

CHAPTER 5

Ordering from Established Government Sources

This Chapter:

Surveys requirements and procedures for ordering from the following established government sources:

- Activity inventory (Section 5A)
- Excess personal property managed by GSA (Section 5B)
- Federal Prison Industries (UNICOR) (Section 5C)
- Committee for Purchase From People Who Are Blind or Severely Disabled (Section 5D)
- GSA Federal Supply Service Stock: Supply Catalog and Self-Service Stores (Section 5E)
- Other National Supply System Sources: the Defense Logistics Agency and Veterans Administration (Section 5F)
- Government Printing Office (GPO) and National Technical Information Service (NTIS) (Section 5G)

Cross-References:

- Chapter 4 provides an overview of available sources of supply and discusses the mandated order of priority for their use.
- Appendix I provides information on how to obtain catalogs and other publications referred to in this section.
- Appendix III presents "distinctive items" that must be procured from special sources, through unique procedures, or with other special handling.

SECTION 5A

ACTIVITY INVENTORY

The supply management systems of the Department and ARS include various central supply programs, depots, warehouses, and other facilities that obtain and stock frequently used items and, in some cases, items for which emergency needs are anticipated. The purposes of such facilities are to prevent interruption of operations, to furnish items at lowest possible prices, and to develop data on operating costs for supply management purposes.

ARS STOCKING FACILITIES

Many ARS Areas and locations maintain stocking facilities for local use from which certain high-use items may be obtained. The products available include office supplies, glassware, lab supplies, and tools. In most cases what is available can be determined by calling or visiting the facility, but some larger facilities may provide product lists or catalogs.

Since ARS stocking facilities are operated at the local level, Purchasing Agents should become aware of which facilities are in the area, what may be obtained from them, and local procedures for their use.

USDA CENTRAL SUPPLY

The Central Supply Branch, Office of Operations, operates a central supply service for purchase, storage, handling, issuance, and shipping of supplies and equipment. ARS activities within the metropolitan area of Washington, D.C. (which includes Beltsville and Greenbelt, Maryland) may order available supplies and equipment from this source if they are not available from excess personal property or ARS stocking facilities.

CONSOLIDATED FORMS AND PUBLICATIONS DISTRIBUTION CENTER

The USDA Office of Operations operates the Consolidated Forms and Publications Distribution Center (CFPDC). Items available from CFPDC are identified in the Departmental Forms Catalog, AD-640. Certain forms are not available from CFPDC. These are:

- Tabulating cards and vouchers for transportation charges (Tabulating cards are available from the Government Printing Office).
- Standard Forms not overprinted, serially numbered, or otherwise altered (These may be requisitioned from the GSA Federal Supply Service).

Ordering Procedures

The CFPDC uses an on-line automated electronic ordering system that enables users to electronically place orders for forms and publications. Users are provided an identification

number by CFPDC which must be identified in all transactions with the Center. For offices which do not have the necessary electronic capability, users must prepare the CFPDC-1 Request for Forms and Publications (See Exhibit 5A(i) for the form and its instructions). Procedures for use of the electronic system are contained in Circular 89-2. Correspondence with the CFPDC should be addressed to:

Consolidated Forms and Publications
Distribution Center
Washington Commerce Center
3222 Hubbard Road
Landover, MD 20785
FTS/COMM 301-436-8450

Exhibit 5A(i)
CFPDC-1 Request For Forms And Publications

Consolidated Forms & Publications Distribution Center		SHIP TO: Customer ID# or Address _____ _____ _____ _____ Signature _____ <div style="text-align: right; font-size: small;">Authorizing Official</div>				
Shipment Priority (check one). _____ Routine _____ Rush Special Handling Method (if any). _____ UPS _____ USPS _____ RPS _____ Motor Freight _____ Other specify) _____		Order Number S - 249158 Date _____ Agency & Code _____ Appropriation Symbol _____ <table border="1" style="width: 100%; border-collapse: collapse;"><tr><td style="width: 50%;">Telephone Number</td><td style="width: 50%;">FTS-Com'l-</td></tr></table>			Telephone Number	FTS-Com'l-
Telephone Number	FTS-Com'l-					
Line No.	Item No.	Item Description	Number of Units	Unit of Issue		
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
(FOR CFPDC USE ONLY)		Date Received _____ Date Entry Operator Code _____				
		Part 1 - Original CFPDC-1 (12/94)				

Exhibit 5A(i) (Continued)
INSTRUCTIONS

When ordering materials or services direct from CFPDC:

1. Submit one copy of CFPDC-1.
2. Submit CFPDC-1A in addition to CFPDC-1 when ordering more than twelve items, and transfer the ORDER NUMBER.
3. Each ORDER should bear the signature of an authorized official and should indicate in the space provided therefore the agency name (acronym) and appropriation symbol(s) for transportation charges.
4. Use the stock number and a brief description of the item.
5. List all items in stock number sequence and all forms in numerical sequence under Standard, Department, Agency, or other type forms.
6. Do not list more than one item on each line of the ORDER.
7. If shipment by other than the cheapest mode of transportation is a requirement, clearly indicate by checking the appropriate box in the "SPECIAL HANDLING" section.
8. Check material promptly upon delivery for shortages or damages and annotate any discrepancy on delivery receipt. In correspondence or telephone inquiry refer to the preprinted ORDER NUMBER.
9. Mail all Correspondences to:

Consolidated Forms and Publications Distribution Center
Washington Commerce Center
3222 Hubbard Road
Landover, Maryland 20785

SECTION 5B

EXCESS PERSONAL PROPERTY

Excess personal property is the first source of supply, following activity inventory, for equipment and material (See FAR 8.1). The term "excess personal property" is used to refer to any property under the control of an activity which the activity does not need. (The term "personal property" is defined as any property that is not real property, Federal Government records, or certain kinds of naval vessels.) An individual agency determines that property in its control is "excess" and reports the property to GSA, which manages the excess property system. (In the case of "surplus" property, on the other hand, it is GSA which determines that the property is not needed by the entire Federal Government).

The types of excess property available range from common office furniture to sophisticated scientific and technical equipment. Each GSA Region distributes catalogs and bulletins that list available items. Other methods of obtaining information on availability are:

- Personal contact with GSA or the installation holding the property;
- Examination of reports and samples of excess property assembled for inspection in GSA Regional offices; and
- Submission of current and future requirements to the appropriate property management officer.

For procedures relating to the management of personal property, see Manual 221.1.

REQUISITIONING PROCEDURES

Before acquisition is made from any other source, the appropriate property management officer must determine whether suitable excess property is available. The condition of the item and the costs involved (for needed repair or refurbishing as well as for packing and transportation) must be assessed to determine whether acquiring the item is cost-effective. Property condition codes are shown in the GSA Regional Excess Property catalogs. Often, however, the property will need to be inspected at the holding installation.

The requisition for excess personal property would be referred to the appropriate property management officer at the Area Office. The requesting office justifies the acquisition on an excess property request form or standard requisition form, or by memorandum. Following review and approval of the request, GSA Form 1539, Request for Excess Personal Property is submitted to GSA. GSA will send the items ordered to the consignee (the requesting activity).

SECTION 5C

FEDERAL PRISON INDUSTRIES, INC.

Federal Prison Industries, Inc. (FPI) (UNICOR is a trade name) is a wholly owned government corporation chartered in 1934. Its function is to provide training and employment for prisoners in Federal correctional institutions.

There are four FPI Product Divisions: Data/Graphics, Metal and Wood Products, Electronics/Plastics/Optics, Textile and Leather Division. The products made by these divisions are listed in a FPI catalog called Schedule of Products Made in Federal Penal and Correctional Institutions. All items listed in the catalog conform to Federal specifications and are sold only to departments and activities of the Federal Government.

The catalog is updated through Report Letters issued by the various product divisions. The Report Letters contain item descriptions, price lists, and ordering information. A Control Sheet is issued with each Report Letter. This sheet indicates what revisions are contained in the letter and provides an overall guide as to which pages of the overall catalog are in effect for certain products.

FPI CUSTOMER SERVICES

Customer Service Center

FPI has established its Customer Service Center in Lexington, KY. It provides a single point of contact for all customer inquiries, orders, waivers requests (clearances), catalog requests and other concerns. Written inquiries may be addressed to:

UNICOR Customer Service Center
P.O. Box 13640
Lexington, KY 40583-3640
FAX (606) 254-9692

Telephonic inquiries may be made by calling (800) 827-3168. INTERNET users may contact the Customer Service Center at custserv@co3256.unicor.gov.

Electronic Commerce/Electronic Data Interchange (EC/EDI)

FPI has established EC/EDI relationships with some of its major customers and would like to conduct more of its business through these media. Contact the FPI EDI Coordinator at (202) 508-8590 or e-mail to thoover@co3256.unicor.gov for more information.

Governmentwide Commercial Purchase Card Ordering

The government wide commercial purchase card (see Chapter 8, Section E) may be used to acquire items from FPI's catalog. For example, chairs are available through FPI's QuickShip

Seating program which guarantees delivery within 30 days of receipt of order. Orders may be

placed by:

Telephone	(800) 827-3168
Mail	UNICOR Customer Service Center Credit Card Operations P.O. Box 11670 Lexington, KY 40577-1670
Fax	(606) 254-9048

Purchase card order forms, catalogs, or information about orders may be obtained by calling (800) 827-3168.

REQUIREMENTS FOR USE

When to Order From FPI

In accordance with FAR Subpart 8.6, the Purchasing Agent must place an order with FPI if a requirement can be met by FPI and the item needed is available. If there is a choice of sources of supply including FPI, the order of precedence when the need is for *supplies* is: first, activity inventory or excess government property; then, FPI, workshops, and finally commercial sources. *Services*, on the other hand, should be ordered from the Committee for Purchase from People Who Are Blind or Severely Disabled, if available, before ordering from FPI. FPI, however, does not have priority over commercial sources when services are being acquired.

FPI also issues a condensed catalog which describes the four divisions and includes a general list of FPI products. An alphabetical listing of FPI products and services is available at the UNICOR website (www.unicor.com/unicorschedule.html).

FPI Items Available Through GSA

Many of the common-use items made by FPI are stocked by GSA and identified in an additional information line of the item description in the GSA Supply Catalog. They are also shown on Schedule A of the FPI catalog. When the requirement is for less than a carload lot of an item on Schedule A, the GSA source should be used. Other products, such as some types of furniture, may be ordered in quantity or singly from FPI.

Need to Obtain a Clearance From FPI

Unless, in accordance with FAR 8.605, a general or blanket clearance exists for classes of articles or services not available from FPI, a formal clearance must be obtained before using other sources of supply when FPI produces similar items, unless:

- The requirement is for less than a carload lot of common-use items shown on Schedule A of the FPI catalog; then, the source of supply is GSA;
- Immediate delivery or performance is required because of public exigency;
- Suitable used or excess personal property is available;

- The product is purchased and used outside the United States;
- The total order amounts to \$25 for listed items or less, and delivery is required within 10 days.

To obtain a clearance (waiver) from FPI, submit the request to Federal Prison Industries, Department of Justice, Washington, DC 20534. The internet address is www.unicor.com. FPI reports that its clearance processing time has been reduced and that streamlined waiver instructions are available upon request. Inquiries regarding the status of a clearance request may be made by calling (800) 827-3168.

Refer to individual sections of the catalog for special clearance instructions pertaining to a particular class of product. FAR 8.605(b) states that purchases from another source because of a lower price will not normally be authorized.

If FPI cannot supply the requirement, it will provide a clearance waiver allowing use of an alternate source. The clearance, on FPI Form 34, should be maintained in the purchase file to prevent an exception being taken by GAO. Clearances are for limited periods. Before requesting renewal of a clearance, be sure that the circumstances that required the original clearance still exist.

ORDERING PROCEDURES

Finding What is Needed

To locate the commodity or service needed, refer to the Control Sheet mailed along with each change to the catalog. Locate the category of commodity or service and find the appropriate Report Letter Number. Locate the specific item by turning to the Report Letter. For example, if a typewriter stand is needed, you might go to Furniture, where an item description such as the following one will appear:

TYPEWRITER STAND

Federal Spec. AA-S-683. Has a hardwood faced plywood top and a solid hardwood base. Equipped with one drawer and a pull-out slide; legs have rubber cushioned glides.

34"w x 18"d x 27"h

7110-721-6093 Natural Finish

7110-262-6651 Walnut Finish

Shipping Wt. 42 lbs

Ordering Instructions for Purchasing Agents

Prepare a delivery order (AD-838) according to the procedure specified in Chapter 5 of the NFC Voucher and Invoice Payments Manual (Also, see Chapter 6D) modified as follows:

The various copies of the form should be distributed promptly in accordance with the procedures followed in distributing open market purchase orders.

1. Block 3. Insert the word "Intragovernmental."
2. Block 10. Insert the appropriate name and address from the Ordering Information (Orders and Inquiries section) at the back of the Report Letter from which you are purchasing.
3. Block 9a. Place an X in the box marked "Delivery." Also insert the number of the Report Letter from which you are ordering. Following the words "Pursuant to authority of" in Block 20a insert "Sec. 4124, Title 18 U.S.C."
4. Block 21. Insert the word "Origin" or the city and state, if known. (All FPI prices are cited as F.O.B. Origin.)
5. Block 22. Insert the word "Net." Discounts do not apply to this program.
6. Blocks 12-20. Under the items you indicate in the block marked "Description," enter the words "Ship prepaid, and add charges to billing, supported by a copy of paid freight bill." Also, enter your name and telephone number (include area code) at the bottom of block 14.
7. If the consignee's mailing address is not the same as the delivery address on the order, enter the mailing address to which bills of lading should be sent, preceded by the words "NOTIFY AT."

The various copies of the form should be distributed promptly in accordance with the procedures followed in distributing open market purchase orders.

FOLLOW-UP AND PAYMENT

If the consignee does not receive the items ordered within a reasonable time, the Purchasing Agent should contact the FPI Product Division with which the order was placed (See FAR 8.605(c)).

Purchases from FPI are billed and paid for under the SIBAC system. Accordingly, billing will be direct from FPI to the National Finance Center (NFC), and there is no requirement for receiving reports to be submitted to NFC. (NOTE: You should maintain adequate records of receipt for your own use).

Ordering from Established Government Sources

Fair Prices

The FAR requires agencies to purchase supplies and services from FPI at prices not to exceed

current market prices. When the contracting officer believes that the FPI price exceeds the market price, the matter may be referred to the cognizant product division identified in the Schedule or to the FPI Washington office for resolution. (See FAR 8.604(c)).

Disputes

Disputes regarding price, quality, character, or suitability of products produced by FPI are subject to arbitration as specified in 18 U.S.C. 4124. The statute provides that the arbitration shall be conducted by a board consisting of the Comptroller General of the United States, the Administrator of General Services, and the President, or their representatives. The decisions of the board are final and binding on all parties. (See FAR 8.605(c)).

SECTION 5D

COMMITTEE FOR PURCHASE FROM PEOPLE WHO ARE BLIND OR SEVERELY DISABLED

The Javits-Wagner-O'Day (JWOD) Act of 1938 provides that all Federal departments, agencies, and activities will purchase their requirements for brooms, mops, and other suitable commodities from nonprofit workshops for the blind. The Act was amended in 1971 to extend its provisions to workshops providing the commodities and services of other severely disabled individuals.

A Procurement List of Commodities and Services available from these workshops can be obtained by submitting GSA Form 457, FSS Publications Mailing List Application (see Appendix I) to GSA. This list is published by the Committee for Purchase from People Who Are Blind or Severely Disabled, the quasi-government organization which holds overall responsibility. The Committee is also required to publish its list of commodities produced and services provided in the Federal Register. This list is also available at www.jwod.gov/catalog.htm. After obtaining the Procurement List, the ordering activity should communicate directly with the Committee for Purchase from People Who Are Blind or Severely Disabled, Crystal Square 3, Room 403, 1735 Jefferson David Highway, Arlington, VA 22202-3461, (703) 603-7740. (See FAR Subpart 8.7).

REQUIREMENTS FOR USE

When To Order From the Workshops

In accordance with FAR Subpart 8.7, the workshops are a mandatory source. However, many items available from the workshops are also available from Federal Prison Industries, Inc. (FPI). When *supplies* are required, the order of precedence is:

1. FPI.
2. Committee for Purchase from People Who Are Blind or Severely Disabled.
3. Commercial sources.

When ordering a service, however, the workshops are the highest priority source of supply (See FAR 8.704).

Obtaining a Purchase Exception

In accordance with FAR 8.706, workshops need not be used when they cannot (1) satisfy the requirement for supplies or services in the quantity needed and within the necessary time and commercial sources can, or (2) when the product cannot be provided economically by the workshop. The activity requesting the purchase exception must substantiate that either one or both of these circumstances exist. If the Committee agrees that either exception applies, it will promptly notify the ordering activity. If an exception is given because of time constraints, purchase from another source must be made within 15 days following the grant of the exception, unless additional time is allowed by the central agency that represents the workshop. Purchase files must be properly documented. According to FAR 8.706(e), the Committee is authorized to grant purchase exceptions under any circumstances it considers appropriate.

ORDERING PROCEDURES

How to Order

Many workshop products are purchased directly by GSA and DLA and placed in their stores and depots for later purchase by other agencies. These products are identified in the Procurement List (GSA-stocked items are also identified in the GSA catalog). They can be ordered directly from GSA or DLA through normal FEDSTRIP procedures (see Section 5E). In addition, the National Industries for the Blind makes a wide variety of office products available from its SKILLCRAFT Products and Services Catalog. Workshop products are also made available through GSA's Customer Supply Centers which will accept transactions conducted by using the governmentwide commercial purchase card.

The normal method of obtaining products or services not stocked by GSA or DLA is either to request an allocation from the central nonprofit central agency (the National Industries for the Blind (NIB) or the National Industries for the Severely Handicapped (NISH) which represents certain workshops or to order directly from a particular workshop (see FAR 8.705-2 and 8.705-3). The specific method can be found in the Procurement List.

Where the direct-order process is not authorized by the NIB or the NISH, an allocation is required. The central nonprofit agency designated in the Procurement List will determine which workshop is to fill the order and provide notice of where to send the order. Once notified, the Purchasing Agent should promptly send a delivery order (AD-838 Purchase Order) to the designated workshop, providing a copy to the central agency.

Instructions For Preparing a Letter Request for Allocation

The Purchasing Agent must submit a letter request to obtain the name of a workshop from which the needed commodity or service can be obtained. A sample letter request is shown as Exhibit 5D(i) at the end of the section. Procedures are outlined below.

1. Locate the commodity or service needed in the Procurement List. This list is organized in the same manner as the GSA Supply Catalog for stock items; i.e., by class of supply.
2. Determine the appropriate central nonprofit agency by referring to the agency designation symbols shown in parentheses next to the item name. (Example: The symbol IB refers to National Industries for the Blind.)
3. Submit a letter of request to the appropriate agency in order to obtain the name of a workshop from which you can purchase the commodity or service.
 - Requests for *commodities* must contain the commodity name, stock number, latest specification, quantity, unit price, and place of delivery.
 - Requests for *services* must contain type and location of service required, latest specification, work to be performed, estimated volume, and time for completion.

Ordering Instructions for Purchasing Agents

When you have received the allocation from the central nonprofit agency, submit a delivery order to the designated workshop for the commodities or services specified in your letter. Use the AD 838 Purchase Order form. Prepare the order according to the procedure outlined in Chapter 5 of the NFC Voucher and Invoice Payments Manual (Also, see Chapter 6D).

1. Block 3. Insert the word "Intragovernmental."
2. Block 10. Insert the name and address of the workshop that was designated by the nonprofit agency.
3. Block 9a. Place an X in the box marked "Delivery." Also insert "Allocation No." and the number you received in response to your letter requesting an allocation. Following the words "Pursuant to authority of," in Block 20a insert "85 STAT. 77.41 U.S.C. 46-48."
4. Block 21. Insert the word "Origin" or the city and state, if known. (All workshop item prices are cited as F.O.B. Origin. In the body of the purchase order, request that the nonprofit agency prepay shipping charges, and add these charges to the invoice).
5. Block 22. Insert the word "Net." Discounts do not apply to this program.
6. Block 14. Enter your name and telephone number (include area code) at the bottom of this block.

The various copies of the form should be distributed promptly in accordance with the procedures followed in distributing open market purchase orders.

CANCELLATION OF AN ORDER

The Purchasing Agent may cancel an order if a workshop fails to comply with it, but an attempt to negotiate an adjustment should first be made. If the order is canceled, the central agency should be notified and, if practical, asked for a reallocation.

If the consignee is unsatisfied with the quality of merchandise or service, the Purchasing Agent should:

- Report directly to the workshop if the product or service was ordered directly from it;
- Follow GSA procedures if the product was ordered through the Federal Supply Service; and
- Send a copy to the central nonprofit agency in either case.

If a problem is not resolved, it may be referred to the central nonprofit agency, and then, if necessary, the Committee for Purchase from People Who Are Blind or Severely Disabled.

FOLLOW-UP AND PAYMENT

If the consignee does not receive the items ordered within a reasonable time, the Purchasing Agent should contact the designated workshop in an effort to resolve the delinquent situation. If necessary, contact the central nonprofit agency (See FAR 8.714). Note that failure of an ordering office to furnish bills of lading or to designate a method of transportation may result in an

excusable delay in delivery (FAR 8.708(c)).

Quality complaints relating to supplies or services received from Defense Logistics Agency, GSA, or the Department of Veteran's Affairs should be addressed to the supplying agency.

The ordering activity should receive the original and two copies of the invoice and should forward them immediately to NFC. When the items ordered arrive, the consignee must inspect them and send the receiving report copy of the delivery order to NFC. Payments shall normally be made within 20 days, but no later than 30 days after shipment or after receipt of a proper invoice. (See FAR 8.709).

Exhibit 5D(i)
Sample Letter Request For Allocation

National Industries for the Blind
1901 N. Beauregard St., Suite 200
Alexandria, VA 22311-1727

Dear Sir or Madam:

Please provide this office with an allocation for six of the following items, to be delivered to [insert address to which you want the items delivered] by [insert the date by which the items are needed]:

PAPER, TELETYPEWRITER ROLL

Single-copy, friction-feed paper. 8 1/16" wide, 5" dia. Made of processed wood fibers. Canary yellow. Std. Pack: 12. Shpg. Wt. 40 lbs. Grade B, Fed. Spec. UU--P--547.

*7530-00-223-7966.....RO

*7530-01-056-2900.....RO

Single-copy, friction-feed (without carbons). 8 28/94" wide, 5" diameter. Made of 100% bleached chemical wood fibers. Std. pack: 12. Shpg. Wt. 48 lbs. White. Type 1, Grade A. Fed. Spec. UU--P--547.

*7530-00-142-9037.....RO

Multi-ply, friction-feed (carbon-interleaved). 8 7/18" wide, 5" dia. Chemical and ground wood fibers. Two-copy, three ply. Std. pack: 12. Shpg. wt. 48 lbs. Grade B, Fed. Spec. UU--P--547.

Sincerely,

/x/

(Note that in the above example it was easier to cut out and paste in the item description than to have someone type it. This method is sufficient, and it reduces transposition errors.)

SECTION 5E

GSA FEDERAL SUPPLY SERVICE STOCK PROGRAM OVERVIEW

GSA's Office of Federal Supply and Services (FSS) acquires numerous common-use materials and supplies, stocks them at depots and stores throughout the United States, and issues them for use by customer agencies. The major components of the Stock Program are the GSA Customer Supply Centers and the GSA Supply Catalog. Other components developed under leadership of GSA as part of the National Supply System, are activities conducted by the various Supply Centers of the Defense Logistics Agency and the facilities of the Department of Veterans Affairs. Requirements and procedures for ordering from these sources are presented in Chapter 5F.

An adjunct of the Stock Program is the Special Order Program, which allows an agency to obtain items not included in either the Supply Catalog or the Federal Supply Schedules. GSA consolidates purchases of these items to realize significant savings. Also, GSA will make special acquisition of definite-quantity items or items with a known recurring need and will arrange for direct shipment to the user agency. FSS Customer Service Directors may be contacted for information on these special services. Their telephone numbers may be found in GSA's *Customer Assistance Guide*.

Through its STOCK PROGRAM, the Office of Federal Supply and Services (FSS) is responsible for the acquisition and supply of a wide range of common-use items which are available to customer agencies from a network of supply depots and customer supply centers as well as from the Defense Logistics Agency and Department of Veterans Affairs facilities.

Through its SCHEDULE PROGRAM, FSS centrally contracts for items of supply which customers order directly from the contractor/vendor. (See Chapter 6).

Through its SPECIAL ORDER PROGRAM the FSS provides acquisition support services to designated agencies overseas for items included in the Schedule Program, as well as those not included in the Stock or Schedule Program. Special acquisitions for definite quantities of these items are made for direct delivery to the consignee agency. See GSA's *Customer Assistance Guide* and the GSA Supply Catalog.

In keeping with GSA's posture of increased customer assistance, CUSTOMER SUPPLY CENTERS have been established, and a GSA Furniture Reclamation Center is in operation for Washington metropolitan area customers for on-the-spot purchase of rehabilitated furniture items at greatly reduced prices. Furniture repair and rehabilitation contracts are also included in this program to support your needs.

The National Stock Number System

In order to manage and control the thousands of items in the GSA system, each item is placed in a class of similar items; classes, in turn, are placed in commodity groups. For example: Group 80 includes all types of brushes, paints, and adhesives. Class 8010 is the class within that group for all types of paints. National Item Identification Number (NIIN) 00-297-2114 within class 8010 represents the one-gallon size can of bright red enamel. All of these numerals put together make

up the National Stock Number (NSN).

Each stock item has its own NSN which must be used when ordering. Hyphens separating NSN components should not be entered on requisitions submitted to GSA. For further information on National Stock Numbers, consult the FEDSTRIP Operating Guide (FPMR 101-26.2).

Prices

Selling prices are shown in the GSA Supply Catalog and the Federal Logistics Information System maintained by the Defense Logistics Services Center in Battle Creek, Michigan. Prices for stock items are subject to change without notice. They are based on GSA/FSS costs at the time of catalog publication. Although GSA/FSS endeavors to maintain these prices, fluctuating market situations necessitate price changes. This is particularly true for merchandise either consisting of or requiring processing of materials containing gold, silver, or petro chemicals. If GSA/FSS costs increase or decrease, prices may be raised or lowered accordingly (catalog prices are updated semi-annually--October and April). However, customers will be billed at the current price of the item when the requisition is processed.

Prices are based on F.O.B. destination for surface transportation to consignees in the continental United States, Hawaii, Commonwealth of Puerto Rico, the Virgin Islands, and portions of Alaska. Requirements for premium transportation must be paid for by the ordering activity. GSA will pack and provide documentation for merchandise to be exported. Charges for this service are based on cost and will be included in the covering invoice. Transportation from the port of exportation to the consignee will be charged to the ordering agency.

Shelf-Life Items

A shelf-life item is one that has inherently deteriorative or unstable characteristics and must have an assigned storage or shelf-life period to ensure that the material will perform its intended function (Management of Shelf-Life Materials, FPMR 101-27.2). Shelf-life items are classified as Type I, nonextendable, and Type II, extendable. The former are assigned alpha codes and the latter numeric codes.

Type I nonextendable materials have specific storage life. However, the fact that shelf life for these items is not extendable does not necessarily mean they are not usable after the shelf-life expiration date. The nonextendable shelf life is a conservatively estimated safe storage period. While Type I items may be used after the shelf-life expiration date, they are used only at the customer's risk.

Type II shelf life generally may be extended repetitively for 50 percent of the original shelf-life period, if materials meet established extension criteria, or until stock is exhausted. Shelf life of certain critical end use sealants and adhesives is extended fewer times and for shorter periods. Customer agencies are responsible for monitoring shelf life once they have accepted usable

material from GSA, but GSA publishes shelf-life extension criteria in Federal Standard No. 793, *Storage Standards*.

GSA STOCK PROGRAM COMPONENTS AND THEIR USE

Customer Supply Centers

Customer Supply Centers have been established in all GSA Regions (FPMR 101-28.3). They are designed to provide a responsive and simplified method of supply support for small quantity orders.

Application forms and the CSC catalog may be obtained by contacting the Customer Supply Center. Also, see GSA's *Customer Assistance Guide* for addresses and phone numbers.

Orders are placed by phone, mail order, or Fax. Availability of an item will be known immediately on phoned-in orders, and customers who wish to do so may pick up their phone orders the next day at the Customer Supply Center. Shipments are made by small package carriers (United States Postal Service and United Parcel Service), and customers can normally expect their orders to be shipped within 24 hours and received two or three days later.

Most items are office and administrative supplies; however, many common janitorial and tool supplies are also available. Catalog supplements which reflect item additions, deletions, and price changes are published periodically.

GSA SUPPLY CATALOG

The GSA Supply Catalog contains a wide variety of general-use items, and many items of special application. It is published in one volume which is a commodity-oriented catalog (Furniture, Industrial Products, Office Products, and Tools). The catalog contains an Alphabetical Index, Item Descriptions (which include prices), Specification Index and a National Stock Number (NSN) Index for items contained therein (See samples in Exhibits 5E(i), 5E(ii), and 5E(iii)). The catalog includes detailed ordering information.

When to Order from the Supply Catalog

The Supply Catalog is a mandatory source of supply. If an item is not available from higher-priority sources, it must be ordered from the catalog unless one of the following exceptions applies.

- When the requirement is for Standard and Optional forms, an item produced by the Federal Prison Industries, Inc., or an item listed in the procurement list published by the Committee for Purchase from People Who Are Blind or Severely Disabled, the dollar thresholds designated below are not applicable. Acquisition of such items is to be conducted in accordance with applicable sections of the Federal Acquisition Regulation and the Federal Property Management Regulations.
- When the total value of the line item requirement is less than \$100, procurement from other sources is authorized.
- When the total value of the line item requirement is \$100 or more, but less than \$5,000,

procurement from other sources is authorized: *Provided*, that a written justification shall be prepared and placed in the purchase file stating that such action is judged to be in the best interest of the government in terms of the combination of quality, timeliness, and cost that best meets the requirement. Cost comparisons shall include the agency administrative costs to effect a local purchase.

- For total line item requirements of \$5,000 and over, agencies must submit a requisition to GSA unless a waiver has been approved by GSA. Requests for waivers must be submitted for consideration to the Commissioner, Federal Supply Service (F), General Services Administration, Washington, DC 20406, prior to initiating purchase action (See discussion which follows).

Note: When an urgent requirement exists, consult Federal Acquisition Regulation 6.302-2 because a waiver is not required under the circumstances provided for therein.

Agencies are not permitted to divide requisitions to avoid higher threshold documentation requirements.

GSA will process all requisitions for items listed in the GSA Supply Catalog, regardless of total line item value, from activities electing to purchase from GSA.

Obtaining a Waiver from GSA

FPMR 101-26.100-2 provides for waivers from the use of GSA stock. When a determination is made that a waiver must be sought from the use of GSA supply sources, the following is applicable:

When the item listed in the GSA Supply Catalog is not of the requisite quality or will not serve the required functional end-use purpose, a request for waiver must be submitted to GSA and, if considered justified, will be approved. Approval of such a waiver request does not constitute authority for a sole source procurement. Requests for waiver must contain:

- Complete description of the type of item required to satisfy the requirement. (Descriptive literature such as cuts, illustrations, drawings, and brochures which show the characteristics or construction of the type of item or an explanation of the operation should be furnished whenever possible).
- Inadequacies of the GSA items in performing the required functions.
- Quantity required. (If demand is recurrent, nonrecurrent, or unpredictable, so state.)
- Other pertinent data, when applicable.

When the item listed in the GSA Supply Catalog can be purchased locally at a lower price, a request for waiver must be submitted to GSA and, if considered justified, will be approved. Approval of such a waiver request does not constitute authority for a sole source procurement.

Requests for waiver must contain:

- Complete description of the type of item required to satisfy the requirement.
- Quantity required. (If demand is recurrent, nonrecurrent, or unpredictable, so state).
- Destination of item to be delivered.
- Name and address of the local source.

GSA will evaluate the request and inform the ordering office of whether or not it is approved. (Improper initiation of the acquisition action to obtain the item from another source will not be a factor in either granting or denying the waiver request.) When GSA grants a waiver, it will specify a limited quantity and/or a date on which the waiver will expire. GSA must respond to every request for waiver within 5 work days of receipt in the evaluating GSA Office.

GSA ADVANTAGE

GSA offers an online shopping service called “GSA ADVANTAGE.” It enables offices to search product specific information, review delivery options, place orders directly with contractors, and pay contractors with the Government-wide commercial purchase card. You can access GSA Advantage by connecting to the Acquisition Reform Network (www.arnet.gov) or GSA Federal Supply Service Homepage (www.fsa.gsa.gov). The use of GSA Advantage is encouraged in lieu of the FEDSTRIP ordering Process and Muffin. (FAR Part 8.4101(c))

FEDSTRIP ORDERING PROCEDURES

(The use of GSA ADVANTAGE is encouraged whenever possible)

Ordering from the GSA Supply Catalog requires patience and attention to detail because GSA uses a complex automated system, known as FEDSTRIP (Federal Standard Requisitioning and Issue Procedure), for processing both manually and machine prepared orders. The system operates through the use of codes to represent written information. An understanding of the various coding systems employed is the key to use of the system. The system is described fully in the GSA FEDSTRIP Operating Guide available from GSA. (See Appendix I).

The remainder of this section provides guidelines for Purchasing Agents who are responsible for preparing and following up on FEDSTRIP requisitions. Comprehensive information on using the system--covering all codes, data entries, and item return instructions-- can be found in the

NFC FEDSTRIP Guide (NFC Manual, Chapter 4, Section 1) and the GSA FEDSTRIP Operating Guide (1989).

Basic Steps in the FEDSTRIP Process

1. Locate the item needed in the applicable commodity section of the catalog.

- If you know the National Stock Number (NSN) for the item, go directly to the catalog's NSN Index. That index gives the item's noun name and the page in the catalog on which a detailed item description appears.
 - If you know the item name, turn to the Alphabetical Index contained in each catalog and locate the item by name. The listing will direct you to the page on which the detailed item description and NSN appear.
2. Check the item description. The description may refer to similar items available through the Federal Supply Schedule program. The description will also indicate whether the item's mandatory source is the National Institutes for the Blind (NIB) or the National Institutes for the Severely Handicapped (NISH). Carefully note the NSN and the price.
 3. Prepare an AD-633, Multiuse Standard Requisitioning/Issue System Document (See Exhibit 5E(iv)) using the appropriate codes provided in the NFC FEDSTRIP Guide.
 4. Forward the requisition form to NFC.
 5. High priority items may be ordered directly from GSA but *only* when time and distance impose extreme restricts on program functioning. Immediately following the placement of an emergency order with GSA by phone the AD-633 must be completed and sent to NFC for follow-up and payment.

Preparation of FEDSTRIP Requisition (AD-633)

Although filling out the AD-633 can be a frustrating experience for the uninitiated, the form is well designed and with a little patience should be fairly easy to use.

A copy of AD-633 is shown as Exhibit 5E(iv). Basic instructions for completing the form are also provided in the exhibit. More detailed instructions for completing the form, as well as for the use of other means of transmitting a requisition, are provided in the FEDSTRIP Guide.

Note the card column identifiers shown on the form. These identifiers are used for transferring information within the automated system, and the placement of each digit in the AD-633 is critical to the proper operation of the system. More than one digit in a block can make an order impossible to process.

Requisitioning Using the Multi-Use File for Interagency News (MUFFIN)

FEDSTRIP requisitions may also be processed via MUFFIN (See discussion on page 5-27).

GSA RESPONSE

Once GSA has received the requisition form, they will notify the Purchasing Agent (or the recipient of status information designated in block 3 of the form) of the status of the order.

Remember that GSA bills for FEDSTRIP orders once the requisition is received (even before the items are delivered) and the agency is expected to pay when this invoice is received. The Purchasing Agent should follow up closely with the financing activity to ensure that proper credit is received if the items are not delivered or the order is canceled. The GSA FEDSTRIP Operating Guide contains detailed information about the procedures and the codes used on the GSA response. Certain points are highlighted below.

Status of the Requisition and Shipment

Upon receipt of a requisition, GSA provides automatic requisition status information to customers using FEDSTRIP procedures. The requisitioner determines the type of status desired through the Media and Status Code entered in the requisition. The Media and Status Codes are defined in the FEDSTRIP Operating Guide. Based on that code, GSA transmits status transactions by data pattern message to the Defense Automatic Addressing System, which distributes the supply and/or shipment status to the designated recipient by appropriate media.

Everytime the status of the requisition changes, the recipient is notified automatically using the above identified process.

Out-Of-Stock Items

GSA may be out of stock when the order is placed. Unless the requisition has indicated that GSA should not back order, a back order will be established and shipment should follow within 30 days. The recipient will be notified of the approximate date of the shipment and should determine if the shipping date will meet the activity's needs. If the offered date is not acceptable, the activity can either (1) request a substitute item or (2) request cancellation.

If it is known at the time the requisition is submitted that a delayed delivery will be unacceptable, FEDSTRIP advice codes 2C or 2J should be entered in block 22 (card columns 65-66) of the original order to notify GSA. Use 2C if substitutes are acceptable; use 2J if only the ordered item will suffice. If the 2J code (fill or kill) is used, and GSA sends notification that the order has been killed, the notification acts as an authorization for open-market purchasing.

Substitutions

In supplying items requisitioned from GSA Stock, GSA may substitute items with similar characteristics. Substitute items may be issued from new stock or from returned stock that is in serviceable condition (condition Code A) as described in FPMR 101-26.304. A notice of intent to substitute will be provided to the ordering activity only if the characteristics of the substitute item differ substantially from the characteristics of the item requisitioned. Substitution can be prevented by using advice code 2B (do not substitute) or 2J (do not substitute or backorder) in Block 22 of requisitions.

FOLLOW-UP PROCEDURES

Requisition Status

Requisition status information may be obtained from the appropriate FSS Acquisition Center. Addresses, telephone numbers, and Federal Supply Classes/Groups for which they are responsible

are contained in the Catalog.

Discrepancies or Deficiencies

After placing an order, the Purchasing Agent must be sure to follow up with the consignee to ensure proper receipt and satisfaction. If there are discrepancies or deficiencies in shipments or materials, the problem should be documented and the procedures in the GSA Publication entitled *National Customer Service Center Reporting Guide* should be followed (also, see FPMR 101-26.8, and "Resolving Problems with Orders" in the *GSA Customer Assistance Guide*).

Deficiencies can be classified according to three types:

1. A *quality deficiency* prevents an item from fulfilling its intended mission. This may include deficiencies in material or in the technical requirements for material, drawings, and specifications. A quality deficiency may be attributable to a design, material, or acquisition deficiency.
2. A *shipment discrepancy* is any variation in quantity or condition of goods received from that shown on the covering authorized shipping document, including a lost or damaged parcel post shipment or any other discrepancy which is not the result of a transportation type of error.
3. A *transportation discrepancy* may be a variation in quantity, as it relates to package count in pieces of freight or condition of material received, from that shown on the bill of lading or governing transportation document; it may involve material delivered without transportation documentation; or it may be any other deficiency in transportation when discrepant material is not involved (e.g., improper or inadequate carrier handling, service, or equipment is involved, or significant or repetitive discrepancies by the same shipper are noted in connection with the preparation and/or distribution of bills of lading). Responsibility can be the fault of the carrier or the shipper.

Discrepancies of any type should be reported in accordance with the GSA guide cited above.

- *Quality deficiencies* should be reported to GSA regardless of dollar amount, when the material is shipped by GSA or supplied by a contractor as directed by GSA, or ordered from a Federal Supply Schedule contractor where source inspection is performed by GSA. However, financial adjustments will be made only when the value of the material or the cost to correct the deficiency exceeds \$100 per line item. Use SF-368, Quality Deficiency Report--QDR to notify GSA of quality problems, in accordance with the GSA guide.
- For *shipment discrepancies*, use SF-364, Report of Item Discrepancy-- RID and follow the procedures in the GSA guide.
- For *transportation discrepancies*, use SF-361, Transportation Discrepancy Report--TDR and, when appropriate, SF-363, Discrepancy in Shipment Confirmation. Transportation discrepancies are covered in the GSA guide.

- For *Material Return Authorization* (MRAs) where material has been erroneously ordered. FPMR 101-26.310 provides policy and procedures. Among the circumstances under which GSA will allow return of material by an agency are (1) the value of the material exceeds \$25 per line item (2), authorization to return is requested within 30 days after receipt of shipment and (3), each item is in new and unused condition.
- Requests for *Billing Adjustments* are also handled in accordance with FPMR 101-26.310.

When discrepancies are reported, GSA, as appropriate, will review and investigate the reported discrepancy and forward a response to the reporting activity and/or ultimate consignee indicating whether a billing adjustment will or will not be authorized. Adjustments will not be processed when the loss or gain involved is \$100 or less per line item billed. Billed offices are to withhold submission of requests for billing adjustments (FAE cards) until 60 calendar days after receipt of the reply to the discrepancy report advising that a billing adjustment is being processed. Losses or gains of \$100 or less are absorbed by the billed activity. (The dollar limitation in requesting or obtaining billing adjustments does not alter the requirement for the preparation and submission of a discrepancy report as stated above).

When discrepancy reports are not involved, e.g. billing errors only, requests should not be submitted when the amount of the over or under billing is \$100 or less on a line item billed except for advice codes 019, 034, and 041. (Losses or gains shall be absorbed by the billed activity). For advice code 034 (material received but billing not received), a request for billing should not be submitted prior to 60 calendar days after receipt of the material or a billing.

National Customer Service Center

GSA has established a National Customer Service Center to deal with questions regarding any aspect of the discrepancy reporting program (Telephone FTS 926-7447; COM (816) 926-7447). In addition, a 24-hour help line has been established (1-800-488-3111).

The address is:

GSA National Customer Service Center
1500 East Bannister Road
Kansas City, MO 64131

Canceling a FEDSTRIP Requisition

If a FEDSTRIP requisition must be canceled, the Purchasing Agent should complete the AD-633 in the same manner as the original AD-633 except for the following items:

1. Block 1: Insert the code AC 1.
2. Blocks 17 and 18: Insert the same numbers that are entered on the original AD-633 in each block.
3. Block 23: Under the last item description, insert the words "Cancellation of above items

on Requisition No. (*Insert original document numbers from Blocks 9, 10, and 11*)."

4. Send the various copies to the offices to which the original requisition was sent.

Fiscal Year of Expenditure

Remember that, regardless of the date of actual delivery by GSA, an order is considered to be an expenditure of the fiscal year in which it is placed.

MULTI-USE FILE FOR INTERAGENCY NEWS (MUFFIN)

(The use of GSA Advantage is encouraged whenever possible)

An additional source of information on the types of supplies and services provided by GSA/FSS is an on-line computerized information and requisitioning system called MUFFIN (Multi-Use File for Interagency News). MUFFIN was created to provide our customers with up-to-date facts and requisitioning support, and is available 24 hours a day.

No special software is required--just generic communication software (some examples are ProComm, CrossTalk, and PFS First Choice. Many others will work just as well).

There are no user fees, but you may incur long distance telephone charges, depending on how your agency enables you to connect.

The MUFFIN System User Manual is available from CMLS at (817) 334-5215. (Mail list code: OMUF 0001). If additional assistance is required, call the MUFFIN Help Line at (703) 305-7200.

MUFFIN Features

- **Source of Supply.** Information on GSA stock, direct delivery, and Federal Supply Schedule programs. Inquire by vendor name, NSN or special item number commodity name, schedule number, or contract number.
- **Environmental Products Guide.** (Formerly Recycled Products Guide) The guide lists all of the environmentally oriented products and services available in the GSA supply system.
- **Excess/Surplus Personal Property.** An inventory of all excess and surplus property reported to GSA by Federal agencies. Inquire by Federal Supply Class, NSN, or commodity name; searches can be limited to specific geographic areas and condition of material (as reported by holding agency).
- **Customer Service Information.** Provides names, locations, telephone numbers and areas of responsibility for GSA Customer Service Directors nationwide and overseas.
- **Discrepancy Reporting.** Electronic submission of Report of Item Discrepancy (SF-364 "RID") Transportation Discrepancy Report (SF-361 "TDR"), and Product Quality Deficiency Report (SF-368 "PQDR").
- **Customer Comments and Suggestions.** GSA wants feedback, not only about the MUFFIN system, but any issues involving the business you conduct with GSA. Your comments are received at GSA headquarters (Customer Service Division) the next

business day; we will respond or forward your feedback to the appropriate program office within 2 business days.

- **GSA Interagency Training Center.** The Training Center's course catalog and schedule became available on MUFFIN in May 1994. Each summer, information on courses and schedules for the next fiscal year will be added to assist in scheduling your training needs.
- **Household Goods Moves Cost Comparisons.** Use of this feature requires a specific, preassigned password. Managed by GSA Region 6 Travel and Transportation Branch, call (913) 236-2510 for details.
- **FEDSTRIP requisitioning.** Requisitions normally mailed to GSA can be input for direct entry into the GSA system. Customers requiring delivery of GSA stock items on a regularly scheduled basis may elect to utilize the MUFFIN phased delivery system. Use of this feature requires assignment of a password. For additional information, phone (703) 305-6978.
- **Requisition status.** MUFFIN users have on-line access to status of requisitions submitted to GSA. *This feature is available for all requisitions and is not limited to requisitions submitted through MUFFIN.*

How to Access MUFFIN

MUFFIN is accessible via telephone connection (modem to modem) as well as through several data networks. How you connect will depend on your own agency's communications capabilities. Please consult with your own local computer or telecommunications staff to assist you in connecting to MUFFIN.

- MUFFIN's modem number is (202) 205-3890 or (202) 205-3930. Communications parameters appropriate for electronic bulletin boards will work with MUFFIN. Some experimentation may be necessary; we suggest starting with 7 data bits, 1 stop bit, even parity, full duplex. The system supports up to 9600 baud communications.
- MUFFIN's network addresses are:
 - FTS2000 System A (AT&T) data network-**9246028**
 - FTS2000 System B (Sprint) data network-**20256600**
 - Telnet/TCPIP/Defense Data Network-**159.142.118.004**
 - Internet-**MUFFIN.GSA.GOV**

After establishing a connection, depress the (enter) key to bring up MUFFIN's colon prompt (:). At the prompt type HELLO (space) GSA.MUFFIN (enter). Remember the period between "GSA" and "MUFFIN." Your USER ID is your FEDSTRIP activity address code (if known) or other agency abbreviation. Once you've signed on simply follow the instructions on the screen.

Because it is a generic system, MUFFIN does not drive any print functions. Printing your MUFFIN sessions is controlled by your own communication software or network capabilities. Your local computer support staff should be able to assist you in printing your MUFFIN work.

Special Notes on MUFFIN Requisitioning

Being familiar with the FEDSTRIP requisition system will help you to use MUFFIN's requisition entry program. The MUFFIN capability is simply an electronic means of submitting the same information you would include on the AD-633 hard copy requisition.

The first time you use your requisition password MUFFIN will prompt you to enter "constant" data. This is the data that appears across the top of SF 344 and remains the same for most of your requisitions. MUFFIN stores this data along with your password; in subsequent sessions, you will only have to enter "constant" data if your needs change.

MUFFIN will accept various FEDSTRIP transactions in addition to ordinary A0A or A01 requisitions. Simply change the DOC ID (constant #1) to reflect the transaction you need (e.g., AC1 cancellation, AF1 follow-up, A0E/A05 exception data requisition). Remember to adjust the **Julian data** (constant #5) for cancellations and follow-ups.

At the end of your requisitioning session, MUFFIN will generate a list of all your requisitions along with the total dollar value. **BE SURE TO PRINT THIS LISTING FOR YOUR RECORDS.** (Printing is driven by your own communication software; please consult with your local computer support staff for assistance in printing your MUFFIN session).

Prices displayed in MUFFIN are guaranteed for GSA stock items only. If your order includes nonstock items, the "wrap-up" list of requisitions MUFFIN generates includes a warning that prices may vary from other than GSA stock items.

When checking status, remember that your requisition number is 14 digits long. It consists of your Activity Address Code (6 digits) followed by the requisition Julian date (4 digits) followed by the serial number you assign each line item (4 digits).

If you use MUFFIN be certain to send an AD-633 to the National Finance Center clearly identifying the requisition as one transmitted through MUFFIN. Failure to do this may result in a duplicate requisition, duplicate shipments, and, worst of all, duplicate payment.

Exhibit 5E(i)

GSA Supply Catalog - Sample Alphabetical Index

Doily	385	Driver, Punch, Hydraulic	629
Doily, Paper	385	Dropcloth, Painter's	992
Door Chain Bolt	911	Drum Faucet	901
Door Closer	911	Drum Head Cutter	652
Door Hinge	911	Drum, Shipping and Storage	292
Door Hook	911	Dry Cleaning Solvent	431
Doorbell	911	Dryer Drying Tumbler, Laundry, Commercial	366
Doormat	343	Drying Tumbler, Laundry, Household	366
Doorstop	912	Drywall Knife	366
Doorstop Chain	912	Duckbill Pliers	657
Dope	986	Duckbill Pliers (Long Reach)	601
Dope, Fabric	986	Duct Tape	601
Double Boiler	406	Dust Mop	903
Double Faucet	901	Dust Mop Treating Compound	437
Double-Bit Ax	630	Dust Mop Treatment Solution	438
Double-Bit Ax Handle	632	Duster Head, Venetian Blind	438
Double-Bit Ax Handle (Western Style)	632	Duster, Venetian Blind	436
Double-Ended Mechanical Pencil	180	Dustpan	436
Double-Ended Mechanical Pencil Lead	181	Dustpan (Long Handle)	438
Double-Sided Tape	249, 903	Dustpan (Short Handle)	438
Doughnut Cutter	408		
Dowel, Wood	917	E	
Drafting Chair	315	Ear Plugs	470
Drafting Stool	320	Ear Plugs, Expanding Foam	470
Drafting Tape	249	Easel	232
Draftsman's Brush	244	Easel Pad	232
Drain Cleaner	426	Easel, Display and Training	232
Drain Plug Wrench	568	Edge Protector	291
Drain Stopper	422	Edge Protector, Steel Strapping	291
Drain Trap	901	Edger, Concrete	838
Drain, Lavatory	902	Edging Tape	904
Draw Knife	673	Egg Beater	397
Drawer File Folder	213	Egg Poacher	406
Drawing Board Cover Paper	247	Eggwhip	403
Drawing Ink	243	Elbow, Air-Conditioning/Heating	918
Drawing Paper	247	Elbow, Stove Pipe	918
Drawing Pen	243	Electric Carpet Shampooer	452
Drawing Pen Set	244	Electric Etcher	708
Dredger	397	Electric Etcher (Engraver)	708
Dredger, Kitchen	397	Electric Fan Cover	368
Dresser, Abrasive Wheel, Hand	784	Electric Floor Polisher	447
Dresser, Contact Point	836	Electric Floor Scrubber	449
Dressing Stick	783	Electric Knife	404
Drier, Paint	988	Electric Range	362
Drift Punch (Double Taper)	626	Electric Router	766
Drift Punch (Single Taper)	625	Electric Tube Dehumidifier	371
Drift Punch (Single Taper, Brass)	625	Electric Wire Wrapping Tool	828
Drift, Drill	626	Electric/Hydraulic Bar and Rod Cutter	767
Driftpin, Single Taper	625	Electrical Adhesive	890
Drill	755, 768	Electrical Coating	917
Drill Blank Set	753	Electrical Connector Pliers	822
Drill Chuck Angle Attachment	793	Electrical Sealing Compound	1010
Drill Chuck Key	793		
Drill Drift	626		
Drill Point Gage	702		
Drill Set, Masonry, Hand	839		
Drill Set, Twist	744		
Drill, Breast	754		
Drill, Electric, Portable	755		
Drill, Hand	754		
Drill, Masonry, Rotary Driven	840		
Drill, Pneumatic, Portable	768		
Drill, Push	754		
Drinking Glass	384		
Drinking Straw	385		
Drive Pin Punch	622		
Drive Pin Punch (Miniature)	623		
Drive Pin Punch (Non-Sparking/Magnetic)	623		
Drive Pin Punch (Special)	623		
Drive Pin Punch Set	623		
Drive Pin, Guided	877		
Driver, Glazier's Diamond Points	612		
Driver, Jo-Bolt, Pneumatic	776		

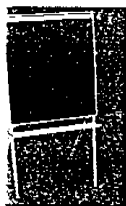
Exhibit 5E(ii)

GSA Supply Catalog - Sample Item Description



Easel Easel, Display and Training

ing easel adjusts to three heights and is
pped with a rear storage compartment.
ovable rail holds writing instruments or
orts flip charts. Locking clamps at the
old charts or signs in place for presenta-
Has locking, plastic-tipped, tubular legs.



ipped with a green chalkboard
-1/2 x 36").

WOD/NIB/NISH Mandatory Source

7520-00-579-7013
high overall \$59.00



ipped with a dry erase melamine
le board (27-1/2 x 36").

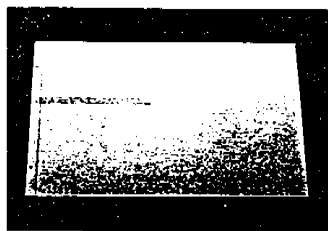
WOD/NIB/NISH Mandatory Source

7520-01-127-4192
high overall \$71.08

*Need more copies
of this catalog?
See the back of
the catalog.*

Easel Pad Pad, Writing Paper

Paper pad comes in handy for lectures, dem-
onstrations, training sessions or confer-
ences. Use crayons, graphite, pencils or
quick-drying markers to jot down notes, cre-
ate charts or sketches or make outlines. For
easel or wall use, the pad is perforated at top
for easy tear-off. Has a cardboard backing
and two holes spaced 17-1/2" apart for
mounting.



Paper is unruled.

Contains 50% Post-Consumer
Recovered Material

JWOD/NIB/NISH Mandatory Source

White 7530-00-619-8880
27 x 34"
PD (contains 50 SH) \$7.40

Marker Board Marker Board

Wall-mounted marker board has a white
porcelain marking surface.

Features an aluminum frame.

450 x 600mm	7110-01-334-7085
EA	Direct Delivery
	\$22.12
600 x 900mm	7110-01-334-7086
EA	Direct Delivery
	\$33.76
900 x 1200mm	7110-01-334-7087
EA	Direct Delivery
	\$55.79
900 x 1525mm	7110-01-334-7088
EA	Direct Delivery
	\$124.14
1200 x 1800mm	7110-01-334-7089
EA	Direct Delivery
	\$137.14
1200 x 2450mm	7110-01-334-7090
EA	Direct Delivery
	\$161.57
1200 x 3050mm	7110-01-334-7091
EA	Direct Delivery
	\$210.54

*Consider
consolidating your
smaller orders into
one large order to
save your agency
money—it makes
good sense to save
dollars and cents.*

Features a wooden frame.

450 x 600mm	7110-01-334-7078
EA	Direct Delivery
	\$30.91
600 x 900mm	7110-01-334-7079
EA	Direct Delivery
	\$48.35
900 x 1200mm	7110-01-334-7080
EA	Direct Delivery
	\$69.21
900 x 1525mm	7110-01-334-7081
EA	Direct Delivery
	\$92.83
1200 x 1800mm	7110-01-334-7082
EA	Direct Delivery
	\$108.93
1200 x 2450mm	7110-01-334-7083
EA	Direct Delivery
	\$140.86
1200 x 3050mm	7110-01-334-7084
EA	Direct Delivery
	\$178.05

Marking Pen (Write On/Wipe Off) Pen, Marking



Set of tube-type markers is designed to write
on nonporous boards and wipe off with a
tissue or dry cloth. Ink is indelible and will
bleed through paper. Fine-point, nonrefillable
set includes one of each of the following col-
ors: black, blue, green and red.

7520-01-156-1411
SE \$2.15

Exhibit 5E(iii)
GSA Supply Catalog Sample NSN Index

7520-00-139-3942. 59	7520-00-254-4610. 222	7520-00-550-7829. 288
7520-00-139-4101. 159	7520-00-255-7081. 222	7520-00-558-1487. 242
7520-00-139-4277. 148	7520-00-257-5006. 157	7520-00-558-1501. 243
7520-00-139-4341. 148	7520-00-263-3425. 159	7520-00-559-3263. 243
7520-00-139-4851. 162	7520-00-264-3718. 171	7520-00-559-3264. 243
7520-00-139-4869. 164	7520-00-264-5479. 164	7520-00-559-3265. 243
7520-00-139-4900. 164	7520-00-268-9913. 184	7520-00-559-3266. 243
7520-00-139-6158. 164	7520-00-268-9915. 178	7520-00-559-9618. 152
7520-00-139-6170. 156	7520-00-268-9916. 178	7520-00-579-7013. 232
7520-00-141-5333. 172	7520-00-269-9012. 246	7520-00-579-9053. 288
7520-00-145-0060. 170	7520-00-271-8884. 170	7520-00-590-1878. 179
7520-00-161-5664. 179	7520-00-271-8890. 234	7520-00-634-1573. 171
7520-00-162-6153. 148	7520-00-271-8892. 159	7520-00-634-4675. 268
7520-00-162-6156. 148	7520-00-272-8043. 170	7520-00-634-5050. 164
7520-00-162-6177. 157	7520-00-272-9680. 246	7520-00-634-6724. 288
7520-00-162-6178. 183	7520-00-272-9683. 246	7520-00-665-0636. 223
7520-00-162-7109. 171	7520-00-272-9684. 246	7520-00-665-0657. 223
7520-00-162-7111. 171	7520-00-281-5895. 156	7520-00-665-0666. 223
7520-00-162-7117. 171	7520-00-281-5896. 156	7520-00-721-9324. 229
7520-00-162-7122. 172	7520-00-281-5911. 355	7520-00-727-4582. 171
7520-00-162-7124. 172	7520-00-281-5918. 222	7520-00-728-5133. 171
7520-00-163-2563. 159	7520-00-281-5931. 170	7520-00-728-5761. 164
7520-00-163-2568. 268	7520-00-281-5932. 223	7520-00-832-6290. 243
7520-00-164-8950. 178	7520-00-281-5934. 164	7520-00-833-7343. 220
7520-00-171-1120. 160	7520-00-281-6175. 170	7520-00-904-1265. 242
7520-00-191-1075. 222	7520-00-282-2137. 268	7520-00-904-1266. 242
7520-00-205-1760. 246	7520-00-285-1772. 288	7520-00-904-1267. 242
7520-00-205-1857. 355	7520-00-285-1801. 162	7520-00-904-1268. 242
7520-00-205-2691. 288	7520-00-285-3143. 229	7520-00-904-4476. 184
7520-00-223-6672. 184	7520-00-285-3144. 229	7520-00-935-0979. 242
7520-00-223-6675. 184	7520-00-285-3145. 229	7520-00-935-0980. 242
7520-00-223-6676. 184	7520-00-285-3146. 229	7520-00-935-0981. 242
7520-00-223-8000. 246	7520-00-285-3147. 229	7520-00-935-0982. 242
7520-00-224-7238. 162	7520-00-285-3148. 229	7520-00-935-7130. 223
7520-00-224-7589. 159	7520-00-285-4940. 223	7520-00-935-7135. 176
7520-00-224-7593. 183	7520-00-285-5043. 163	7520-00-935-7136. 176
7520-00-224-7620. 268	7520-00-285-5416. 355	7520-00-939-6179. 244
7520-00-224-7621. 268	7520-00-285-5822. 180	7520-00-959-2510. 164
7520-00-227-1451. 183	7520-00-285-5823. 180	7520-00-973-1059. 243
7520-00-227-1452. 172	7520-00-285-5826. 180	7520-00-973-1060. 243
7520-00-232-6817. 162	7520-00-286-1722. 221	7520-00-973-1061. 243
7520-00-232-6828. 163	7520-00-286-1723. 221	7520-00-973-1062. 243
7520-00-234-6354. 229	7520-00-286-1724. 220	7520-00-985-5907. 223
7520-00-234-6355. 229	7520-00-286-1725. 220	7520-00-986-3998. 244
7520-00-234-6356. 229	7520-00-286-1726. 220	7520-00-005-9136. 355
7520-00-240-2408. 158	7520-00-286-5791. 171	7520-00-008-3734. 163
7520-00-240-2411. 158	7520-00-286-5792. 171	7520-00-058-9975. 176
7520-00-240-2417. 158	7520-00-286-5801. 163	7520-00-058-9976. 176
7520-00-240-4830. 228	7520-00-286-6957. 229	7520-00-058-9977. 176
7520-00-240-4831. 228	7520-00-286-6958. 229	7520-00-058-9978. 176
7520-00-240-4839. 229	7520-00-286-6959. 229	7520-00-059-4125. 176
7520-00-240-4841. 160	7520-00-286-6988. 159	7520-00-060-5820. 176
7520-00-240-5498. 222	7520-00-290-6445. 152	7520-00-060-5821. 176
7520-00-240-5503. 222	7520-00-292-9358. 171	7520-00-060-8513. 176
7520-00-240-5727. 156	7520-00-298-7043. 246	7520-00-094-4307. 163
7520-00-240-5750. 171	7520-00-298-7044. 246	7520-00-094-4308. 163
7520-00-240-5752. 171	7520-00-460-7598. 184	7520-00-094-4309. 163
7520-00-241-2981. 269	7520-00-485-9181. 243	7520-00-094-4310. 163
7520-00-242-5948. 172	7520-00-494-2447. 163	7520-00-094-4311. 163
7520-00-243-1780. 156	7520-00-494-2448. 163	7520-00-094-4312. 163
7520-00-243-9310. 172	7520-00-520-8847. 162	7520-00-127-4192. 232
7520-00-246-2663. 222	7520-00-530-6050. 269	7520-00-130-3208. 162
7520-00-246-2664. 222		
	7520-00-543-7149. 176	
7520-00-248-9285. 246		

Exhibit 5E(iv)
USDA Form AD-633

Exhibit 5E(iv) (Continued)

BASIC INSTRUCTIONS FOR PREPARING AD-633, MULTIUSE STANDARD REQUISITIONING AND ISSUE SYSTEM DOCUMENT

Block 1 Document Identifier Code (card columns 1-3): This block identifies the specific purpose for which the AD 633 is being used. The code AOA means that it is a requisition for domestic shipment. AC1 means that the AD-633 is a cancellation of a specific item previously ordered. AF1 is a request for status on an item ordered. All codes are explained in the GSA FEDSTRIP Guide, Chapter 2-1.

Block 2 Routing Identifier Code (card columns 4-6): This block should contain the code for the appropriate GSA Regional Office. Codes are assigned by Federal Region, as indicated below.

<u>GSA Region No</u>	<u>Code</u>	<u>GSA Region No.</u>	<u>Code</u>
1	GB0	6	GK0
2	GN0	7	GF0
3	GW0	8	GD0
4	GA0	9	GS0
5	GC0	10	GT0

Note: A diagonal is placed through each numerical zero to distinguish it from the letter "O." Whenever you enter the number zero on this form, place a diagonal through it (Ø).

Block 3 Media and Status Code (card column 7). This block will contain a code indicating your preference as to the recipient of information of status of the requisition. Media and status codes (there are a total of 33) are shown in the GSA FEDSTRIP Guide, Chapter 2-3.

Blocks 4, 5, and 6 NSN (card columns 8 through 22). These blocks are used for listing the NSNs of the items you are requisitioning. Begin at the left, listing the number(s).

Example: 6230-00-788-7399 (Electric spotlight lantern)

Enter this number in blocks 4 and 5. In block 4, FSC, insert the first four digits--i.e., 6230. (These digits represent the Federal Supply Class.) In block 5, NIIN, enter the remaining nine digits--i.e., 00-788-7399. (The first two digits correspond to the National Codification Bureau Code, while the last seven comprise the National Item Identification Number.)

You need not enter anything in block 6.

Block 7 Unit of Issue (card columns 23-24). Enter the unit of issue as shown in the catalog.

Block 8 Quantity (card columns 25-29). Enter the quantity of each item you are requisitioning.

Exhibit 5E(iv) (Continued)

This is a five-digit block; therefore, enter as many zeros in front of the quantity as are needed to fill the block. For example, if you are requisitioning only one item, enter 00001. Or, if you are requisitioning 30 lanterns, enter 00030.

Block 9-10 Activity Address Code (card columns 30-35). This block will contain the six-digit number assigned to your activity by GSA as an address code (See ARS Directive 210.9).

Block 11 Julian Date (card columns 36-39): Enter the Julian date on which you are submitting the requisition to GSA. The Julian date is a four-digit number. The first digit is the last numeral of the present year (e.g., if it is 1980, the Julian date begins with "0"). The other three digits are the number of the day of the year (e.g., January 1, 1981 would be "1001"; December 31st would be "1365".) Most government daily desk calendars show the number of the day of the year at the lower left of each page.

Block 12 Serial Number (card columns 40-43). This block contains the serial number for each line item that you requisition on any one day. Number each line in sequence using four digits: 0001, 0002, 0003, etc. Later, when you receive a status card from GSA, you will be able to identify the item by referring to blocks 11 and 12.

Block 13 Demand Code (card column 44). In most cases, leave blank. See GSA FEDSTRIP Guide, Chapter 2-9.

Block 14-15 Supplemental Address (card columns 45-50). Use this block only when it is necessary to identify an activity, other than the requisitioner, who is to receive the material ordered or pay the bills for material ordered. The block must be used in conjunction with the appropriate signal code (block 16).

Block 16 Signal Code (card column 51). This code tells GSA where to send shipment and where to bill. See Chapter 2-11 of the GSA FEDSTRIP Guide.

Block 17 Fund (card columns 52-53). This block must be filled in with a fund code to tell the supply source that funds are available. See Appendix B of the NFC FEDSTRIP Guide.

Block 18 Distribution Code (card columns 54-56). Enter code if additional distribution of supply and shipment status is desired--otherwise, leave blank. DO NOT USE "H" IN FIRST POSITION. See Chapter 2-13 of the GSA FEDSTRIP Guide.

Block 19 Project Code (card columns 57-59). Enter applicable code assigned by GSA, or leave blank. See Chapter 2-13 of the GSA FEDSTRIP Guide.

Block 20 Priority (card columns 60-61). This block indicates the relative importance of the requisition. Codes are indicated in Chapter 2-15 of the GSA FEDSTRIP Guide.

Exhibit 5E(iv) (Continued)

Block 21 Required Delivery Date (card columns 62-64). This block is to be used only if you have an absolute required delivery date (i.e. the standard delivery date is not satisfactory), such as a need to meet a specific aircraft or ship departure date. If you are confronted with such circumstances, refer to the GSA FEDSTRIP Guide, Chapter 2-16.

Block 22 Advice and Status Codes (card columns 65-66). Leave blank unless you wish to provide special instructions to the supply source which are essential to the supply action. See guidance and list of codes in GSA FEDSTRIP Guide, Chapter 2-17.

Block 23 ("Remarks"). Enter a brief description of each item, the unit price, and the total line item price. After the last item, enter the total price for the entire requisition.

Block 24 Agency - Enter 40 for ARS (See Appendix A of the NFC FEDSTRIP Guide).

Block 25 Unit - Leave blank

Block 26 Unit Price - Enter unit price shown in stock catalog. Last two positions (cents) must be entered. Leading zeros are not necessary. For items not listed in the catalog, enter the estimated unit price, which should be realistic for obligation purposes. When NFC receives the billing for the item, a tolerance check is performed on the amount obligated. (See GSA FEDSTRIP Guide, Chapter 2, Paragraph 20.)

Block 27 Object Class Code - Enter code based on agency object class criteria. (See Appendix C of the NFC FEDSTRIP Guide).

Block 28 Accounting Line - Only codes "1," "2," "3," or "X" may be used. Enter "1," "2," or "3," as appropriate, to correspond to coding entered in Accounting Lines 29, 30, or 31 , Accounting Classification. Use code "X" if the charge should be distributed to more than one of the accounting lines.

Blocks 29, 30, 31

- Accounting Classification - The first position of the Accounting Line (29, 30, and 31) MUST BE coded either "1," "2," or "3," as appropriate, to indicate accounting data for each line entered in Accounting Line (Block 28). If an "X" has been entered in Block 28 for any line, "Distribution" must be completed and total 100%. Up to three lines of accounting may be entered for each page of requisition data (See Appendix E) of the NFC FEDSTRIP Guide).
- Distribution - Enter percentage (whole numbers only) for any line coded "X" in Accounting Line (Block 28). Total of column must equal 100%.

Exhibit 5E(iv) (Continued)

- Amount - This area is for the convenience of the agency and is not pertinent to the NFC requisitioning system.
- Phone Number - Enter telephone number of person to be contacted for information concerning the requisition.
- Signature -Signature of person authorized to sign AD-633s.

SECTION 5F

NATIONAL SUPPLY SYSTEM SOURCES

The National Supply System, under the general management of GSA, is designed to eliminate avoidable duplication of acquisition and supply functions between GSA and other Federal agencies. Its objective is to provide a single, integrated, government-wide system for the acquisition and supply of common-use, commercially available items used by agencies of the Federal government. To accomplish this end, GSA, the Defense Logistics Agency (DLA), and The Department of Veterans Affairs (VA) have eliminated the dual management of certain items.

DLA is the sole manager of a selected number of items which were previously managed duly with GSA. VA has sole management responsibility for other items that had been managed by both GSA and VA.

In addition, the Defense Personnel Support Center provides management of some classes of nonperishable subsistence items which were previously procured and managed by GSA. VA is the single manager for the balance of the nonperishable subsistence items formerly managed by GSA.

DEFENSE LOGISTICS AGENCY (DLA)

Items available from DLA range from heavy machinery parts to small hardware items to clothing and "ecclesiastical furnishings." These items are supplied by the agency's four Defense Supply Centers (DSCs). Exhibit 5F(i), at the end of the section, lists the DSCs and their respective mailing addresses and electronic transmission codes. The GSA *Customer Assistance Guide* lists the centers and the items which they manage by federal supply class (FSC).

Basic Ordering Procedures

If the item needed is also available from a higher-priority source (i.e., Federal Prison Industries or one of the Workshops), a waiver must be obtained from that source before requisitioning from a DSC.

All requisitions and inquiries concerning DLA managed items, except for ground fuel requirements must be submitted to the appropriate DSC using FEDSTRIP requisitioning procedures). (Requisitions sent inadvertently to GSA will be forwarded to the appropriate DSC).

To order from one of the DSCs, the AD-633 Multiuse Standard Requisitioning Issue System Document must be completed and submitted in accordance with the NFC Procedures Manual. (Section 5E of this Manual describes the Operating Guide and introduces the procedures that must be followed in using the automated FEDSTRIP system).

The status information reporting procedures described in Section 4F for FEDSTRIP requisitions submitted to GSA apply to DSC requisitions as well. Similarly, ordering activities are required to

use the FEDSTRIP procedures outlined in Section 5E in order to notify the DSC of shipment discrepancies or deficiencies.

Function of the Federal Logistics Information System (FLIS)

FLIS is maintained by the Defense Logistics Service Center (DLSC) in Battle Creek, Michigan. Activities can find DLA items in FEDLOG, Federal Logistics Data on Compact Disc-Read Only Memory (CD-ROM). Exhibit 5F(ii) lists the FEDLOG Distribution contact points.

FEDLOG provides logistics information, including CAGE codes, part numbers, suppliers, freight, and product characteristics. This is a multi-disc set, containing federal logistics information on one disc and Army-unique, Navy-unique, and Air Force-unique data on their own discs.

The federal logistics information includes: NSN, NIIN, Permanent System Control Numbers (PSCN), CAGE data, supplier information, part numbers, reference number data, item/colloquial name index, management data, interchangeability and substitutability (I&S) information, freight data, and characteristics information.

Users can make inquiries and define search criteria and output options to obtain and organize specific information. Searches may be made based on single elements or combinations of elements.

Non-Catalog Items (Defense Contract Bulletin Items)

The Defense Energy Supply Center (DESC) [in the Washington metropolitan area] enters into annual contracts with commercial suppliers of fuels, lubricants, and other petroleum products. Civil agencies must submit estimates of their requirements for lubricating oils, greases, and gear lubricants to DESC in accordance with FPMR 101-26.602-1(a) and must order the commodities under DESC contracts unless their requirements are exempt. Notices of the commodities available are published periodically in "Defense Contract Bulletins."

Requirements for lubricating oils, greases, and gear lubricants should be submitted to the Defense Energy Support Center on an annual basis. Notification is for the next year's requirements and should be made according to the timetable contained in FPMR 101-26.602-1(a). Having submitted its requirements, orders are placed in accordance with the directions in the Bulletin using the AD-838 as a delivery order. (If you have not submitted your requirement previously but wish to order, contact the Commander, DESC, for assistance).

Activities need not submit their requirements (and may order on a local basis) if (1) their maximum single order will be less than the minimum obtainable under the Bulletin, (2) their annual requirement will be less than DFSC's stipulated minimum, or (3) the container sizes required are smaller than those specified.

Requirements for gasoline, fuel oil (diesel and burner), kerosene, and solvents are met in a similar way. Agencies must submit fuel requirements to DESC for centralized procurement when the estimated annual requirement by line item exceeds \$100,000. In accordance with existing guidelines, DESC issues a memorandum to submitting activities (civilian agencies) to submit fuel

requirements for a 3-year period. The memorandum provides instructions for requesting fuel requirements. Exhibit 5F(iii) is a sample of the memorandum with instructions for submitting to DESC.

Packaged Petroleum Products

In accordance with FPMR 101-26.602-2, packaged petroleum products listed in FEDLOG may be obtained by placing a FEDSTRIP requisition (the AD-633) with the Defense General Supply Center (DGSC) in Richmond, Virginia 23297.

DEPARTMENT OF VETERANS AFFAIRS (VA)

The VA is the major governmental entity, other than GSA and DLA, that has responsibility for part of the national supply system. The major categories of commodities that the VA purchases are medical, dental, and hospital equipment and supplies; nuclear medical and X-ray equipment and supplies; subsistence items, including special dietary foods; hospital furnishings; and drugs and chemicals. These commodities are supplied to customer agencies primarily through the VA's Supply Depot System. Exhibit 5F(iv) shows an area map that lists the supply depots, shows their servicing areas, and gives addresses, phone numbers, and teletype symbols to use in placing orders.

Items available are listed in the VA Supply Catalog which may be obtained from:

The Department of Veterans Affairs
Policy and Interagency Service (91A)
810 Vermont Avenue, NW.
Washington, D.C. 20420

The correspondence procedures, shipping practice and ordering requirements are explained in the catalog.

Function of the VA Supply Catalog

The VA Supply Catalog is to be used in conjunction with the GSA FEDSTRIP Operating Guide.

All activities authorized to use the VA Supply Depots as a source of supply are entitled to receive the catalog, all issued changes, and annual revisions of its sections. The catalog is designed in looseleaf format with an introduction, an index, and eight sections comprising the eight categories of commodities available.

The Introduction to the catalog provides a guide to the catalog's format and to the symbols used in its item descriptions. It details the procedures for ordering from the Supply Depots and from VA Medical Centers and Decentralized Contract Schedules. The section also includes a Quality Improvement Report (VA Form 07-8504) which ordering activities should use in submitting general complaints about quality standards, design or performance inadequacies, and the like.

The Catalog's Index lists the entire catalog contents. Part I shows the sections of the catalog,

their latest publication dates, and the Federal Supply Classes they cover. Part II lists individual items alphabetically and indicates their respective FSC groups or classes.

Each section of the catalog (numbered I through VIII) is a collection of issuances for specific FSC groups or classes. For example, Section IV, General Equipment and Supplies, contains two areas: General Equipment and Supplies, Issuances 68 through 99 (except 89); and Subsistence, Issuance 89.

The FSC group and class issuances contain the itemized information needed in preparing orders. A sample page from FSC Group 89, Subsistence, is shown as Exhibit 5F(vi) at the end of this section. Items are listed alphabetically; the Index Number, National Stock Number, unit, price, source, and package size data are indicated. Symbols appearing as "Notes" indicate special storage and handling requirements or similar conditions.

The issuances are updated by the substitution of pages containing additions, deletions, and revisions.

Requests for specific class or group issuances or specific sections of the catalog should be sent or phoned to:

Director, Supply Service (91)
Veterans Administration Central Office
Washington, D.C. 20420
202/389-3245

Basic Procedures for Ordering From the Catalog

Ordering procedures are similar to standard and FEDSTRIP procedures (if the item needed is also available from a higher priority source (i.e., UNICOR or a Workshop), a waiver must be obtained from that source before requisitioning from VA).

Within USDA, requisitions for subsistence items are placed using the AD 633.

The order must show:

- National Stock Number (NSN);
- Description;
- Unit of Issue (as shown in the VA Supply Catalog);
- Estimated Price;
- Quantity Ordered;
- FEDSTRIP Activity Address Code;

- FEDSTRIP transaction code AAOGR
- "Do not substitute" or "Do not back-order" when applicable; and
- Instructions if a special one-time shipping address is required for any reason.

The quantities ordered must meet minimum shipping quantities, and they must be adjusted to the nearest OP (Original Package) or IP (Intermediate Package, a breakdown of the OP), as set forth in the Supply Catalog. Other requirements which are obtained in the catalog must be followed as well.

Ordering activities will receive status information on their orders through the procedures described in Section 5E (in relation to requisitions submitted to GSA). Ordering activities must use the FEDSTRIP procedures outlined in Section 5E to notify VA of shipment discrepancies or deficiencies.

Non-FEDSTRIP Items

Some ARS activities also obtain non-FEDSTRIP items from nearby VA installations. The most common items are chemicals and medicines. These transactions are made directly between the ARS activity and the VA hospital and using the AD-838 and are handled as provided by the NFC Invoice and Voucher Manual, Chapter 6, Section 6.2., "Intra- and Inter-Governmental Transfers of Funds."

VA Medical Supply Centers and Decentralized Schedules

VA supply support is furnished to other departments and agencies primarily through the VA Supply Depots; however, VA Medical Supply Centers and Decentralized Schedules may be used if the activity is authorized to purchase under these term contract arrangements.

The Medical Supply Centers may be used as supply sources when requirements are relatively small and the majority of requirements can be filled from warehouse stock. These centers are identified and their addresses are shown in the VA Supply Catalog Introduction.

Special procedures for ordering must be followed. Authorization from the Director, Supply Service, VA Central Office, Washington, D.C. 20420, is required prior to ordering. An ordering schedule will be established by the VA Medical Center, allowing the activity to order any expendable item in the Center's warehouse inventory, as well as supplies and equipment listed in the VA Catalog, from the Center's "processed stores." The activity will need to estimate its requirements for the items. Further details on ordering, delivery, and billing are provided in the Introduction to the VA Supply Catalog.

Federal agencies may set up arrangements permitting them to order from Decentralized Contracts established by the VA Marketing Center. The Marketing Center furnishes specifications, purchase descriptions, and drawings to agency activities who are authorized to use the contracts. Those activities can order directly from the vendors and obtain delivery direct from them.

Exhibit 5F(i)
Addresses And Identifier Codes For DSCs
By Category of Item

Construction Electronic Items

Mail: Commander, Defense Construction Supply Center, PO Box 3990, ATTN:
DCSC-OSEC, Columbus, OH 43215 (614) 692-3191/2271

Electrical Transmission: Routing Identifier Code S9C

General Supplies Items (Including Packaged Petroleum Products)

Mail: Commander, Defense General Supply Center, ATTN: DGSC-OSE, Richmond,
VA 23219 (804) 279-4865

Electrical Transmission: Routing Identifier Code S9G

Industrial Supplies Items

Mail: Commander, Defense Industrial Supply Center, ATTN: DISC-OSEC,
Philadelphia, PA 19111

Electrical Transmission: Routing Identifier Code S9I

Medical, Subsistence, and Clothing and Textile Items

Mail: Commander, Defense Personnel Support Center, 2800 South 20th Street, PO Box
8419, Philadelphia, PA 19101 (215) 737-3042

Electrical Transmission: Routing Identifier Code

Medical	S9M (215) 737-2111
Subsistence	S9S (215) 737-2900
Clothing & Textiles	S9T (215) 737-3042/3043

Petroleum Products

Mail: Commander, Defense Energy Support Center
8725 John J. Kingman Road, Suite 4950
Fort Belvoir, Virginia, 22060-6222

Electrical Transmission: Routing Identifier Code

Exhibit 5F(ii)
FEDLOG Distribution Contact Points

Air Force
HQ CASC/FM
74 Washington Ave N
Battle Creek MI 49017-3094
Telephone: DSN 932-5694
FTS/Commercial: 616-961-5694

Army
Executive Director
USAMC Logistics Support Activity
Attn: AMXLS-LCF Bldg 3325
Redstone Arsenal AL 35898-7466
Telephone: DSN 645-0782
Commercial: 205-955-0782

Coast Guard
Commandant
US Coast Guard
Attn: G-ELM-2
2100 2nd St SW
Washington DC 20593-0001
FTS/Commercial: 202-267-0656

Federal Aviation Administration
DOT/FAA
Materiel Management Branch (ASM-720)
800 Independence Ave SW
Washington DC 20591
FTS/Commercial: 202-267-8841

Department of Transportation
Office of the Secretary
M 483.1
400 7th St. SW
Washington DC 20590
FTS/Commercial: 202-366-0718

Marine Corps
Commandant of the Marine Corps (LPP-2)
HW USMC
2 Navy Annex
Washington DC 20380-1775
Telephone: DSN 226-1051
Commercial: 703-696-1051

General Services Administration
Director
Logistics Data Management Div
Attn: GSA/FCRL Mary Eaton
Crystal Mall Bldg 4
Washington DC 20406
FTS/Commercial: 703-305-7530

Navy
Commanding Officer
Naval Aviation Supply Office
Attn: NPFD Code 101.B
5801 Tabor Ave
Philadelphia PA 19120-5099
Telephone: DSN-442-1451
Commercial: 215-697-1451

National Security Agency
Attn: L111 (Joe Bamberger)
9800 Savage Rd
Fort Meade MD 20755-6000
Telephone: DSN 644-6683
Commercial: 301-688-6683

Department of Veterans Affairs
VA Supply Depot
Cataloging Division (901S)
PO Box 27
Hines IL 60141
Commercial: 708-786-7786

Exhibit 5F(iii)

Requirements for Ground Fuels



IN REPLY
REFER TO

DESC-PEA

DEFENSE LOGISTICS AGENCY
DEFENSE ENERGY SUPPORT CENTER
5725 JOHN J. KINGMAN ROAD, SUITE 4950
FORT BELVOIR, VA 22060-6222

OCT 08 1998

MEMORANDUM FOR ALL SUBMITTING ACTIVITIES

SUBJECT: Requirements for Ground Fuels, DESC Purchase Program 3.23
[Combines prior Purchase Programs 3.35 (GSA) and 3.23 (Region 3)]

In accordance with 41 CFR, currently under revision, (for Federal Civil Agencies) and DFARS 208-7003-1 (for Department of Defense Activities), fuel requirements must be submitted to DESC for centralized procurement when the estimated annual requirement by line item exceeds \$100,000. Although local purchase is authorized for annual estimates below that threshold and when it is in the best interest of the Government, DoD Activities preferring that DESC continue providing contracting service may simply request this on the worksheets/cover page (attachment 1). In determining whether the threshold is met, items that require a summer and winter fuel should be considered as one product, as should multiple items for the same product with different delivery methods.

DESC is compiling requirements for the subject program for the period of **1 August 1999 through 31 July 2002 (3 years)**. In accordance with DESC Regulation 4220.1, Requirements Submission Schedule, these requirements are due to DESC-PE no later than **15 December 1998**. Earlier responses are encouraged. **Negative responses**, if applicable, are required.

Worksheets reflecting your most recent requirements/delivery narrative submissions to DESC are provided (along with a cover sheet and list of product code/number explanations) as attachment 1. These worksheets should be updated to reflect your requirements for the forthcoming three-year period (**1 August 1999 through 31 July 2002**). [Note: Due to the combination of prior Region 3 and GSA programs, some **item number changes** may have occurred.] Attachment 2, 'Worksheet Review Points', should be helpful in updating your fuel requirements. [Note: Activities requiring truck-to-truck transfers in connection with any deliveries, must complete and submit the attachment 3, 'Truck-To-Truck Certification'. (See para. E.10. of the 'Worksheet Review Points'.)] When **worksheet changes** are necessary, lineout erroneous information (but do not obliterate or cover it up) and clearly annotate the correct information.

As DESC moves toward a more cost-effective paperless operating environment, the 'Requirements Manager' (RM) database is increasingly vital. For example, the RM

Federal Recycling Program



Printed on Recycled Paper

Exhibit 5F(iii) (Continued)

database is utilized in feeding data on contractors and Activities to the bulletin, contract award documents, contract modifications, and web-accessible price changes. It is therefore most important that the **RM database** be accurate and current. To that end, take extra care in completing **attachment 1**. [NOTE for **Air Force, Federal Civilian Agency, and District of Columbia Government Activities**: Worksheet updates must include identification of the **PAYMENT OFFICE** (i.e., complete address and telephone number) for each line item. Contractors must know the appropriate paying office at the time of contract award in order to forward information necessary for processing electronic fund transfers.] In addition, all customers should designate a **point of contact** there at your Activity (i.e., name, telephone number (DSN/Commercial), FAX number, and e-mail address) for general follow-up DESC queries.

In the past, Agencies/Services have submitted blanket waivers for exception to the use of gasohol with the worksheet submission. Blanket waivers are not acceptable. A request for exception to the use of gasohol must accompany the worksheet on a line item basis. (Ref. attachment 2, para. E.9.b.-d.)

When all changes are made, Army and Air Force requirements should be initially submitted to your Service Control Point (SCP) for validation. All other Activities should return the worksheets, and the attachment 3 certification if applicable, directly to:

ATTN: Kathryn Riso, DESC-PEA
Defense Energy Support Center
8725 John J. Kingman Road, Suite 3928
Ft. Belvoir, VA 22060-6222

If you choose to FAX them, use DSN 427-8506 or (703) 767-8506 commercially. Request that these documents be returned as soon as practicable, but in any case by 15 December 1998, with strong emphasis on accuracy. Omission of required information could result in either late or absent coverage of items in the new ordering period.

Should you have any questions regarding fuel requirements/worksheets, contact Ms. Kathryn Riso or Ms. Sandy Shepherd at DSN 427-9511/9508 or commercially at (703) 767-9511/9508. Their e-mail addresses are sshepherd@desc.dla.mil and kriso@desc.dla.mil.

Attachments:

1. Worksheets (w cover sheet & product list)
2. Worksheet Review Points
3. Truck-To-Truck Certification

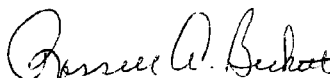

ROSSELL A. BECKETT
Contracting Officer,
Ground Fuels Division I
Direct Delivery Fuels

Exhibit 5F(iii) (Continued)

ATTENTION CUSTOMERS

Purchase Program 3.23 **GROUND FUEL REQUIREMENTS SUBMISSION**

Please review the worksheets carefully

SUBMIT REQUIREMENTS FOR THREE (3) YEARS.

(1 AUGUST 1999 - 31 JULY 2002)

SPECIAL ANNOTATIONS NEEDED ON WORKSHEETS:

1. IF YOUR FACILITY USES **NATURAL GAS** FOR PRIMARY HEATING PURPOSES. (Refer to Attachment 2, *Worksheet Review Points*, Para. A.)
2. IF YOUR FACILITY CANNOT BURN "USED" OR **RECYCLED PRODUCT**, A JUSTIFICATION FOR NOT BURNING USED OR RECYCLED PRODUCT MUST BE ATTACHED TO YOUR WORKSHEET. (Refer to Attachment 2, *Worksheet Review Points*, Para. E.8.)
3. DOD ACTIVITIES -- IDENTIFY ITEMS FOR WHICH YOUR ACTIVITY LACKS **LOCAL PROCUREMENT** AUTHORITY/CAPABILITY OR WOULD PREFER THAT DESC PROVIDE THESE CONTRACTING SERVICES.

- Take note of the requirements for upgrading **underground storage tanks (USTs)** in accordance with 40 CFR 280. (Refer to Attachment 2, *Worksheet Review Points*, Para. E.6.)

Attachment 1

Exhibit 5F(iii) (Continued)

WORKSHEET REVIEW POINTS

REMEMBER TO SUBMIT REQUIREMENTS FOR THREE (3) YEAR QUANTITIES.

A. This Center will procure **STAND-BY REQUIREMENTS FOR NATURAL GAS CUSTOMERS**. However, Natural Gas Customers who use burner oil as their *secondary* source of fuel are required to submit the Government's best estimate for its burner oil requirement. In addition, Natural Gas Customers are required to indicate on the worksheet if burner oil will be used during times of natural gas curtailment *or* when the economic analysis indicates it is more cost effective to utilize burner oil. If this is the case, the following **NOTE** should be added to worksheet: **"THIS FACILITY USES NATURAL GAS AS ITS PRIMARY SOURCE OF FUEL. THIS REQUIREMENT IS FOR USE DURING TIMES OF NATURAL GAS CURTAILMENT (and when applicable) OR WHEN THE ECONOMIC ANALYSIS INDICATES IT'S MORE COST EFFECTIVE TO UTILIZE FUEL OIL. UNDER THIS REQUIREMENT, THE CONTRACTOR IS REQUIRED TO COMMENCE DELIVERIES WITHIN 48 HOURS OF NOTIFICATION."** Any other stand-by requirements for Military and DOD activities will be procured under Emergency Fuel Buy Procedures on an as-required basis. A minimum of fifteen (15) days' notice should be furnished in advance when any other emergency requirements are required to be procured. Emergency requirements are not procured for Federal Civil Agencies.

B. Army and Air Force Guard units whose fuel requirements are provided by the State should cancel these items from the attached worksheets. DESC cannot contract for state supported fuel requirements.

C. Annual EPA Tests (on underground tanks, which require "topping-off" prior to testing,) have been determined to be outside the scope of DESC contracts. The activity should not rely on the contractor to perform this service. Activities shall be responsible for the negotiation and payment of any fuel and labor costs related specifically to these tests. Activities should follow their own established local procurement procedures to ensure adequate competition and award to the lowest responsible offeror.

Attachment 2

xhibit 5F(iii) (Continued)

Points of Contact:

Army Activities - Army Petroleum Center:
DSN 977-6758/Comm (717) 770-6758

AF Activities - Report to your Major Command

Navy Activities - Navy Petroleum Office: (Quality Issues)
DSN 427-7357/Comm (703) 767-7357
- DESC-PEA: (Requirements Issues)
DSN 427-9511 or 9508/Comm (703) 767-9511 or 9508

Other Submitters: DESC-BP: Mr. K. Williamson at DSN 427-8742/Comm (703)
767-8742. His e-mail address is kowilliamson@desc.dla.mil.
(Quality Issues).
DESC-PEA : Ms. S. Shepherd or Ms. K. Riso at DSN 427-
9508/9511 or commercially at (703) 767-9508 or 9511. Their e-mail
addresses are sshephers@desc.dla.mil and kriso@desc.dla.mil
respectively. (Requirements Issues)

D. Weekly Prices Supplements will cease being mailed with the start of the new contract period (1 August 1999). Activities are advised to use our home page at <http://www.desc.dla.mil:7705/prod/owa/dfsc/pkg.df> activity to obtain weekly prices.

E. The following require specific attention during review of the worksheets:

1. FOB origin items - (i.e., Activity goes to the contractor's facility to pick up the fuel.) Must indicate whether vehicle is "Top Loading" or "Bottom Loading."

2. Contractors/common carriers do not require that TTs and TTRs have meters. Be sure to double-check items with this method of delivery and justify equipment on your worksheets. This equipment will be deleted if no justification is furnished.

3. Applicability of Automatic Fill and Degree-Day Delivery Narratives: Both degree-day and automatic fill delivery narratives allow an activity to receive fuel into multiple tanks under a monthly blanket delivery order with estimated quantities at the beginning of the month to be finalized at the end of the month with actual quantities delivered. The contractor is responsible for maintaining the tanks at 30% of their capacity. Prior to commencement of the contract, the ordering officer must furnish the

hibit 5F(iii) (Continued)

contractor a detailed map showing location and capacity of each tank and a record of deliveries during the previous heating season.

a. In order to qualify for fuel delivery under the **Automatic Fill** provision as provided in Clause F20 of the contract bulletin, your activity must have a minimum requirement of **100,000 gallons during the heating season** (1 Oct - 31 Mar). A justification is required for automatic fill items that do not meet the 100,000 gal minimum requirement; these will be reviewed/approved on a case-by-case basis.

b. In order to qualify for fuel delivery under the Degree-Day System as provided in Clause F19 of the contract bulletin, your activity must have a minimum requirement of **200,000 gallons during the heating season** (1 Oct - 31 Mar). In addition, the contractor must **dedicate the number of trucks specified in the delivery narrative** and the activity must maintain records to monitor contractor compliance with the degree day system. Necessary costs (e.g., contractor costs passed on to the Government in the contract price) associated with these should be fully considered in determining whether degree-day requirements are appropriate.

4. Before specifying *cloud point requirements* for Diesel Fuels 1 and 2 or *pour point requirements* for Burner Oil, Grade Nos. 1 and 2, contact your Service Control Point, Quality Assurance Office (or DESC-BP, as applicable) to insure that other specification limits are still met.

5. Effective 1 October 1993, EPA mandated the use of low sulfur diesel fuel with a maximum sulfur content of 0.05% whether the vehicle is to be used on highway or restricted to base use.

6. **Effective 22 December 1998**, EPA will enforce compliance with the prescribed upgrades of existing underground storage tanks (USTs) in accordance with 40 CFR Part 280. This does not include any tanks used for storing heating oil for consumptive use on the premises where stored nor any UST systems whose capacity is 110 gallons or less. You are encouraged to obtain details of these changes and exclusions by accessing 40 CFR Part 280 on the web (<http://www.epa.gov/oust/fedlaws/techrule.htm>). Tanks not in compliance with the above EPA regulations by December 22, 1998 may be subject to significant fines and other penalties or a bona fide refusal by the DESC contractor to delivery into non-complying tanks.

7. All diesel fuels (DF1/DF2, DL1/DL2, DLW/DLS, HS1/HS2, LSW/LSS & LS1/LS2) should be reviewed to ensure that the correct fuel/sulfur content is requested. Also, if a DF1/DF2, DL1/DL2, etc. "split" is required during the same ordering period into the same storage tank(s), a "breakout" must be provided with specific

Exhibit 5F(iii) (Continued)

quantities/delivery months for each product. If no dates are provided on worksheet, approximate delivery dates for DF1/DL1/DLW/HS1/LSW/LS1 will be "Approx. Oct-Mar" and DF2/DL2/DLS/HS2/LSS/LS2 will be "Approx. Apr-Sep".

8. The maximum allowable sulfur percentage prescribed by Federal, State and Local laws for Burner Oil, Grade Nos. 1, 2, 4, 4(light), 5(light), 5(heavy), and 6 must be indicated on the worksheet under the product name. This information can be obtained from the burner permit on your boilers or your local EPA office. Please provide a copy of the burner permit for exceptions to EPA requirements. **If your activity cannot burn "used" or "recycled" oil, you must annotate this on your worksheet and attach a justification for using non-recycled product.**

ACTIVITIES ARE LIABLE AND CAN BE HEAVILY FINED FOR ANY VIOLATION OF AIR POLLUTION CONTROL REGULATIONS. Violations have occurred because activities did not check the permits for appropriate limitations/restrictions or report the restrictions on the requirement submission worksheet. Requirements for heating oil will not be solicited unless the applicable sulfur restrictions are furnished.

9. Gasoline Requirements:

a. All activities should be knowledgeable of the EPA regulations for their area. Contractors delivering fuel not meeting EPA standards can be fined, in addition to the base using or selling non-standard fuel. Each activity needs to be cognizant of the local requirements and insure they are requesting and receiving the proper fuel.

b. In accordance with Executive Order 12261, 5 January 1981, GASOHOL IN FEDERAL MOTOR VEHICLES, Federal and Defense policy provides for this use of UNLEADED GASOHOL as an equal substitute for UNLEADED GASOLINE, to the maximum extent possible. This was implemented by Defense Energy Program Policy Memorandum 81-9 dated 6 July 1981. Unless specifically exempted, all unleaded gasoline requirements shall be solicited as either unleaded gasoline or unleaded gasohol. During any one-contract period, however, only one grade of fuel will be permitted per delivery location. Activities not able to utilize GASOHOL must take exception to receiving GASOHOL and must state the justification of the exclusion at the time your requirements are submitted to this Center.

*** FAILURE TO TAKE EXCEPTION AT THE TIME YOUR REQUIREMENTS ARE SUBMITTED TO THIS CENTER IMPLIES ACCEPTANCE OF YOUR ABILITY TO USE GASOHOL AT YOUR ACTIVITY UNCONDITIONALLY.**

Exhibit 5F(iii) (Continued)

c. In order to determine the lowest evaluated bid on Unleaded Gasohol/Unleaded Gasoline requirements, the anticipated percentage of on-highway use during the previously stated ordering period must be provided.

d. For areas that have been designated as Ozone non-attainment, the use of Reformulated Gasoline is mandatory and takes precedence over the use of Gasohol.

10. Truck-to-Truck Transfers:

Truck-to-truck transfers or truck-to-drum deliveries should be used only when delivery into permanent storage tanks or pods is not possible. Activities requiring truck-to-truck transfers must submit the 'Truck-To-Truck Certification'.

***DESC ENVIRONMENTAL CONSIDERATIONS
FOR TRUCK-TO-TRUCK TRANSFER OF FUEL AT INSTALLATIONS***

a. Many installations are currently using a truck-to-truck operation for the transfer of fuel for mission essential activities. While this is not desirable, various factors influencing base facilities make this a necessary practice.

b. The transfer of high Reid vapor fuels (i.e., gasoline or JP-4) from one vessel to another are usually prohibited by regulatory agencies unless any or all of the following compliance requirements are met:

- i. A permit for dispensing/transfer of fuel
- ii. Bottom loading
- iii. Vapor control or recovery mechanism
- iv. Fuel spill containment for the transfer operation

c. An exemption or waiver may be applied for if the regulator has a provision in the rules/requirements for emergency or short-term circumstances.

d. Environmental requirements for fuel dispensing or transfer are within the jurisdiction of an Air Quality District or Board (usually a state agency). These organizations are implementing the Federal Clean Air Act requirements or their own rules if they meet or exceed federal standards. Most Air Quality District standards or Board rules exceed federal standards. The area governed by the regulatory agency could be a single county or several counties in a region. If the geographic area is classified as "non-

Exhibit 5F(iii) (Continued)

attainment” for specific pollutants, it is likely that there are no exemptions from the vapor control or recovery requirement.

e. It may be that permits will not be issued without conditions in which case it would be more prudent to investigate alternatives. These could include:

- i. Supplier delivery to an approved above ground storage tank.
- ii. Issuance of government credit cards to personnel (for gasoline).
- iii. Submit a project through the base Commander/environmental officer to construct a viable/permitted dispensing vessel.

National Fire Protection Association Regulation

The following are recommended practices as described in NFPA 30:

- a. 5-3.5.1 Emergency drainage systems shall be provided to direct liquid leakage and fire protection water to a safe location. This might require curbs, scuppers or special drainage systems to control the spread of fire.
- b. 5-6.3.1 Tank vehicle loading and unloading facilities shall be separated from above ground tanks, warehouses, other plant buildings, or the nearest line of adjoining property that can be built upon by a distance of at least 25 ft (7.6 meters) for Class I liquids and at least 15 ft (4.6 meters) for Class II and Class III liquids, measured from the nearest fill spout or transfer connection.
- c. 5-6.3.4 Loading and unloading facilities that are used to load liquids into tank vehicles through open domes shall be provided with a means for electrically bonding to protect against static electricity hazards. Such means shall consist of a metallic bond wire that is permanently electrically connected to the fill pipe assembly or to some part of the rack structure that is in electrical contact with the fill pipe assembly. The free end of this wire shall be provided with a clamp or an equivalent device for convenient attachment to some metallic part that is in electrical contact with the cargo tank of the tank vehicle. All parts of the fill pipe assembly, including the drop tube, shall form a continuous electrically conductive path.
- d. 5-6.4.2 Before loading tank vehicles through open domes, a bonding connection shall be made to the vehicle or tank before dome covers are raised and shall remain in place until filling is completed and all dome covers have been closed and secured.

xhibit 5F(iii) (Continued)

e. 5-6.4.4 Filling through open domes into the tanks of tank vehicles that contain vapor-air mixtures within the flammable range, or where the liquid being filled can form such a mixture, shall be by means of a downspout that extends to within 6 in. of the bottom of the tank. This precaution shall not be required when loading liquids that are not accumulators of static electric charges.

f. 5-6.4.5 When top loading a vehicle with Class I or Class II liquids without a vapor control system, valves used for the final control of flow shall be of the self-closing type and shall be manually held open except where automatic means are provided for shutting off the flow when the vehicle is full. Automatic shut off systems shall be provided with manual shut off valve located at a safe distance from the loading nozzle to stop the flow if the automatic system fails. When top loading a tank vehicle with vapor control, flow control shall be in accordance with 5-6.4.7 and 5-6.4.8.

g. 5-9.1 Precautions shall be taken to prevent the ignition of flammable vapors. Sources of ignition include, but are not limited to: (a) Open flames, (b) Lightning, (c) Hot surfaces, (d) Radiant heat, (e) Smoking, (f) Cutting and welding, (g) Spontaneous ignition, (h) Frictional heat or sparks, (i) Static electricity, (j) Electrical sparks, (k) Stray currents, and (l) Ovens, Furnaces and Heating Equipment.

h. 5-9.4 Static Electricity. All equipment, such as tanks, machinery, and piping, where an ignitable mixture could be present shall be bonded or connected to a ground. The bond or ground or both shall be physically applied or shall be inherently present by the nature of the installation. Electrically isolated sections of metallic piping or equipment shall be bonded to the other portions of the system or individually grounded to prevent hazardous accumulations of static electricity.

i. 5-9.5-2 Electrical wiring and utilization equipment shall be designed and installed in accordance with NFPA 70, National Electrical Code and this section.

j. 5-9.5.3 Table 5-9.5.3 shall be used to determine the extent of classified locations for the purpose of installation of electrical equipment. In establishing the extent of a classified location, it shall not extend beyond a floor, wall, roof, or other solid partition that has no communicating openings.

The DESC Safety Office recommends that:

a. Where feasible, truck-to-truck deliveries should be accomplished through bottom loading only.

b. Bonding and grounding procedures to be strictly adhered to.

Exhibit 5F(iii) (Continued)

c. Where top loading is necessary, strictly adhere to top loading and bonding/grounding procedures.

In addition, all state and local environmental laws and regulations must be met. Where these laws are more stringent than those of the EPA are, the EPA has deferred jurisdiction to those local governments.

DESC does not encourage the use of truck-to-truck transfers of fuel. However, when it is necessary, the above must be taken into consideration.

Exhibit 5F(iii) (Continued)

TRUCK-TO-TRUCK CERTIFICATION

This is to certify that guidelines provided by the National Fire Protection Association (NFPA) and the state and local safety and environmental offices will be adhered to at all times during the delivery of gasoline and aviation fuels via truck-to-truck transfer.

NAME

TELEPHONE NUMBER (COMMERCIAL/DSN)

COMPLETE STREET ADDRESS (LOCATION OF TANKS TO BE SERVICED)

ACTIVITY NAME

ITEM NUMBER

DATE

RETURN TO: DEFENSE ENERGY SUPPORT CENTER
ATTN: DESC-PEA
8725 JOHN J. KINGMAN ROAD, SUITE 3928
FORT BELVOIR, VA 22060-6222

Attachment 3

Exhibit 5F(iii) (Continued)

<i>PRODUCT NUMBER</i>	<i>PRODUCT CODE</i>	<i>NARRATIVE</i>	<i>NATIONAL STOCK NUMBER</i>
08	MRR	RFG, GASOLINE, REG	9130-01-388-4080
07	MMR	RFG, GASOLINE, MID	9130-01-388-4513
09	MPR	REG, GASOLINE, PREM	9130-01-388-4524
12	DL1	DF1, LOW SULFUR	9140-00-000-0185
13	DL2	DF2, LOW SULFUR	9140-00-000-0184
19	GUM	GASOHOL, MID UNL	9130-01-335-2393
22	GUP	GASOHOL, PREM UNL	9130-01-090-1094
23	MGR	GASOLINE, REG LEAD	9130-00-264-6218
24	GUR	GASOHOL, REG UNL	9130-01-090-1093
26	MUM	GASOLINE, MID UNL	9130-01-272-0983
27	MUP	GASOLINE, PREM UNL	9130-00-148-7104
28	MUR	GASOLINE, REG UNL	9130-00-148-7103
32	DF1	DF1, HIGH SULFUR (RED DYE)	9140-00-286-5286
33	DFA	DIESEL FUEL, GRADE DFA (RED DYE)	9140-00-286-5283
34	DF2	DF2, HIGH SULFUR (RED DYE)	9140-00-286-5294
40	KSN	KEROSENE, 2K	9140-00-242-6748
43	FS1	#1 FUEL OIL	9140-00-247-4366
46	FS2	#2 FUEL OIL	9140-00-247-4365
47	KS1	KEROSENE, 1K	9140-01-292-4460
52	FS4	#4 FUEL OIL	9140-00-247-4360
53	FL5	#5 FUEL OIL (LIGHT)	9140-01-058-4431
54	FS5	#5 FUEL OIL (HEAVY)	9140-00-247-4369
55	FS6	#6 FUEL OIL	9140-00-247-4354
57	FL4	#4 FUEL OIL (LIGHT)	9140-01-107-6139
67	LS1	DIESEL FUEL, GRADE LOW SULFUR NO 1-D	9140-01-398-1130
68	LS2	DIESEL FUEL, GRADE LOW SULFUR NO 2-D	9140-01-398-0697
69	HS1	DIESEL FUEL, GRADE NO 1-D (RED DYE)	9140-01-398-1422
70	HS2	DIESEL FUEL, GRADE NO 2-D (RED DYE)	9140-01-398-1395
83	DLS	DIESEL FUEL, GRADE DLS (RED DYE)	9140-01-413-7511
86	DLW	DIESEL FUEL, GRADE DLW (RED DYE)	9140-01-412-1311
88	LSW	DIESEL FUEL, GRADE LOW SULFUR NO 1-D (RED DYE)	9140-01-413-7494
94	LSS	DIESEL FUEL, GRADE LOW SULFUR NO 2-D (RED DYE)	9140-01-413-4919

Exhibit 5F(iii) (Continued)

Please provide the following information to establish your activity's fuel requirement:

Delivery DoDAAC: _____
(FEDAAC for Fed Civ Agencies)

Activity location and address: (Exact address needed for delivery)

Branch: Circle One Army Navy Air Force Fed Civ

If Federal Civilian Agency, please provide Agency name: _____

County: _____

State: _____

Type of Fuel Requested: _____

NSN: _____

Estimated 3 Year Requirements: _____ GALLONS

Method of Delivery: (circle one) TW TT TT/w pump TT/w pump & meter

Tank Narrative: Example: "Into 1/10,000 Gal Tank"

What Percentage is for ON HIGHWAY USE: _____

Are multiple delivery tickets required? YES NO

Delivery Hours: _____

Ordering Office Telephone Number: _____

Requestor name, number, and title: _____

Please provide any special requirements below:

Activity Mailing Address: _____

Activity Paying Office Address and Telephone Number:

Exhibit 5F(iv)
VA Area Map

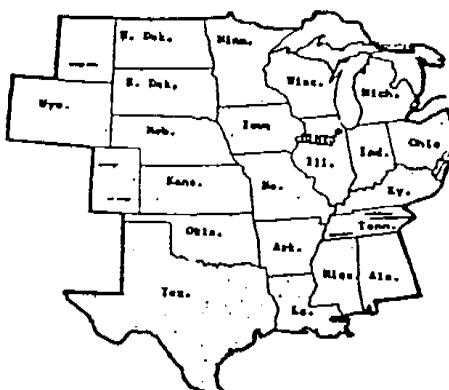
VETERANS ADMINISTRATION SUPPLY DEPOT SERVICING AREAS

This map reflects the geographic boundaries of the three (3) VA Supply Depots servicing areas. Where prior arrangements have not been made, other Government agencies may place orders with the Supply Depot after being approved to do so. Requests for approval should be sent to the Director, Supply Service, DMAS, Veterans Administration, 810 Vermont Avenue, N. W., Washington, D. C. 20420.



BELL, CALIFORNIA

VA Supply Depot - Federal Service Center
Bell, California 90281
Telephone No: Area Code (213) 788-8841 (Long Beach)
FTS 783-8841
Teletype Symbol: VASDBELL



MINNES, ILLINOIS

VA Supply Depot
Miness, Illinois 60141
Telephone No: Area Code (312) 561-8844 (Chicago)
FTS 387-8844
Teletype Symbol: VASDOMNES



SOMERVILLE, NEW JERSEY

VA Supply Depot
Somerville, New Jersey 08878
Telephone No: Area Code (761) 728-2548
FTS 342-8391
Teletype Symbol: VASDSOMERVILLE

Exhibit 5F(v)

Sample Page: VA Supply Catalog

(Issuance for FSC Group 89, Subsistence)

VETERANS AFFAIRS SUPPLY CATALOG							
INDEX NUMBER	STOCK NUMBER	DESCRIPTION	UNIT	PRICE	SOURCE	PACKAGE IP/OP	NOTES
1100	8930-00-127-8275	APPLE BUTTER, U.S. Grade A, Fancy, No. 10.	CN	2.32	1	-/6*	X5
1200	8915-00-184-6620	APPLES, CANNED, Sliced, Peeled, U.S. Grade C, Standard, No. 10.	CN	2.35	1	-/6*	x7
1800	8915-00-982-0900	APPLES, DEHYDRATED, Sliced, 2.5% Maximum Moisture, U.S. Grade A, Fancy, 12-1/2 lb. (Not Available in Bell Area.)	CS	31.33	1		X6
2250	8940-00-264-4138	APPLESAUCE, CANNED, U.S. Grade A, Fancy. No. 303, Dietetic, without Sweetening Ingredients or Salt.	CN	.33	1	-1/24*	X7
2400	8915-00-127-8272	No. 10.	CN	1.74	1	-1/6*	X7
2845	8915-00-170-5123	APRICOTS, CANNED, Halved, Unpeeled, U.S. Grade B, Choice.	CN	2.87	1	-/6*	X6
2880	8940-00-982-3759	Heavy Sirup Pack, No. 10. Water Pack, Dietetic, No. 303.	CN	.47	1	-/24*	X6
5100	8940-00-851-7080	ASPARAGUS, CANNED, Cut Spears, All Green, U.S. Grade A, Fancy.	CN	.78	1	-/24*	X7
5250	8915-00-192-1512	No. 300, Dietetic, Sodium-Restricted. No. 10.	CN	4.55	1	-/6*	X7
5850	8940-00-890-1145	ASPARAGUS, PUREE, Green, 5.5% Minimum Solids, Dietetic, Sodium-Restricted, No. 303.	CN	.51	1	-/24*	X7
12985	8905-00-585-5805	BACON, SLICED, CANNED, Fully Cooked, Oven Broiled, Packed on Parchment Paper, (300 Sliced per Can) No. 10, (3-1/2 lb.).	CN	17.02	1	-/3*	X4
13575	8950-00-125-6333	BAKING POWDER, Sodium-Aluminum Sulfate and Orthophosphate, 1lb.	CN	.62	1	-/24*	X7
16350	8940-00-984-2979	BEANS, GREEN, CANNED, Round or Flat, Cut, U.S. Grade A, Fancy.	CN	.30	1	-/24*	X7
16500	8915-00-984-2980	No. 303, Dietetic, Sodium-Restricted. No. 10.	CN	1.65	1	-/6*	X7
16950	8915-00-903-0131	BEANS, GREEN, FROZEN, Round, cut, (1 Inch Minimum), U.S. Grade A, Fancy. (Available in following storage points: IBF, IHF, ISF, 2SF, 3HF, 4SF, and SSF.)	LB	.41	1	-/32*	XO4
17250	8915-00-851-6565	BEANS, KIDNEY, CANNED, In Brine, U.S. Grade A, Fancy, No. 10.	CN	1.43	1	-/6*	X7

SECTION 5G

GOVERNMENT SOURCES FOR PRINTING AND PRINTED ITEMS

GOVERNMENT PRINTING OFFICE

Requirements for Printing, Binding, and Copying

The Joint Committee on Printing (JCP), Congress of the United States, publishes the Government Printing and Binding Regulations. All acquisition of printing and binding equipment is governed by these regulations, FAR Subpart 8.8 and by procedures prescribed in AGAR Subpart 408.8. Activities are required to obtain Government Printing Office (GPO) direction as to how to meet their printing requirements. Generally, all government printing authorized by law is done by or through the Government Printing Office (GPO) except when

- The GPO cannot provide the printing service (44 U.S.C. 504);
- The printing is done in field plants operated by an executive agency (44 U.S.C. 501(2));
- The printing is acquired by an executive agency from allotments for contract field printing (44 U.S.C. 501(2)); or
- The printing is specifically authorized by statute to be done other than by GPO.

Requirements for Government Publications

GPO is also the source of supply for government publications. Many of these publications are available in local GPO bookstores, where small dollar volumes can be purchased through the use of the commercial purchase card, NTIS deposit account, or purchase orders/BPAs.

Requirements for Printed Matter or Printing Services

The Joint Committee on Printing (JCP) regulations require the Head of each agency to designate a central printing authority to serve as the liaison with the JCP and the Public Printer on matters related to printing. Contact your respective Area office before contracting in any manner, whether directly or through contracts for other supplies or services, for the items defined in FAR 8.801. Examples of government printing requiring this approval include composition, platemaking, presswork, binding, and micrographics (when used as a substitute for printing). Government printing must be done through the GPO.

The USDA Office of Communications, Printing Management Division, has been designated as the Department's liaison with the JCP and the Public Printer, GPO, on all matters related to printing.

For Headquarters personnel located in the Washington metropolitan area, printing requirements must be submitted to the Printing Management Division. Area offices are to contact the GPO

regional office that services their region. If the GPO cannot provide the services, they will issue a waiver to procure the items commercially.

Special Requirements

Federal regulations contain prohibitions that apply to some types of publications or printing needs. If the requirement is for one of the items listed below, see the Government Printing and Binding Regulations and the citations in the Distinctive Items Reference Chart presented in Appendix III of this handbook.

- Advertising
- Calendars
- Binding of ARS Publications
- Calling or greeting cards
- Duplicating or copying machines; printing and binding equipment
- Letterhead; envelopes, post cards, and mailing labels (see ARS P&P 256.2)
- Microfilm equipment
- Standard Forms (also see FPMR 101.26-302)

NATIONAL TECHNICAL INFORMATION SERVICE (NTIS)

NTIS, an agency of the Department of Commerce, is the central source for scientific and technical publications prepared by Federal agencies and their contractors and grantees. The collection contains well over 1 million titles. Abstracts of new research reports and other specialized information are published for various fields in Weekly Government Abstracts and in an all-inclusive biweekly journal, Government Reports Abstracts. Federally sponsored research reports are located through the agency's on-line computer search service, NTISearch.

Ordering from NTIS is accomplished by Headquarters and Area offices on a deposit account basis. NTIS can accept payment by the purchase card. Individual orders can be placed by telephone, fax, e-mail or mail as shown on the NTIS Ordering Form (Exhibit 5G(i)). This form can be downloaded from NTIS's website at <http://www.ntis.gov/pdf/ordrform.pdf>

Exhibit 5G(i)

NTIS

Order Form

