General Services Administration

Contractor Procurement of GSA-Approved Security Containers

Procurement Steps

GSA

1. Authorization to store classified information

GSA Order OGP 4100.21 allows for contractors to procure through the GSA sources

(3) Fixed-price contractors (and subcontractors) purchasing security equipment. Under 40 U.S.C. § 501, the Administrator has determined that fixed-price contractors and lower-tier subcontractors who are required to maintain custody of security classified records and information may purchase security equipment from GSA. Procedures for such acquisitions are set forth in 41 CFR 101-26.507.

GSA

Procurement Requirements

1. Must have requirement to store classified material and ensure contract authorizes storage. (DD 254 or equivalent)

2. Must have Activity Address Code, DoDAAC or GSA Account Code with contracting officers' authorization OR can get own eDoDAAD.

3. Must be able to pay (GPC, AAC/DoDAAC, MIPR, VCSS, pay.gov, credit/debit card, Paypal/Amazon Pay, Bank Account)

4. Order Security Equipment offline or online thru GSA

GSA

Step 1: Requirement and Authorization

Must have requirement to store classified material and ensure contract authorizes storage. (DD 254 or equivalent)

Work with your Contracting Officer to insert the appropriate clause allowing use of Government sources of supply if not already included. (Contract Clause 252.251-7000 ORDERING FROM GOVERNMENT SUPPLY SOURCES (NOV 2004))

GSA

Step 2: Activity Address Code, DoDAAC, eDoDAAD

If you already have an Activity Address Code, DoDAAC or eDoDAAD, please skip to step 3 (page 5)

- Must have Activity Address Code, DoDAAC or GSA Account Code with contracting officers' authorization OR can get own eDoDAAD.

- Link to get eDoDAAD: https://www.dla.mil/HQ/InformationOperations/DLMS/DLMSPrograms/DoDAAD/

GSA

Step 3: Payment

Forms of payment include:

A. Payment forms accepted:
- Government Purchase Card
- AAC/DoDAAAC
- Bank Account
- Credit /Debit card
- Paypal /Amazon Pay

B. Use Vendor Customer Support Service (VCSS) account to see bills

C. Use pay.gov to pay bills

If you have concerns/issues with payments such as paypal, bank card, etc…, contact your POC for the appropriate payment method at your activity.

GSA

Step 4: Ordering Security Equipment

Order Security Equipment online or offline thru GSA See next slides for assistance

- If further explanation is required, you can obtain detailed procedures on GSA's website:
- https://www.gsa.gov/buying-selling/purchasing-programs/requisition-programs/gsa-global-supply/nsns-and-product-lines/security-containers/ordering-procedures-for-security-containers
- For Assistance with completing requisitions and identifying or validating DoDAAC you can contact Sheila.Patterson@gsa.gov
- For Assistance with item identification/clarification (NSN) and Order Status contact Security Container General Mailbox securitycontainers@gsa.gov or Martin.Cieszlak@gsa.gov

GSA

Step 4: Ordering Security Equipment - **Online**

Online – to order online you must have the following available:

1. .mil or .gov email address

2. Activity Address Code

3. Form of Payment and/or Codes

4. National Stock Number for Security Container that you want to order – See page 13 for how to find NSN's

5. To place order go to www.gsaglobalsupply.gsa.gov or www.gsaadvantage.gov

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Step 4: Ordering Security Equipment - **Offline**

Offline – order offline by FEDSTRIP or MILSTRIP

- Orders can be placed "offline" through DD Form 1348 (MILSTRIP) or Standard Form 344 (FEDSTRIP).

- Submit completed forms to GSA's Requisitioning Processing & Customer Center at: rpc@gsa.gov and copy the Security Container Team at: securitycontainers@gsa.gov.

See following pages for assistance with forms.

GSA

How to Fill out Offline Forms

FEDSTRIP – Standard From 344

Link to FEDSTRIP form that you can fill out: https://www.gsa.gov/cdnstatic/SF_344_fillable.pdf

DOCUMENT IDENTIFICATION

1. DOC. IDEN.	2. ROUTING IDEN.	3. S & M	DOCUMENT NUMBER		13. DEM	14-15F. SUPPLEMENTARY ADDRESS	16F. SIG	17. FUND	18F. DISTRI-BUTION	19. PROJECT	20. PRI-ORITY	21. REQ'D DELIVERY DATE	SIGNATURE (If required)
			9-10 REQUISITIONER	11. DATE									
1-3	4-6	7	30-35	36-39	44	45-50	51	52-53	54-56	57-59	60-61	62-64	
													TELEPHONE NUMBER
AOA	GSA	S		0				00					

REQUISITION DATA

4. FSC	5. NIIN	6. ADD-TN'L	7. UNIT OF ISSUE	8. QUANTITY	12. SERIAL	14-15V. SUPPLEMENTARY ADDRESS	16V. SIG	18V. DISTRI-BUTION	19V. PROJECT	22. ADVICE	NOTE: Entries in shaded blocks may be in either the FIXED (F) or VARIABLE (V) sections - NEVER in both.
8-11	12-20	21-22	23-24	25-29	40-43	45-50	51	54-56	57-59	65-66	23. REMARKS
7110	rest of #		ea	00000			A				POC NAME, eMail and Phone Number
											IF shipping to a different Address/DoDAAC than Billing/Requestor;
											1. Put new ship to DoDAAC in box 45-50, put J in box 51 or
											2. If you have no shipping DoDAAC, put Y in box 45, J in box 51 put new shipping address with POC HERE (in remarks)

MULTIUSE STANDARD REQUISITIONING/ISSUE SYSTEM DOCUMENT

NSN 7540-00-965-2379

STANDARD FORM 344 (REV. 2-93)
Prescribed by GSA, FPMR (41 CFR) 101-26.2

GSA

Specifics for ordering containers using FEDSTRIP (344)

- On the previous slide you will see that there are some fields that are already filled out.
- These are the fields that will not change:
- Boxes
- 1-3: AOA
- 4-6: GSA
- 7: S
- 8-11: 7110
- 23-24: EA
- 51: A
- 52-53: 00

- Fields that Change:
- 12-20 rest of National Stock Number (9 digits)
- 25-29 Quantity
- 30-35 Billing DoDAAC
- 36-39 Julian Date, for 2020 will start with 0 then 3 digits for day of year
- 45-50 Ship To DoDAAC (if different than Billing) see form for codes to place into other boxes if this is your requirement
- 60-61 06 to 13
- Block 23 Remarks – should have your POC's Name, Phone and E:Mail, can also put in alternate delivery address in this block

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How to Fill out Offline Forms

MILSTRIP – DD From 1348

Link to MILSTRIP form that you can fill out: https://www.gsa.gov/cdnstatic/DD1348-6_FillableForm.pdf

GSA

Specifics for ordering GSA Approved containers using MILSTRIP (1348)

- On the previous slide you will see that there are some fields that are already filled out.
- These are the fields that will not change:
- Boxes
- 1-3: AOA
- 4-6: GSA
- 7: S
- 8-11: 7110
- 23-24: EA
- 51: A
- 52-53: 00

- Fields that Change:
- 12-20 rest of National Stock Number (9 digits)
- 25-29 Quantity
- 30-35 Billing DoDAAC
- 36-39 Julian Date, for 2020 will start with 0 then 3 digits for day of year
- 45-50 Ship To DoDAAC (if different than Billing) see form for codes to place into
-         other boxes if this is your requirement
- 60-61 06 to 13
- Block 11 Remarks – should have your POC's Name, Phone and e:Mail, can also put in alternate delivery address in this block

Where to Find National Stock Numbers

NOTE: Some sources have pictures that do not correspond with the stock number listed. Read description of what you are purchasing/looking for when obtaining number.

- https://cmls.gsa.gov/CMLSPubCategory?searchKey=CA-0025721 – website for Global Supply Security Container Catalog

- https://www.gsa.gov/buying-selling/purchasing-programs/requisition-programs/gsa-global-supply/nsns-and-product-lines/security-containers/types-of-security-containers – website for Security Container Descriptions, Uses and NSN's, with each container type in separate .pdf.

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Additional Resources

Step-by-step Contractor Purchasing Guide:

https://www.gsa.gov/cdnstatic/General_Supplies__Services/Non-Government_Ordering_Process_for_Security_Equipment_%282019%29_508.pdf

DoD Lock Program – One stop tool for technical information and updates to the security program

https://www.navfac.navy.mil/navfac_worldwide/specialty_centers/exwc/products_and_services/capital_improvements/dod_lock.html

DLA FAQ

https://www.dla.mil/HQ/InformationOperations/Defense-Logistics-Management-Standards/faq/

GSA Supply Catalog 2020

https://cmls.gsa.gov/CMLSPubCategory?searchKey=CA-0025721

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