

**EXHIBIT B
DEFINITIONS**

Accessorial Services: Contract services in addition to basic service.

Accessorial Service, Basic: The only Accessorial Services that may be billed to shippers, as appropriate, for services receive in performance of Basic Services.

Address Correction: Delivery address is incomplete, missing or incorrect.

Agency/Organization: An agency or organization eligible to use the services of this contract.

Agency Contracting Officer's Representative (ACOR): A person designated in writing to the Contracting Officer's Technical Representative (COTR) to act as the official representative for the agency.

Aggregate Shipments: Numerous shipments from one shipper, at the same time, to one consignee that are consolidated and treated as a single shipment.

ASC X-12: American Standards Committee X12 develops, maintains, interprets, publishes and promotes the proper use of American National and UN/EDIFACT International Electronic Data Interchange (EDI) Standards. The ASC X12 body meets periodically to develop and maintain EDI standards. Its main objective is to develop standards to facilitate electronic interchange relating to business transactions. X12 standards facilitate transactions by establishing a common, uniform business language for computers to communicate. With more than 275 transaction sets, X12 standards can be used to electronically conduct nearly every facet of business-to-business operations. Detailed information can be obtained thru X12 website:
<http://www.x12.org/x12org/about/index.html?whatis.html>

Business Days: For CONUS, Alaska, and Hawaii, Monday through Friday, except federal holidays. For the Commonwealth of Puerto Rico, Monday through Friday, except federal holidays and Commonwealth of Puerto Rico holidays. For international locations, a day during which business is normally transacted by most companies or organizations within a particular foreign country or territory, except designated holidays observed by the foreign country or territory.

Civil Reserve Air Fleet (CRAF). A program managed by the Air Mobility Command (AMC), which provides for airlift services in the national and international CRAF segments for the Department of Defense (DOD). The CRAF program is designed to augment military airlift capabilities with commercial aircraft during airlift emergencies, national emergencies, or activation of CRAF.

Commercial Bill Of Lading (CBL): A document provided by the contractor and used for the purpose of identifying goods to be transported and as a method of billing for services; also known as an air waybill.

Commercial Form: A commercial uniform bill of lading, a commercial express receipt, or any other commercial instrument constituting a contract of carriage subject to the terms and

conditions set forth in Standard Form 1103, U.S. Government Bill of Lading (41 CFR 101-41.302-3).

Commercial Forms and Procedures (CF&P): A shipment made using commercial forms and commercial billing procedures instead of a Government Bill of Lading (SF 1103) and its related billing procedures (41 CFR 101-41.304-2).

Commercial Service Guide (CSG): A guide or publication issued by a commercial carrier that is applicable to the general public, explaining the various services the carrier offers as customary commercial practice.

Contract Service Guide (KSG): The contractor shall provide contract service guide information via their commercial website as defined in Exhibit D

Consignee: The recipient (unit, depot, or person) to whom cargo is addressed or consigned for final delivery. Activity, agency, or organization that is receiving the product.

Consignor: The person, activity, agency, or organization that is the supplier or shipper of a product—the originator of a shipment.

Contingency Operations: Operations declared by the National Command Authorities that involve the use of U.S. military forces to achieve U.S. objectives, usually in response to an emergency caused by natural disasters, terrorists, subversives, or required military operations. The National Command Authorities are the President and the Secretary of Defense or their duly deputized alternates or successors.

Contract Service Guide (KSG): A guide or publication prepared by the contractor, explaining contract service features available under the contract.

Contracting Officer (CO): A DOD employee (military or civilian) with the authority to enter into, administer, and/or terminate the contract and make related determinations and findings.

Contracting Officer's Technical Representative (COTR): A designated individual with authority to act on behalf of the contracting officer. For the purposes of this contract, the CO will designate a COTR for civilian agencies and a COTR for DOD agencies. The COTR is not authorized to make any commitments or changes that will affect price, quality, quantity, delivery, or any other term or condition of the contract.

CONUS: All states within the contiguous United States, including the District of Columbia (DC). For the purposes of this contract, this includes Alaska, Hawaii, and Puerto Rico.

Cost-Reimbursable Contractor: A contractor who has been awarded a cost-reimbursement type contract by the government that provides for payment of allowable incurred costs (to the extent prescribed in the contract) by the agency or organization, which awarded the contract.

Customs Clearance: The process of ensuring dutiable and non-dutiable items are declared and forms properly annotated for entrance into a foreign country.

Dangerous Goods Accessible: Dangerous goods accessible during shipment as defined in the carrier's commercial service guide.

Dangerous Goods Inaccessible: Dangerous goods inaccessible during shipment as defined in the carrier's commercial service guide.

Declared Shipment Value: Upon shipper's request, additional Carrier liability may be purchased above the standard commercial liability for lost or damaged shipments according to the carriers commercial practices.

Delivery: Delivery of a shipment to the office or front door of the residence of the consignee or responsible individual at the destination address, unless other arrangements are made between the consignor and the contractor (e.g., delivery at a central receiving location).

Delivery Area Service U.S.: Deliveries to remote, sparsely populated or geographically difficult areas within the United States.

Delivery Area Service OCONUS: Deliveries to remote, sparsely populated or geographically difficult areas outside the United States.

Delivery Guarantee: - Delivery to the address provided within the number of days specified in Exhibit H.

Deferred: Slower and cheaper than standard service (filler cargo). Faster than surface movement.

Dimensional Weight: The chargeable weight computed on the basis of volume rather than actual weight. Low density or bulky packages shall be assessed dimensional weight charges as defined in the carrier's commercial service guide.

Door-to-Door: Pick-up from the shipper/consignor and delivery to the consignee.

Duty: The charge assessed by a government on imported dutiable shipments.

Day: For the purposes of this contract, "Day" means, unless otherwise specified, a calendar day.

Electronic Commercial Forms And Procedures (CF&P): A paperless system where a shipment is initiated electronically (EDI or direct link to contractor's computer system).

Electronic Data Interchange (EDI): The electronic exchange of transportation information by means of electronic transmission of the information in lieu of the creation of a paper document.

Express: Premium transportation for expedited delivery. Limited to the movement of ONLY high transportation priority cargo requiring time definite delivery.

Extremely Urgent Letters: Defined in 39 Code of Federal Regulations (CFR), Chapter 1, Parts 310 and 320, the mark of which must be annotated on envelopes in accordance with the Express Statutes.

Federal Holidays:

STATEMENT OF WORK – EXHIBIT B
DEFINITIONS

New Year's Day
Martin Luther King Jr. Day
Presidents' Day
Memorial Day
Independence Day

Labor Day
Columbus Day
Veterans Day
Thanksgiving Day
Christmas Day

The above holidays apply to shipments to and from the 50 United States and the Commonwealth of Puerto Rico. The contractor shall be required to include any day designated as a holiday by Federal Statute or Executive Order.

General Commodity: Any dutiable or non-dutiable item that is not otherwise restricted from carriage by the Contractor and is transported as customary commercial practice.

Global Transportation Network (GTN): A government system that provides the United States Transportation Command (USTRANSCOM) and its component commands information from existing government and commercial transportation computer systems. The integrated data is used to plan, provide, and control common user airlift, surface lift, and terminal services to deploy and sustain DOD forces on a global basis in peace and war.

Government Bill Of Lading (GBL): A government document (Standard Form 1103) used to procure transportation and related services from commercial carriers.

Government Contract Number: The number assigned to the contract as a result of this solicitation.

Handling Fee: When shipper or recipient request services beyond the carrier's standard commercial pickup and delivery services as defined in the carrier's commercial service guide.

Hardcopy Reports: Information provided in paper format.

Hazmat: A substance or material that has been determined by the Secretary of Transportation to be capable of posing an unreasonable risk to health, safety, and property when transported in commerce and that has been so designated. The term includes hazardous substances, hazardous wastes, marine pollutants, elevated temperature materials, materials designated as hazardous under the provisions of the Code of Federal Regulations (CFR) Title 49, Parts 172.101 and 172.102, and materials that meet the defining criteria for hazard class and divisions in CFR Title 49, Part 173.

HAZMAT Handling Charge: Surcharge applies to packages containing hazardous materials.

High Volume Shipping Locations (HVSL): Those locations identified in Exhibit C and are estimated to ship greater than 7,000 shipments per year.

Implementation Period: The period of time between the contract award date and the date the contractor starts providing contract service.

Industry Information Processor (I2P): A standard industry-shipping label that contains information required for movement by express carriers as well as within the Defense Transportation System.

International Holiday: A day in which foreign custom or the law within the foreign country or territory dictates a cessation of general business activity to celebrate or commemorate a particular event. The contractor shall observe, as a holiday, the same international holidays observed in each foreign country or territory rendered as customary commercial practice.

Internet: A large collection of inter-connected computer networks.

Invalid Account Number: Applies when the account number is missing, incorrect or inactive account numbers are used.

KSG - Contract Service Guide: Contractor provided service guide specific to WWX-4 as described in Exhibit D.

Letter/Letter Pack: A small package used by the contractor to ship extremely urgent letters (approximately 9 1/2" x 12 1/2"). The package shall be prominently marked on the outside cover with the words, "Extremely Urgent" or "Private Carriage Authorized by Postal Regulations (39 CFR 320.6)."

Manifest: Documentation used for multiple package shipments on the same CBL, electronic CF&P, or GBL, in lieu of individual bills of lading for each shipment.

Next Business Day: The business day following the day of pick-up.

Next Flight Out (NFO): Service provided on the next available flight for international air shipments. Shipment may be required anytime during a 24-hour period, no specific time for pickup or delivery stated (consignor may insert time requirements, special pickup and/or delivery service may also be required).

OCONUS: Those locations located outside the 48 contiguous states (CONUS). For the purposes of this contract, Alaska, Hawaii, and the Commonwealth of Puerto Rico are considered part of CONUS.

Oversized Package: Packages that exceed the carrier's commercial size limits as defined in their commercial service guide.

Package: Any shipment that is not in an envelope or document package.

Pick-up: Pickup at the origin government or commercial office or front door of the private residence address of the consignor or responsible individual, unless other arrangements are made between the consignor and the contractor (e.g., pickup at a central location).

Pickup Fee: When the carrier picks up an individual shipment at the shipper's request. Does not apply to shipping points that require regular weekly service, as defined in the carriers commercial service guide.

Receipt: A signature by the consignee verifying delivery of a package has been made.

Rest Day: A day other than a normal business day or holiday observed in a foreign country or territory by custom or law [e.g., certain foreign countries or territories may be closed for business on Friday (a U.S. business day) and consider Saturday and/or Sunday normal business days].

Retrograde: Those packages coming from OCONUS locations back to CONUS locations.

Saturday Pickup or Delivery: Surcharge for Saturday pickup or delivery in areas where Saturday is not a normal business day.

Second Business Day: The second business day following the day of pick-up.

Shipment: A single package or multiple packages tendered to a contractor by one shipper/consignor at one location at one time for delivery to one consignee at one location on one commercial or government bill of lading.

Shipper: The originator of a shipment, also known as the consignor.

Signature Service: Applies when signature is required for proof of delivery. Hard copies are not provided.

Third Party Logistics Contractor: A contractor who provides warehousing, shipping, and arranged transportation services under contract.

Time-Definite Delivery: A shipment delivered within the specified period of request as set by the shipper/consignor.

Transportation Control Number (TCN): A 17-digit alphanumeric designator used by the DOD applied to each package or shipment to identify a shipment.

Warsaw Convention Liability Coverage: The liability coverage provided under the Warsaw Convention. The “Warsaw Convention” or “Convention” is the Convention for the Unification of Certain Rules relating to International Carriage by Air, signed at Warsaw, October 12, 1929, or that Convention as amended by the Hague Protocol 1955, whichever is applicable to the carriage or “carrier”, including the air carrier issuing the air waybill and all air carriers that carry the goods or perform any other services related to the carriage.

Website: Space allocated to an organization or individual on a network, which may be accessed through the Internet.

Weight Break: A list of weights or weight ranges, which are used to calculate the cost to transport a shipment at that weight or weight range.

Year-To-Date Data: A cumulative summary of data compiled for the period starting at the beginning of the fiscal year, 1 October, and ending 30 September, which adds each month’s data to the running total to arrive at year-to-date totals.