How to order
GSA Approved Security
Containers for Defense Contractors

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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)

4. Order Security Equipment offline or online thru GSA

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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 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/DLMSPrograms/DoDAAD/

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Step 3: Payment

Payment forms accepted:

- **Government Purchase Card**

- **AAC/DoDAAAC**

- Use **Vendor Customer Support Service (VCSS)** account to see bills (1st 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

Forms and Instructions for **Pay.gov**
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

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 or rpc@gsa.gov

- For Assistance with item identification/clarification (NSN) and Order Status contact Security Container General Mailbox securitycontainers@gsa.gov or Martin.Cieszlak@gsa.gov

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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 or www.gsaadvantage.gov

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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 and copy the Security Container Team at: securitycontainers@gsa.gov.

See following pages for assistance with forms

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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

DOCUMENT IDENTIFICATION

1. DOC. IDEN.	2. ROUTING IDEN.	3. M&S	DOCUMENT NUMBER		25 DE 13	14-15F. SUPPLEMENTARY ADDRESS	16S US	17. FUND	18F. DISTRI-BUTION	19. PROJECT	20. PRI-ORITY	21. REQ'D DELIVERY DATE	SIGNATURE (If required)
			9-10 REQUISITIONER	11. DATE									
1-3	4-6	7	30-35	36-39	44	45-50	51	52-53	54-56	57-59	60-61	62-64	
AOA	GSA	S		0				00					TELEPHONE NUMBER

REQUISITION DATA

STOCK NUMBER			7. UNIT OF ISSUE	8. QUANTITY		12. SERIAL	14-15V. SUPPLEMENTARY ADDRESS	16V. US	18V. DISTRI-BUTION	19V. PROJECT	22. ADVICE	NOTE: Entries in shaded blocks may be in either the FIXED (F) or VARIABLE (V) sections - NEVER in both.
4. FSC	5. NIIN	6. ADD-TN'L										
8-11	12-20	21-22	23-24	25-29	40-43		45-50	51	54-56	57-59	65-66	23. REMARKS
7110	rest of #		ea	00000				A				POC NAME, eMail and Phone Number
												IF shipping to a different Address/DoDAAC than Billing/Requestor;
												1. Put new ship to DoDAAC in box 45-50, put J in box 51 or
												2. If you have no shipping DoDAAC, put Y in box 45, J in box 51 put new shipping address with POC HERE (in remarks)

MULTIUSE STANDARD REQUISITIONING/ISSUE SYSTEM DOCUMENT

NSN 7540-00-965-2379

STANDARD FORM 344 (REV. 2-93)
Prescribed by GSA, FPMR (41 CFR) 101-26.2

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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

<u>Fields that will not change:</u>

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

<u>Fields that Change:</u>

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 Billling 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 From 1348

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

DOCUMENT IDENTIFER			ROUTING IDENTIFIER			M & S	ITEM IDENTIFICATION* (NSN, FSCM/Part No., Other)															UNIT OF ISSUE		QUANTITY					S E R V	DOCUMENT NUMBER REQUISITIONER					
							FSCM						PART NUMBER																					
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.) DATE				SERIAL			D E M A N D	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		
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
												*1. MANUFACTURER'S CODE AND PART NO. (When they exceed card columns 8 thru 22) NSN: 7110-
70	71	72	73	74	75	76	77	78	79	80	65 66	
												2. MANUFACTURER'S NAME

3. MANUFACTURER'S CATALOG IDENTIFICATION	4. DATE (YY/MM/DD)	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	

F O L D L I N E

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

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

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      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 Billling 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

- GSA Global Supply Catalog for Security Containers 2020: https://cmls.gsa.gov/CMLSPubCategory?searchKey=CA-0025721

- GSA website for Descriptions, Uses and NSN's in separate .pdf's: https://www.gsa.gov/buying-selling/purchasing-programs/requisition-programs/gsa-global-supply/nsns-and-product-lines/security-containers/types-of-security-containers/

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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

- 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 – for Technical Information, Security Requirements, Updates and QPL's:
  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/

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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

- Instructions for Pay.Gov:

  http://www.alphasafeinc.com/PDFs/How_to_use_Paygov.pdf