

Appendix I

FIELD ACQUISITION REFERENCE MATERIALS AND HOW TO OBTAIN THEM

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FIELD ACQUISITION REFERENCE MATERIALS AND HOW TO OBTAIN THEM

Necessary References

Each field acquisition office must maintain an up-to-date reference library. Acquisition is a complex function, and the materials regulating it originate from many sources. At a minimum, your office should have sufficient current copies of the following:

Federal Acquisition Regulations

Agriculture Acquisition Regulations and Advisories

Federal Property Management Regulations

Agriculture Property Management Regulations

Field Acquisition Manual

ARS Issuances Bulletins, Policy and Procedures, and Policy Memorandums

Field Specifications and Standards

U.S. Government Printing and Binding Regulations

GSA Supply Catalog

Federal Supply Schedule Program Guide

GSA Regional Bulletins

GSA Areawide and Indefinite Delivery Contracts

Appropriate FIP Schedules

FEDSTRIP Operating Guide

National Finance Center (NFC) Procedures Manual

Appropriate Parts of Title 7 of the Code of Federal Regulations

Departmental Regulations and Notices

Schedule of Products Made in Federal Penal and Correctional Institutions

Procurement List of the Committee for Purchase from the Blind and Other Handicapped Persons

Department of Agriculture Forms Catalogs

Department of Defense Oil Contract Bulletins

Appropriate Commercial Catalogs and Industry Source Books

This list is not exhaustive, but it does include the most important materials. These resources should be maintained and kept current by the field acquisition office. See the chart at the end of this Appendix for citations on these and other reference materials and for ordering information.

One of the clerical support staff members should be assigned the primary responsibility of maintaining the reference library and keeping it up-to-date.

PUBLICATIONS AVAILABLE FROM GSA CML

FSS publications described available at no charge to authorized users of the Federal supply system. Use GSA Form 457EZ, GSA Publication Order Form, to order and report address changes or cancellations to the mailing lists service. When ordering, check the appropriate block in front of the publication title. Copies of the GSA Form 457EZ are inside the back cover of the Catalog. The address of GSA's centralized mailing list service is:

General Services Administration
Centralized Mailing List Service (CMLS)
P.O. Box 6477
Fort Worth, TX 76115
COM (817) 334-5215
FTS 334-5215/5240
FAX (817) 334-5227

See the following excerpt from GSA's *Customer Assistance Guide* which explains how to obtain publications.

How to Obtain Publications

FSS publications are available at no charge to authorized users of the Federal supply system. Use GSA Form 457 or 457EZ, FSS Publications Mailing List Application, to specify the publications you wish to receive on a continuing basis, to request quantity increases or decreases, and to report address changes or cancellations to the mailing list service. When ordering, use the mailing list code number listed in parenthesis after the publication title.

GSA Form 457, 457EZ, or copies of publications (on a one-time basis) may be obtained by writing or calling:

General Services Administration
Centralized Mailing List Service (CMLS)
Box 6477
Fort Worth, TX 76115.....(817) 334-5215
FAX:.....(817) 334-5227

GSA Supply Catalog (OSSC-0001)

The Catalog describes the varied goods and services available through the GSA supply system. These include items available from the stock and special order programs. GSA Supply Catalog Supplements provide the most current ordering information to our customer agencies. Other supplements to the Catalog include MARKETIPS and the Customer Assistance Guide.

MARKETIPS (OSSC-0002)

FSS newsletter which highlights the latest pertinent procurement, supply, sales of stock items, travel and transportation, property management, environmental, and training information directed to Federal users of GSA's supply system. MARKETIPS is published in February, April, June, August, October, and December.

Customer Assistance Guide (OSSC-0003)

A condensed volume of essential customer service information and contact points for inquiries concerning the GSA supply system, property management, travel and transportation services.

Customer Supply Center (CSC) Catalog

A unique catalog available for each CSC, these publications provide a convenient and cost effective source of supply for day-to-day requirements, offering a wide selection of products including office, computer, light industrial and janitorial products. The catalog is a complete ordering guide in which you will find instructions for opening your account, ordering items, and arranging for pickup or delivery. You can obtain this catalog by calling your regional CSC. (See Chapter on Supply Programs for a listing of CSCs).

1995 Federal Vehicle Standards (AUTO-0001)

1995 Federal Vehicle Standards 122, 307, 794, and 807 for Sedans, Station Wagons, and Light, Medium, and Heavy Trucks. Also available on CD-ROM. For a copy of the disk, call Nancy Tyrell at (703) 305-3091 or FAX (703) 305-3034.

Federal Standardization Manual (FSPM-0001)

Manual which provides guidance to Federal agencies for the development of Federal product descriptions (FPDs), consisting of Federal specifications with related Federal qualified product lists, Federal standards, and Commercial Item Descriptions (CIDs). This manual also provides information on the use and adoption of voluntary standards.

Federal Supply Schedules

Federal Supply Schedules describe the goods and services available under the schedules program. Schedules may be obtained from the Centralized Mailing List Service at (817) 334-5215.

New Item Introductory Schedule (NIIS) (OOSC-0001)

Contains descriptions of new or improved items not available through other GSA procurement programs but that are being evaluated for their potential long term inclusion in other GSA procurement programs.

How to Obtain Publications

International Federal Supply Schedule (IFSS-0001)

Prices negotiated on the same discounts offered from established domestic commercial prices with an allowance for freight costs to overseas destinations.

Special Order Program Documents

Many items formerly available under Federal Supply Schedules will be available under the Special Order Program. Some of the new SOP documents are:

- @ Office Machines - Typewriters (OOSC-7409)
- @ Office Machines - Embossing Machines (OOSC-7405)
- @ Office Supplies - Electrographic Paper (02SC-7514)
- @ Low Volume Copiers (OOSC-3606)
- @ Dictating and Transcribing Machines (FCGE-0001)
- @ Metal Office Furniture (SOPP-0001)
- @ Office Furniture - Executive Wood Traditional (OOSC-7102)
- @ Executive Office Furniture (OOSC-7103)
- @ Office Furniture - Executive Wood Traditional (OOSC-7172)
- @ Office Furniture - Map and Plan Filing Cabinets (O3SC-7101)
- @ Household and Quarters Furniture (OOSC-7157)
- @ Upholstered Style Shell Chairs (3FNO-0001)
- @ Chemicals and Chemical Products (O7SC-6815)
- @ Commercial Cleaning Supplies (CAMP-T001)
- @ Household Appliances (6FES-0001)
- @ Window Air Conditioners (OOSC-4101)
- @ Jumbo Toilet Tissues, Paper Towels and Dispensers (CAMP-H001)
- @ Cushioning Material (O5SC-8101)
- @ Packaging and Packing Supplies (O5SC-8102)
- @ Mobile Tool Cabinets (CAMP-M001)
- @ Hand Tools - Nonpowered Tools (OOSC-5104)
- @ Warehouse Storage Racks (OOSC-7182)
- @ Wheel and Track Vehicles (CAMP-F001)

GSA/FSS Environmental Products Guide (RCPG 0001) (formerly the Recycled Products Guide)

Includes all environmentally oriented items and services in the GSA supply system (at the time of publication) - not only recycled and recycled-content items, but also energy and water saving items and items that have been reformulated to be less environmentally detrimental. The guide is meant to be a product highlighter to the GSA Supply Catalog and other supply publications. Customers should check the most recent edition of these publications for the most up-to-date information.

New Vehicle Guide (ONVG-0001)

This publication is designed to provide Federal executive agencies with detailed information on warranty, delivery, acceptance, and recall of motor vehicles.

User Manual for Multi-Use File for Interagency News (MUFFIN) (OMUF-0001)

Comprehensive manual for users of MUFFIN, the electronic information system operated by FSS to facilitate two-way communications with customer agencies regarding types of supplies and services provided by GSA/FSS.

FEDSTRIP Operating Guide (OFOG-0008)

A reference guide that explains established standardized codes, coding formats and forms for requisitioning and receiving and interpreting status transactions contained in the Federal Standard Requisitioning and Issue Procedures (FEDSTRIP) system.

FEDSTRIP Desk Guide (OFOG-0009)

This companion publication to the FEDSTRIP Operating Guide contains the codes used in preparing FEDSTRIP requisitions, follow-ups, and cancellations, and in interpreting status documents received from supply sources.

How to Obtain Publications

Standardization and Control of Industrial Quality Tools (SCIT) Catalog (SCIT-0001)

This catalog describes the 10,000 powered and non-powered hand tools available through the SCIT program. This program offers tools whereby each manufacturer's part number is assigned its own National Stock Number (NSN) and all standard commercial warranties apply. The catalog also explains how to exercise the SCIT warranty system and other pertinent information on the program.

Agency Guide - Shipping Your Household Goods (AOHG-0001)

Guidance for agency technicians involved in the process of relocating employees' household goods.

Office Relocation Guide (ORLG-0001)

An easy step-by-step guide to assist in planning and executing an office relocation. It focuses on services we can provide to you and your facilities staff.

National Customer Service Center Reporting Guide (ODRC-0001)

A user-friendly desk guide that provides "How To" instructions on preparing and reporting shipping, billing, quality and transportation discrepancies to the National Customer Service Center. The mailing list code is ODRC-0001.

Personal Property Utilization and Disposal Guide (PUDG-0001)

A compact desk guide which summarizes, in simple and concise language, the basics of utilization and disposal of personal property.

Federal Prison Industries (UNICOR) Schedule of Products (OFPI-0001)

This brochure lists products and services available to U.S. Government agencies from FPI.

Wildfire Suppression Equipment and Supplies (OFSS-0007)

Basic supply publication, issued by GSA Region 7, FT. Worth, Texas, for use by the U.S. Forest service, the Bureau of Indian Affairs, the National Park Service and other wildland firefighting agencies involved in the National Wildfire Suppression Program. Contains descriptions, ordering data, alphabetical and NSN indexes for wildfire suppression equipment and supplies stocked in GSA distribution centers. Published annually and available by April 1st.

The following publications are NOT available from the Centralized Mailing List Service. See instructions for obtaining under each individual description.

Index of Federal Specifications, Standards, and Commercial Item Descriptions

The index is issued for the use of Federal agencies and the general public pursuant to Federal Property Management Regulations 101-29.203. It lists Federal product descriptions (including the three types in the title, plus Qualified Products Lists and USDA Institutional Meat Purchase Specifications) in alphabetic, numeric, and Federal Supply Class order.

The 1994 edition of the Index may be purchased from the address below at a cost of \$40.00. MasterCard and VISA credit cards may be used.

GSA/FSSB (3FBP-W)
Specifications Section, Suite 8100
470 L'Enfant Plaza, SW
Washington, DC 20407
(202) 755-0325/0326

How to Obtain Publications

Federal Standardization Documents

prepared by DoD or the Department of Veterans Affairs (VA) are available from:

Standardization Document Order Desk
Building 4D
700 Robbins Avenue
Philadelphia, PA 19111-5094
(215) 697-2179
DSN: 442-2179

All other Federal standardization documents are available from the following address. MasterCard and VISA credit cards may be used.

GSA/FSSB (3FBP-W)
Specifications Section, Suite 8100
470 L'Enfant Plaza, SW
Washington, DC 20407
(202) 755-0325/0326

Federal Travel Directory

Published monthly and contains information on:

- @ City-pairs contracts airlines/rail
- @ Car rental
- @ Noncontract discount rail and bus schedules and fares
- @ GSA's Federal Travel Management Centers
- @ Discount rates provided to Government travelers at hotels and motels worldwide
- @ Express Small Package Service

Government employees should order copies of the Federal Travel Directory through their agency's administrative channels since headquarters offices generally obtain copies in bulk for internal distribution.

Agencies should submit a printing and binding requisition (SF 1), citing the title of the directory, to the Government Printing Office (GPO) as soon as possible to obtain copies of the latest directory.

Copies may also be ordered from: Superintendent of Documents, U.S. Government Printing Office, Washington, DC 20402 at (202) 783-3238.

	Domestic	Foreign
Single copies	\$13.00	\$16.25
Monthly, 12 issues	\$77.00	\$96.25

Defense Logistics Agency items can be found in specialized catalogs published by the individual Defense Supply Centers and in Federal Catalog System publications (e.g., FED LOG) on compact disks access to catalog system data is also available through remote terminal connections to LOGRUN. Information on these products may be obtained through:

Defense Logistics Services Center
Attn: DLSC-RPS
74 North Washington
Battle Creek, MI 49017-3084
(616) 961-4725
DSN: 932-4725
FAX: (616) 961-4715

The Department of Veterans Affairs publishes a series of Federal Supply Schedules covering primarily medical and subsistence items. Copies may be obtained from:

General services Administration
Centralized Mailing List Service (CMLS)
Box 6477
Fort Worth, TX 76115
(817) 334-5215
FAX: (817) 334-5215

The following FSS publications are available through the GSA supply system by submitting a FEDSTRIP requisition. Both publications are listed in the June 1994 GSA Supply Catalog on page 116.

Shipping your Household Goods

A guide for Government employees who have been authorized to move household goods and personal effects at Government expense. Advice offered in this publication will help your shipment reach its destination expeditiously at the least expense to the Government and the employee. NSN 7610-00-058-7938.

How To Prepare and Process U.S. Government Bills of Lading

A handbook of instructions for preparation of these documents. NSN 7610-00-682-6740

OTHER GOVERNMENT PUBLICATIONS

Federal Prison Industries

Requests for catalogs and questions concerning the availability, description, and quality of items should be submitted directly to the address below.

UNICOR
Customer Service Center
320 First Street, NW
Washington, DC 20534
Telephone: 1-800-827-3168
Fax: 1-202-628-1597

Workshops for the Blind or Severely Disabled

Procurement List (Committee for Purchase from People Who Are Blind or Severely Disabled). The Committee publishes a list of supply items available from its workshops. This list shows all items on the mandatory source list from workshops for the blind or disabled at any given time. Also, the Committee has developed a handbook to help contracting officers understand and use the system of mandatory supply items from the blind or disabled. For either of these publications, contact:

The Committee for Purchase from People Who Are Blind or Severely Disabled
Crystal Square #3, Room 403
1735 Jefferson Davis Highway
Arlington, VA 22202-3461
(703) 603-7740

In addition, items available from these workshops can be found, clearly marked, in the GSA Supply Catalog. (To get on the mailing list for the GSA Supply Catalog, see the address listed above under "GSA Publications.")

DEFENSE LOGISTICS AGENCY

FED LOG. Obtain from:

Customer Service Office
Defense Logistics Services Center (DLSC)
74 Washington Ave N
Battle Creek, MI 49017-3084
Telephone: DSN 932-4725 FTS/Commercial: 616/961-4725

DoD Contract Bulletins. Obtain from:

Commander, Defense Fuel Supply Center
ATTN: DFSC: PE
Cameron Center
Alexandria, VA 22314

Department of Veterans Affairs

Obtain *VA Supply Catalog* from:

Department of Veterans Affairs Marketing Center
Marketing Division for Subsistence
Box 76
Hines, IL 60141
(312) 681-6800 FTS: 8-387-6800
Government Printing Office

Agency Procedural Handbook for Commercial Procurement of Printing Services

Government Printing Office Publications

Government Printing & Binding Regulations. Obtain from:

Superintendent of Documents
Government Printing Office
Washington, D.C. 20402

National Technical Information Service (NTIS)

Ordering information can be obtained from:

National Technical Information Service
U.S. Department of Commerce
Springfield, VA 22161
(703) 487-4600 TELEX 89-9405

General Accounting Office (GAO)

Comptroller General Decisions. For both published and unpublished decisions, send a request to:

Special Publications Section
Office of Publishing Service, GAO
Room 4427
441 G Street, NW
Washington, D.C. 22548

General Accounting Office Policy and Procedures Manual for Guidance of Federal Agencies, Section 27; U.S. Treasury Department Circular No. 1030

These documents present requirements for the establishment and use of imprest funds.

Other Aids

- Lists of Debarred, Suspended, or Ineligible Bidders
- GSA Regulations on Personal and Real Property Management
- GSA Bulletins

COMMERCIAL PUBLICATIONS

Catalogs of Commercial Suppliers. Purchasing offices handling the acquisition of materials, supplies, and equipment other than administrative supplies available through GSA stock will need a file of commercial catalogs—especially for items that will probably be purchased by commercial descriptions and locally developed specifications.

Published Registers. Several publications list manufacturers and service organizations by product, by locations, and in various other ways. Some of these publications are available under Federal Supply Schedule contracts. Some of the major ones are:

The Thomas Register of American Manufacturers
Thomas Publishing Company
461 Eighth Avenue
New York, NY 10001

MacRAE's Blue Book
MacRAE's Blue Book Company
100 Shore Drive
Hinsdale, Illinois 60521

Classified Telephone Directories. An excellent source of information on dealers and suppliers located in the market or the use area.

Other Aids

- Consumer reports
- Trade journals such as *Purchasing Week* and *Purchasing*
- Specialized trade journals covering various commodities
- Local vendors' purchase files and libraries