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United States Coast Guard

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COMDTINST 4490.1
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COMMANDANT INSTRUCTION 4490.1

Subj: PROCEDURES FOR CONTRACTOR USE OF FEDERAL SUPPLY SCHEDULES (FSS) AND GOVERNMENT SUPPLY SOURCES (GSS)

- Ref:**
- (a) Federal Acquisition Regulations, Part 51
 - (b) Supply Policy and Procedures Manual (SPPM), COMDTINST M4400.19 (series)
 - (c) Finance Center Supply Operation Procedures, FINCENSTFINST M7000.1
 - (d) Coast Guard Acquisition Procedures (CGAP), COMDTINST M4200.19 (series)

1. **PURPOSE.** This Instruction establishes policy and procedures for contractors to obtain Contractor Furnished Material (CFM) from the FSS and GSS.
2. **ACTION.** Area and district commanders, commanders of maintenance and logistics commands, commanding officers of headquarters units, assistant commandants for directorates, Chief Counsel, and special staff offices at Headquarters shall ensure compliance with the provisions of this Instruction.
3. **DIRECTIVES AFFECTED.** None.
4. **DISCUSSION.** If it is cost effective and/or readily available to the Coast Guard, contractors may be authorized access to the FSS & GSS to requisition material in accordance with reference (a) through (d).
5. **DEFINITIONS.**
 - a. Acquisition Project Manager: The person responsible for attaining established project cost, schedule, and system performance and sustainability objectives.

DISTRIBUTION – SDL No. 139

	a	b	c	d	e	f	g	h	i	j	k	l	m	n	o	p	q	r	s	t	u	v	w	x	y	z
A																										
B	2	8	2	1	4	4		6	6	1	6	2	2	7	2	2		6	1	2	2	1	1		2	
C					1		6				3															
D		1	1	1	1																	1				
E																										
F																										
G																										
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NON-STANDARD DISTRIBUTION:

- b. Aviation Logistics Management Information System (ALMIS): ALMIS integrates the forecasting capabilities of the Aviation Computerized Maintenance Systems (ACMS) with the inventory management/fiscal accounting functionality of the Aviation Maintenance Management Information System (AMMIS).
- c. Automated Requisitioning Management System (ARMS): ARMS is a routing hub, validation point, and information repository for requisitions and requisition data. ARMS format, edit and process requisitions, requisition status and interfaces with Departmental Accounting and Financial Information System (DAFIS) to obligate funds.
- d. Contracting Officer (KO): The person responsible for ensuring performance of all actions necessary for effective contracting, ensuring compliance with the terms of contracts, and safeguarding the interests of the United States in its contractual relationships.
- e. Contractor Furnished Material (CFM): Material that the contractor is required to provide under the terms and conditions of the contract. The source of supply for CFM may be the commercial market or the federal supply system when authorized in the contract.
- f. Defense Automatic Addressing System Center (DAASC): DAASC receives, edits, processes, and automatically routes or passes logistics transactions to the proper addressee.
- g. Fleet Logistics System (FLS): Automates the management of USCG cutter and small boat logistics. This includes maintenance actions, procurement and supply activities, and associated financial transactions. The goal is to provide a fully integrated system that replaces existing logistics management systems and incorporate enhanced capability.
- h. Government Supply Source (GSS): GSS consists of methods and techniques utilized by government agencies/departments that stock and issue materiel to provide supplies and equipment to authorized users. Included are requirements computation, procurement, distribution, maintenance-in-storage, issue and salvage of materiel.
- i. Inventory Control Point (ICP): The ICP is an organizational element within a distribution system which is assigned responsibility for system-wide direction and control of materiel including such management functions as: the computation of requirements, the initiation for procurement or disposal actions, the development of world-wide quantitative and monetary inventory data, and the positioning and repositioning of materiel.
- j. Military Standard Requisition and Issue Procedure (MILSTRIP): MILSTRIP is uniform procedures, codes, formats, forms, and time standards for the interchange of logistics information relating to requisitioning, supply advise, supply status, materiel issue/receipt, and materiel return processes.

- k. Program Element Status (PES): A PES report shows all transactions for a period and previous and current status.
- l. Project Code: Identifies requisitions and related documentation to specific programs, exercises, projects, operations or other purposes.
- m. Requisition Address Code (RAC): A RAC identifies the appropriate mailing and freight address of a non-Operating Facility Code (OPFAC) unit in Defense Logistics Management System (DLMS) transactions (e.g., requisition, shipment status). A RAC assigned by Commandant (G-SLP) consists of two alpha characters "ZZ" and four numbers (i.e., ZZ0101).
- n. Federal Supply Schedules (FSS). FSS are large contracts through which federal customers can acquire more than 4 million products and services directly from more than 8,000 commercial suppliers.
- o. Supply Support Request (SSR): A request submitted to a Commodity Integrated Materiel Manager that identifies a new need for a support item. A Commodity Integrated Materiel Manager has management responsible for a homogeneous grouping of materiel items.

6. **RESPONSIBILITIES.**

- a. Acquisition Project Manager – Provides routing identifier (identifies project) and contract numbers with dollar thresholds and lists of items to be procured as CFM from the FSS and GSS.
- b. Coast Guard Finance Center (FINCEN) – FINCEN provides accounting and financial information services for the Coast Guard.
- c. Aircraft Repair and Supply Center (ARSC) – ARSC is the manager of Coast Guard aircraft maintenance and supply. Upon receipt of an approved CFM list from the Acquisition Project Manager, ARSC shall arrange for the procurement of those items for which they hold item management authority. Procurement processes shall follow ARSC procurement processes. For those items where another Government ICP holds the item management, ARSC shall submit SSRs to the ICP for aviation equipment.
- d. Engineering Logistics Center (ELC) – The ELC is the platform manager for Coast Guard cutters and boats. Upon receipt of an approved CFM list from the Acquisition Project Manager, ELC shall arrange for the procurement of those items for which they hold item management authority. Procurement processes shall follow ELC procurement processes. For those items where another Government ICP holds the item management, ELC shall submit SSRs to that ICP for Hull, Mechanical, and Electrical (HM&E) and Electronics equipment.

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- e. Commandant (G-SL) – G-SL is the Coast Guard’s contact point with the Defense Logistics Agency (DLA) for all DoD logistics systems and for assigning RAC’s within the CG.
- f. Contracting Officer (KO) – The KO shall provide written authorization and procedures for the contractor to purchase material from the FSS and GSS. Deviations to FAR Part 51.101 will be obtained in accordance with reference (d), sub-chapter 1201.4.

7. **PROCEDURES.**

- a. The contractor, as required by contract provisions, will identify and submit a CFM list, to include open market prices, of material required from the FSS and GSS to the Acquisition Project Manager for review and approval. The CFM list will include national stock number, description/nomenclature, quantity, unit of issue, source of supply and any other data required for discrete identification. The Acquisition Project Office may also develop an independent government estimate of the CFM list. This information should be provided to the KO for review.
- b. The Acquisition Project Manager will review and validate the list of materials as being required and forward to ARSC or ELC.
- c. ARSC or ELC will review the list of materials required and provide the Acquisition Project Manager with any special instructions pertinent to the material. The Acquisition Project Manager will develop a course of action to take in obtaining the material with regard to the special instructions.
- d. The Acquisition Project Manager will notify the FINCEN and ARSC/ELC of the routing identifier and contract number with a dollar threshold and list of items to be procured per reference (c).
- e. The Acquisition Project Manager will request that Commandant (G-SL) assign a Requisition Address Code (RAC) for use by the contractor. Commandant (G-SL) will assign the RAC and notify DAASC by e-mail of RAC assignment.
- f. Upon receipt of the approved CFM listing from the Project Office, ARSC/ELC as applicable shall initiate appropriate SSR action.
- g. ARSC/ELC shall provide approval/disapproval status of SSRs to the Project Office.
- h. Once an SSR is approved, the KO will ensure that funds are available in advance to pay for the contractor’s requisitions. The KO will include a statement that the Coast Guard’s authorization is limited to the funded amount specified in the authorization. The KO will then provide authorization and specific procedures to the contractor for procurement of items from the FSS and GSS.

- i. After receipt of the authorization the contractor may requisition the approved items from the FSS and GSS.
- j. Other Government Agencies (OGA) ICP providing materials will bill FINCEN. If the ICP is ARSC or ELC, the bills will go to ARSC or ELC. The bill will identify the project code and contract number for payment. FINCEN will provide payment to the OGA ICP.
- k. FINCEN, ARSC or ELC will issue an invoice to the contractor for payment per reference (c). Contractor purchases from the ELC and ARSC require separate funding per reference (b). All invoices and bills for purchases from OGA will be forwarded directly to the contractor and Acquisition Project Manager for monitoring of contract requirements.
- l. FINCEN, ARSC or ELC will ensure that the contractor reimburses the Coast Guard and reconcile any discrepancies with the KO. If efforts to collect from a contractor fail, the KO, after conferring with legal counsel, will take appropriate action such as reducing the contract price or placing the contractor on the "Government's Consolidated Hold-Up List".

J. W. JOSIAH
CHIEF OF STAFF

Encl: (1) Requisitioning Procedure

REQUISITIONING PROCEDURES

1. The project manager shall, IN CONSULTATION WITH G-SL, determine which of the following requisitioning methods the contractor will use in obtaining material for a specific project.
 - a. The contractor may apply to the Defense Automated Addressing System Center (DAASC), WPAFB, Ohio 45433-5328, via the internet, for procedures and software for electronic requisition submission. The web site location is **http://www.daas.dla.mil**.
 - b. The project manager may authorize the contractor access to the CG intranet and FLS. TISCOM charges for access into CG intranet. HQ (G-SL) will need a Fleet Logistics System (FLS) access request signed by the project manager to access FLS.
 - c. For aviation, the project manager may authorize the contractor access to Aviation Logistics Management Information System (ALMIS). Contact ARSC for access into ALMIS.
2. Project Manager will notify ELC to establish Requisition Arms Code (RAC) in Department of Defense Activity Address File (DoDAAF) and COMDT (G-SL) to establish RAC in ARMs. RAC's will be referred to as a DoDAAC in the requisitioning format that follow. The RAC/DoDAAC billing address will be FINCEN if ordered through the FLS or web requisition sites. If material is ordered through ALMIS the billing address will be ARSC.
3. Project Manager will receive PES reports and requisition status for monitoring and review any changes in delivery date.

FORMAT FOR CONTRACTOR GENERATED REQUISITIONS

This is the Military Standard Requisition and Issue Procedure (MILSTRIP) format to be used by a **contractor** when preparing requisitions to purchase material from the Federal Supply Source. This format is for **contractor use only** and can be found in DoD MILSTRIP Manual, DoD 4000.25-1-M.

<u>Record Position (Manual)</u>	<u>Field Legend</u>	<u>Explanation and Instructions</u>
1 - 3	Document Identifier (DI)	Enter the appropriate DI: A01 = Overseas shipment with NSN A05 = Overseas shipment with exception data A0A = Domestic shipment with NSN A0E = Domestic shipment with exception data (RP 2 is numeric zero)
4 - 6	Routing Identifier (Source of Supply)	Enter the Routing Identifier for the cognizant ICP.

<u>Record Position (Manual)</u>	<u>Field Legend</u>	<u>Explanation and Instructions</u>
7	Media and Status (M&S)	Enter "S" for status to be provided the contractor by automated means.
8 - 22	National Stock Number (NSN)	Enter the NSN The NSN is a 13-digit number comprised of a four-digit Federal Supply Class number, a two-digit NATO Code, and a seven-digit National Item Identification Number. All 13 digits are required. DO NOT USE PART NUMBERS.
23 - 24	Unit of Issue	Enter the unit of issue. Be careful; a simple error can result in a hundred dozen being issued instead of a hundred each! (Example: EACH = EA, BOX = BX)
25 - 29	Quantity (See note 6)	Enter the required number of <u>units</u> required. Numeric zeros will precede the significant digits in the quantity field.
30 - 43	Document Number	Enter the contractor's RAC (ZZ____) to be used for requisitioning. Enter 4-digit Julian date document is prepared Enter a four-digit serial number that is unique to each requisition. Example: 0001, 0002, and 0003. Do not use alpha characters "I" or "O". The contractor shall maintain a requisition history file in requisition sequence for status monitoring, receipt control and billing reconciliation.
44	Demand Code/ Suffix Code	Enter "N" unless otherwise specified in the contract.
45 - 50	Supplementary Address	Enter the DoDAAC to be used for shipping purposes if different from the "requisitioner" RAC.
51	Signal Code	Only for maintenance or sustainment contracts. Enter "A" if the material is to be billed and shipped to the requisitioner's DODAAC/RAC, "J" if the material is to be billed to the requisitioner and shipped to the supplementary address DODAAC.

<u>Record Position (Manual)</u>	<u>Field Legend</u>	<u>Explanation and Instructions</u>
52 - 53	Fund Code	Fund Code required. Obtain fund code from FINCEN.
54	Distribution Code	Leave Blank
55 - 56	Cognizance Code (COG) This is last two positions of distribution code	If SOS is Navy a COG code is required. COG codes are listed in the ML-N. (See note 7). Otherwise leave blank.
57 - 59	Project Code (Routing identifier)	Required if ordering from ELC.
60 - 61	Priority Code	Enter the two-digit priority code as follows: PRI 07 for work stoppages. PRI 09 for support of mission critical equipment. PRI 14 for all other requirements.
62 - 64	Required Delivery Date (RDD)	Enter the Julian date the material is required.
65 - 66	Advice Code	Enter "2A" item may be backordered. Enter "5D" for "7_" COG items if no carcass is to be exchanged (new item) item may be backordered. Enter "2A" if item is to be backordered, unless otherwise specified in the contract.
67 - 68		Leave blank.
69 - 72	Delivery Order Number	<u>If applicable</u> , enter the appropriate delivery order number.
73 - 80	Procurement Instrument Identification Number (PIIN)	Portion of contract number that identifies the contract.

- NOTES: 1. Contractor generated requisitions will always show the contractor as requisitioner.
2. The PIIN (contract number) shown in RP 73-80 must not contain any punctuation.
3. Reparables will be ordered with a quantity of one per requisition to facilitate tracking by serial number. Requisition quantity for a Depot Level Repairable (DLR) will be one per requisition unless a carcass is not to be returned.