

## **OTHER SOURCES**

**2657**

(May 2005)

## **FEDERAL SUPPLY SERVICE, GENERAL SERVICES ADMINISTRATION**

**2657.1**

(May 2005)

The Federal Supply Service, General Services Administration (GSA), is the major supply source for the federal government. CAL FIRE is able to purchase equipment and supplies from GSA's Federal Supply Service (FSS) because, under the Cooperative Forest Assistance Act of 1978 (PL 95313), it is a cooperating agency with the USFS. The Wildland Fire Equipment Catalog (Fire Catalog) is the only catalog authorized under this agreement for use by CAL FIRE. Refer to the [Statewide Checklist](#) for the current SPS number and [Section 2654.2](#) GSA Wildland Fire Equipment Catalog for instructions and use.

When other GSA sources are used, they are treated like a regular supplier and all purchasing rules must be followed; i.e. two quotes needed for \$5,000 or more, etc.

## **FEDERAL STANDARD REQUISITIONING AND ISSUE PROCEDURE SYSTEM (FEDSTRIP)**

**2657.1.1**

(May 2005)

FEDSTRIP has been coordinated with the Department of Defense (now Defense Logistics Agency, DLA) Milstrip system, and is applicable to all civil agencies, including their grantees and contractors when authorized. The use of forms, formats, codes and procedures of FEDSTRIP is mandatory in placing orders from FSS or DLA.

The USDA Forest Service has granted CAL FIRE and local fire agencies FEDSTRIP purchasing authority with General Services Administration (GSA) under the cooperative Fire Assistance Act of 1978, Public Law 95313. CAL FIRE and local fire agency orders are limited to items listed in the Wildfire Suppression Equipment and Supplies Catalog issued each spring by GSA.

## **REQUESTING A FEDSTRIP ACTIVITY CODE**

**2657.1.2**

(May 2005)

All requests for FEDSTRIP must be made in writing through the unit to the Region Administrative Officer, who will forward the approved requests to the Federal Excess Personal Property (FEPP) office in Business Services Sacramento. The FEPP office will request the FEDSTRIP code from USDA Forest Service. All requests must include a complete mailing address, shipping address, and billing address. Local fire agencies must include the Agreement for Mutual Aid fire Protection.

Requests for a change of information or deletion of a FEDSTRIP activity Code must be made through CAL FIRE channels. Do not contact GSA directly as this will delay the request.

All purchases from GSA require the use of a FEDSTRIP Code.

## **FEDSTRIP BILLING DOCUMENTS (GSA Forms 789 and 952)**

**2657.1.3**

(May 2005)

GSA bills twice monthly on GSA form 789, Statement, Voucher and Schedule of Withdrawals and Credits, to the address identified on the requisition. Also attached is supporting documentation (GSA form 952, Single Line Item Billing Register), which identifies the billing.

For material issued from GSA stock, data is printed on the Billing Register (GSA form 952) and each line item is a separate order and/or separate shipment. In addition to the headings shown on the form, the signal, distribution, and project codes for each item are printed under the "remarks" heading. The shipment manifest number is printed under the "GSA Document" heading.

A "CR" following the price extension denotes credit transactions. All entries are grouped and subtotaled by fund code. Items with a fund code are grouped together.

The unit will follow standard procedures, completing a Contract / Delegation Purchase Order [STD 65](#) with proper expense codes. Attach three copies of the statement form GSA 789 and two copies of the billing register form GSA 952, forwarding the package to the Unit Finance Section.

## **GSA ORDERs - SHIPPING TYPE (ITEM) DISCREPANCY REPORTING**

**2657.1.4**

(May 2005)

Discrepancies with orders can be reported to GSA several ways. Purchasers may:

- E-mail – You may report discrepancies and other problems to the National Customer Service Center by email to this address: [rods.m.csc@gsa.gov](mailto:rods.m.csc@gsa.gov).
- Telephone – All problems with orders or questions about FSS supplies or services may be directed to the NCSC. Representatives are available between 7a.m and 7:30 p.m. (Central Time), Monday through Friday. After-hours calls will be recorded and answered the next business day. When leaving a message, make sure to include your name, commercial telephone number and a brief description of the problem. Call: 1-800-488-3111.

- Mail – Report of problems may be mailed to the following address:  
U.S. General Services Administration  
National Customer Service Center (6FR)  
1500 E. Bannister Road, Bldg.4  
Kansas City, MO 64131-3088

## **EMERGENCY ORDERS**

**2657.1.5**

(May 2005)

All emergency orders will be made directly to GSA by the requesting region office unless regional instructions state otherwise. Emergency orders are made by telephone to GSA and must be given in basic FEDSTRIP-format sequence. (See Fire Catalog, page 7). To prevent duplication, do not confirm such orders by submitting the FEDSTRIP document. All federal agencies have assigned transportation appropriation numbers for use when dealing with emergency shipments, but as a state agency, we do not have such a number. When asked for this number by GSA personnel during emergency fire orders, use the CAL FIRE Unit Order/Incident number.

## **NATIONAL FIRE CACHE SYSTEM - USFS NORTH/SOUTH ZONE**

**2657.2**

(May 2005)

The fire caches can only be used during fire emergencies. Refer to [Section 7547](#) of the Incident Logistics Handbook for information on accessing the caches.

## **FEDERAL DEFENSE LOGISTICS AGENCY (DLA)**

**2657.3**

(May 2005)

The Defense Logistics Agency is also a federal supply source. Orders are placed using FEDSTRIP procedures with the Defense Supply Centers. When DLA sources are used, they are treated like a regular supplier and all purchasing rules must be followed; i.e. two quotes needed for \$5,000 or more, etc.

(see next section)

(see [HB Table of Contents](#))

(see [Forms](#) or [Forms Samples](#))