

# 2026 THE **NEW** METHOD FOR ORDERING GSA APPROVED SECURITY CONTAINERS

**FOR BOTH**

**U.S. GOVERNMENT / DEFENSE CONTRACTORS**



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# Procurement Requirements

## U.S. GOVERNMENT / DEFENSE CONTRACTORS

1. Must have Activity Address Code, DoDAAC or GSA Account Code Must be able to pay (GPC, AAC/DoDAAC, MIPR, pay.gov)
2. Order Security Equipment online (Military) thru GSAAdvantage or Global Supply (MilStrip)

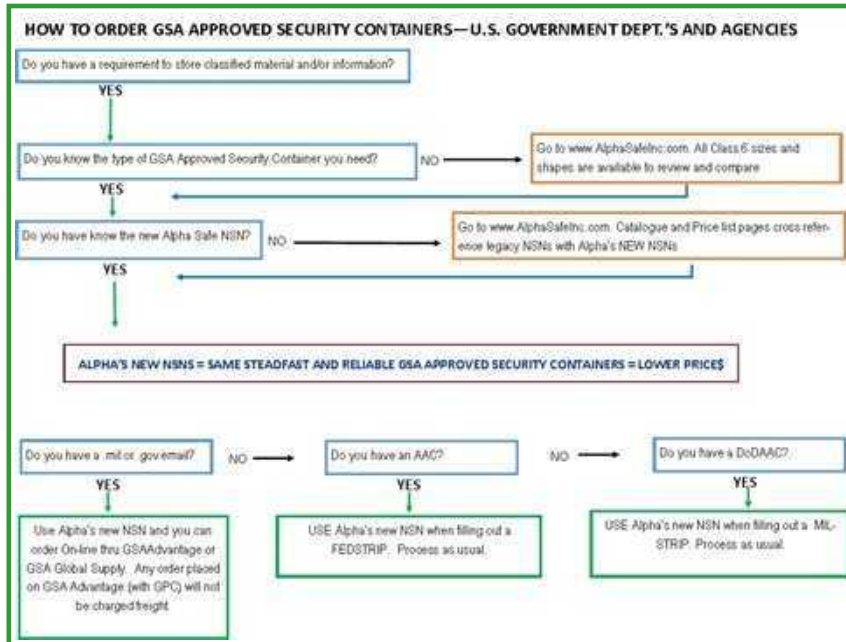
1. Must have requirement to store classified material and ensure contract authorizes storage. (DD 254 or equivalent)
3. Must have Activity Address Code, DoDAAC or GSA Account Code with contracting officers' authorization
4. Must be able to pay (AAC/DoDAAC, MIPR, VCSS/pay.gov)
5. Order Security Equipment offline



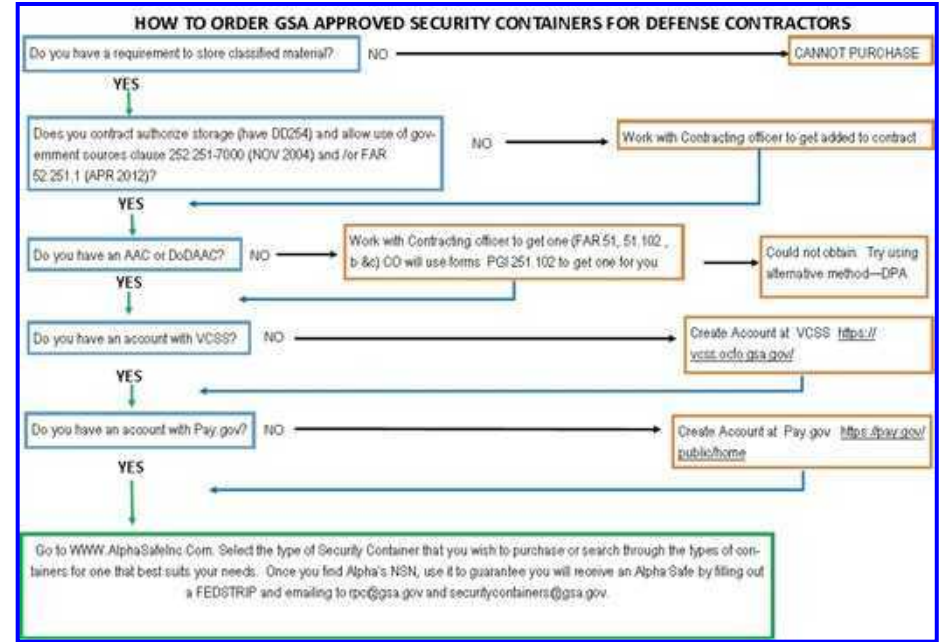
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# Procurement Process

## U.S. GOVERNMENT / DEFENSE CONTRACTORS



See Pages thru for assistance



See Pages thru for assistance



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# Step 1: Requirement and Authorization

If you already have a requirement and a contract which authorizes storage, please skip to Step 2 (page 4)

- Must have requirement to store classified material and ensure contract authorizes storage. (DD 254 or equivalent)
- Work with your Contracting Officer to insert the appropriate clauses allowing use of Government sources of supply if not already included. (Contract Clause 252.251-7000 ORDERING FROM GOVERNMENT SUPPLY SOURCES (NOV 2004) and/or FAR 52.251-1 Government Supply Sources (APR 2012))



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# Step 2: Activity Address Code, DoDAAC, eDoDAAD

If you already have an Activity Address Code, DoDAAC or eDoDAAD, please skip to step 3 (page 7)

- Must have Activity Address Code, DoDAAC or GSA Account Code with contracting **officers'** authorization - to obtain this number please work with your government contracting officer\*.

When working with contracting officer, they will use the Policy outlined in FAR Part 51 which gives the authority to purchase from GSA.

## **51.102 Authorization to use Government Supply Sources**

(b) Gives authorization to subcontractors to use DoDAAC through Contractor

(e) Is the paragraph where contracting officer gives Contractor either the Activity Address Code (AAC) or DoDAAC and tells them to use either a FEDSTRIP or MILSTRIP

For your reference FAR 51-101 – Use of Government Supply Sources by Contractors (condensed) is at end of handout.



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# \* Working with your Contracting Officer to get DoDAAC

It is the Contracting Officer that will obtain the Activity Address Code (for FEDSTRIP) or DoDAAC (for MILSTRIP) for the Defense Contractor. To obtain this code they may use either

1. For Existing DoDAAC – Use Form PGI 251.102 (found at end of handout)
2. For NEW DoDAAC's - Standard DoDAAD Entry Form (3/15/2021)

[https://www.dla.mil/Portals/104/Documents/DLMS/Committees/DoDAAD/DoDAAD\\_Entry\\_Form.pdf](https://www.dla.mil/Portals/104/Documents/DLMS/Committees/DoDAAD/DoDAAD_Entry_Form.pdf) (at end of hand out) and instructions, located on the DLA website (<https://www.dla.mil/Defense-Data-Standards/Committees/DODAAD/>), must be used and submitted by the government contracting officer.

If government Contracting Officer is having problems with these forms, they are to Locate their CSP (Central Service Point) and work thru the issues. Listing of CSP's are located <https://www.dla.mil/Defense-Data-Standards/Committees/DoDAAD/CSP/>

If you are encountering problems setting up an account/placing and order with GSA contact [Ordermgmt@gsa.gov](mailto:Ordermgmt@gsa.gov)



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# Step 3: Payment

Before you order, determine your payment method

Payment forms accepted:

- **Government Purchase Card**
- **AAC/DoDAAAC**
- Use **Vendor Customer Support Service (VCSS)** account to see bills (1<sup>st</sup> link to form: <https://vcss.ocfo.gsa.gov/> to create account)
- Use **Pay.gov** to pay bills - can use Bank Accounts, Credit Cards (AmEx, MasterCard, Visa) and Digital Wallet (Amazon and Paypal) - Link to website: <https://pay.gov/public/home>

## Forms and Instructions for **VCSSS**

[https://clicktime.cloud.postoffice.net/clicktime.php?U=http%3A%2F%2Fwww.alphasafeinc.com%2FPDFs%2FHow\\_to\\_request\\_access\\_or\\_register\\_your\\_account\\_code\\_in\\_VCSS\\_Jan\\_13&E=klevy%40alphasafeinc.com&X=XID859yFsRfS4274Xd3&T=SSHM&HV=U,E,X,T&H=c901cbd2eabca09fcccc0a4b88e6c36f75f585e3\(1\).pdf](https://clicktime.cloud.postoffice.net/clicktime.php?U=http%3A%2F%2Fwww.alphasafeinc.com%2FPDFs%2FHow_to_request_access_or_register_your_account_code_in_VCSS_Jan_13&E=klevy%40alphasafeinc.com&X=XID859yFsRfS4274Xd3&T=SSHM&HV=U,E,X,T&H=c901cbd2eabca09fcccc0a4b88e6c36f75f585e3(1).pdf)

## Forms and Instructions for **Pay.gov**

[http://www.alphasafeinc.com/PDFs/How\\_to\\_use\\_Paygov.pdf](http://www.alphasafeinc.com/PDFs/How_to_use_Paygov.pdf)

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



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# What you see - VCSS

**GSA Vendor and Customer Self Service**

Home Training Issues System Requirements

- **February 27:** The VCSS Registration and Access Request page is now available for registering your account or requesting access to an existing account in VCSS. If you experience any difficulty submitting your request, please contact the Business Applications Service Desk at 866-450-6588 or [businessapps@gsa.gov](mailto:businessapps@gsa.gov) for assistance. We apologize for any inconvenience this outage may have caused.
- **Notice:** Effective April 10, 2019, three GSA lockbox remittance addresses will change. Please review your billing statements closely for new GSA remittance information.
- **RWA:** July 2020 RWA billing statements are now available to be viewed.
- **SPEEDPAY AND MILEAGE EXPRESS USERS:** Change Line of Accounting and Document Number before entering month-end mileage. Chargebacks due to inaccurate LOA information will not be accepted. + [SHOW DETAILS](#)
- Email notification will be sent to a customer when a new bill for one of their registered account codes is available in VCSS.
- VCSS will only display 999 search results on its web pages. + [SHOW DETAILS](#)

**If you do not do business with GSA as either a vendor or customer, please do not contact GSA to register in VCSS and do not attempt to log in.**

<p><b>System Login</b></p> <p>Use this button if you've already registered for access to use VCSS.</p> <ul style="list-style-type: none"><li>▪ Be sure to never use the "back" button of your browser while using VCSS.</li><li>▪ VCSS must be used with the Internet Explorer browser.</li></ul>	<p><b>Registrations &amp; Access Requests</b></p> <p>Use this button if you are a new user to VCSS and need to:</p> <ul style="list-style-type: none"><li>▪ Register new accounts</li><li>▪ Gain access to existing accounts</li></ul>	<p><b>Support Request</b></p> <p>Use this button to create a request that you be removed from an account, or from VCSS. You can also change account administrator status.</p>
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The General Services Administration (GSA) has implemented a Vendor and Customer Self Service (VCSS) system which can be used by both vendors and customers of GSA. VCSS is a web-based application that will allow vendors to create and process their invoices electronically (paperless) and track the status of payments made by GSA, and will allow customers to view billing and payment information.

**VCSS System features:**

- Allow GSA's vendors to submit real-time electronic invoices, track the status of submitted invoices and the status of payments generated from those invoices;
- View current orders and payments;
- Eliminate the need for vendors to submit paper invoices;
- Allow GSA's customers to view billing and correspondence information, link to external websites, and export billing data to CSV;
- Allow customers to manage their own accounts, review account history, and submit new correspondence.

<p><b>Vendor Information</b></p> <p>VCSS is a voluntary participation program; however any vendor</p>	<p><b>Customer Information</b></p> <p>VCSS provides web access to the transactions of the GSA's customers.</p>
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# What you see - Pay.Gov

An official website of the United States government [Here's how you know](#) ✓

**Pay.gov** | Sign In | Create an Account

Explore More Options | Find an Agency | Online Help | Search

**Alert Message:**  
[Coronavirus \(COVID-19\) updates](#) ✕

**The secure way to pay U.S. Federal Government Agencies**

Department of Veterans Affairs	Small Business Administration	United States Coast Guard
<b>Make a VA Medical Care Copayment</b>	<b>Make a SBA 1201 Borrower Payment</b>	<b>Pay a Merchant Mariner User Fee</b>
Did you receive a medical bill statement from the U.S. Department of Veterans Affairs?	Did you receive a payment notice (Form 1201) from the Small Business Administration?	Do you have to pay your U.S. Coast Guard Merchant Mariner License and Documentation fees?
<a href="#">Pay it right here</a> ▶	<a href="#">Pay it right here</a> ▶	<a href="#">Pay it right here</a> ▶

# Step 4: Ordering Security Equipment

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

- If further explanation is required, you can obtain detailed procedures on GSA's website:  
<https://www.gsa.gov/buy-through-us/purchasing-programs/requisition-programs/gsa-global-supply/national-stock-numbers/security-containers/ordering-security-containers>
- For Assistance with completing requisitions and identifying or validating DoDAAC you can contact [Sheila.Patterson@gsa.gov](mailto:Sheila.Patterson@gsa.gov) or [rpc@gsa.gov](mailto:rpc@gsa.gov)
- For Assistance with item identification/clarification (NSN) and Order Status contact Security Container General Mailbox [securitycontainers@gsa.gov](mailto:securitycontainers@gsa.gov)



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# What you see - GSA's Ordering Procedures Web Page

## GSA Global Supply

Overview

GSA Global Supply FAQ

Easy Ordering

Special Order Program

Supply Standards

Sustainable Solutions

OCONUS Support

Vendor Resources

## Ordering Procedures for Security Containers

See the information below on ordering security containers:

- [Ordering Procedures](#) [PDF - 293 KB];
- [MILSTRIP/FEDSTRIP Ordering Guide](#) [PDF - 122 KB];
- [FEDSTRIP SF 344](#) [PDF - 395 KB];
- [MILSTRIP DD Form 1348-6](#) [PDF - 561 KB];
- [Non-Government Ordering Process for Security Equipment](#) [PDF - 60 KB]; and
- [End of Exemption Process Letter](#) [PDF - 100 KB].

**All items under this program are FOB Origin Freight Pre-Pay and Add. This means additional shipping charges will apply for delivery of these items.**

### Contacts

 [Security Specifications](#)

### Security Container Contacts

Contract/Ordering Questions  
[securitycontainers@gsa.gov](mailto:securitycontainers@gsa.gov)

Technical Questions  
[securitycontainers@gsa.gov](mailto:securitycontainers@gsa.gov)

Federal Specifications and QPL Questions  
[gsasecuritystandards@gsa.gov](mailto:gsasecuritystandards@gsa.gov)

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

**Online** - to order online you must have the following available:

1. .mil or .gov email address
2. Activity Address Code
3. Form of Payment and/or Codes
4. National Stock Number for Security Container that you want to order - See **Alpha's New Quick Look-Up**
5. To place order go to [www.gsaglobalsupply.gsa.gov](http://www.gsaglobalsupply.gsa.gov) or [www.gsaadvantage.gov](http://www.gsaadvantage.gov)

**NOTE:** If this information is not available to you, please purchase your equipment **Offline**.



Just Added on our website – GSA's Prices for Class 6 and Shipboard Security containers – [www.AlphaSafeInc.com](http://www.AlphaSafeInc.com)



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# What you see - GSA Global Supply Site

The screenshot shows the GSA Global Supply website. At the top left is the logo "GSA Global Supply" with the tagline "Your Available Government Source". To the right are links for "About GSA Global Supply™", "Request A Catalog", "Feedback", and "Help", along with a phone number "1-800-525-8027" and a globe image. The main navigation area on the left includes "BROWSE PRODUCTS" with a "GO" button and the text "Find what you need. Now.", and "ACCOUNT LOGIN" with a "Login" button and a "Register" link. Below these are menu items: "About GSA Global Supply™", "About GSA", "Request a Catalog", "GSA Advantage!", "Contact Us", and "Help". The main content area features a "Welcome to the new GSA Global Supply™ ordering site!" message, followed by a paragraph describing the site as a one-stop source for military and agency support needs. Below this is a "WHAT'S NEW?" section with a list of links: "You Can Help GSA Deliver Faster", "GSA Lowers Threshold for Special Orders", "Update on DLA-GSA Alignment of Federal Supply Classes", "GSA Global Supply is Best-in-Class!", "2020 Calendar Items", and "Toner and Ink Cartridge Reference Guide". On the right side, there is a "TUTORIAL" section with a "GO" button and text explaining that clicking the GO button will view a tutorial on maximizing the online experience, covering topics like registering, searching, purchasing, and checking requisition status. At the bottom left is the "GSA Global Supply" logo, and at the bottom right is the "AlphaSafe" logo.

**GSA Global Supply™**  
Your Available Government Source

[About GSA Global Supply™](#)  
[Request A Catalog](#)  
[Feedback](#)  
[Help](#) 1-800-525-8027

**> BROWSE PRODUCTS**  
Find what you need. Now. **GO**

**> ACCOUNT LOGIN**  
**Login**  
[Register](#)

[About GSA Global Supply™](#)  
[About GSA](#)  
[Request a Catalog](#)  
[GSA Advantage!](#)  
[Contact Us](#)  
[Help](#)

**Welcome to the new GSA Global Supply™ ordering site!**

GSA Global Supply™ is your one-stop source for all your military and agency support needs, from new Tools to Office Supplies. When you order through us, you are assured of regulatory compliance, one bill and global delivery from a reliable government source. There's no need to comparison shop thanks to requisition-based ordering. GSA Global Supply™ guarantees you easy compliance with government acquisition policies and socio-economic regulations. GSA also provides full accountability from order placement through delivery and billing. Ordering from GSA Global Supply™ has never been easier!

**WHAT'S NEW?**

- [▶ You Can Help GSA Deliver Faster](#)
- [▶ GSA Lowers Threshold for Special Orders](#)
- [▶ Update on DLA-GSA Alignment of Federal Supply Classes](#)
- [▶ GSA Global Supply is Best-in-Class!](#)
- [▶ 2020 Calendar Items](#)
- [▶ Toner and Ink Cartridge Reference Guide](#)

**> TUTORIAL**

Please click on the GO button to view a tutorial on how to maximize your GSA Global Supply online experience. Topics include: registering, searching, purchasing, checking requisition status and other important GSA Global Supply features.

**GO**

**WOMAN-OWNED SMALL BUSINESS**

**AlphaSafe**

# What you see - GSA Advantage Site

The screenshot shows the GSA Advantage website interface. At the top left is the GSA Advantage! logo. At the top right is a 'MY ACCOUNT' link with a dropdown arrow. Below the logo is a dark navigation bar containing a hamburger menu icon, a search bar with 'Products' selected, a search input field with the placeholder 'Enter search keyword(s)', a search button with a magnifying glass icon, and an 'Advanced Search' button. The main content area features three news cards. The first card is titled 'HOT COMMODITIES!' with a sub-headline 'Find the right national stock number, every time' and a 'Learn More' button. The second card is titled 'GSA-APPROVED SECURITY CONTAINERS and Vault Doors Program' with a 'Learn More' button. The third card is titled 'GSA Virtual Acquisition Summit' with details for 'FAST 2026' on April 14-15, 2026, and a 'REGISTER NOW' button. A 'Leverag' sidebar is partially visible on the right. At the bottom of the news cards is a blue horizontal bar with a left arrow, a series of 12 dots (the first is blue), and a right arrow.



# Step 4: Ordering Security

## Equipment - **Offline**

### **Offline** - order offline by

FEDSTRIP or MILSTRIP

- Orders can be placed “offline” through DD Form 1348 (MILSTRIP) or Standard Form 344 (FEDSTRIP).
- Submit completed forms to GSA's Requisitioning Processing & Customer Center at: [rpc@gsa.gov](mailto:rpc@gsa.gov) and copy the Security Container Team at: [securitycontainers@gsa.gov](mailto:securitycontainers@gsa.gov).

See following pages for assistance with forms



Just Added on our website – GSA’s Prices for Class 6 and Shipboard Security containers – [www.AlphaSafeInc.com](http://www.AlphaSafeInc.com)



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# Fields that can be filled in automatically for FEDSTRIP (344)

**On the previous slide you will see that there are some fields that are already filled out**

## Fields that will not change:

1-3: AOA  
4-6: GSA  
7: S  
8-11: 7110  
23-24: EA  
51: A  
52-53: 00

## Fields that Change:

12-20 rest of National Stock Number (9 digits)  
25-29 Quantity  
30-35 Billing DoDAAC  
36-39 Julian Date, for 2020 will start with 0 then 3 digits for day of year  
40-43 Serial Number - any 4 digit alpha/numeric combination you want as an identifier  
45-50 Ship To DoDAAC (if different than Billing) see form for codes to place into other boxes if this is your requirement  
23 Remarks – should have your POC's Name, Phone and eMail  
60-61: 06 to 13

Please NOTE: the Document Number is comprised of the Billing DoDAAC, Julian Date and Serial Number (20-43) and is how GSA bills customer and tracks order



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# How to Fill out Offline Forms

## MILSTRIP – DD Form 1348

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

DOCUMENT IDENTIFIER	ROUTING IDENTIFIER	M & S	ITEM IDENTIFICATION* (NSN, FSC/Part No., Other)																			UNIT OF ISSUE	QUANTITY				DOCUMENT NUMBER							
			FSCM									PART NUMBER											REQUISITION#											
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23		24	25	26	27	28	29	30	31	32	33	34
A	O	A	G	S	A	S	7	1	1	0												E	A	0	0									
DOCUMENT NO. (Cont.)		DATE	SERIAL	D I S T R I B U T I O N C O D E	SUPPLEMENTARY ADDRESS	S I G N I F I C A N C E	FUND CODE	DISTRIBU- TION CODE	PROJECT CODE	PRIORITY	REQUIRED DELIVERY DAY OF YEAR	ADVICE CODE	BLANK																					
0														A 0 0																				
REJECT CODE (FOR USE BY SUPPLY SOURCE ONLY)																				IDENTIFICATION DATA														
																				*1. MANUFACTURER'S CODE AND PART NO. (When they exceed card columns 8 thru 32) NSN: 7110-														
																				2. MANUFACTURER'S NAME														
3. MANUFACTURER'S CATALOG IDENTIFICATION										4. DATE (YYMMDD)					5. TECHNICAL ORDER NUMBER																			
6. TECHNICAL MANUAL NUMBER										7. NAME OF ITEM REQUESTED GSA APPROVED SECURITY CONTAINER																								
8. DESCRIPTION OF ITEM REQUESTED										8a. COLOR					8b. SIZE																			
9. END ITEM APPLICATION										9a. SOURCE OF SUPPLY																								
9b. MAKE					9c. MODEL NUMBER					9d. SERIES					9e. SERIAL NUMBER																			
10. REQUISITION# (Clear text name and address)										11. REMARKS POC NAME, PHONE, EMAIL																								

DD Form 1348-6, FEB 85

*Edition of Apr 77 may be used until exhausted.*

**DOD SINGLE LINE ITEM REQUISITION SYSTEM DOCUMENT (MANUAL - LONG FORM)**

Reset

Adobe Professional 7.0



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# Fields that can be filled in automatically for MILSTRIP (1348)

**On the previous slide you will see that there are some fields that are already filled out**

## Fields that will not change:

1-3: AOA  
4-6: GSA  
7: S  
8-11: 7110  
23-24: EA  
51: A  
52-53: 00

## Fields that Change:

12-20 rest of National Stock Number (9 digits)  
25-29 Quantity  
30-35 Billing DoDAAC  
36-39 Julian Date, for 2020 will start with 0 then 3 digits for day of year  
40-43 Serial Number - any 4 digit alpha/numeric combination you want as an identifier  
45-50 Ship To DoDAAC (if different than Billing) see form for codes to place into other boxes if this is your requirement  
60-61 06 to 13  
Block 11 Remarks – should have your POC's Name, Phone and eMail

Please NOTE: the Document Number is comprised of the Billing DoDAAC, Julian Date and Serial Number (20-43) and is how GSA bills customer and tracks order



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# Where to Find National Stock Numbers

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

- Alpha Safe and Vault, Inc. website – Class 6 Security Container Numbers: [www.AlphaSafeInc.com](http://www.AlphaSafeInc.com)
- GSAAdvantage! Reference sheet:  
<chrome-extension://efaidnbnmnnibpcajpcglclefindmkaj/https://www.gsaadvantage.gov/advdata/security-containers.pdf>
- DOW Lock Program Website:  
<https://exwc.navfac.navy.mil/DoD-Lock-Program/Security-Hardware/GSA-Approved-Security-Containers/Filing-Cabinets/>



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# Additional Resources

- GSA Main Security Container Website:  
<https://www.gsa.gov/buying-selling/purchasing-programs/requisition-programs/gsa-global-supply/national-stock-numbers/security-containers>
- GSA's Step-by-Step Contractor Purchasing Guide:  
Go to web page above and download "purchasing guide (pdf)" from their website.
- DOD Lock Program – for Technical Information, Security Requirements, Updates and QPL's: <https://exwc.navfac.navy.mil/DoD-Lock-Program/>
- DLA DoDAAC : <https://www.dla.mil/Defense-Data-Standards/Committees/DODAAD/>



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# Additional Resources

- Instructions for Access/Registration in VCSS:

[https://clicktime.cloud.postoffice.net/clicktime.php?U=http%3A%2F%2Fwww.alphasafeinc.com%2FPDFs%2FHow\\_to\\_request\\_access\\_or\\_register\\_your\\_account\\_code\\_in\\_VCSS-Jan\\_13&E=klevy%40alphasafeinc.com&X=XID859yFsRfS4274Xd3&T=SSHM&HV=U,E,X,T&H=c901cbd2eabca09fcccc0a4b88e6c36f75f585e3\(1\).pdf](https://clicktime.cloud.postoffice.net/clicktime.php?U=http%3A%2F%2Fwww.alphasafeinc.com%2FPDFs%2FHow_to_request_access_or_register_your_account_code_in_VCSS-Jan_13&E=klevy%40alphasafeinc.com&X=XID859yFsRfS4274Xd3&T=SSHM&HV=U,E,X,T&H=c901cbd2eabca09fcccc0a4b88e6c36f75f585e3(1).pdf)

- Instructions for Pay.Gov:

[http://www.alphasafeinc.com/PDFs/How\\_to\\_use\\_Paygov.pdf](http://www.alphasafeinc.com/PDFs/How_to_use_Paygov.pdf)



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# Reference Slide - FAR 51

## FAR Part 51 – Use of Government Supply Sources by Contractors (Condensed)

### **51.101 Policy.**

(a) If it is in the Government's interest, and if supplies or services required in the performance of a Government contract are available from Government supply sources, contracting officers may authorize contractors to use these sources in performing

- (1) Government cost-reimbursement contracts.
- (2) Other types of negotiated contracts when the agency determines that a substantial dollar portion of the contractor's contracts are of a Government cost-reimbursement nature, or

(b) Contractors with fixed-price Government contracts that require protection of security classified information may acquire security equipment through GSA sources (see 41 CFR 101-26.507).

### **51.102 Authorization to use Government supply sources.**

(a) Before issuing an authorization to a contractor to use Government supply sources in accordance with [51.101\(a\)](#) or (b), the contracting officer shall place in the contract file a written finding supporting issuance of the authorization. A written finding is not required when authorizing use of Government supply sources in accordance with [51.101\(c\)](#). Except for findings under [51.101\(a\)\(3\)](#), the determination shall be based on, but not limited to, considerations of the following factors:

- (1) The administrative cost of placing orders with Government supply sources and the program impact of delay factors, if any.
- (2) The lower cost of items available through Government supply sources.
- (3) Suitability of items available through Government supply sources.
- (4) Delivery factors such as cost and time.
- (5) Recommendations of the contractor.

(b) Authorizations to subcontractors shall be issued through, and with the approval of, the contractor.

(c) Upon deciding to authorize a contractor to use Government supply sources, the contracting officer shall request, in writing, as applicable-

- (1) A FEDSTRIP activity address code, through the agency's central contact point for matters involving activity address codes, from the General Services Administration (GSA) FXS Washington, DC [20406](#).
- (2) A MILSTRIP activity address code from the appropriate Department of Defense (DoD) service point listed in Section 1 of the Introduction to the DoD Activity Address [Directory](#).

(d) Each request made under paragraph (c) of this section shall contain-

- (1) The complete address(es) to which the contractor's mail, freight, and billing documents are to be directed.
- (2) A copy of the contracting officer's letter of authorization to the contractor.
- (3) The prime contract number(s), and
- (4) The effective date and duration of each contract.

(e) In each authorization to the contractor, the contracting officer-

- (1) Shall cite the contract number(s) involved.
- (2) Shall, when practicable, limit the period of the authorization.
- (3) Shall specify, as appropriate, that-

(i) When requisitioning from GSA or DoD, the contractor shall use FEDSTRIP or MILSTRIP, as appropriate, and include the activity address code assigned by GSA or DoD.



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# Reference Slide - FAR 51

## **51.103 Ordering from Government supply sources.**

(a) Contractors placing orders under Federal Supply Schedules shall follow the terms of the applicable schedule and authorization and include with each order-

- (1) ) A copy of the authorization (unless a copy was previously furnished to the Federal Supply Schedule contractor); and
- (2) The following statement: This order is placed under written authorization from \_\_\_\_\_ dated \_\_\_\_\_. In the event of any inconsistency between the terms and conditions of this order and those of your Federal Supply Schedule contract, the latter will govern.

(b) Contractors placing orders for Government stock shall-

- (1) Comply with the requirements of the contracting officer's authorization, using FEDSTRIP or MILSTRIP procedures, as appropriate;
- (2) Use only the Government activity address code obtained by the contracting officer in accordance with [51.102\(e\)](#) along with the contractor's assigned access code, when ordering from GSA Customer Supply Centers.
- (3) ) Order only those items required in the performance of their contracts.

## **51.104 Furnishing assistance to contractors.**

After receiving an activity address code, the contracting officer will notify the appropriate GSA regional office or military activity, which will contact the contractor and-

(a) Provide initial copies of ordering information and instructions; and

(b) ) When necessary, assist the contractor in preparing and submitting, as appropriate-

- (1) The initial FEDSTRIP or MILSTRIP requisitions, the [Optional Form 347](#), or the agency-approved forms;
- (2) ) A completed GSA Form 457, FSS Publications Mailing List Application, so that the contractor will automatically receive current copies of required publications; or
- (3) ) A completed GSA Form 3525, Application for Customer Supply Center Services and (Address Change).



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# Reference Slide - FORM PGI 251-102

## PGI 251.102 – Authorization to use Government supply sources.

Use a format substantially the same as the following when authorizing contractor use of Government Supply Sources. Specify the terms of the purchase, including contractor acceptance of any Government materiel, payment terms, and the addresses required by paragraph (e) of the clause at [252.251-7000](#), ordering from Government Supply Sources.

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### AUTHORIZATION TO PURCHASE FROM GOVERNMENT SUPPLY SOURCES

#### (SAMPLE FORMAT)

SUBJECT: Authorization to Purchase from Government Supply Sources

\_\_\_\_\_ (Contractor's Name)

\_\_\_\_\_ (Contractor's Address)

\_\_\_\_\_ (CAGE Code)

1. You are hereby authorized to use Government sources in performing Contract No. \_\_\_\_\_ for *[insert the requiring activity's DoD Activity Address Code (DoDAAC)]*, as follows: *[insert applicable purchasing authority given to the contractor.]*

2.a. Purchase Orders Under Federal Supply Schedules or Personal Property Rehabilitation Price Schedules. Place orders in accordance with the terms and conditions of the attached Schedule(s) and this authorization. Attach a copy of this authorization to the order (unless a copy was previously furnished to the Federal Supply Schedule or Personal Property Rehabilitation Price Schedule contractor). Insert the following statement in the order:

This order is placed under written authorization from \_\_\_\_\_ dated \_\_\_\_\_ (\*\_\_\_\_\_). In the event of any inconsistency between the terms and conditions of this order and those of the Federal Supply Schedule or Personal Property Rehabilitation Price Schedule contract, the latter will govern.

b. Requisitioning from the General Services Administration (GSA) or the Department of Defense (DoD). Place orders in accordance with this authorization and, as appropriate, the following:

(1) Federal Standard Requisitioning and Issue Procedures (FEDSTRIP) (GSA FEDSTRIP Operating Guide: FPMR 101-26.2 (41 CFR 101-26.2)). Copies are available from the Superintendent of Documents, Government Printing Office, Washington, DC 20402; telephone (202) 512-1800; facsimile (202) 512-2250.

(2) Military Standard Requisitioning and Issue Procedures (MILSTRIP) (DoD 4000.25-1-M). Copies are available from the Defense Logistics Agency, Administrative Support Center East, ATTN: ASCE-WS, 14 Dedication Drive, Suite 3, POD 43, New Cumberland, PA 17070-5011; telephone 1-888-DLA-PUBS(352-7827), or (717) 770-6034; facsimile (717) 770-4817.



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# Reference Slide - FORM PGI 251-102

c. Enterprise Software Initiative. Place orders in accordance with the terms and conditions of the attached Enterprise Software Agreement(s), or instructions for obtaining commercial software or software maintenance from Enterprise Software Initiative inventories, and this authorization. Attach a copy of this authorization to the order (unless a copy was previously furnished to the Enterprise Software Agreement contractor). Insert the following statement in the order:

This order is placed under written authorization from \_\_\_\_\_ dated \_\_\_\_\_ (\*  
\_\_\_\_\_) . In the event of any inconsistency between the terms and conditions of this order, and those of  
the Enterprise Software Agreement, the latter will govern.

3. *[Insert other provisions as necessary.]*

4. This authority is not transferable or assignable.

5. The DoD Activity Address Directory (DoDAAD) (DLM 4000.25, Volume 6, Chapter 2) Activity Address Code\*\* to which this Authorization applies is \_\_\_\_\_.

6. This Authorization expires \_\_\_\_\_.

\_\_\_\_\_  
(Contracting Officer)

\* Insert "a copy of which is attached," "a copy of which you have on file," or other suitable language, as appropriate.

\*\* The requiring activity assumes responsibility for monitoring and controlling all activity address codes used in the letters of authority.



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# Reference Slide - FORM PGI 251-102

## **PGI 251.102-70 Contracting office responsibilities.**

(a) The DoD Activity Address Code (DoDAAC) assigned in accordance with paragraph 5 of the authorization format in [PGI 251.102 \(DFARS/PGI view\)](#) shall be assigned to the contractor for authorization to use Government supply sources only for the contract number cited in paragraph 1 of the authorization format.


(b) The authorization to use Government sources of supply is unique to each contract and shall not be transferred or assigned to any other contractor or contract. Therefore, the same DoDAAC shall not be assigned to any other contract number during the period of performance for the contract. After 24 months has lapsed beyond contract closeout, the DoDAAC may be reused for another contract.

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# Reference Slide - DoDAAC Entry Form

<b>DoDAAC / RIC REQUEST</b> <i>(Read Additional Instructions, Authority Codes, and Major Command Codes before completing form.)</i>			
To request changes to the Department of Defense Activity Address Directory (DoDAAD), complete this form by entering data in the shaded areas and forward to the DoDAAD Central Service Point (CSP), via the appropriate MAJCOM DoDAAC Monitor (if applicable).			
Note: Section I, II and III are mandatory. Enter information in shaded areas.			 <b>Reset Form</b>
SECTION I - TYPE OF REQUEST <i>(Check one.)</i>			
DEPARTMENT OF DEFENSE ACTIVITY ADDRESS CODE (DoDAAC)			
<input type="checkbox"/>	<b>A. NEW DoDAAC</b>	<i>(If new DoDAAC, it will be assigned by CSP)</i>	
<input type="checkbox"/>	<b>B. DELETE</b>	<i>(Enter DoDAAC being deleted.)</i>	
<input type="checkbox"/>	<b>C. UPDATE/CHANGE</b>	<i>(Enter DoDAAC being updated/changed.)</i>	
ROUTING IDENTIFICATION CODE (RIC)			
<input type="checkbox"/>	<b>D. NEW RIC</b>	<i>(Enter DoDAAC to which this RIC will be associated and fill out TAC 1 Information below.)</i>	
<input type="checkbox"/>	<b>E. UPDATE/CHANGE/DELETE</b>	<i>(Enter RIC being updated/deleted)</i>	<i>(Enter DoDAAC to which this RIC will be associated)</i>
<b>1. REASON FOR THE REQUEST:</b> <i>(Provide a brief description why this request is being submitted. If new DODAAC, ensure reason justifies authority code requested.)</i>			
SECTION II - DODAAC IDENTITY INFORMATION			
<b>2. UNIT IDENTIFICATION CODE (UIC):</b> <i>(Enter the UIC of this DoDAAC (if required))</i>			
<b>3. ORGANIZATION TYPE CODE:</b>			
<b>4. AUTHORITY CODE:</b> <i>(Enter requested Authority Code. TAC 1 is always required and TACs 2 and 3 are required in most cases. Refer to the follow for Authority Code rules: <a href="http://www.dia.mil/Portals/104/Documents/DLMS/Committees/DoDAAD/DoDAAC_Authority_Codes.pdf">http://www.dia.mil/Portals/104/Documents/DLMS/Committees/DoDAAD/DoDAAC_Authority_Codes.pdf</a>)</i>			
<b>5. MAJOR COMMAND (MAJCOM) CODE:</b> <i>(Enter MAJCOM)</i> <i>Refer to the DoDAAD Committee page for rules: <a href="http://www.dia.mil/ices/DLMS-DoDAAD">http://www.dia.mil/ices/DLMS-DoDAAD</a></i>			
<b>6a. PROCUREMENT AUTHORITY FLAG:</b>		No	
<b>6b. GRANT AUTHORITY FLAG:</b>		No	
<b>6c. FUNDING FLAG:</b>		No	
<b>7a. CONTRACTOR:</b>		No	
<b>7b. CONTRACT ADMIN OFFICE:</b>		No	
<b>8. SUB TIER:</b>		<b>9. CGAC:</b>	
<b>10. DP COMMRI:</b>		<b>11. BILLING COMMRI:</b>	



# Reference Slide - DoDAAC Entry Form

SECTION III - TAC 1 INFORMATION <i>(Owner Address)</i>		
12. LINE 1: <i>(Enter first line of unit's official mailing address; normally unit/activity commander's title.)</i>		
13. LINE 2: <i>(Enter second line of unit's official mailing address; normally name of the unit/activity.)</i>		
14. LINE 3: <i>(Enter third line of unit's official mailing address; normally the street address or post office box of the unit/activity.)</i>		
15. LINE 4: <i>(Enter fourth line information of the unit's official mailing address in the following fields.)</i>		
15a. COUNTRY (Name)	15b. STATE/APO/Province:	
	▼	
15c. CITY:	15d. ZIP Code:	15e. International Postal Code:
16a. POC NAME: <i>(Enter POC of person primarily associated with this DoDAAC. Last, First, Middle Initial. - For Contractor DODAACs, enter POC of Government representative.)</i>		
16b. POC E-MAIL:		16c. POC PHONE NUMBER: <i>(10 digit commercial/DSN)</i>
SECTION IV - TAC 2 INFORMATION <i>(Shipping Address)</i>		
17. LINE 1: <i>(Enter first line of the unit's official shipping address; normally the supporting Shipping Activity.)</i>		
18. LINE 2: <i>(Enter second line of unit's official shipping address; normally the building number of the Shipping Activity.)</i>		
19. LINE 3: <i>(Enter third line of unit's official shipping address; normally the street address or post office box of the Shipping Activity.)</i>		
20. LINE 4: <i>(Enter fourth line information of the unit's official shipping address in the following fields -- normally the supporting Shipping Activity.)</i>		
20a. COUNTRY (Name)	20b. STATE/Province:	
	▼	
20c. CITY:	20d. ZIP Code:	20e. International Postal Code:
21a. POC NAME: <i>Enter city name</i> <small>f designated shipment receiver associated with this DoDAAC; Last, First, Middle Initial.)</small>		
21b. POC E-MAIL:		21c. POC PHONE NUMBER: <i>(10 digit commercial/DSN)</i>



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# Reference Slide - DoDAAC Entry Form

SECTION V - TAC 3 INFORMATION (Billing Address)			
22. LINE 1: (Enter first line of unit's official billing address.)			
23. LINE 2: (Enter second line of unit's billing mailing address.)			
24. LINE 3: (Enter third line of unit's official billing address; normally the street address or post office box of the unit/activity.)			
25. LINE 4: (Enter fourth line information of the unit's billing address in the following fields.)			
25a. COUNTRY (Name)		25b. STATE/APO/Province:	
		▼	
25c. CITY:	25d. ZIP Code:	25e. International Postal Code:	
26. ADSN/FSN:			
27a. POC NAME: (Enter POC of the billing person.)			
27b. POC E-MAIL:		27c. POC PHONE NUMBER: (10 digit commercial/DSN)	
SECTION VI - TRANSPORTATION INFORMATION			
28. CONSOLIDATION AND CONTAINERIZATION POINT (CCP):	29. BREAK BULK POINT: (Enter DODAAC of supporting Shipping Activity or any subsequent BBP.)	30. AERIAL PORT OF DEBARKATION (APOD): (Enter the	31. WATER PORT OF DEBARKATION (WPOD): (Enter the
SECTION VII - CONTRACTOR INFORMATION (Enter the following information if DODAAC is for a Contractor.)			
32. CONTRACT NUMBER:	33. CAGE CODE:	34. ORDER NUMBER:	
35. ISSUING OFFICE DODAAC:			
36. CONTRACT PERIOD OF PERFORMANCE END DATE (MM/DD/YYYY):			
37. CONTRACT CLOSE DATE (MM/DD/YYYY):			
SECTION VIII - APPROVAL AUTHORITY INFORMATION (The following signature blocks document the accountable officer's authority for this DoDAAC and ties the responsibility for any business processes using this DoDAAC to this accountable officer)			
38. ACCOUNTABLE OFFICER: (Enter rank/grade and full name of this DoDAAC's/RIC's authority.)			
39. AO SIGNATURE		40. DATE SIGNED (MM/DD/YYYY)	



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