

## **EXHIBIT A**

### **DEFINITIONS and ACRONYMS**

#### **DEFINITIONS**

**Accessorial Services:** Contract services (charges) in addition to basic service.

**Accessorial Service, Basic:** The only Accessorial Services that may be billed to shippers, as appropriate, for services received 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 (ASC) 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. ASC X12 standards facilitate transactions by establishing a common, uniform business language for computers to communicate. With more than 275 transaction sets, ASC X12 standards can be used to electronically conduct nearly every facet of business-to-business operations. Detailed information can be obtained thru ASC X12 website: <http://www.x12.org/x12org/about/index.html?whatis.html>

**Business Days:** For the Continental United States (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.

**Cabotage Law:** Cabotage refers generally to the transport of passengers and goods. Originally, it referred specifically to shipping, but cabotage also applies to airlines, trucking, and trains. Many nations have cabotage laws which dictate the terms which carriers must follow when transporting people or materials within their borders. Many of these laws are designed to promote the development of domestic transport companies. In aviation terms, it is the right to operate within the domestic borders of another country. Most countries do not permit cabotage by foreign companies, although this is changing within Europe for member states of the [European Union](#).<sup>1</sup>

**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 (SF) 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 (GBL) (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.

**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.

**Continental United States (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.

**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 Department of Defense (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 Department of Defense (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.

**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 carrier's 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 United States:** Deliveries to remote, sparsely populated or geographically difficult areas within the United States.

**Delivery Area Service Outside of the Continental United States (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 Attachment 1.

**Deferred:** Slower and cheaper than standard service (filler cargo), but 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. Dimensional Weight is figured as follows;  $L \times W \times H$  (all measurements in inches) divided by 166 (domestic shipments) or 139 (international shipments). The contractor will bill either the scale or dimensional weight, whichever is greater.

**Dock Clearing:** Movement of shipments from the shipper's warehouse to the carrier's warehouse for clearing purposes only. Carriers shall pickup shipments from the shipper's warehouse and deliver them to carrier's warehouse when requested. No onward movement is required unless there are regularly scheduled flights available.

**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.

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**Electronic Commercial Forms and Procedures (CF&P):** A paperless system where a shipment is initiated electronically (electronic data interchange (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:**

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 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 (SF) 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 shippers or recipients 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

PERFORMANCE WORK STATEMENT

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 Route:** At the high-volume shipping locations identified in Exhibit B, Saturday pick-up (for dock clearing purposes only), multiple pick-up points, multiple delivery points, and multiple pick-up times are required at no additional cost to the government. The contractor shall work with local transportation offices to make arrangements for providing these services at these locations. As volume dictates, revisions to this list may be accomplished by modification to the contract.

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

**IDE GTN Convergence (IGC):** The IGC program is a partnership between the United States Transportation Command (USTRANSCOM) and the Defense Logistics Agency (DLA). USTRANSCOM's Global Transportation Network (GTN) and DLA's Enterprise Business System are "converged" to provide the Department of Defense (DOD) with an integrated set of networked, end-to-end visibility, deployment, and distribution capabilities. The end goal of IGC is to effectively support the Joint Force Commander's ability to make decisions based on actionable logistics information.

**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.

**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).

**Non-Basic Service:** Includes any lane which is not defined in the contract (Attachment 1). The non-basic service rates are the carrier's commercial rate, minus the carrier's applicable discount.

**Outside of the Continental United States (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.

**Reefer Cargo:** Perishable commodities that require refrigerated (chill and freeze) stowage at prescribed temperatures while in transit (excludes cargo-authorized storage in ventilated holds).

**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 (3PL):** A contractor who provides warehousing, shipping, and arranged transportation services under contract.

**Third Party Payment System (TPPS):** An electronic freight transaction tracking and payment system required to conduct business with Department of Defense (DOD). The current authorized TPPS is Syncada, a service of U.S. Bank.

**Trading Partner Agreement (TPA):** An agreement drawn up by two parties that have agreed to trade certain items or information to each other. The agreement outlines the terms of the trade or trading process. It may include a list of duties and responsibilities to be allocated to each party in the trade. They also specify the terms of delivery or receipt of the goods or services

**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.

**ACRONYMS**

ACO	Area Contracting Officer
ACOR	Agency Contracting Officer Representative
ANSI	American National Standards Institute
ASC	Administrative Service Charge
BTA	Business Transformation Agency
BX/PX	Base/Post Exchange
CAC	Common Access Card
CBL	Commercial Bill of Lading
CDDOC	CENTCOM Deployment Distribution Operations Center
CENTCOM	Central Command
CF&P	Commercial Forms and Procedures
CLIN	Contract Line Item Number
COCOM	Combatant Commander
CONUS	Continental United States
CRAF	Civil Reserve Air Fleet
DAAS	Defense Automatic Addressing System
DOD	Department of Defense
DFAC	Dining Facility
DTR	Defense Transportation Regulation
EDI	Electronic Data Interchange
EMALL	Electronic Mall
FAR	Federal Acquisition Regulation
FOB	Forward Operating Base
FOL	Forward Operating Location



GBL	Government Bill of Lading
GTPPS	Government Third Party Payment System
HVSL	High Volume Shipping Locations
IATA	International Air Transport Association
IGC	IDE/GTN (Integrated Data Environment/Global Transportation Network) Convergence
IHX	International Heavyweight Express
ISPX	International Small Package Express
ITV	Intransit Visibility
KSG	Contract Service Guide
OCONUS	Outside Continental United States
PCO	Procurement Contracting Officer
PMO	Program Management Office
PWS	Performance Work Statement
SLIN	Sub-Line Item Number
SPOT	Synchronized Predeployment and Operational Tracker
TCAQ	Transportation Command Acquisition
TCN	Transportation Control Number
TPA	Trading Partner Agreement
TPPS	Third Party Payment System
US	United States
USTRANSCOM	United States Transportation Command
WWX	Worldwide Express