

# DFARS Procedures, Guidance, and Information

## PGI 251—Use of Government Sources by Contractors

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(Revised May 16, 2013)

### PGI 251.1--CONTRACTOR USE OF GOVERNMENT SUPPLY SOURCES

#### 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)

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SUBJECT: Authorization to Purchase from Government Supply Sources

\_\_\_\_\_ (Contractor's Name)

\_\_\_\_\_ (Contractor's Address)

1. You are hereby authorized to use Government sources in performing Contract No. \_\_\_\_\_ for *[insert applicable military department or defense agency]*, 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:

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(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. For additional instruction for ordering from DLA Supply Sources, contact DLA Troop Support at (215) 737-7960.

(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.

(3) Special note for contractors authorized to order from the GSA Global Supply Program's GSA Central Asia and South Caucasus Supply Catalog under DFARS Class Deviation 2013-O0001, Authorization for Contractors to Use Government Supply Sources in Support of Operation Enduring Freedom. Products in the GSA Central Asia and South Caucasus Supply Catalog are available for ordering only through FEDSTRIP/MILSTRIP order processing.

(a) For contractors with access to FEDSTRIP/MILSTRIP requisitioning systems, orders can be placed directly for items with National Stock Numbers (NSN) in the GSA Central Asia and South Caucasus Supply Catalog, available at <http://gsa.gov/portal/content/118171>.

(b) Contractors without direct access to FEDSTRIP/MILSTRIP requisitioning systems can contact GSA liaison officers in Afghanistan and the Middle East to field requirements and facilitate input of requisitions via DD Form 1348-6 – SINGLE LINE ITEM REQUISITION SYSTEM DOCUMENT. DD Form 1348-6 is available at <http://www.dtic.mil/whs/directives/infomgt/forms/eforms/dd1348-6.pdf>. The GSA Liaison Officer contact listing and the GSA Central Asia and South Caucasus Supply Catalog are available at <http://gsa.gov/portal/content/118171>.

(c) For contractors with new DoD Activity Address Codes (DODAACs) authorized to order from the GSA Central Asia and South Caucasus Supply Catalog, after the DODAAC is established by DOD, contact Joel Lundy, GSA Central Asia Program Manager, at [joel.lundy@gsa.gov](mailto:joel.lundy@gsa.gov) and GSA's Order Management Center at [ordermgmt@gsa.gov](mailto:ordermgmt@gsa.gov) with DODAAC number(s) and contact information for GSA to activate the DODAACs for recognition in GSA Central Asia order systems.

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

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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. \*\*\*
4. This authority is not transferable or assignable.
5. The DoD Activity Address Directory (DoDAAD) (DoD 4000.25-6-M) 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 sponsoring service assumes responsibility for monitoring and controlling all activity address codes used in the letters of authority.

\*\*\* Insert other provisions, as necessary.