



DEPARTMENT OF THE NAVY
SPACE AND NAVAL WARFARE SYSTEMS COMMAND
WASHINGTON, D.C. 20363-5100

SPAWARINST 10446.1C
SPAWAR 18-5
29 JUN 1987

SPAWAR INSTRUCTION 10446.1C

From: Commander, Space and Naval Warfare Systems Command

Subj: PROCEDURES FOR OBTAINING SUPPLIES FROM GSA CUSTOMER SUPPLY CENTER

Encl: (1) Controlled/Restricted Item
(2) Controlled/Restricted Item Log
(3) Customer Supply Center Order Form (GSA Form 3542 (2-85))

1. Purpose. To revise policy and procedures for obtaining consumable office supplies from the GSA Customer Supply Center, establish new USER IDs, and implement control procedures.

2. Cancellation. This instruction cancels SPAWARINST 10446.1B and SPAWAR 07 memorandum 705/1050 of 4 March 1985 which established interim procedures for obtaining supplies.

3. Discussion. Due to the closing of the GSA retail stores in the Crystal City area, GSA office supplies are purchased through the GSA Customer Supply Center. USER IDs for ordering supplies are centrally maintained by SPAWAR 18-52. As a result of organizational changes, many USER IDs are no longer valid. Additionally, SPAWAR 18-52's examination of supplies received prior to delivery to ordering offices causes unnecessary delays.

4. Policy. As numerous items available through the GSA Customer Supply Center are susceptible to waste, fraud and abuse, designation of personnel to place and monitor orders must be retained at a responsible level within each organization. All authorized users will be reviewed and approved by the Directorate, Program Director, or Staff Office Head. Enclosure (1) provides a quick reference list of items, which should be approved in writing at the division level, as they are subject to internal review audits. Enclosure (2) provides a sample log for restricted/controlled items which must be retained for two years from the date the item is issued.

5. Procedures. Procedures for the purchase of GSA office supplies are as follows:

a. Obtaining a USER ID. Division directors will submit to SPAWAR 18-52 a request for USER IDs for personnel in their code who will be responsible for ordering and receiving supplies. The request will be forwarded via the Directorate, Program Director, or Staff Office Head. Directors are also responsible for deleting or adding personnel as required. Personnel shall not utilize USER IDs of other personnel or personnel who have departed the Command.

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b. Placing an order

(1) Authorized users should complete enclosure (3) prior to calling the Customer Supply Center. All of the required information can be found in the GSA catalog.

(2) Completing the form

(a) Federal Item Identification Number (FIIN). FIIN is required for each item ordered. Use only the last seven digits.

(b) Unit of Issue (U/I). The unit of issue is how the items are packaged and may be found immediately following the price of the items.

(c) Quantity. You will be provided the quantity requested up to the maximum order quantity (MOQ) for the item.

(d) Description. Indicate the appropriate description on the order form i.e., pencils, pens.

(3) Telephone the order

(a) The phone number for placing orders is: 557-1888.

(b) The hours of operation are: 0800-1500, Monday through Friday.

(c) The supply specialist taking your order will request information you should have on the completed form. Out of stock items will not be backordered and should be lined out and initialed on the order.

(d) The order should be delivered to you within five to ten days.

(4) Procedures for internal controls

(a) Upon placing an order, deliver or send a copy of the order to the individual designated by your code to audit and control GSA purchase. They will suspend this copy until delivery.

(b) All orders will be delivered to SPAWAR 18-52, Supply Office, Room 1S22, NC#1. SPAWAR 18-52 will deliver the order to the individual designated to receive purchases. Monitors are responsible for screening the order, the invoice; and retaining justification memoranda and logs for controlled/restricted items.

6. Action

a. Assistant Commanders, Program Directors, Directorate Heads, and Staff Office Heads will designate to SPAWAR 18-52 an individual to monitor orders received from the Customer Supply Center. Initial designations shall be made within thirty days of issuance of this instruction, and at least annually (September) thereafter.

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b. Designated monitors will retain justifications and logs for restricted items.

c. Division directors will request, via their designated monitor, USER IDs from SPAWAR 18-52.

d. SPAWAR 18-52 will maintain lists of monitors and personnel authorized to obtain supplies through the Customer Supply Center.

7 Forms. Forms may be reproduced locally.


GLENWOOD CLARK

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SPAWAR 18-51 (25 copies)

CONTROLLED/RESTRICTED ITEMS

These items are controlled/restricted, and must be fully justified and approved by the Division Director. They also require logging and accountability by the designated supply monitors.

Appointment books and refills
Brief cases and attache cases
Bulletin boards
Clocks
Cushions; chair and stool
Desk lamp
Embossing machines and tapes
Filament tape (nylon)
Fountain pen desk sets
Pads; desk (executive brown leather with blotters)
Plastic portofolios
Pocket planning sets and refills
Punches; hole (multiple 18 hole type)
Racks; correspondence (plastics)
Racks; stationary (5 tier types)
Roladex (all)
Trays, correspondence (plastics)
Trimmers; paper cutters
Extension cords
Industrial products (cleaning supplies)
Office equipment (calculators, fans, flashlights)
Quick copy supplies
Reminder travel cases (travel organizers)
Tools

Enclosure (1)

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CONTROLLED/RESTRICTED ITEM LOG

DATE REC'D	CATALOG NO.	DESCRIPTION	ISSUED TO	(NAME PRINTED & SIGNATURE)
22OCT86	182-8532	Clock	Smith, J	_____

SAMPLE

Enclosure (2)

CUSTOMER SUPPLY CENTER ORDER

AGENCY ADDRESS (Include ZIP Code)	AGENCY ACTIVITY ADDRESS CODE	AGENCY ACCESS CODE
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ITEM NUMBER - NIIN <i>(Last 7 digits of NSN)</i>	DESCRIPTION	UNIT OF ISSUE	QUANTITY	UNIT PRICE <i>(Optional)</i>
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				

REMARKS

SIGNATURE AND TITLE OF APPROVING OFFICER	TELEPHONE NO.	DATE
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MAIL TO:	FILE
RECEIVED (FOR GSA USE ONLY)	

(CENTER ADDRESS FROM CSC CATALOG)

MAIL ORDER

Instructions for Completing the Order Form GSA Form 3542

(Please Type or Print clearly)

1. **Agency Address**
Enter the location of the agency preparing the order.
2. **Fedstrip/Milstrip Activity Address Code (Account Number)**
Fill in your six (6) digit code as it appears on your GSA Form 3525.
3. **Agency Access Code**
Fill in your three (3) digit code as you did on your GSA Form 3525. This will identify you as an authorized user of the CSC.
4. **Item Stock Number (NSN)**
Copy last seven digits of the NSN for the desired item exactly as they appear in the CSC Catalog in boldface type. Only the last 7 digits are needed to order.
5. **U/I**
Use the Unit of Issue as it appears in the CSC Catalog.
6. **Quantity**
Enter the Quantity you wish to purchase. For each item, the Quantity must not exceed the maximum order quantity (MOQ) as published in the CSC Catalog. Excessive Quantities will be reduced to the MOQ or less.
7. **Approving Officer Signature, Name, Title**
Telephone Number
Dates
8. **Additional Copies of the Order Form** available from the Customer Supply Center.
9. Mail your signed, ORIGINAL ORDER FORM to:
Customer Supply Center
Loisdale Road
Building "A", Door 33
Springfield, VA 22150

Do NOT use GSA Form 3542 to confirm Telephone Orders.