

# General Services Administration

Contractor Procurement of GSA-Approved  
Security Containers



# Procurement Steps



# 1. Authorization to store classified information

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

(3) Fixed-price contractors (and subcontractors) purchasing security equipment.

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



# Procurement Requirements

1. Must have requirement to store classified material and ensure contract authorizes storage. (DD 254 or equivalent)
2. Must have Activity Address Code, DoDAAC or GSA Account Code with contracting officers' authorization OR can get own eDoDAAD.
3. Must be able to pay (GPC, AAC/DoDAAC, MIPR, VCSS, pay.gov, credit/debit card, Paypal/Amazon Pay, Bank Account)
4. Order Security Equipment offline or online thru GSA



# Step 1: Requirement and Authorization

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

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

# Step 2: Activity Address Code, DoDAAC, eDoDAAD

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

- Must have Activity Address Code, DoDAAC or GSA Account Code with contracting officers' authorization OR can get own eDoDAAD.
- Link to get eDoDAAD:  
<https://www.dla.mil/HQ/InformationOperations/DLMS/DLMSPPrograms/DoDAAD/>

# Step 3: Payment

Forms of payment include:

A. Payment forms accepted:

- Government Purchase Card
- AAC/DoDAAAC
- Bank Account
- Credit /Debit card
- Paypal /Amazon Pay

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

C. Use pay.gov to pay bills

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

# Step 4: Ordering Security Equipment

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

- If further explanation is required, you can obtain detailed procedures on GSA's website:
- <https://www.gsa.gov/buying-selling/purchasing-programs/requisition-programs/gsa-global-supply/nsns-and-product-lines/security-containers/ordering-procedures-for-security-containers>
- For Assistance with completing requisitions and identifying or validating DoDAAC you can contact [Sheila.Patterson@gsa.gov](mailto:Sheila.Patterson@gsa.gov)
- For Assistance with item identification/clarification (NSN) and Order Status contact Security Container General Mailbox [securitycontainers@gsa.gov](mailto:securitycontainers@gsa.gov) or [Martin.Cieszlak@gsa.gov](mailto:Martin.Cieszlak@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 page 13 for how to find NSN's
5. To place order go to [www.gsaglobalsupply.gsa.gov](http://www.gsaglobalsupply.gsa.gov) or [www.gsaadvantage.gov](http://www.gsaadvantage.gov)

# 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.



# Specifics for ordering containers using FEDSTRIP (344)

- On the previous slide you will see that there are some fields that are already filled out.
- These are the fields that will not change:
  - Boxes
  - 1-3: AOA
  - 4-6: GSA
  - 7: S
  - 8-11: 7110
  - 23-24: EA
  - 51: A
  - 52-53: 00
- Fields that Change:
  - 12-20 rest of National Stock Number (9 digits)
  - 25-29 Quantity
  - 30-35 Billing DoDAAC
  - 36-39 Julian Date, for 2020 will start with 0 then 3 digits for day of year
  - 45-50 Ship To DoDAAC (if different than Billing) see form for codes to place into other boxes if this is your requirement
  - 60-61 06 to 13
  - Block 23 Remarks – should have your POC's Name, Phone and E:Mail, can also put in alternate delivery address in this block



# 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, FSCM, Part No., Other)															UNIT OF ISSUE		QUANTITY			DOCUMENT NUMBER						
								FSCM					PART NUMBER															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
A O A G S A S							7	1 1 0															E A		0 0 0									
DOCUMENT NO. (Cont.)							D E M A N D	S E R V	SUPPLEMENTARY ADDRESS										S I G N A L	FUND CODE		DISTRIBUTION CODE		PROJECT CODE		PRIORITY	REQUIRED DELIVERY DAY OF YEAR		ADVICE CODE	BLANK				
DATE			SERIAL																A 0 0															
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	
0																			A 0 0															
										REJECT CODE (FOR USE BY SUPPLY SOURCE ONLY)		IDENTIFICATION DATA																						
										65		*1. MANUFACTURER'S CODE AND PART NO. (When they exceed card columns 8 thru 22) NSN: 7110-																						
										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 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. REQUISITIONER (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



# Specifics for ordering GSA Approved containers using MILSTRIP (1348)

- On the previous slide you will see that there are some fields that are already filled out.
- These are the fields that will not change:
- Boxes
- 1-3: AOA
- 4-6: GSA
- 7: S
- 8-11: 7110
- 23-24: EA
- 51: A
- 52-53: 00
  
- Fields that Change:
- 12-20 rest of National Stock Number (9 digits)
- 25-29 Quantity
- 30-35 Billing DoDAAC
- 36-39 Julian Date, for 2020 will start with 0 then 3 digits for day of year
- 45-50 Ship To DoDAAC (if different than Billing) see form for codes to place into other boxes if this is your requirement
- 60-61 06 to 13
- Block 11 Remarks – should have your POC's Name, Phone and e:Mail, can also put in alternate delivery address in this block



# Where to Find National Stock Numbers

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

- <https://cmls.gsa.gov/CMLSPubCategory?searchKey=CA-0025721> – website for Global Supply Security Container Catalog
- <https://www.gsa.gov/buying-selling/purchasing-programs/requisition-programs/gsa-global-supply/nsns-and-product-lines/security-containers/types-of-security-containers> – website for Security Container Descriptions, Uses and NSN's, with each container type in separate .pdf.

# 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](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](https://www.navfac.navy.mil/navfac_worldwide/specialty_centers/exwc/products_and_services/capital_improvements/dod_lock.html)

## DLA FAQ

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

## GSA Supply Catalog 2020

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



