

Federal Property Management Regulations

§ 101-28.306-4

(b) An appropriate level management official (division director of higher) authorized to obligate agency funds must sign the GSA Form 3525, Application for Customer Supply Services, requesting establishment of the CSC account for the activity.

§ 101-28.306-2 Use of customer supply centers.

(a) Orders are received by the CSC via phone, mail, electronic mail, or in person on a walk-in basis for urgent agency requirements. All use of the CSC is based upon the customer access code assigned at the time of establishment of the activity account. The customer access code determines the ship-to point for orders placed with the CSC. The ship-to point cannot be changed, one established, except by the submission of a written request signed by an appropriate agency official.

(b) All orders placed with the CSC, except emergency pickup orders, described in § 101-28.306-1(c), will be shipped to the activity placing the order via mail or small parcel carrier not later than the end of the next business day.

(c) Walk-in orders for urgent requirements are accepted and filled immediately provided the individual placing the order has proper identification. Telephone orders placed in the morning may be picked up in the afternoon of the same day provided that the individual picking up the order possesses proper identification and the order ticket number provided by the CSC personnel at the time the order is placed.

§ 101-28.306-3 Limitations on use.

(a) Agencies shall establish internal controls to ensure that the use of the CSC account by the agency or other authorized activities is limited to the purchase of items for official Government use. The controls shall include written instructions that contain a statement prohibiting the use of the CSC account in acquiring items for other than Government use. When an agency makes a purchase of more than \$500 per line item from a GSA customer supply center which is other than a similar lowest priced item available from a multiple-award schedule, GSA

will assume that a justification has been prepared and made a part of the buying agency's purchase file. Availability of products, regardless of the total amount of the line item price, does not relieve an agency of the responsibility to select the lowest priced item commensurate with needs of the agency.

(b) Office supplies needed by Members of Congress and the Delegate of the District of Columbia for use in their offices in the House or Senate Office Buildings should be obtained from the Senate and Houses Representatives supply rooms, as appropriate. Members of Congress, except for the Delegate of the District of Columbia, should limit their use of the CSCs to those located outside of the District of Columbia. The Delegate of the District of Columbia may obtain office supplies for the use of his or her district offices from the CSC serving the District of Columbia.

§ 101-28.306-4 Expiration or cancellation.

(a) CSC accounts established for Federal agencies or members of the Federal judiciary are valid for an indefinite period of time unless canceled by the Commissioner, FSS, GSA, or by a GSA Regional Administrator.

(b) CSC accounts established for authorized contractors or Members of Congress will contain an expiration date reflecting the termination date of the contract or term of office. New accounts will be established for reinstated contractors or reelected Members of Congress upon submission of a new application.

(c) Any CSC customer may request cancellation of his/her account when no longer required or whenever there is cause to believe that the customer access code has been compromised. Agencies shall keep GSA advised of any changes in organization or accounting structures that might have an impact on their CSC accounts.

(d) The Commissioner FSS, GSA, may periodically direct a nationwide purge of all CSC accounts to cancel those that are duplicates, not needed, or for which the customer access code has been compromised. Selective account cancellations may be directed by

§ 101-28.306-5

the GSA Regional Administrator in coordination with FSS Central Office. Under the procedures of a nationwide purge, CSC accounts become invalid as of a specific date established by the Commissioner, FSS, GSA, or by a Regional Administrator, and new CSC accounts are established upon receipt of new applications.

§ 101-28.306-5 Safeguards.

Agencies shall establish internal controls to ensure that the customer access codes assigned for their accounts are properly protected. It is by use of these access codes that orders are accepted by the CSC and these codes determine the ship-to points for all orders filled by the CSC with the exception of orders picked up at the CSC by the customer. GSA will not change the ship-to location associated with the customer access code except upon receipt of a written request to do so, signed by a duly authorized official of the customer activity.

§ 101-28.306-6 Sensitive items.

Many items stocked by the CSCs may be considered sensitive based upon standard criteria factors such as propensity for personal use, the potential for embarrassment of GSA and customer agencies, the level of customer complaints, and control as an accountable item of personal property. Each customer activity shall take all appropriate measures necessary to ensure that all items are properly controlled within its activity and are purchased solely for official Government use.

§ 101-28.306-7 Responsibility for operation.

The GSA Regional Administrator is responsible for the operation of any CSCs located within his or her region.

PART 101-29—FEDERAL PRODUCT DESCRIPTIONS

Sec.

101-29.000 Scope of part.

Subpart 101-29.1—General

- 101-29.101 Federal product descriptions.
- 101-29.102 Use of metric system of measurement in Federal product descriptions.

41 CFR Ch. 101 (7-1-02 Edition)

Subpart 101-29.2—Definitions

- 101-29.201 Specification.
- 101-29.202 Standard.
- 101-29.203 Federal specification.
- 101-29.204 Interim Federal specification.
- 101-29.205 Federal standard.
- 101-29.206 Interim Federal standard.
- 101-29.207 Qualified products list (QPL).
- 101-29.208 Commercial item description (CID).
- 101-29.209 Purchase description.
- 101-29.210 Product.
- 101-29.211 Product description.
- 101-29.212 Tailoring.
- 101-29.213 Commercial product.
- 101-29.214 Commercial-type product.
- 101-29.215 Departmental specification or standard.
- 101-29.216 Department of Defense Index of Specifications and Standards (DODISS).
- 101-29.217 Military specification or standard.
- 101-29.218 Voluntary standards.
- 101-29.219 Index of Federal Specifications, Standards and Commercial Item Descriptions.
- 101-29.220 Market research and analysis.
- 101-29.221 Federal Specifications, Standards and Commercial Item Description Program (Federal Standardization Program).

Subpart 101-29.3—Responsibilities

- 101-29.301 General Services Administration.
- 101-29.301-1 Policies and procedures.
- 101-29.301-2 Federal Standardization Handbook.
- 101-29.301-3 Availability of Federal product descriptions.
- 101-29.301-4 Periodic review of Federal product descriptions.
- 101-29.302 Other Federal agencies.
- 101-29.303 All Federal executive agencies.

Subpart 101-29.4—Mandatory Use of Federal Product Descriptions

- 101-29.401 Federal product descriptions listed in the GSA Index of Federal Specifications, Standards and Commercial Item Descriptions.
- 101-29.402 Exceptions to mandatory use of Federal product descriptions.
- 101-29.403 Federal product description exceptions and tailoring.
- 101-29.403-1 Authorization of exceptions.
- 101-29.403-2 Agency responsibility relative to exceptions to Federal product descriptions.
- 101-29.403-3 Tailoring of Federal product descriptions.