec 20	24 Dec 20	BV
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25 Feb 21	28 Jan 21	4 Feb 21	5 Feb 21	9 Feb 21	15 Feb 21	17 Feb 21	18 Feb 21	BV
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17 Jun 21	20 May 21	27 May 21	28 May 21	1 Jun 21	7 Jun 21	9 Jun 21	10 Jun 21	BV
15 Jul 21	17 Jun 21	24 Jun 21	25 Jun 21	29 Jun 21	5 Jul 21	7 Jul 21	8 Jul 21	CN
12 Aug 21	15 Jul 21	22 Jul 21	23 Jul 21	27 Jul 21	2 Aug 21	4 Aug 21	5 Aug 21	BV
9 Sep 21	12 Aug 21	19 Aug 21	20 Aug 21	24 Aug 21	30 Aug 21	1 Sep 21	2 Sep 21	CN
7 Oct 21	9 Sep 21	16 Sep 21	17 Sep 21	21 Sep 21	27 Sep 21	29 Sep 21	30 Sep 21	BV
4 Nov 21	7 Oct 21	14 Oct 21	15 Oct 21	19 Oct 21	25 Oct 21	27 Oct 21	28 Oct 21	CN
2 Dec 21	4 Nov 21	11 Nov 21	12 Nov 21	16 Nov 21	22 Nov 21	24 Nov 21	25 Nov 21	BV
30 Dec 21	2 Dec 21	9 Dec 21	10 Dec 21	14 Dec 21	20 Dec 21	22 Dec 21	23 Dec 21	CN
27 Jan 22	30 Dec 21	6 Jan 22	7 Jan 22	11 Jan 22	17 Jan 22	19 Jan 22	20 Jan 22	BV
24 Feb 22	27 Jan 22	3 Feb 22	4 Feb 22	8 Feb 22	14 Feb 22	16 Feb 22	17 Feb 22	CN
24 Mar 22	24 Feb 22	3 Mar 22	4 Mar 22	8 Mar 22	14 Mar 22	16 Mar 22	17 Mar 22	BV

The ship/deliver date indicated on the print order is the date products ordered shipping/ mailing f.o.b. contractor's city are delivered to the USPS or picked up by the small package carrier.

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.

Contractors are to report information regarding each order for compliance reporting purposes and include date of delivery (or shipment if applicable) for proofs and delivery schedules in accordance with the contract requirements by contacting Shared Support Services Compliance Section via e-mail to [compliance@gpo.gov](mailto:compliance@gpo.gov) or by calling (202) 512-0520 or faxing (202) 512-1364. Personnel receiving the e-mail or call will be unable to respond to questions of a technical nature or transfer any inquiries.

**SHORTAGES:** If a quantity shortage is apparent to the contractor at the time of distribution because the shipping quantities called for on the pack list exceeds the print order quantities, the contractor shall notify the FAA Program Manager with the following information and obtain a determination on how to proceed –

- Type and quantity of chart in short supply and/or
- Name and addresses of consignee(s) not being filled.

For replacement books ordered to correct Government errors or to fill emergency needs, the Government will reimburse the contractor at the regular makeready and running rates in accordance with the contractor's submitted bid prices. All associated mailing/shipping costs shall be charged to the Government.

For replacement books ordered to correct contractor errors, the contractor shall replace shortages from their overrun stock, and shall bear the cost of replacement volumes, packing, and mailing/shipping.

**LATE DISTRIBUTION:** The contractor shall immediately notify the FAA Program Manager when the contractor anticipates difficulty in complying with the contract delivery schedule or date, or when the contractor has knowledge that any actual or potential situation may delay or threaten to delay the timely performance of the contract.

The contractor shall then send a written follow-up to the Contracting Officer and the FAA Program Manager, stating what products and quantities are or will be late, the number and location of the consignees involved, and when the material will be ready for shipment.

Nothing contained herein shall be construed as a waiver by the Government of any delivery schedule or date or of any rights or remedies provided by law or under this contract.

**RETURN SHIPMENTS AND CORRESPONDENCE:** Under USPS regulations, the contractor's name shall appear on the return address of the labels. Thus, the contractor shall be required to accept undelivered, returned packages. The contractor shall handle returned shipments and correspondence or other material intended for the Government as follows –

*Government/Aeronautical Information Services Customer Returned Shipments –*

All returned packages must be reported to Government/Aeronautical Information Services as soon as possible, either by phone, fax, or email.

The contractor shall provide Government/Aeronautical Information Services with the customer account number and the reason for the return. Government/Aeronautical Information Services will attempt to contact the customer to verify the address and to see if the package can be re-shipped.

Government/Aeronautical Information Services will fax or email a re-shipment request to the contractor by 3:30 p.m., for shipments due out that day. All re-shipments shall be sent out via overnight carrier (FedEx).

Procedures for determining which party is responsible for the cost of the re-ship are as follows –

- If the order has been misplaced, contains the wrong product, or the customer has an incomplete order, the contractor is responsible and shall correct the order from printing overruns and shall use the contractor's overnight delivery account to re-ship the package.

- If the address provided by the Government/Aeronautical Information Services is incorrect or incomplete, Government/Aeronautical Information Services is responsible, and the Government/Aeronautical Information Services distribution contractor will send out a replacement order. The contractor shall remove the packing slip, if any, the shipping label, and the carrier's explanation for return and fax them to the Government/Aeronautical Information Services Logistics Group, Public Sales and Services Group. The contractor shall normally destroy contents of the returned shipments. From time to time, the contractor may be required to deliver returned shipments to the FAA, Logistics Group intact.
- If the package was shipped by the distribution date, but was not received by the effective date, Government/Aeronautical Information Services is responsible and the Government/Aeronautical Information Services distribution contractor will send out a replacement order via overnight delivery service.

*NGA Customer Returned Shipments –*

Ordering agency must report all returned packages to NGA as soon as possible. When requested, the contractor shall provide NGA with the customer account number and reason for the return. NGA will contact the customer to see if the package can be re-shipped. At the Aeronautical Information Services or contractor's discretion, all returned packages may either be destroyed or the products may be added to shelf stock. The contractor is not required to track or report to NGA the receipt of returned packages unless there are an unusually large number of packages (40% or greater return during a cycle). The contractor does not automatically re-ship products to an NGA customer solely based on receipt of a returned package(s).

Re-shipments are made to customers who have not received their order by three (3) calendar days before the effective date. All re-shipments shall be expedited.

Procedures for determining which party is responsible for the cost of the re-ship are as follows –

- If the order has been mispacked, contains the wrong product, has an incomplete order, or the shipping address was generated incomplete or wrong by the contractor; the contractor is responsible, shall correct the order from printing overruns, and shall use the contractor's overnight delivery account to re-ship the package.
- If the shipping address provided by NGA is incorrect or incomplete; NGA is responsible, and the contractor shall use NGA's overnight delivery account. The contractor shall remove the packing slip, if any, the shipping label, and the carrier's explanation for return and fax or email them to NGA. NGA is responsible to reimburse the Government/ Aeronautical Information Services at unscheduled pricing for the cost of products pulled from the Government/Aeronautical Information Services shelf stock. The contractor shall then re-ship the package, using NGA's overnight delivery account.
- If the package was shipped to the correct address by the distribution date, but has not been received by the customer's military installation three (3) calendar days prior to the effective date, the distribution contractor is responsible, shall correct the order from printing overruns, and shall use contractor's overnight delivery account to re-ship the package.

The return address for all NGA packages shipped to NGA customers shall be the contractor's address.

Correspondence or other material erroneously mailed to the contractor's facility but intended for the Government/Aeronautical Information Services, such as items returned by sales agents for credit, shall be delivered to the Government/Aeronautical Information Services, Customer Operations Team within five (5) calendar days following receipt 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 (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.	27,510	
	(1)	(2)
II. (a)	301	823
(b)	75,333	520,738
(c)	8,717	126,947
(d)	106,680	49,842
(e)	7,662	4,586
III. (a)	1,646	
(b)	285,290	
IV. (a)	30,667	
(b)	8	
(c)	5	
(d)	4	
(e)	8	
(f)	1,844	
(g)	1,355	
(h)	1,204	
(i)	62	
V. 1.	5,006	
2. (a)	4,710	
(b)	3,458	
(c)	26,733	

**SECTION 4. - SCHEDULE OF PRICES**

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

Prices must include the cost of all required materials and operations for each item listed 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 non-responsive.

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) or blank spaces for an item may be declared non-responsive.

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.

Fractional parts of 1,000 will be prorated at the per-1,000 rate.

Contractor’s billing invoice must be itemized in accordance with the line items in the “SCHEDULE OF PRICES.”

Unless otherwise specified, no more than seven (7) blank pages shall be permitted at the end of the text. However, the Government will only pay for up to three (3) blank pages (see “Printing - Layout of Pages”).

A charge will be allowed for each text page of a single-color product, whether printed or blank. For products printing in more than one color, a charge for each additional color, as applicable, under line items II.(c) and (e), will be allowed only for the pages actually printed with the additional color.

Cost of all paper must be charged under Item III. “PAPER.”

**I. PREPRESS:**

Layout of 8-page signatures from digital files ..... per signature .....\$\_\_\_\_\_

**II. PRINTING AND BINDING:** Prices offered shall include the cost of all required materials and operations necessary for the printing and binding of the products listed in accordance with these specifications.

Prices must include all proofing.

Prices for line item II.(d) for looseleaf products must include the cost of drilling, stamping/printing volume identifier, and shrink-film wrapping.

	<u>Makeready and/or Setup</u> (1)	<u>Running Per 1,000 Copies</u> (2)
(a) Complete Cover – Printing in two ink colors, including binding..... per complete cover.....	\$_____	\$_____

\_\_\_\_\_  
(Initials)

	<u>Makeready and/or Setup</u> (1)	<u>Running Per 1,000 Copies</u> (2)
(b) Perfect-Bound – Printing text pages in a single ink color, including binding.....per page.....	\$ _____	\$ _____
(c) Perfect-Bound/Each Additional Color – Printing text pages in a color not charged for under line item II.(b)..... per color/per page.....	\$ _____	\$ _____
(d) Looseleaf Products – Printing text pages in a single ink color, including binding.....per page.....	\$ _____	\$ _____
(e) Looseleaf Products/Each Additional Color – Printing text pages in a color not charged for under line item II.(d)..... per color/per page.....	\$ _____	\$ _____

**III. PAPER:** Payment for all 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. The cost of any paper required for makeready or running spoilage must be included in the prices offered.

Computation of the net number of leaves will be based on the following:

Text - Each page-size leaf.

Covers - Two page-size leaves will be allowed for each complete cover. Prices offered must include the cost of paper for backstrip, when required.

	<u>Per 1,000 leaves</u>
(a) White Vellum-Finish Cover (80-lb.) .....	\$ _____
(b) White Light Weight Offset (30-lb.).....	\$ _____

**IV. ADDITIONAL OPERATIONS:**

(a) Scanning, barcoding, gathering volumes into sets for distribution .....	per package .....\$ _____
(b) Removing returned package labels and returning labels to the Government .....	per label .....\$ _____
(c) Occurrence Charge (flat rate) .....	\$ _____
(d) Timework for line item IV. (c) .....	per hour .....\$ _____
(e) Notification of Undeliverable Address .....	per card .....\$ _____
(f) Stocking charge (beginning of each cycle) .....	per box .....\$ _____
(g) Destruction Charge (at the end of each cycle) .....	per box .....\$ _____

\_\_\_\_\_  
(Initials)

(h) Pulling Shelf Stock .....per order .....\$ \_\_\_\_\_

(i) Storage of Shelf Stock .....per pallet/per month .....\$ \_\_\_\_\_

**V. PACKING AND DISTRIBUTION:** Prices offered must be all-inclusive, as applicable, and must include the cost of all packing; kraft envelopes, shipping bags, and shipping containers; all necessary wrapping and packing materials; labeling and marking; affixing labels or Air bills; and, all distribution in accordance with these specifications.

1. *Bulk Shipments (other than USPS and FedEx) –*

Packing, sealing and palletizing for bulk shipments .....per container .....\$ \_\_\_\_\_

2. *USPS, FedEx, and other Government Specified Shipping Vendor Shipments –*

(a) Single or multiple copies in kraft envelope (up to 350 leaves).....per envelope .....\$ \_\_\_\_\_

(b) Single or multiple copies over 350 leaves,  
up to 3 pounds, in cushioned shipping bags ..... per bag .....\$ \_\_\_\_\_

(c) Quantities over 3 pounds, up to 45 pounds  
for FAA customers, and up to 65 pounds  
for NGA customers, packed in shipping containers ..... per container .....\$ \_\_\_\_\_

\_\_\_\_\_  
(Initials)

**INSTRUCTIONS FOR BID SUBMISSION:** Fill out “SECTION 4. – SCHEDULE OF PRICES,” initialing or signing each page in the space(s) provided. Submit two copies (original and one exact duplicate) of the “SCHEDULE OF PRICES” with two copies of the GPO Form 910 “BID” form. Do not enter bid prices on GPO Form 910; prices entered in the “SCHEDULE OF PRICES” will prevail.

Bidder \_\_\_\_\_

\_\_\_\_\_  
(City - State)

By \_\_\_\_\_  
(Signature and title of person authorized to sign this bid)

\_\_\_\_\_  
(Person to be contacted)

\_\_\_\_\_  
(Email Address)

\_\_\_\_\_  
(Telephone Number)

**EDI Formats**  
**File and Folder (Directory) Names**

The Federal Aviation Administration (FAA), Distribution Division produces and distributes aeronautical charts and related products in both paper and electronic form. The FAA also distributes National Oceanic and Atmospheric Administration (NOAA) nautical navigational products and National Geospatial-Intelligence Agency (NGA) aeronautical and nautical charts.

The Automated Distribution System (ADS) application supports the efforts of the FAA Distribution Division to sell and distribute FAA, NOAA and NGA aeronautical and nautical charts and related publications for public sale. The ADS maintains a database of product information and inventories on all products and stores addresses, order and billing information. The ADS supports the timely distribution of date sensitive charts and publications, maintenance and production of current inventory and revenue information. It also supports the electronic transmission of order fulfillment, and shipping information by FAA contractors.

This document provides formats for electronic data transmission to contractors, confirming orders and submitting manifests. Each contractor's part of our ftp site will be organized in the same way.

Note about file names: **bold** indicates a literal name; *italic* indicates a format.

**FTP site structure**

Each contractor will have a folder (directory) in our ftp site labeled with the contractor's name. The contractor folder will have subfolders named **EDIfiles**, **confirmation** and **manifests** (if the contractor prepares manifests). The folder **EDIfiles** will have subfolders named by date (*yyyymm*).

**EDI files**

The FAA will place EDI files into the appropriate date subfolder of the **EDIfiles** folder. The contractor should not place any files into the **EDIfiles** folder, including subfolders.

Here is an example of an EDI file name:

*yyyymmddhhmm\_cyc\_8\_1Z\_so.cust*

*yyyymmddhhmm* is year, month, date, hour and minute.

**cyc** stands for cycle which is used for scheduled order generation every 28 days.

**8** is the warehouse number; substitute as appropriate

- WH8 – main distribution contractor
- WH3 – Enroute Contractor
- WH4 – A/FD Contractor
- WH9 – TPP Contractor

**1Z** is the cycle group; (a cycle group is a code that FAA assigns to a group of similar products) substitute as appropriate; omit for daily orders.

**EDI Formats**  
**File and Folder (Directory) Names**

**so** is for standing orders; substitute **sb** for subscription orders; omit for files having both so's and subs.

**cust** is for the customer file; substitute **prod** for the product file.

EDI files will be formatted according to "Format for Transmitting Data to Fulfill Orders" (attached).

**Confirmation files**

Confirmation information for an order should be returned to FAA within 24 hours of shipment of the order.

The contractor will place its confirmation file into the **confirmation** folder. The confirmation file will be named as follows:

*date\_cyclegroup.cfm*

Where *date* has the format *yyyymmdd*; omit *cyclegroup* if the file contains orders from more than one cycle group. No other file types should be placed into the **confirmation** folder.

Confirmation files will be formatted according to "Format for Transmitting Confirmation Data" (attached).

**Manifest files**

Contractors that submit manifests will have a **manifests** subfolder under their contractor folder in our ftp site. Manifests should be placed into the **manifests** folder. Manifest files will be named as follows:

*date\_type.man*

No other file types should be placed into the **manifests** folder.

**EDI Formats  
Order Fulfillment Data**

**File Formats**

This section describes formats for data required by contractors to fulfill orders. The data will be transmitted as two separate files, one containing customer information, the other product information. (See the *File and Folder Names* section above for file names.) Table 1 is the identifier that will identify each record as a customer or product record; it will serve to check whether records appear in the correct file. Table 2 lists the product flag and type. Table 3 lists the shipping codes and carriers used in the customer file. Table 4 shows customer and order information, and Table 5 shows product information to be transmitted to the contractor.

Records are separated by a carriage return and line feed. Fields are variable length. They are separated by ‘®’ (ASCII character 174).

Note that all money amounts are in “currency” format, which means two decimal places (Table 4 & 5).

**Table 1  
Record Type**

<b>Code</b>	<b>Record Type</b>
C	Customer
P	Product

**Table 2  
Product Flag**

<b>Flag</b>	<b>Product Type</b>
F	Folded
L	Flat
B	Book
T	Translucent
D	Digital
R	Forms

**EDI Formats  
Order Fulfillment Data**

**Table 3**

**Shipping Codes**

<b>Shipping Code</b>	<b>Carriers</b>
CD	Courier Delivery
CS	Canadian Service (carrier is determined by FAA)
F	USPS First Class
FE	Federal Express
FGC	Federal Express Ground Commercial
FGR	Federal Express Ground Residential
IFE	International Federal Express
IPA	USPS International Priority Air
T	Truck
U1	UPS Next Day
U2	UPS 2-Day
UC3	UPS 3-Day Commercial
UC	UPS Commercial
UR	UPS Residential

**EDI Formats  
Order Fulfillment Data**

**Table 4**

**Customer and Order Information File**

<b>Field Name</b>	<b>Maximum Field Length</b>	<b>Format</b>
Record Type (See Table 1)	1	Alphanumeric
Customer ID	10	Alphanumeric
Order ID	10	Alphanumeric
Purchase Order Number	15	Alphanumeric
Handling & Shipping	8	Currency
Amount Paid	10	Currency
Amount Due	10	Currency
Attention	35	Alphanumeric
Name	35	Alphanumeric
Address1	35	Alphanumeric
Address2	35	Alphanumeric
Address3	35	Alphanumeric
City	25	Alphanumeric
State/Province	2	Alphanumeric
Zip+4/Postal Code	12	Alphanumeric
Country	35	Alphanumeric
Shipping Mode/Carrier	4	Alphanumeric
Special Instructions/Remarks	80	Alphanumeric
Refund Amount	10	Currency
Invoice Amount	10	Currency
Bill Flag	1	Y/N
Back Order Credit	10	Currency
Invoice Total	12	Currency
Subscription Amount	10	Currency
Value of Shipment	10	Currency
Total Amount	12	Currency

**EDI Formats  
Order Fulfillment Data**

**Table 5**

**Product Information File**

<b>Field Name</b>	<b>Maximum Field Length</b>	<b>Format</b>
Record Type (See Table 1)	1	Alphanumeric
Customer ID	10	Alphanumeric
Order ID	10	Alphanumeric
Product ID	20	Alphanumeric
Product Description	30	Alphanumeric
Edition	8	Integer
Quantity	6	Integer
Discount Percent	3	Percent
Bin Location	16	Alphanumeric
Back Order Flag	6	Alphanumeric
Product Flag (see Table 2)	1	Alphanumeric
Pay Amount	10	Currency
Unit Amount	10	Currency
Unit Weight (Ounces)	7	Decimal (xxxxx.x)

**EDI Formats  
Confirmation Data**

This section describes data formats to be used by contractors in transmitting confirmation files to the FAA. (See the *File and Folder Names* section above for file names.) Table 3 above lists shipping codes and carriers. Table 6 shows confirmation data formats.

Records are separated by a carriage return and line feed. Fields are variable length. They are separated by ‘®’ (ASCII character 174), which cannot be typed on a keyboard. It should thus be impossible for it to be entered into the database inadvertently.

**Table 6**

**Confirmation File**

<b>Field Name</b>	<b>Maximum Field Length</b>	<b>Format</b>
Order ID	10	Alphanumeric
Sequence Number	4	Alphanumeric
Ship Date (yyyymmdd)	8	Alphanumeric
Shipping Code	4	Alphanumeric
Tracking Number	22	Alphanumeric
Weight (Ounces)	7	Decimal (xxxxx.x)
Bill Flag	1	Y/N

ATTACHMENT 2  
FAA AJV-5 Products EDI Sample File (TPP)

C\*1000134\*S4904917\*0.00\*0.00\*985.80\*JET AIR INC\*58 ILLINOIS RT  
164\*GALESBURG\*IL\*61401\*UNITED STATES\*FGC\*Generated from Quotation 1006 Section  
1\*0.00\*985.80\*Y\*0.00\*985.80\*0.00\*0.00\*985.80  
C\*101230\*S4904918\*0.00\*0.00\*0.00\*DOT FAA PR SSC WEN72-SJU\*AMERICAN AIRLINES  
TERM - 3RD FL\*LMM INTERNATIONAL ARPT\*SAN JUAN\*PR\*00979\*UNITED  
STATES\*F\*Generated from Quotation 1024 Section  
1\*0.00\*0.00\*Y\*0.00\*0.00\*0.00\*0.00\*0.00  
C\*101240\*S4904919\*0.00\*0.00\*0.00\*DOT FAA ATCT TEJ-STT\*FRED MEYER\*1 JOHN  
BREWERS BAY\*ST THOMAS\*VI\*00802\*UNITED STATES\*F\*Generated from Quotation 1025  
Section 1\*0.00\*0.00\*Y\*0.00\*0.00\*0.00\*0.00\*0.00  
C\*101300\*S4904920\*0.00\*0.00\*38.16\*ISLA GRANDE FLYING SCHOOL\*P O BOX  
192343\*SAN JUAN\*PR\*00919-2343\*UNITED STATES\*F\*Generated from Quotation 1026  
Section 1\*0.00\*38.16\*Y\*0.00\*38.16\*0.00\*0.00\*38.16  
C\*101320\*S4904921\*0.00\*0.00\*0.00\*DOT FAA ATCT TEJ-SJU\*HECTOR PLAZA - 14TH  
FL\*LMM INTERNATIONAL ARPT\*CAROLINA\*PR\*00979\*UNITED STATES\*F\*Generated from  
Quotation 1027 Section 1\*0.00\*0.00\*Y\*0.00\*0.00\*0.00\*0.00\*0.00  
C\*101515\*S4904922\*0.00\*0.00\*0.00\*DOT FAA BAF FCT\*ARTHUR E LUSTENBERGER\*110  
AIRPORT RD\*WESTFIELD\*MA\*01085\*UNITED STATES\*FGC\*Generated from Quotation 1029  
Section 1\*0.00\*0.00\*Y\*0.00\*0.00\*0.00\*0.00\*0.00  
C\*101520\*S4904923\*0.00\*0.00\*0.00\*DOT FAA AEA-BDL-FSDO-63\*KENNETH ROACH - 1ST  
FL\*BRADLEY INTL ARPT BLDG 85-214\*WINDSOR LOCKS\*CT\*06096-1009\*UNITED  
STATES\*FGC\*Generated from Quotation 1030 Section  
1\*0.00\*0.00\*Y\*0.00\*0.00\*0.00\*0.00\*0.00  
C\*101830\*S4904924\*0.00\*0.00\*0.00\*DOT FAA ORH FCT\*ALLAN R TURMELLE - ATM\*18  
COPPAGE DR\*WORCESTER\*MA\*01603-1252\*UNITED STATES\*FGC\*Generated from Quotation  
1034 Section 1\*0.00\*0.00\*Y\*0.00\*0.00\*0.00\*0.00\*0.00  
C\*101945\*S4904925\*0.00\*0.00\*0.00\*DOT FAA BEDFORD ATCT TEA-BED\*BARRY  
MORGAN\*1714 GRIFFIS ST - 1ST FL\*BEDFORD\*MA\*01730\*UNITED STATES\*FGC\*Generated  
from Quotation 1035 Section 1\*0.00\*0.00\*Y\*0.00\*0.00\*0.00\*0.00\*0.00  
C\*102150\*S4904926\*0.00\*0.00\*0.00\*DOT FAA BOSTON ACO ANE-150\*GERALD HOPKINS\*12  
NEW ENGLAND EXECUTIVE PARK\*BURLINGTON\*MA\*01803\*UNITED STATES\*FGC\*Generated from  
Quotation 1037 Section 1\*0.00\*0.00\*Y\*0.00\*0.00\*0.00\*0.00\*0.00  
C\*102200\*S4904927\*0.00\*0.00\*0.00\*DOT FAA ANE-32\*OPERATIONS CENTER - RM 307\*12  
NEW ENGLAND EXECUTIVE PARK\*BURLINGTON\*MA\*01803\*UNITED STATES\*FGC\*Generated from  
Quotation 1039 Section 1\*0.00\*0.00\*Y\*0.00\*0.00\*0.00\*0.00\*0.00  
C\*102300\*S4904928\*0.00\*0.00\*22.26\*FOUR STAR AVIATION\*P O BOX 356\*SUTTON ST  
LAWRENCE MUNI ARPT\*N ANDOVER\*MA\*01845\*UNITED STATES\*FGC\*Generated from  
Quotation 1040 Section 1\*0.00\*22.26\*Y\*0.00\*22.26\*0.00\*0.00\*22.26  
C\*102715\*S4904929\*0.00\*0.00\*0.00\*DOT FAA OWD FCT\*ALFRED T BURRI\*91 ACCESS RD -  
NORWOOD ARPT\*NORWOOD\*MA\*02062-1705\*UNITED STATES\*FGC\*Generated from Quotation  
1041 Section 1\*0.00\*0.00\*Y\*0.00\*0.00\*0.00\*0.00\*0.00  
C\*102860\*S4904930\*0.00\*0.00\*0.00\*DOT FAA AEA-BOS-FSDO-61\*PAUL FALZARANO - STE  
402\*ONE CRANBERRY HILL - FOURTH FL\*LEXINGTON\*MA\*02421-7394\*UNITED  
STATES\*FGC\*Generated from Quotation 1042 Section  
1\*0.00\*0.00\*Y\*0.00\*0.00\*0.00\*0.00\*0.00  
C\*102865\*S4904931\*0.00\*0.00\*0.00\*DOT FAA ATS - ATCT TEA-BOS\*BOB SGROI - 19TH  
FL\*LOGAN INTL ARPT TOWER BLDG\*E BOSTON\*MA\*02128-2043\*UNITED  
STATES\*FGC\*Generated from Quotation 1043 Section  
1\*0.00\*0.00\*Y\*0.00\*0.00\*0.00\*0.00\*0.00  
C\*103415\*S4904932\*0.00\*0.00\*0.00\*DOT FAA CAPE TRACON TEA-K90\*DAWN WRIGHT -  
BLDG 130\*OTIS ANGB\*MA\*02542\*UNITED STATES\*FGC\*Generated from Quotation 1044  
Section 1\*0.00\*0.00\*Y\*0.00\*0.00\*0.00\*0.00\*0.00  
C\*103420\*S4904933\*0.00\*0.00\*0.00\*DOT FAA NANTUCKET ATCT TEA-ACK\*NANTUCKET  
MEMORIAL ARPT\*14 AIRPORT RD - TOWER BLDG\*NANTUCKET\*MA\*02554\*UNITED  
STATES\*FGC\*Generated from Quotation 1045 Section  
1\*0.00\*0.00\*Y\*0.00\*0.00\*0.00\*0.00\*0.00

ATTACHMENT 2  
FAA AJV-5 Products EDI Sample File (TPP)

P<sup>1000134</sup>S<sup>4904917</sup>B<sup>TTPPEC1</sup>BOUND TRM PROCEDURE PUB  
EC1<sup>122</sup><sup>13</sup><sup>40</sup>.<sup>N</sup><sup>B</sup><sup>41.34</sup><sup>5.30</sup><sup>10.56</sup>  
P<sup>1000134</sup>S<sup>4904917</sup>B<sup>TTPPEC2</sup>BOUND TRM PROCEDURE PUB  
EC2<sup>122</sup><sup>13</sup><sup>40</sup>.<sup>N</sup><sup>B</sup><sup>41.34</sup><sup>5.30</sup><sup>18.40</sup>  
P<sup>1000134</sup>S<sup>4904917</sup>B<sup>TTPPEC3</sup>BOUND TRM PROCEDURE PUB  
EC3<sup>122</sup><sup>19</sup><sup>40</sup>.<sup>N</sup><sup>B</sup><sup>60.42</sup><sup>5.30</sup><sup>17.60</sup>  
P<sup>1000134</sup>S<sup>4904917</sup>B<sup>TTPNC1</sup>BOUND TRM PROCEDURE PUB  
NC1<sup>122</sup><sup>13</sup><sup>40</sup>.<sup>N</sup><sup>B</sup><sup>41.34</sup><sup>5.30</sup><sup>14.24</sup>  
P<sup>1000134</sup>S<sup>4904917</sup>B<sup>TTPNC2</sup>BOUND TRM PROCEDURE PUB  
NC2<sup>122</sup><sup>13</sup><sup>40</sup>.<sup>N</sup><sup>B</sup><sup>41.34</sup><sup>5.30</sup><sup>14.24</sup>  
P<sup>1000134</sup>S<sup>4904917</sup>B<sup>TTPNC3</sup>BOUND TRM PROCEDURE PUB  
NC3<sup>122</sup><sup>19</sup><sup>40</sup>.<sup>N</sup><sup>B</sup><sup>60.42</sup><sup>5.30</sup><sup>17.28</sup>  
P<sup>1000134</sup>S<sup>4904917</sup>B<sup>TTPNE1</sup>BOUND TRM PROCEDURE PUB  
NE1<sup>122</sup><sup>12</sup><sup>40</sup>.<sup>N</sup><sup>B</sup><sup>38.16</sup><sup>5.30</sup><sup>12.48</sup>  
P<sup>1000134</sup>S<sup>4904917</sup>B<sup>TTPNE2</sup>BOUND TRM PROCEDURE PUB  
NE2<sup>122</sup><sup>12</sup><sup>40</sup>.<sup>N</sup><sup>B</sup><sup>38.16</sup><sup>5.30</sup><sup>14.72</sup>  
P<sup>1000134</sup>S<sup>4904917</sup>B<sup>TTPNE3</sup>BOUND TRM PROCEDURE PUB  
NE3<sup>122</sup><sup>12</sup><sup>40</sup>.<sup>N</sup><sup>B</sup><sup>38.16</sup><sup>5.30</sup><sup>12.48</sup>  
P<sup>1000134</sup>S<sup>4904917</sup>B<sup>TTPNE4</sup>BOUND TRM PROCEDURE PUB  
NE4<sup>122</sup><sup>12</sup><sup>40</sup>.<sup>N</sup><sup>B</sup><sup>38.16</sup><sup>5.30</sup><sup>11.04</sup>  
P<sup>1000134</sup>S<sup>4904917</sup>B<sup>TTPNW1</sup>BOUND TRM PROCEDURE PUB  
NW1<sup>122</sup><sup>12</sup><sup>40</sup>.<sup>N</sup><sup>B</sup><sup>38.16</sup><sup>5.30</sup><sup>17.44</sup>  
P<sup>1000134</sup>S<sup>4904917</sup>B<sup>TTPSC1</sup>BOUND TRM PROCEDURE PUB  
SC1<sup>122</sup><sup>12</sup><sup>40</sup>.<sup>N</sup><sup>B</sup><sup>38.16</sup><sup>5.30</sup><sup>12.64</sup>  
P<sup>1000134</sup>S<sup>4904917</sup>B<sup>TTPSC2</sup>BOUND TRM PROCEDURE PUB  
SC2<sup>122</sup><sup>12</sup><sup>40</sup>.<sup>N</sup><sup>B</sup><sup>38.16</sup><sup>5.30</sup><sup>15.36</sup>  
P<sup>1000134</sup>S<sup>4904917</sup>B<sup>TTPSC3</sup>BOUND TRM PROCEDURE PUB  
SC3<sup>122</sup><sup>12</sup><sup>40</sup>.<sup>N</sup><sup>B</sup><sup>38.16</sup><sup>5.30</sup><sup>9.60</sup>  
P<sup>1000134</sup>S<sup>4904917</sup>B<sup>TTPSC4</sup>BOUND TRM PROCEDURE PUB  
SC4<sup>122</sup><sup>12</sup><sup>40</sup>.<sup>N</sup><sup>B</sup><sup>38.16</sup><sup>5.30</sup><sup>10.72</sup>  
P<sup>1000134</sup>S<sup>4904917</sup>B<sup>TTPSC5</sup>BOUND TRM PROCEDURE PUB  
SC5<sup>122</sup><sup>12</sup><sup>40</sup>.<sup>N</sup><sup>B</sup><sup>38.16</sup><sup>5.30</sup><sup>10.72</sup>  
P<sup>1000134</sup>S<sup>4904917</sup>B<sup>TTPSE1</sup>BOUND TRM PROCEDURE PUB  
SE1<sup>122</sup><sup>13</sup><sup>40</sup>.<sup>N</sup><sup>B</sup><sup>41.34</sup><sup>5.30</sup><sup>11.36</sup>  
P<sup>1000134</sup>S<sup>4904917</sup>B<sup>TTPSE2</sup>BOUND TRM PROCEDURE PUB  
SE2<sup>122</sup><sup>12</sup><sup>40</sup>.<sup>N</sup><sup>B</sup><sup>38.16</sup><sup>5.30</sup><sup>14.24</sup>  
P<sup>1000134</sup>S<sup>4904917</sup>B<sup>TTPSE3</sup>BOUND TRM PROCEDURE PUB  
SE3<sup>122</sup><sup>13</sup><sup>40</sup>.<sup>N</sup><sup>B</sup><sup>41.34</sup><sup>5.30</sup><sup>16.64</sup>  
P<sup>1000134</sup>S<sup>4904917</sup>B<sup>TTPSE4</sup>BOUND TRM PROCEDURE PUB  
SE4<sup>122</sup><sup>13</sup><sup>40</sup>.<sup>N</sup><sup>B</sup><sup>41.34</sup><sup>5.30</sup><sup>15.20</sup>  
P<sup>1000134</sup>S<sup>4904917</sup>B<sup>TTPSW1</sup>BOUND TRM PROCEDURE PUB  
SW1<sup>122</sup><sup>13</sup><sup>40</sup>.<sup>N</sup><sup>B</sup><sup>41.34</sup><sup>5.30</sup><sup>11.20</sup>  
P<sup>1000134</sup>S<sup>4904917</sup>B<sup>TTPSW2</sup>BOUND TRM PROCEDURE PUB  
SW2<sup>122</sup><sup>12</sup><sup>40</sup>.<sup>N</sup><sup>B</sup><sup>38.16</sup><sup>5.30</sup><sup>11.84</sup>  
P<sup>1000134</sup>S<sup>4904917</sup>B<sup>TTPSW3</sup>BOUND TRM PROCEDURE PUB  
SW3<sup>122</sup><sup>12</sup><sup>40</sup>.<sup>N</sup><sup>B</sup><sup>38.16</sup><sup>5.30</sup><sup>11.20</sup>  
P<sup>1000134</sup>S<sup>4904917</sup>B<sup>TTPSW4</sup>BOUND TRM PROCEDURE PUB  
SW4<sup>122</sup><sup>12</sup><sup>40</sup>.<sup>N</sup><sup>B</sup><sup>38.16</sup><sup>5.30</sup><sup>11.84</sup>  
P<sup>101230</sup>S<sup>4904918</sup>TTPSE3<sup>LOOSE LEAF</sup> TRM PROCEDURE  
SE3<sup>122</sup><sup>2</sup><sup>0.0</sup><sup>N</sup><sup>B</sup><sup>0.00</sup><sup>0.00</sup><sup>16.64</sup>  
P<sup>101240</sup>S<sup>4904919</sup>B<sup>TTPSE2</sup>BOUND TRM PROCEDURE PUB  
SE2<sup>122</sup><sup>1</sup><sup>0.0</sup><sup>N</sup><sup>B</sup><sup>0.00</sup><sup>0.00</sup><sup>14.24</sup>  
P<sup>101240</sup>S<sup>4904919</sup>B<sup>TTPSE3</sup>BOUND TRM PROCEDURE PUB  
SE3<sup>122</sup><sup>1</sup><sup>0.0</sup><sup>N</sup><sup>B</sup><sup>0.00</sup><sup>0.00</sup><sup>16.64</sup>  
P<sup>101240</sup>S<sup>4904919</sup>B<sup>TTPSE4</sup>BOUND TRM PROCEDURE PUB  
SE4<sup>122</sup><sup>1</sup><sup>0.0</sup><sup>N</sup><sup>B</sup><sup>0.00</sup><sup>0.00</sup><sup>15.20</sup>

ATTACHMENT 2  
FAA AJV-5 Products EDI Sample File (TPP)

C®1000435®S4907154®0.00®65.10®0.00®WALTER BUZBY®108 RIVER VIEW  
DRIVE®WASHINGTON®NC®27889®UNITED  
STATES®FGC®0.00®65.10®Y®0.00®65.10®0.00®0.00®65.10  
C®1000585®S4907155®demlrhodes@msn.®0.00®120.12®0.00®D. E. RHODES®1306 GLENFIELD  
COURT®ROUND ROCK®TX®78665®UNITED  
STATES®FGC®0.00®120.12®Y®0.00®120.12®0.00®0.00®120.12  
C®1001049®S4907156®georgeireland®0.00®180.18®0.00®GEORGE IRELAND®C/O SKY DIVE  
LEBANON®241 W LEBANON ROAD®LEBANON®ME®04027®UNITED  
STATES®FGC®0.00®180.18®Y®0.00®180.18®0.00®0.00®180.18  
C®1001121®S4907157®0.00®352.80®0.00®RICHARD STEVENS®312 S 169  
HWY®GOWER®MO®64454®UNITED  
STATES®FGC®0.00®352.80®Y®0.00®352.80®0.00®0.00®352.80  
C®1001245®S4907158®0.00®108.50®0.00®DAN MCAWEENEY®C/O DMC CONSTRUCTION  
INC®1003 OCEAN RD®PEBBLE BEACH®CA®93953®UNITED  
STATES®FGC®0.00®108.50®Y®0.00®108.50®0.00®0.00®108.50  
C®1001325®S4907159®walthaj1®0.00®60.06®0.00®JOHN WALTHALL®7164 BRADFORDVILLE  
RD®TALLAHASSEE®FL®32309®UNITED  
STATES®FGC®0.00®60.06®Y®0.00®60.06®0.00®0.00®60.06  
C®1001333®S4907160®0.00®483.00®0.00®SMITH AVIATION®ATTN: RAY MANSFIELD®108  
GARDENIA CT®FORT WALTON BEACH®FL®32548®UNITED  
STATES®FGC®0.00®483.00®Y®0.00®483.00®0.00®0.00®483.00  
C®1001345®S4907161®jbbabin®0.00®633.15®0.00®JEFF BABIN®900 CORNELIA  
DR®HUNTSVILLE®AL®35802®UNITED  
STATES®FGC®0.00®633.15®Y®0.00®633.15®0.00®0.00®633.15  
C®1001358®S4907162®0.00®60.06®0.00®THOMAS J HEFFERNAN®1157 COPPER GATE  
PLACE®MACCLENNY®FL®32063-6017®UNITED  
STATES®FGC®0.00®60.06®Y®0.00®60.06®0.00®0.00®60.06  
C®1001386®S4907163®0.00®130.20®0.00®QUIK PRINT PRINTING & COPYING®ATTN BRAD  
GRAVELY®3401 NORTHWEST EXPRESS WAY®OKLAHOMA CITY®OK®73112®UNITED  
STATES®FGC®0.00®130.20®Y®0.00®130.20®0.00®0.00®130.20  
C®1001604®S4907164®0.00®21.70®0.00®AL HEWITT®802 SOUTHWEST 296TH  
STREET®FEDERAL WAY®WA®98023®UNITED  
STATES®FGC®0.00®21.70®Y®0.00®21.70®0.00®0.00®21.70  
C®1001606®S4907165®DavidSLindsay®0.00®43.40®0.00®DAVID S LINDSAY®6716 WILTON  
DR®OAKLAND®CA®94611®UNITED STATES®FGC®0.00®43.40®Y®0.00®43.40®0.00®0.00®43.40  
C®1001611®S4907166®0.00®90.09®0.00®WAYNE MILSTEAD®1262 HUEYTOWN  
ROAD®BESSEMER®AL®35023®UNITED  
STATES®FGC®0.00®90.09®Y®0.00®90.09®0.00®0.00®90.09  
C®1001680®S4907167®0.00®483.00®0.00®DAVID G ADAMS®12324 RIVER OAKS  
POINT®KNOXVILLE®TN®37922®UNITED  
STATES®FGC®0.00®483.00®Y®0.00®483.00®0.00®0.00®483.00  
C®1001690®S4907168®0.00®39.06®0.00®SAN ANGELO REGIONAL AIRPORT®LUIS  
ELGUEZABAL- STE 101®8618 TERMINAL CIR MATHIS FLD®SAN ANGELO®TX®76904®UNITED  
STATES®FGC®0.00®39.06®Y®0.00®39.06®0.00®0.00®39.06  
C®1001726®S4907169®0.00®260.40®0.00®WYATT PRUNTY®267 CLARA'S PT  
RD®SEWANEE®TN®37375®UNITED  
STATES®FGC®0.00®260.40®Y®0.00®260.40®0.00®0.00®260.40  
C®1001782®S4907170®0.00®483.00®0.00®JASON GREGG®660 MOORE  
DR®ASPEN®CO®81611®UNITED  
STATES®FGC®0.00®483.00®Y®0.00®483.00®0.00®0.00®483.00  
C®1001898®S4907171®stansuski®0.00®21.70®0.00®ROY SODERMAN®22 SVENSON  
ROAD®SHREWSBURY®MA®01545®UNITED  
STATES®FGC®0.00®21.70®Y®0.00®21.70®0.00®0.00®21.70  
C®1002198®S4907172®0.00®483.00®0.00®TRINTY JET MANAGEMENT®MIKE SHORT - HANGER  
P - N122WW®7515 LEMMON AVE®DALLAS®TX®75209®UNITED  
STATES®FGC®0.00®483.00®Y®0.00®483.00®0.00®0.00®483.00

ATTACHMENT 2  
FAA AJV-5 Products EDI Sample File (TPP)

P\*1000435\*S4907154\*BTPPNE3\*BOUND TRM PROCEDURE PUB  
NE3\*122\*1\*0.0\*N\*B\*21.70\*21.70\*12.48  
P\*1000435\*S4907154\*BTPPNE4\*BOUND TRM PROCEDURE PUB  
NE4\*122\*1\*0.0\*N\*B\*21.70\*21.70\*11.04  
P\*1000435\*S4907154\*BTPPSE2\*BOUND TRM PROCEDURE PUB  
SE2\*122\*1\*0.0\*N\*B\*21.70\*21.70\*14.24  
P\*1000585\*S4907155\*BTPPSC1\*BOUND TRM PROCEDURE PUB  
SC1\*122\*1\*0.0\*N\*B\*30.03\*30.03\*12.64  
P\*1000585\*S4907155\*BTPPSC2\*BOUND TRM PROCEDURE PUB  
SC2\*122\*1\*0.0\*N\*B\*30.03\*30.03\*15.36  
P\*1000585\*S4907155\*BTPPSC3\*BOUND TRM PROCEDURE PUB  
SC3\*122\*1\*0.0\*N\*B\*30.03\*30.03\*9.60  
P\*1000585\*S4907155\*BTPPSC5\*BOUND TRM PROCEDURE PUB  
SC5\*122\*1\*0.0\*N\*B\*30.03\*30.03\*10.72  
P\*1001049\*S4907156\*BTPPNE1\*BOUND TRM PROCEDURE PUB  
NE1\*122\*1\*0.0\*N\*B\*30.03\*30.03\*12.48  
P\*1001049\*S4907156\*BTPPNE2\*BOUND TRM PROCEDURE PUB  
NE2\*122\*1\*0.0\*N\*B\*30.03\*30.03\*14.72  
P\*1001049\*S4907156\*BTPPNE3\*BOUND TRM PROCEDURE PUB  
NE3\*122\*1\*0.0\*N\*B\*30.03\*30.03\*12.48  
P\*1001049\*S4907156\*BTPPNE4\*BOUND TRM PROCEDURE PUB  
NE4\*122\*1\*0.0\*N\*B\*30.03\*30.03\*11.04  
P\*1001049\*S4907156\*BTPPSE2\*BOUND TRM PROCEDURE PUB  
SE2\*122\*1\*0.0\*N\*B\*30.03\*30.03\*14.24  
P\*1001049\*S4907156\*BTPPSE4\*BOUND TRM PROCEDURE PUB  
SE4\*122\*1\*0.0\*N\*B\*30.03\*30.03\*15.20  
P\*1001121\*S4907157\*BTPPSET\*BOUND TRM PROCEDURE PUB  
SET\*122\*1\*0.0\*N\*B\*352.80\*352.80\*323.04  
P\*1001245\*S4907158\*TPPNW1\*LOOSE LEAF TRM PROCEDURE  
NW1\*122\*1\*0.0\*N\*B\*21.70\*21.70\*17.44  
P\*1001245\*S4907158\*TPPSW1\*LOOSE LEAF TRM PROCEDURE  
SW1\*122\*1\*0.0\*N\*B\*21.70\*21.70\*11.20  
P\*1001245\*S4907158\*TPPSW2\*LOOSE LEAF TRM PROCEDURE  
SW2\*122\*1\*0.0\*N\*B\*21.70\*21.70\*11.84  
P\*1001245\*S4907158\*TPPSW3\*LOOSE LEAF TRM PROCEDURE  
SW3\*122\*1\*0.0\*N\*B\*21.70\*21.70\*11.20  
P\*1001245\*S4907158\*TPPSW4\*LOOSE LEAF TRM PROCEDURE  
SW4\*122\*1\*0.0\*N\*B\*21.70\*21.70\*11.84  
P\*1001325\*S4907159\*BTPPSE3\*BOUND TRM PROCEDURE PUB  
SE3\*122\*1\*0.0\*N\*B\*30.03\*30.03\*16.64  
P\*1001325\*S4907159\*BTPPSE4\*BOUND TRM PROCEDURE PUB  
SE4\*122\*1\*0.0\*N\*B\*30.03\*30.03\*15.20  
P\*1001333\*S4907160\*BTPPSET\*BOUND TRM PROCEDURE PUB  
SET\*122\*1\*0.0\*N\*B\*483.00\*483.00\*323.04  
P\*1001345\*S4907161\*BTPPSC4\*BOUND TRM PROCEDURE PUB  
SC4\*122\*1\*0.0\*N\*B\*30.03\*30.03\*10.72  
P\*1001345\*S4907161\*BTPPSE1\*BOUND TRM PROCEDURE PUB  
SE1\*122\*1\*0.0\*N\*B\*30.03\*30.03\*11.36  
P\*1001345\*S4907161\*BTPPSE2\*BOUND TRM PROCEDURE PUB  
SE2\*122\*1\*0.0\*N\*B\*30.03\*30.03\*14.24  
P\*1001345\*S4907161\*BTPPSE3\*BOUND TRM PROCEDURE PUB  
SE3\*122\*1\*0.0\*N\*B\*30.03\*30.03\*16.64  
P\*1001345\*S4907161\*BTPPSE4\*BOUND TRM PROCEDURE PUB  
SE4\*122\*1\*0.0\*N\*B\*30.03\*30.03\*15.20  
P\*1001345\*S4907161\*BTPPSET\*BOUND TRM PROCEDURE PUB  
SET\*122\*1\*0.0\*N\*B\*483.00\*483.00\*323.04

ATTACHMENT 2  
FAA AJV-5 Products EDI Sample File (CN)

C®101230®S4884260®0.00®0.00®0.00®DOT FAA PR SSC WEN72-SJU®AMERICAN AIRLINES  
TERM - 3RD FL®LMM INTERNATIONAL ARPT®SAN JUAN®PR®00979®UNITED  
STATES®F®Generated from Quotation 1024 Section  
1®0.00®0.00®Y®0.00®0.00®0.00®0.00

C®101240®S4884261®0.00®0.00®0.00®DOT FAA ATCT TEJ-STT®FRED MEYER®1 JOHN  
BREWERS BAY®ST THOMAS®VI®00802®UNITED STATES®F®Generated from Quotation 1025  
Section 1®0.00®0.00®Y®0.00®0.00®0.00®0.00

C®101320®S4884262®0.00®0.00®0.00®DOT FAA ATCT TEJ-SJU®HECTOR PLAZA - 14TH  
FL®LMM INTERNATIONAL ARPT®CAROLINA®PR®00979®UNITED STATES®F®Generated from  
Quotation 1027 Section 1®0.00®0.00®Y®0.00®0.00®0.00®0.00

C®101515®S4884263®0.00®0.00®0.00®DOT FAA BAF FCT®ARTHUR E LUSTENBERGER®110  
AIRPORT RD®WESTFIELD®MA®01085®UNITED STATES®F®Generated from Quotation 1029  
Section 1®0.00®0.00®Y®0.00®0.00®0.00®0.00

C®101520®S4884264®0.00®0.00®0.00®DOT FAA AEA-BDL-FSDO-63®KENNETH ROACH - 1ST  
FL®BRADLEY INTL ARPT BLDG 85-214®WINDSOR LOCKS®CT®06096-1009®UNITED  
STATES®F®Generated from Quotation 1030 Section  
1®0.00®0.00®Y®0.00®0.00®0.00®0.00

C®101830®S4884265®0.00®0.00®0.00®DOT FAA ORH FCT®ALLAN R TURMELLE - ATM®18  
COPPAGE DR®WORCESTER®MA®01603-1252®UNITED STATES®F®Generated from Quotation  
1034 Section 1®0.00®0.00®Y®0.00®0.00®0.00®0.00

C®101945®S4884266®0.00®0.00®0.00®DOT FAA BEDFORD ATCT TEA-BED®BARRY  
MORGAN®1714 GRIFFIS ST - 1ST FL®BEDFORD®MA®01730®UNITED STATES®F®Generated from  
Quotation 1035 Section 1®0.00®0.00®Y®0.00®0.00®0.00®0.00

C®102150®S4884267®0.00®0.00®0.00®DOT FAA BOSTON ACO ANE-150®GERALD HOPKINS®12  
NEW ENGLAND EXECUTIVE PARK®BURLINGTON®MA®01803®UNITED STATES®F®Generated from  
Quotation 1037 Section 1®0.00®0.00®Y®0.00®0.00®0.00®0.00

C®102715®S4884268®0.00®0.00®0.00®DOT FAA OWD FCT®ALFRED T BURRI®91 ACCESS RD -  
NORWOOD ARPT®NORWOOD®MA®02062-1705®UNITED STATES®F®Generated from Quotation  
1041 Section 1®0.00®0.00®Y®0.00®0.00®0.00®0.00

C®102860®S4884269®0.00®0.00®0.00®DOT FAA AEA-BOS-FSDO-61®PAUL FALZARANO - STE  
402®ONE CRANBERRY HILL - FOURTH FL®LEXINGTON®MA®02421-7394®UNITED  
STATES®FGC®Generated from Quotation 1042 Section  
1®0.00®0.00®Y®0.00®0.00®0.00®0.00

C®102865®S4884270®0.00®0.00®0.00®DOT FAA ATS - ATCT TEA-BOS®BOB SGROI - 19TH  
FL®LOGAN INTL ARPT TOWER BLDG®E BOSTON®MA®02128-2043®UNITED STATES®F®Generated  
from Quotation 1043 Section 1®0.00®0.00®Y®0.00®0.00®0.00®0.00

C®103420®S4884271®0.00®0.00®0.00®DOT FAA NANTUCKET ATCT TEA-ACK®NANTUCKET  
MEMORIAL ARPT®14 AIRPORT RD - TOWER BLDG®NANTUCKET®MA®02554®UNITED  
STATES®F®Generated from Quotation 1045 Section  
1®0.00®0.00®Y®0.00®0.00®0.00®0.00

C®103460®S4884272®0.00®0.00®0.00®DOT FAA HYA ATCT®BARNSTABLE MUNICIPAL  
ARPT®480 BARNSTABLE RD®BARNSTABLE®MA®02601®UNITED STATES®F®Generated from  
Quotation 1046 Section 1®0.00®0.00®Y®0.00®0.00®0.00®0.00

C®103545®S4884273®0.00®0.00®0.00®DOT FAA NEW BEDFORD FCT®NEW BEDFORD REGIONAL  
ARPT®1569 AIRPORT RD®NEW BEDFORD®MA®02746®UNITED STATES®F®Generated from  
Quotation 1047 Section 1®0.00®0.00®Y®0.00®0.00®0.00®0.00

C®103885®S4884274®0.00®0.00®0.00®DOT FAA BOSTON ARTCC EE-ZBW®LANCE J MC  
ADAM®35 NORTHEASTERN BLVD®NASHUA®NH®03062®UNITED STATES®FGC®Generated from  
Quotation 1048 Section 1®0.00®0.00®Y®0.00®0.00®0.00®0.00

C®104020®S4884275®0.00®0.00®0.00®DOT FAA ATCT TEA-MHT®DANIEL OBERT®8 AMMON  
DR®MANCHESTER®NH®03103®UNITED STATES®F®Generated from Quotation 1049 Section  
1®0.00®0.00®Y®0.00®0.00®0.00®0.00

C®104385®S4884276®0.00®0.00®0.00®DOT FAA ATCT TEA-PWM®WILLETTE LEBLANC®1003  
WESTBROOK ST®PORTLAND®ME®04102®UNITED STATES®F®Generated from Quotation 1052  
Section 1®0.00®0.00®Y®0.00®0.00®0.00®0.00

ATTACHMENT 2  
FAA AJV-5 Products EDI Sample File (CN)

P®101230®S4884260®TPPCN®US TRM PROCEDURE CHANGE  
NOTICE®121®2®0.0®N®B®0.00®0.00®3.04  
P®101240®S4884261®TPPCN®US TRM PROCEDURE CHANGE  
NOTICE®121®1®0.0®N®B®0.00®0.00®3.04  
P®101320®S4884262®TPPCN®US TRM PROCEDURE CHANGE  
NOTICE®121®3®0.0®N®B®0.00®0.00®3.04  
P®101515®S4884263®TPPCN®US TRM PROCEDURE CHANGE  
NOTICE®121®1®0.0®N®B®0.00®0.00®3.04  
P®101520®S4884264®TPPCN®US TRM PROCEDURE CHANGE  
NOTICE®121®1®0.0®N®B®0.00®0.00®3.04  
P®101830®S4884265®TPPCN®US TRM PROCEDURE CHANGE  
NOTICE®121®1®0.0®N®B®0.00®0.00®3.04  
P®101945®S4884266®TPPCN®US TRM PROCEDURE CHANGE  
NOTICE®121®2®0.0®N®B®0.00®0.00®3.04  
P®102150®S4884267®TPPCN®US TRM PROCEDURE CHANGE  
NOTICE®121®2®0.0®N®B®0.00®0.00®3.04  
P®102715®S4884268®TPPCN®US TRM PROCEDURE CHANGE  
NOTICE®121®2®0.0®N®B®0.00®0.00®3.04  
P®102860®S4884269®TPPCN®US TRM PROCEDURE CHANGE  
NOTICE®121®8®0.0®N®B®0.00®0.00®3.04  
P®102865®S4884270®TPPCN®US TRM PROCEDURE CHANGE  
NOTICE®121®3®0.0®N®B®0.00®0.00®3.04  
P®103420®S4884271®TPPCN®US TRM PROCEDURE CHANGE  
NOTICE®121®2®0.0®N®B®0.00®0.00®3.04  
P®103460®S4884272®TPPCN®US TRM PROCEDURE CHANGE  
NOTICE®121®2®0.0®N®B®0.00®0.00®3.04  
P®103545®S4884273®TPPCN®US TRM PROCEDURE CHANGE  
NOTICE®121®1®0.0®N®B®0.00®0.00®3.04  
P®103885®S4884274®TPPCN®US TRM PROCEDURE CHANGE  
NOTICE®121®30®0.0®N®B®0.00®0.00®3.04  
P®104020®S4884275®TPPCN®US TRM PROCEDURE CHANGE  
NOTICE®121®1®0.0®N®B®0.00®0.00®3.04  
P®104385®S4884276®TPPCN®US TRM PROCEDURE CHANGE  
NOTICE®121®2®0.0®N®B®0.00®0.00®3.04  
P®104495®S4884277®TPPCN®US TRM PROCEDURE CHANGE  
NOTICE®121®1®40.®N®B®0.39®0.65®3.04  
P®104520®S4884278®TPPCN®US TRM PROCEDURE CHANGE  
NOTICE®121®1®0.0®N®B®0.00®0.00®3.04  
P®104835®S4884279®TPPCN®US TRM PROCEDURE CHANGE  
NOTICE®121®3®0.0®N®B®0.00®0.00®3.04  
P®105415®S4884280®TPPCN®US TRM PROCEDURE CHANGE  
NOTICE®121®5®0.0®N®B®0.00®0.00®3.04  
P®105665®S4884281®TPPCN®US TRM PROCEDURE CHANGE  
NOTICE®121®1®0.0®N®B®0.00®0.00®3.04  
P®105780®S4884282®TPPCN®US TRM PROCEDURE CHANGE  
NOTICE®121®2®0.0®N®B®0.00®0.00®3.04  
P®106160®S4884283®TPPCN®US TRM PROCEDURE CHANGE  
NOTICE®121®1®0.0®N®B®0.00®0.00®3.04  
P®106215®S4884284®TPPCN®US TRM PROCEDURE CHANGE  
NOTICE®121®1®0.0®N®B®0.00®0.00®3.04  
P®106385®S4884285®TPPCN®US TRM PROCEDURE CHANGE  
NOTICE®121®1®0.0®N®B®0.00®0.00®3.04  
P®107155®S4884286®TPPCN®US TRM PROCEDURE CHANGE  
NOTICE®121®2®0.0®N®B®0.00®0.00®3.04  
P®107415®S4884287®TPPCN®US TRM PROCEDURE CHANGE  
NOTICE®121®2®0.0®N®B®0.00®0.00®3.04

ATTACHMENT 2  
FAA AJV-5 Products EDI Sample File (CN)

C\*1000435\*S4885220\*\*0.00\*0.00\*0.00\*\*WALTER BUZBY\*108 RIVER VIEW  
DRIVE\*\*WASHINGTON\*NC\*27889\*UNITED  
STATES\*F\*\*0.00\*0.00\*Y\*0.00\*0.00\*0.00\*0.00\*0.00\*0.00\*0.00  
C\*1000585\*S4885221\*demlrhodes@msn.\*0.00\*0.00\*0.00\*\*D. E. RHODES\*1306 GLENFIELD  
COURT\*\*ROUND ROCK\*TX\*78665\*UNITED  
STATES\*F\*\*0.00\*0.00\*Y\*0.00\*0.00\*0.00\*0.00\*0.00\*0.00\*0.00  
C\*1001049\*S4885222\*\*0.00\*0.00\*0.00\*0.00\*0.00\*\*GEORGE IRELAND\*C/O SKY DIVE LEBANON\*241 W  
LEBANON ROAD\*\*LEBANON\*ME\*04027\*UNITED  
STATES\*F\*\*0.00\*0.00\*Y\*0.00\*0.00\*0.00\*0.00\*0.00\*0.00\*0.00  
C\*1001121\*S4885223\*\*0.00\*0.00\*0.00\*0.00\*\*RICHARD STEVENS\*312 S 169  
HWY\*\*GOWER\*MO\*64454\*UNITED STATES\*F\*\*0.00\*0.00\*Y\*0.00\*0.00\*0.00\*0.00\*0.00\*0.00\*0.00  
C\*1001245\*S4885224\*\*0.00\*0.00\*0.00\*0.00\*0.00\*\*DAN MCAWEENEY\*C/O DMC CONSTRUCTION INC\*1003  
OCEAN RD\*\*PEBBLE BEACH\*CA\*93953\*UNITED  
STATES\*F\*\*0.00\*0.00\*Y\*0.00\*0.00\*0.00\*0.00\*0.00\*0.00\*0.00  
C\*1001325\*S4885225\*walthaj1\*0.00\*0.00\*0.00\*0.00\*\*JOHN WALTHALL\*7164 BRADFORDVILLE  
RD\*\*TALLAHASSEE\*FL\*32309\*UNITED STATES\*F\*\*0.00\*0.00\*Y\*0.00\*0.00\*0.00\*0.00\*0.00\*0.00\*0.00  
C\*1001333\*S4885226\*\*0.00\*0.00\*0.00\*0.00\*\*SMITH AVIATION\*ATTN: RAY MANSFIELD\*108  
GARDENIA CT\*\*FORT WALTON BEACH\*FL\*32548\*UNITED  
STATES\*F\*\*0.00\*0.00\*Y\*0.00\*0.00\*0.00\*0.00\*0.00\*0.00\*0.00  
C\*1001345\*S4885227\*jbabin\*0.00\*0.00\*0.00\*0.00\*\*JEFF BABIN\*900 CORNELIA  
DR\*\*HUNTSVILLE\*AL\*35802\*UNITED STATES\*F\*\*0.00\*0.00\*Y\*0.00\*0.00\*0.00\*0.00\*0.00\*0.00\*0.00  
C\*1001358\*S4885228\*\*0.00\*0.00\*0.00\*0.00\*\*THOMAS J HEFFERNAN\*1157 COPPER GATE  
PLACE\*\*MACCLENNY\*FL\*32063-6017\*UNITED  
STATES\*F\*\*0.00\*0.00\*Y\*0.00\*0.00\*0.00\*0.00\*0.00\*0.00\*0.00  
C\*1001386\*S4885229\*\*0.00\*0.00\*0.00\*0.00\*0.00\*\*QUIK PRINT PRINTING & COPYING\*ATTN BRAD  
GRAVELY\*3401 NORTHWEST EXPRESS WAY\*\*OKLAHOMA CITY\*OK\*73112\*UNITED  
STATES\*F\*\*0.00\*0.00\*Y\*0.00\*0.00\*0.00\*0.00\*0.00\*0.00\*0.00  
C\*1001604\*S4885230\*\*0.00\*0.00\*0.00\*0.00\*\*AL HEWITT\*802 SOUTHWEST 296TH  
STREET\*\*FEDERAL WAY\*WA\*98023\*UNITED  
STATES\*F\*\*0.00\*0.00\*Y\*0.00\*0.00\*0.00\*0.00\*0.00\*0.00\*0.00  
C\*1001606\*S4885231\*DavidSLindsay\*0.00\*0.00\*0.00\*0.00\*\*DAVID S LINDSAY\*6716 WILTON  
DR\*\*OAKLAND\*CA\*94611\*UNITED STATES\*F\*\*0.00\*0.00\*Y\*0.00\*0.00\*0.00\*0.00\*0.00\*0.00\*0.00  
C\*1001611\*S4885232\*\*0.00\*0.00\*0.00\*0.00\*\*WAYNE MILSTEAD\*1262 HUEYTOWN  
ROAD\*\*BESSEMER\*AL\*35023\*UNITED STATES\*F\*\*0.00\*0.00\*Y\*0.00\*0.00\*0.00\*0.00\*0.00\*0.00\*0.00  
C\*1001680\*S4885233\*\*0.00\*0.00\*0.00\*0.00\*\*DAVID G ADAMS\*12324 RIVER OAKS  
POINT\*\*KNOXVILLE\*TN\*37922\*UNITED STATES\*F\*\*0.00\*0.00\*Y\*0.00\*0.00\*0.00\*0.00\*0.00\*0.00\*0.00  
C\*1001690\*S4885234\*\*0.00\*0.00\*0.00\*0.00\*\*SAN ANGELO REGIONAL AIRPORT\*LUIS ELGUEZABAL-  
STE 101\*8618 TERMINAL CIR MATHIS FLD\*\*SAN ANGELO\*TX\*76904\*UNITED  
STATES\*F\*\*0.00\*0.00\*Y\*0.00\*0.00\*0.00\*0.00\*0.00\*0.00\*0.00  
C\*1001726\*S4885235\*\*0.00\*0.00\*0.00\*0.00\*\*WYATT PRUNTY\*267 CLARA'S PT  
RD\*\*SEWANEE\*TN\*37375\*UNITED STATES\*F\*\*0.00\*0.00\*Y\*0.00\*0.00\*0.00\*0.00\*0.00\*0.00\*0.00  
C\*1001782\*S4885236\*\*0.00\*0.00\*0.00\*0.00\*\*JASON GREGG\*660 MOORE  
DR\*\*ASPEN\*CO\*81611\*UNITED STATES\*F\*\*0.00\*0.00\*Y\*0.00\*0.00\*0.00\*0.00\*0.00\*0.00\*0.00  
C\*1001898\*S4885237\*stansuski\*0.00\*0.00\*0.00\*0.00\*\*ROY SODERMAN\*22 SVENSON  
ROAD\*\*SHREWSBURY\*MA\*01545\*UNITED STATES\*F\*\*0.00\*0.00\*Y\*0.00\*0.00\*0.00\*0.00\*0.00\*0.00\*0.00  
C\*1002211\*S4885238\*lharmn2\*0.00\*0.00\*0.00\*0.00\*\*LLOYD HARMON\*44 RIVERSIDE  
LANE\*\*ELLSWORTH\*ME\*04605\*UNITED STATES\*F\*\*0.00\*0.00\*Y\*0.00\*0.00\*0.00\*0.00\*0.00\*0.00\*0.00  
C\*1002233\*S4885239\*\*0.00\*0.00\*0.00\*0.00\*0.00\*\*KEITH NEILL\*2131 E  
WEBB\*\*BROWNFIELD\*TX\*79316\*UNITED STATES\*F\*\*0.00\*0.00\*Y\*0.00\*0.00\*0.00\*0.00\*0.00\*0.00\*0.00  
C\*1002239\*S4885240\*\*0.00\*0.00\*0.00\*0.00\*\*BARCLAY ROGERS\*2340 SCRABBLE  
ROAD\*\*MARTINSBURG\*WV\*25404\*UNITED  
STATES\*F\*\*0.00\*0.00\*Y\*0.00\*0.00\*0.00\*0.00\*0.00\*0.00\*0.00  
C\*1002278\*S4885241\*\*0.00\*0.00\*0.00\*0.00\*\*HULL STOREY DEVELOPMENT\*ROY COOPER\*1190  
INTERSTATE PWY\*\*AUGUSTA\*GA\*30909\*UNITED  
STATES\*F\*\*0.00\*0.00\*Y\*0.00\*0.00\*0.00\*0.00\*0.00\*0.00\*0.00

ATTACHMENT 2  
FAA AJV-5 Products EDI Sample File (CN)

P®1000435®S4885220®TPPCN®US TRM PROCEDURE CHANGE  
NOTICE®121®1®0.0®N®B®0.00®0.00®3.04  
P®1000585®S4885221®TPPCN®US TRM PROCEDURE CHANGE  
NOTICE®121®1®0.0®N®B®0.00®0.00®3.04  
P®1001049®S4885222®TPPCN®US TRM PROCEDURE CHANGE  
NOTICE®121®1®0.0®N®B®0.00®0.00®3.04  
P®1001121®S4885223®TPPCN®US TRM PROCEDURE CHANGE  
NOTICE®121®1®0.0®N®B®0.00®0.00®3.04  
P®1001245®S4885224®TPPCN®US TRM PROCEDURE CHANGE  
NOTICE®121®1®0.0®N®B®0.00®0.00®3.04  
P®1001325®S4885225®TPPCN®US TRM PROCEDURE CHANGE  
NOTICE®121®1®0.0®N®B®0.00®0.00®3.04  
P®1001333®S4885226®TPPCN®US TRM PROCEDURE CHANGE  
NOTICE®121®1®0.0®N®B®0.00®0.00®3.04  
P®1001345®S4885227®TPPCN®US TRM PROCEDURE CHANGE  
NOTICE®121®1®0.0®N®B®0.00®0.00®3.04  
P®1001358®S4885228®TPPCN®US TRM PROCEDURE CHANGE  
NOTICE®121®1®0.0®N®B®0.00®0.00®3.04  
P®1001358®S4885228®TPPCN®US TRM PROCEDURE CHANGE  
NOTICE®121®1®0.0®N®B®0.00®0.00®3.04  
P®1001386®S4885229®TPPCN®US TRM PROCEDURE CHANGE  
NOTICE®121®1®0.0®N®B®0.00®0.00®3.04  
P®1001604®S4885230®TPPCN®US TRM PROCEDURE CHANGE  
NOTICE®121®1®0.0®N®B®0.00®0.00®3.04  
P®1001606®S4885231®TPPCN®US TRM PROCEDURE CHANGE  
NOTICE®121®1®0.0®N®B®0.00®0.00®3.04  
P®1001611®S4885232®TPPCN®US TRM PROCEDURE CHANGE  
NOTICE®121®1®0.0®N®B®0.00®0.00®3.04  
P®1001680®S4885233®TPPCN®US TRM PROCEDURE CHANGE  
NOTICE®121®1®0.0®N®B®0.00®0.00®3.04  
P®1001690®S4885234®TPPCN®US TRM PROCEDURE CHANGE  
NOTICE®121®1®0.0®N®B®0.00®0.00®3.04  
P®1001726®S4885235®TPPCN®US TRM PROCEDURE CHANGE  
NOTICE®121®1®0.0®N®B®0.00®0.00®3.04  
P®1001782®S4885236®TPPCN®US TRM PROCEDURE CHANGE  
NOTICE®121®1®0.0®N®B®0.00®0.00®3.04  
P®1001898®S4885237®TPPCN®US TRM PROCEDURE CHANGE  
NOTICE®121®1®0.0®N®B®0.00®0.00®3.04  
P®1002211®S4885238®TPPCN®US TRM PROCEDURE CHANGE  
NOTICE®121®1®0.0®N®B®0.00®0.00®3.04  
P®1002233®S4885239®TPPCN®US TRM PROCEDURE CHANGE  
NOTICE®121®1®0.0®N®B®0.00®0.00®3.04  
P®1002239®S4885240®TPPCN®US TRM PROCEDURE CHANGE  
NOTICE®121®1®0.0®N®B®0.00®0.00®3.04  
P®1002278®S4885241®TPPCN®US TRM PROCEDURE CHANGE  
NOTICE®121®1®0.0®N®B®0.00®0.00®3.04  
P®1002300®S4885242®TPPCN®US TRM PROCEDURE CHANGE  
NOTICE®121®1®0.0®N®B®0.00®0.00®3.04  
P®1002313®S4885243®TPPCN®US TRM PROCEDURE CHANGE  
NOTICE®121®1®0.0®N®B®0.00®0.00®3.04  
P®1002321®S4885244®TPPCN®US TRM PROCEDURE CHANGE  
NOTICE®121®1®0.0®N®B®0.00®0.00®3.04  
P®1002348®S4885245®TPPCN®US TRM PROCEDURE CHANGE  
NOTICE®121®1®0.0®N®B®0.00®0.00®3.04  
P®1002450®S4885246®TPPCN®US TRM PROCEDURE CHANGE  
NOTICE®121®1®0.0®N®B®0.00®0.00®3.04

**ATTACHMENT 3**  
**NGA EDI Sample Address File**

150132TERM AKTPP 00002 000000000 T  
150400TERM FAABTPPNW100002 000000000 T  
150400TERM FAABTPPSW100002 000000000 T  
150400TERM FAABTPPSW200002 000000000 T  
150400TERM FAABTPPSW300002 000000000 T  
150400TERM FAABTPPSW400002 000000000 T  
150500TERM FAABTPPNW100003 000000000 T  
150500TERM FAABTPPSW100001 000000000 T  
150500TERM FAABTPPSW200003 000000000 T  
150500TERM FAABTPPSW400003 000000000 T  
151301TERM FAABTPPNE100003 000000000 T  
151301TERM FAABTPPNE200003 000000000 T  
151301TERM FAABTPPNE300003 000000000 T  
151301TERM FAABTPPNE400003 000000000 T  
152254TERM FAABTPPEC100001 000000000 T  
152254TERM FAABTPPEC200001 000000000 T  
152254TERM FAABTPPEC300001 000000000 T  
152254TERM FAABTPPNC100001 000000000 T  
152254TERM FAABTPPNC200001 000000000 T  
152254TERM FAABTPPNC300001 000000000 T  
152254TERM FAABTPPNE100003 000000000 T  
152254TERM FAABTPPNE200003 000000000 T  
152254TERM FAABTPPNE300003 000000000 T  
152254TERM FAABTPPNE400003 000000000 T  
152254TERM FAABTPPNW100001 000000000 T  
152254TERM FAABTPPSC100001 000000000 T  
152254TERM FAABTPPSC200001 000000000 T  
152254TERM FAABTPPSC300001 000000000 T  
152254TERM FAABTPPSC400001 000000000 T  
152254TERM FAABTPPSC500001 000000000 T  
152254TERM FAABTPPSE100001 000000000 T  
152254TERM FAABTPPSE200001 000000000 T  
152254TERM FAABTPPSE300001 000000000 T  
152254TERM FAABTPPSE400001 000000000 T  
152254TERM FAABTPPSW100001 000000000 T  
152254TERM FAABTPPSW200001 000000000 T  
152254TERM FAABTPPSW300001 000000000 T  
152254TERM FAABTPPSW400001 000000000 T

**ATTACHMENT 3**  
**NGA EDI Sample Address File**

B150132  
CDEPT OF JUSTICE FBI  
CAVIATION COORDINATOR 907-276-4441  
C101 E. 6TH AVENUE  
CANCHORAGE AK 99501

B150400  
CDEPARTMENT OF JUSTICE FBI  
CATTN: AVIATION COORDINATOR  
C9109 NE CASCADES PKWY  
CPORTLAND OR 97220

B150500  
CDEPT OF JUSTICE FBI  
CAVIATION COORDINATOR  
C1110 THIRD AVENUE  
CSEATTLE WA 98101

B151301  
CDEPT OF JUSTICE FBI  
CAVIATION COORDINATOR 603-883-2858  
CONE CENTER PLAZA SUITE 600  
CBOSTON MA 02108

B152254  
CDEPARTMENT OF JUSTICE  
CATTN FLIGHT OPS SUITE 205  
C200 AMERICAN METRO BOULEVARD  
CHAMILTON NJ 08619

B152303  
CDEPT OF JUSTICE FBI  
CONE FBI PLAZA  
CBUFFALO NY 14202

B1523A0  
CDEPT OF JUSTICE FBI  
CAVIATION COORDINATOR 212-384-2797  
CSPECIAL OPERATIONS DIVISION S0-10  
CPO BOX 493  
CLAKEHURST NJ 08733

B1524J6  
CDEPARTMENT OF JUSTICE FBI  
CATTN: FLT PUBS OFC 215-418-4000  
CFEDERAL OFFICE BLDG 8TH FLOOR  
C600 ARCH STREET  
CPHILADELPHIA PA 19106

**ATTACHMENT 4**  
**NGA Sample Print Quantity File**

<b>NGA Reference Number</b>	<b>Quantity</b>	<b>Effective Date</b>
TERM AKTPP	5,044	15344
TERM FAABTPPEC1	1,653	15344
TERM FAABTPPEC2	1,934	15344
TERM FAABTPPEC3	1,825	15344
TERM FAABTPPNC1	1,807	15344
TERM FAABTPPNC2	2,136	15344
TERM FAABTPPNC3	2,066	15344
TERM FAABTPPNE1	1,980	15344
TERM FAABTPPNE2	2,155	15344
TERM FAABTPPNE3	2,327	15344
TERM FAABTPPNE4	2,208	15344
TERM FAABTPPNW1	2,430	15344
TERM FAABTPPSC1	2,152	15344
TERM FAABTPPSC2	2,564	15344
TERM FAABTPPSC3	2,613	15344
TERM FAABTPPSC4	2,543	15344
TERM FAABTPPSC5	2,452	15344
TERM FAABTPPSE1	2,669	15344
TERM FAABTPPSE2	2,842	15344
TERM FAABTPPSE3	3,640	15344
TERM FAABTPPSE4	3,935	15344
TERM FAABTPPSW1	2,499	15344
TERM FAABTPPSW2	2,240	15344
TERM FAABTPPSW3	2,460	15344
TERM FAABTPPSW4	2,764	15344

**ATTACHMENT 4**  
**NGA Sample Print Quantity File**

Files will be sent to contractor from NGA and are in TEXT format.

**Product File**

<u>Title</u>	<u>Column #'s</u>
DODAAC or Account Number	1-6
Stock Number	7-21
Quantity	22-26
Blank	27
Weight (Pounds)	28-32
Weight (Ounces)	33-34
Number of Extra Labels	35-36
Mode Code	37
NGA's Internal Producer Code	38

**Address File**

<u>Title</u>	<u>Column #'s</u>
B (Indicates Account Number)	1-6
C (Indicates Customer Address, 3-9 lines)	7-50

**Print Quantity File**

<u>Title</u>	<u>Column #'s</u>
NGA Reference Number (Product)	1-15
Blank	16-29
Quantity	30-34
Blank	35-49
Effective Date (shown as Julian Date)	50-54

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



THIRD EDITION  
MARCH 2014

Prepared By  
NATIONAL GEOSPATIAL-INTELLIGENCE AGENCY  
GEOINT INFORMATION SERVICES/MEDIA SERVICES (STM2)  
ARNOLD, MO 63010

**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

**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).

**NGA General and Technical Provisions for Distribution**

- (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/marketing 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/marketing 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.

**NGA General and Technical Provisions for Distribution**

- 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.

- b. Foreign Military Sales (FMS) 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 Case Shipments shall have the following statements on the outside of the packages.

- "FMS 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."

- 9. 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

**ATTACHMENT 6**  
**Product Specifications**

**Page 1 of 1**

The complete product specifications are on the FAA web site at:

[https://www.faa.gov/air\\_traffic/flight\\_info/aeronav/iacc/](https://www.faa.gov/air_traffic/flight_info/aeronav/iacc/)

Interagency Air Cartographic Committee (IACC) Specifications for the Terminal Procedures Publications are:

IACC 4, Low Altitude IAPs and Airport Diagrams  
IACC 7, Standard Instrument Departure (SID) Charts  
IACC 14, Standard Terminal Arrival (STAR) Charts  
IACC 17, Low Altitude US Terminal Procedures Publications

ATTACHMENT 7  
Sample Confirmation Files

Attachment 7  
Sample Confirmation Files

20070307\_6.cfm

S4098618\*002\*030707\*UC\*1Z1721980301910767\*5902\*Y  
S4098695\*002\*030707\*UC\*1Z1721980301911462\*5751\*Y  
S4098711\*002\*030707\*UC\*1Z1721980301911631\*6683\*Y  
S4098748\*001\*030707\*T\*6976\*Y  
S4098748\*002\*030707\*T\*6976\*Y  
S4098748\*003\*030707\*T\*6976\*Y  
S4098748\*004\*030707\*T\*6976\*Y  
S4098748\*005\*030707\*T\*6976\*Y  
S4098748\*006\*030707\*T\*6976\*Y  
S4098748\*007\*030707\*T\*6976\*Y  
S4098748\*008\*030707\*T\*6976\*Y  
S4098748\*009\*030707\*T\*6976\*Y  
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S4098748\*011\*030707\*T\*6976\*Y  
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S4098748\*021\*030707\*T\*6976\*Y  
S4098748\*022\*030707\*T\*6976\*Y  
S4098748\*023\*030707\*T\*6976\*Y  
S4098748\*024\*030707\*T\*6976\*Y  
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ATTACHMENT 7  
Sample Confirmation Files

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ATTACHMENT 7  
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**ATTACHMENT 8**  
**Definitions of Terms and Acronyms**

**Page 1 of 2**

**Advance Copies** – copies of finished volumes that are sent to designated locations for the Government’s cartographic review and consent for release.

**AIS** - Aeronautical Information Services.

**Alternate COR** – Government representative specifically named to act in place of COR, in the event COR is unavailable.

**CN** – Change Notice.

**CO** – Contracting Officer, the Government representative specifically authorized by legal warrant to negotiate on behalf of the Federal Government.

**COR** – Contracting Officer’s Representative. The Government representative specifically designated to represent the Contracting Officer on technical matters. The COR is authorized to monitor the contract and to speak directly to the contractor on technical matters.

**Defect** – Any imperfection, deficiency, flaw, lack of completeness, or other undesirable condition, within reasonable tolerance ranges, that is considered at variance with the specifications or standards. Defects have been classified into minor, major, and critical.

**Distribution date** – The deadline by which all shipments must be out of the contractor’s facility and into the mailing system.

**DLA** – Defense Logistics Agency, Richmond, VA.

**DOD** – Department of Defense.

**EDI** – Electronic Data Interchange.

**Effective date** – The date and time, established by international agreement, when one edition of aeronautical products becomes obsolete and the next edition must be in use.

**FAA** – Federal Aviation Administration.

**FedEx** – Federal Express.

**FTP** – File Transfer Protocol.

**Government Representative** – Person(s) specifically designated to represent the Government on detailed technical matters. Although the COR and Alternate COR are Government representatives, the term will be used in this contract to refer to persons other than the COR or Alternate COR. Government representative(s) are stationed in Oklahoma City, OK, Washington DC, and Silver Spring, MD.

**Hand Delivery** – Direct delivery from the contractor’s facility to the COR, Alternate COR, or designated Government representative by the contractor.

**IFR** – Instrument Flight Rules.

**JCP** – Joint Committee on Printing.

**NAS** – National Airspace System.

**Neatline** – the thin borderline enclosing the charted area.

**NGA** – National Geospatial-Intelligence Agency, a component of the DOD.

**Packing slip** – The part of the order that identifies the charts ordered by each customer.

**PM** – Program Manager. Government representative authorized to monitor the contract and to speak directly to the contractor on technical matters.

**PMS** – Pantone Matching System.

**Printing overruns** – Products printed in excess of the quantity ordered, including products printed to allow for spoilage in the printing and finishing process.

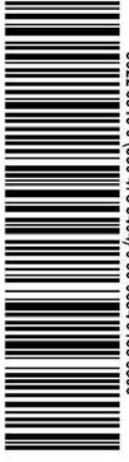
**Quality Assurance** – Follow-up measure by the Government to guarantee acceptable quality services and products.

**Shelf Stock** – Charts used to fill the orders of customers who are not part of the regular Print Order.

**SIAP** – Standard Instrument Approach Procedure

**TPP** – Terminal Procedures Publication

**ATTACHMENT 9  
FAA Shipping Label**

<b>FROM:</b> (800) 638-8972 FAANPC, Inc. 13710 Dunnington Hwy PO Box 373 Oleyburg PA 19825 US		<b>SHIP DATE:</b> 28NOV16 <b>ACTWGT:</b> 1.0LB <b>CAD:</b> 301589FAR51304 <b>BILL SENDER:</b>
<b>TO:</b> 1072000 DOT FAA ATS - ATCT TEA-BOS BOB SGR01 - 19TH FL LOGAN INTL ARPT TOWER BLDG E BOSTON MA 02128 (800) 638-8972 REF (US) INV: 518C11D42F#069		
DEPT SHIPPING DEPARTMENT PO 56016423		
		
<b>TRK#</b> 6594 0190 6800	<b>02128</b>	
9622 0019 0 (000 478 0464) 6 00 6594 0190 6800 		
PACKING SLIP ENCLOSED Customer ID: 1072000 Order#: S6016423 3 - TPPCN		

# 5 Envelope <b>FAA</b> <b>CUST# 1072000</b>	<b>PACKING LIST</b> FGC Order#: S6016423	12.243 OZ 1 of 1
Bound 3 - TPPCN	Looseleaf	
1		

**ATTACHMENT 9  
FAA Packing Slip**

FAA Mission Support Services  
Aeronautical Navigation Products  
Printing and Distribution Group  
Distribution Team AJV-372  
10201 Good Luck Road  
Glenn Dale, MD 20769-9700  
U.S.A.

(800) 638-8972 (U.S. only)  
(301) 436-8301  
Fax: (301) 436-6829  
E-mail: 9-AMC-ChartSales@faa.gov

**PACKING SLIP**

Customer No: 1072000

Page 1 of 1

Ship To:

DOT FAA ATS - ATCT TEA-BOS  
BOB SGROI - 19TH FL  
LOGAN INTL ARPT TOWER BLDG  
E BOSTON, MA 02128-2043

PO#	Carrier	Order#	Date	
	FGC	S6016423	11/28/2016	

Item	Description	Edition	Ordered
TPPCN	US TRM PROCEDURE CHANGE NOTICE	170	3

**ATTACHMENT 10  
NGA Shipping Label**



**ATTACHMENT 10  
NGA Shipping Label**

FROM: (800) 638-8972 NGA/NC, Inc. 13710 Dornings Hwy PO Box 373 Jaysburg PA 16825 US		SHIP DATE: 03OCT16 ACT/WT: 3.0LB CAD: 383210/FXRS1304
TO: AC0976-XU CDR CO C 2D BN 228TH AVN ATTN: FLT PUBS OFC 910-396-3303 393 SURVEYOR ST BUILDING 708 HANGAR 4 UPSTAIRS POPE ARMY AIRFIELD NC 28308 (800) 638-8972 REF (US) NV		BILL SENDER DEPT SHIPPING DEPARTMENT
PO AC0976		
TRK# 6187 7414 4137	28308	
9622 0019 0 (000 481 2994) 5 00 6187 7414 4137		
7 - TERM FAABTPPT01	DODAC#: AC0976	

# 5 Envelope NGA DODAC AC0976	PACKING LIST FGC	33.17 OZ 1 of 1
Bound 7 - TERM FAABTPPT01	Looseleaf	
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