

## ATTACHMENT G4

### DEFINITIONS

This part defines words and terms commonly used in this performance work statement.

**Bluebark.** The code word used to designate a personal property shipment of a deceased member/employee.

**Call Number or Lot Number.** Locally assigned control number provided by the ordering activity when a requirement for services is placed with the contractor. For inbound shipments, the number is normally assigned when the Personal Property Shipping Officer receives the freight bill or written receiving notice from the contractor. For outbound or local drayage shipments, the number is normally assigned at the time the order is placed with the contractor.

**Complete Service.** The rate bid per each item includes all related services, such as long carry, stairs, elevators, excessive distances, necessary to perform the complete pickup and delivery of the personal property shipment.

**Containerization.** The stuffing or loading of personal property into exterior shipping containers.

**Contracting Officer.** A United States military officer or civilian employee who has a valid appointment as a contracting officer under the provisions of the Federal Acquisition Regulation. The individual has the authority to enter into and administer contracts and determinations as well as findings about such contracts.

**Direct Procurement Method.** A method of shipment in which the Government manages the shipment throughout. Packing, containerization, local drayage, delivery, unpacking, storage, and related services are obtained from commercial firms under a contractual arrangement or by the use of Government facilities and employees.

#### **Drayage.**

- a. Schedule I - Drayage included applies in those instances when a shipment requires drayage to an air, water, or other terminal for onward movement after completion of the shipment preparation by the contractor. If it is being moved from a residence or other pickup point to the contractor's warehouse for onward movement by another freight company, carrier, drayage not included applies.
- b. Schedule II - Drayage included means delivery of the shipment from destination contractor's facility or other destination point to the final delivery point as ordered. When shipment or partial removal of items from shipment is performed and prepared for member's/employee's pickup at destination delivery point, drayage not included applies.

**Employee.** A civilian individual:

- a. Employed by an Agency (See Agency), regardless of status or grade.
- b. Employed intermittently as an expert or consultant and paid on a daily, while actually employed, basis.
- c. Serving without pay or at \$1 a year (5 U.S.C. § 5701(2), Definitions) (also referred to as "invitational traveler" for temporary duty travel purposes only).

**GCWT.** Code to designate gross hundredweight.

**Government-Owned Containers.** Government-Owned Containers (GOC) include all exterior wooden shipping containers purchased by the Government or constructed by the contractor for services under a contract. GOCs include containers meeting the requirements of American Society for Testing and Materials (ASTM) D4169-01, Standard Practice for Performance Testing of Shipping Containers and Systems, ASTM D5118/D5118M-95, Standard Practice for Fabrication of Fiberboard Shipping Boxes, ASTM D6251/D6251M-01, Standard Specification for Wood-Cleated Panelboard Shipping Boxes, and Military Surface Deployment and Distribution Command Pamphlet 55-12. GOCs include all wooden exterior-shipping containers purchased by the Government and received by the contractor awarded those services identified in Schedule II, Inbound Services.

**Household Goods.** (See the Joint Federal Travel Regulations and the Joint Travel Regulations, Appendices A for complete definitions.) Household furnishings, appliances, clothing, books, liquor, and similar items belonging to a member/employee and immediate family. Snowmobiles and vehicles such as motorcycles, mopeds, golf carts, and boats are authorized to be shipped. Any substances, which are hazardous such as flammables and combustibles, may not be shipped. In addition, the following items may not be shipped or stored as HHG at Government expense:

- a. Automobiles, trucks, vans, and similar motor vehicles; airplanes; mobile homes; camper trailer; farm equipment.
- b. Cordwood and building materials.
- c. Live animals including birds, fish, and reptiles.
- d. Privately-owned live ammunition.
- e. Property for resale, disposal or commercial use rather than for use by the member/employee and his or her dependents.

**International.** The movement of household goods or unaccompanied baggage between a point in the Continental United States and a point in an overseas area.

**Intertheater.** The movement of household goods or unaccompanied baggage between one overseas theater and another overseas theater.

**Inratheater.** The movement of household goods or unaccompanied baggage within one overseas theater.

**Issuing Officer.** Only authorized or acting Personal Property Shipping Offices may issue Bills of Lading (BL). Such authorized persons may be military personnel or civilian employees of the Government on duty at the issuing office. As stated in 41 CFR 101-41.302-4, accountability for BLs used by a contractor-shipper remains with the issuing office. The name and title of the issuing officer and the name and address of the issuing office, rather than those of the contractor-shipper must appear on the BL.

**Item or Article.** The terms item and article used in this Regulation are interchangeable. Each shipping piece or package and the contents constitute one item.

**Lot Number.** See Call Number.

**Member.** A commissioned officer, commissioned warrant officer, warrant officer, and enlisted person, including a retired person, of the Uniformed Services.

**NOTE:** "Retired person" includes members of the Fleet Reserve and Fleet Marine Corps Reserve who are in receipt of retainer pay.)

**Member/Employee.** Member or Employee.

**Metrics.** A statistical measurement of performance.

**NCWT.** Code used to designate net hundredweight.

**Ordering Officer.** The contracting officer of a using activity or a Government individual appointed by the contracting officer authorized to order services under the contract.

**Outsize Air Cargo.** A single item that exceeds 1,000 inches long by 117 inches wide by 105 inches high in any one dimension.

**Packaging.** The processes and procedures used to protect materiel from deterioration, damage, or both. It includes cleaning, drying, preserving, packing, marking, and unitization.

**Packed by Member/Employee (PBO).** Those articles packed in a container by the owner (Item 0006 and 0007, Schedule I).

**Packing.** Assembly of packaged items into a shipping container with necessary blocking, bracing, cushioning, weatherproofing, reinforcement, and marking.

**Personal Property.** Household goods, unaccompanied baggage, privately-owned vehicles and mobile homes, as defined in the Joint Federal Travel Regulations and the Joint Travel Regulations.

**Personal Property Shipping Officer (PPSO).** The individual designated by authority to perform assigned traffic management functions at military installations or activities, regardless of whether or not that is the organizational title of the individual. For the purpose of this contract, the term PPSO includes representatives designated to order the services required and to inspect and evaluate those services performed by the contractor for acceptance or rejection.

**Professional Books, Papers, and Equipment.** (Also called PRO or PRO-Gear.) Articles of household goods in a member's/employee's/member's spouse possession needed for the performance of official duties at the next or a later destination. Examples include:

- a. Reference material.
- b. Instruments, tools, and equipment peculiar to technicians, mechanics, and members/employees of the professions.
- c. Specialized clothing such as diving suits, astronauts' suits, flying suits and helmets, band uniforms, chaplains' vestments, and other specialized apparel not normal or usual uniform or clothing
- d. Communication equipment used by members/employees in association with the Military Affiliated Radio Station.
- e. Individually owned or specially issued field clothing and equipment.
- f. An official award given to a members/employees by a Service (or a component thereof) for service performed by the members/employees in the member's/employee's capacity or by a professional society/organization/United States or foreign Government for significant contributions in connection with official duties.
- g. Personal computers and accompanying equipment used for official Government business, i.e., central processing unit, monitor, keyboard, mouse, one printer, one set of small computer speakers.

**NOTE:** Excluded from Professional Books, Papers, and Equipment (PBP&E) are sports equipment, and office, household, or shop fixtures or furniture (such as bookcases, study/computer desks, file cabinets, and racks) of any kind even though used in connection with the PBP&E.

**Pro Number.** The abbreviation of the word progressive and is usually prefixed to an agent's record numbers on freight bills.

**Quality Assurance Evaluator (QAE).** Representative of the Personal Property Shipping Officer who has been appointed as a QAE to be responsible for providing technical assistance to the contracting officer in administration of the contract. The QAE must be responsible for inspection and acceptance of materials and services rendered by the contractor.

**Residence.** Normally considered to be the home, barracks, or other dwelling of the Service/Agency member/employee.

**Unaccompanied Baggage.** (See the Joint Federal Travel Regulations and the Joint Travel Regulations, Appendices A for complete definitions.) That portion of the member's/employee's authorized weight allowance of personal property that is not transported free on a ticket used for personal travel and which is shipped separately from the bulk of the household goods. This shipment may be shipped by the expedited transportation mode. Examples are: personal clothing; professional books and equipment needed on arrival for performance of official duties; pots, pans, linens, and other light housekeeping items; collapsible cribs, playpens and baby carriages; small radios, portable televisions and small tape recorders; special equipment required for patients; and other items required for the health, comfort, and morale of the member/employee. (Refer to individual Service/Agency Regulations for specific definition of unaccompanied baggage.)