



# 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

\*Special requirements necessary for this process – see slide

**FLOW CHART AVAILABLE ON PAGE 14**



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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 6)

- 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/>

\*You can create your own eDoDAAD, however, you must have an existing DoDAAC for reference. For reference DoDAAC, you need to work with your government contracting officer who can provide an official letter with a DoDAAC for you.  
(See Next Slide)



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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 using form PGI 251.102 (found at end of handout)

When working with contracting officer, they will use the Policy outlined in FAR Part 51.

## **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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# 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 **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)

## 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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# 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) 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) or [Martin.Cieszlak@gsa.gov](mailto: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 14 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)

**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)





# 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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# How to Fill out Offline Forms

## FEDSTRIP – Standard Form 344

Link to FEDSTRIP form that you can fill out: [https://www.gsa.gov/cdnstatic/SF\\_344\\_fillable.pdf](https://www.gsa.gov/cdnstatic/SF_344_fillable.pdf)

DOCUMENT IDENTIFICATION																
1. DOC. IDEN.	2. ROUTING IDEN.	3. 40 <sup>00</sup> 28	DOCUMENT NUMBER			14-15F. SUPPLEMENTARY ADDRESS	17. FUND	18F. DISTRI-BUTION	19. PROJECT	20. PRI-ORITY	21. REQ'D. DELIVERY DATE	SIGNATURE (If required)				
1-3	4-6	7	9-10 REQUISITIONER	11. DATE	44	45-50	51 52-53	54-56	57-59	60-61	62-64					
AOA	GSA	S			0		00									
REQUISITION DATA																
STOCK NUMBER					7. UNIT OF ISSUE	8. QUANTITY	12. SERIAL	14-15V. SUPPLEMENTARY ADDRESS	16V. 0 0	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	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 00 986 2378

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

## 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* <i>(NSN, FSCM Part No., Other)</i>																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.)				DATE		SERIAL		SUPPLEMENTARY ADDRESS		FUND CODE		DISTRIBUTION CODE		PROJECT CODE		PRIORITY		REQUIRED DELIVERY DAY OF YEAR		ADVISE 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																													
70 71 72 73 74 75 76 77 78 79 80										*1. MANUFACTURER'S CODE AND PART NO. (When they exceed card columns 8 thru 22) 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. 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



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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:

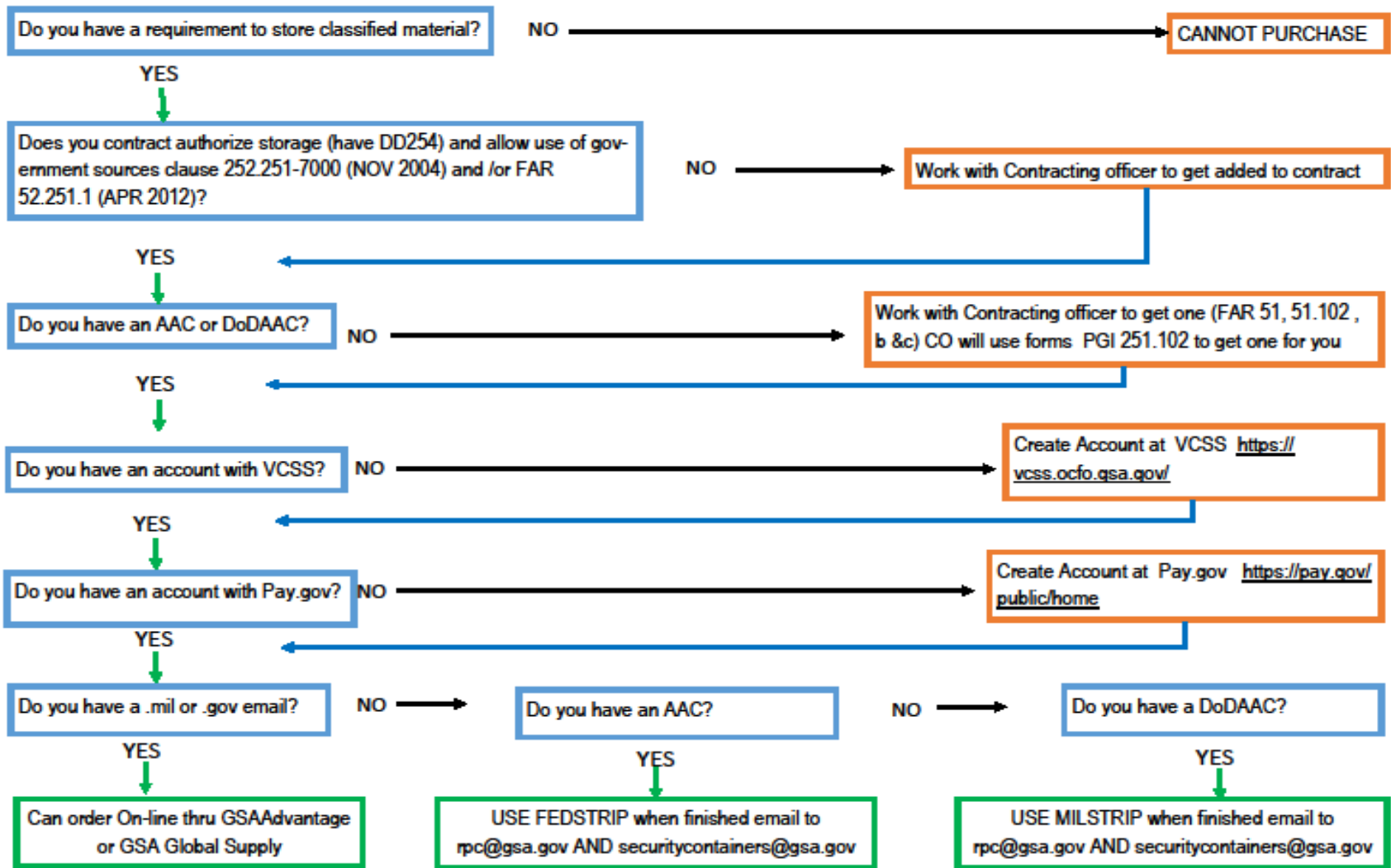
12-20 rest of National Stock Number (9 digits)  
25-29 Quantity  
30-35 Billing DoDAAC  
36-39 Julian Date, for 2020 will start with 0 then 3 digits for day of year  
40-43 Serial Number - any 4 digit alpha/numeric combination you want as an identifier  
45-50 Ship To DoDAAC (if different than Billing) 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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## HOW TO ORDER GSA APPROVED SECURITY CONTAINERS FOR DEFENSE CONTRACTORS



# 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)
- 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](https://www.gsa.gov/cdnstatic/General%20Supplies%20Services/Non-Government%20Ordering%20Process%20for%20Security%20Equipment%202019%29%20508.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](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=c901cbd2ea bca09fcccc0a4b88e6c36f75f585e3 \(1\).pdf](https://clicktime.cloud.postoffice.net/clicktime.php?U=http%3A%2F%2Fwww.alphasafeinc.com%2FPDFs%2FHow%20to%20request%20access%20or%20register%20your%20account%20code%20in%20VCSS-Jan%2013&E=klevy%40alphasafeinc.com&X=XID859yFsRfS4274Xd3&T=SSHM&HV=U,E,X,T&H=c901cbd2ea bca09fcccc0a4b88e6c36f75f585e3%20(1).pdf)

- Instructions for Pay.Gov:

[http://www.alphasafeinc.com/PDFs/How to use Paygov.pdf](http://www.alphasafeinc.com/PDFs/How%20to%20use%20Paygov.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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