General Services Administration

Procurement of GSA-Approved Security Containers

Official Regulation

32 CFR 2001.42

Whenever new secure storage equipment is procured, it shall be in conformance with the standards and specifications established by the Administrator of the GSA, and shall, to the maximum extent possible, be of the type available through the Federal Supply System.

ISOO Notice 2014-02

"GSA Approved" security containers and vault doors must now be procured through GSA Global Supply utilizing the appropriate National Stock Number. The website for additional Information for ordering security equipment is available at: http://www.gsa.gov/portal/content/170591

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What Has Changed

GSA stopped granting exemptions on 30 September 2019

- Exemption process in place for 5 years to allow for contracts to be amended to accommodate purchasing through GSA

- Exemption process misused by 3rd party distributors and contractors seeking lower price
(Violation of 32 CFR 2001.42)

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Benefits of Changes

A. Supply Chain Risk Management Strategy

- Limited Use - Protection of Classified Information

- Purchase through GSA Global Supply ensures tighter control of who can purchase containers

- Limited Use Electromechanical Combination Lock

B. Provides critical funding for testing and Quality Assurance

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Procurement Steps

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1. Authorization to store classified information

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

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

B. Contract requires DD 254 or equivalent

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2. Activity Address Code

A. AKA: AAC, DoDAAC or GSA account code

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

Paying Bills

A. Use VCSS account to see bills

B. Use pay.gov to pay bills

C. Payment forms accepted:

- Bank Account
- Credit /Debit card
- Paypal /Amazon Pay

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3. Ordering Security Equipment

A. Order offline by FEDSTRIP or MILSTRIP

- Orders can be placed "offline" through DD Form 1348-6 (MILSTRIP) or Standard Form 344 (FEDSTRIP).

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

B. GSA Advantage or GSA Global Supply Online ordering systems

- For Government Activities or contractors with .Gov or .Mil E:Mails

- Payment: Through the AAC or DoDAAC

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DOCUMENT IDENTIFER			ROUTING IDENTIFIER			M & S	ITEM IDENTIFICATION* (NSN, FSCM/Part No., Other)															UNIT OF ISSUE		QUANTITY					DOCUMENT NUMBER					
							FSCM					PART NUMBER																	S E R V	REQUISITIONER				
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	35

DOCUMENT NO. (Cont.)								DEMAND	S E R V	SUPPLEMENTARY ADDRESS					S I G N A L	FUND CODE		DISTRI-BUTION CODE			PROJECT CODE			PRIORITY		REQUIRED DELIVERY DAY OF YEAR			ADVICE CODE		BLANK		
DATE				SERIAL																														
36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	

											REJECT CODE (FOR USE BY SUPPLY SOURCE ONLY)		IDENTIFICATION DATA
													*1. MANUFACTURER'S CODE AND PART NO. (When they exceed card columns 8 thru 22)
70	71	72	73	74	75	76	77	78	79	80	65	66	
													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

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. REQUISITIONER (Clear text name and address)	11. REMARKS

FOLD LINE

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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Around 25% (or around $10M) of the total sales of containers over the past year were to Government contractors.

Many Industry partners have placed orders including Lockheed Martin, Northrop Grumman, L3-Harris, etc.

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Additional Resources

Step-by-step Contractor Purchasing Guide:

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

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

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

DLA FAQ

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

GSA Security Container Catalog 2024

https://cmls.gsa.gov/s/flipbook?language=en_US&recordId=a123d000001KbN0AAK

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GENERAL SERVICES
ADMINISTRATION

How to Fill out Offline Forms

FEDSTRIP –Standard From 344

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

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 E:Mail

60-61: 06 to 13

Please NOTE: the Document Number is comprised of the Billling DoDAAC, Julian Date and

Serial Number (20-43) and is how GSA bills customer and tracks order

GSA

MILSTRIP –DD From 1348

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

Fields that can be filled in automatically for MILSTRIP (1348-6)

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 E:Mail

Please NOTE: the Document Number is comprised of the Billing DoDAAC, Julian Date

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