



# THE LINK

Connecting Suppliers with DLA

Issue 4  
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## Upcoming Events:

### Mark your calendars!

The Training, Knowledge, and Opportunities **FREE** Seminar has the following dates currently scheduled for CY 2017:

- May 16-17, 2017
- June 20-21, 2017 PTAC
- September 12-13, 2017
- November 7-8, 2017

**Registration coming soon!**

<https://tko.dla.mil/>

## DLA Aviation Industry Day

May 16 - 17

<http://www.dla.mil/Aviation/Business/IndustryResources/Events.aspx>

For additional information call 804-279-2848 or send an email to: [AviationIndustryDay@dlamail](mailto:AviationIndustryDay@dlamail)

[www.dla.mil](http://www.dla.mil)

[www.facebook.com/dla.mil](https://www.facebook.com/dla.mil)

[www.twitter.com/dlamail](https://www.twitter.com/dlamail)

[www.youtube.com/user/dodlogisticsagency](https://www.youtube.com/user/dodlogisticsagency)

## What should you do when you have a **Cyber Security** incident?

- 1) Conduct a review for evidence of compromise of Covered Defense Information (CDI)
- 2) Including, but not limited to:
  - ◆ Compromised computers
  - ◆ Compromised servers
  - ◆ Specific data
  - ◆ User accounts
  - ◆ Covered contractor information systems
- 3) Rapidly report to <https://dibnet.dod.mil/portal/intranet/>
- 4) DoD-approved medium assurance certificate

For information on obtaining a DoD-approved medium assurance certificate, see: <http://iase.disa.mil/pki/eca/Pages/index.aspx>

**- EVIDENCE -**

Submitting Agency: \_\_\_\_\_  
Case No.: \_\_\_\_\_  
Item No.: \_\_\_\_\_  
Date of Collection: \_\_\_\_\_  
Time of Collection: \_\_\_\_\_  
Collected by: \_\_\_\_\_  
Badge No.: \_\_\_\_\_  
Description of Enclosed Evidence: \_\_\_\_\_  
Location Where Collected: \_\_\_\_\_  
Type of Offense: \_\_\_\_\_  
Victim's Full Name: \_\_\_\_\_  
Suspect's Full Name: \_\_\_\_\_

### Within **72 hours** report as much of the following as possible:

- ◆ Company name
- ◆ Company point of contact (POC)
- ◆ Data Universal Numbering System (DUNS) number
- ◆ Contract number(s) or other type of agreement affected
- ◆ Contracting officer or other agreement POC
- ◆ USG program manager POC
- ◆ Contract or other agreement clearance level
- ◆ Facility CAGE code
- ◆ Facility clearance level
- ◆ Ability to provide operationally critical support
- ◆ Date incident discovered
- ◆ Location(s) of compromise
- ◆ Incident location CAGE code
- ◆ DoD programs, platforms, or systems involved
- ◆ Type of compromise
- ◆ Description of technique or method used in incident
- ◆ Incident outcome
- ◆ Incident/Compromise narrative

# Standard Practice for Commercial Packaging

**Contracts with “Standard Practice for Commercial Packaging” (ASTM D3951) have the requirement of QUP of one item per container.** Bulk packaging is not acceptable and shipped material should be ready for use upon arrival at the depot.

DLA Land and Maritime is emphasizing items need to be correctly packaged according to “Standard Commercial Practice for Packaging” (ASTM D3951) when this standard is invoked in the contract. ASTM D3951 establishes the MINIMUM requirements for packaging of supplies and equipment. If MIL-STD-2073 is in the contract, then this commercial standard is not applicable. MIL-STD-129 (latest revision) marking standard applies to all contracts.

Key areas of importance:

1. QUP (Quantity Per Unit Pack) = 001 if unit of issue is Each (EA) unless otherwise stated in the contract. Other units of issue such as Package (PG), Box (BX), and others may apply and should have a corresponding quantitative

expression such as 1 box = 10 each etc. (example for reference only)

2. Wood packaging material (WPM), mandatory heat treated stampings required
3. No loose-fill products allowed

The Department of Defense expanded the use of this document in March of 2013, with the implementation of specific items of supply as defined in the contract. Suppliers can obtain a copy of ASTM D3951 from the following source for a minimal charge: the American Society of Testing and Materials (<https://www.astm.org/Standards/D3951.htm>). The Government does not provide a copy of this document. Frustrated shipments can delay payment to suppliers if material arrives damaged or in an unacceptable condition until resolution takes place. The possibility exists material can be shipped back to the supplier for corrective action for failure to comply with standards referenced in contracts, in order to ensure material integrity.



## Reminder to Identify Hazardous Materials on Your DIBBS Quote

When submitting a quote on DIBBS for hazardous material as defined in FAR 52.223-3, contractors are reminded to identify the material as hazardous and to indicate the standard/statute that governs the Hazardous Warning Label requirements applicable to the material.

The document at the following link provides instructions on how to complete portions of the DIBBS quote when hazardous material is being offered.  
[http://www.dla.mil/Portals/104/Documents/InformationOperations/EBS%20Supplier%20Information/DIBBS%20Notice\\_SIRC\\_Submission%20of%20Haz%20Material%20on%20DIBBS.docx](http://www.dla.mil/Portals/104/Documents/InformationOperations/EBS%20Supplier%20Information/DIBBS%20Notice_SIRC_Submission%20of%20Haz%20Material%20on%20DIBBS.docx)

Please contact the DIBBS helpdesk at [dibbsbsm@dlamail.mil](mailto:dibbsbsm@dlamail.mil) for any questions.



## Medical Supplies for Overseas Shipment



All medical materiel to be shipped to overseas locations may be sent to a Medical Air Bridge or to the Defense Distribution Norfolk Virginia.

Instructions on when to use these trans-shipment points are located at the following website:  
[http://www.dla.mil/Portals/104/Documents/InformationOperations/EBS%20Supplier%20Information/OCONUS\\_Medical.pdf](http://www.dla.mil/Portals/104/Documents/InformationOperations/EBS%20Supplier%20Information/OCONUS_Medical.pdf)

# Procurement Instrument Identification (PIID) Changes

*Coming Later This Year!*

In order to standardize procurement transactions across the Federal Government, the Federal Acquisition Regulation (FAR) Subpart 4.13, Unique Procurement Instrument Identifiers, has been amended to implement a uniform award identification system referred to as Procurement Instrument Identification (PIID).

Beginning October 1, 2017:

\* Task/delivery order numbers will be issued with a unique 13-character delivery order number as described above, containing an "F" or an "M" in the 9th position; the current 4-character supplementary call number identifier will no longer be utilized.

\* An "M" in the 9th position of the PIID will identify purchase orders and task or delivery orders issued by the enterprise FedMall system.

\* All modifications, including modifications to calls and task/delivery orders, will utilize a 6-character format, added to the 13-character PIID being modified.

Please monitor the DIBBS Notices (<https://www.dibbs.bsm.dla.mil/Notices/>) and/or the Supplier Information Resource Center (SIRC) (<http://www.dla.mil/HQ/InformationOperations/Business/EBSSupplierResources.aspx>) for updates.

## DLA Land & Maritime Bid Room Closure



Effective April 14, 2017, the Columbus bid room is closing. DLA Land and Maritime will no longer accept proposals by email at [Contractor.Proposal.DLA.Land.and.Maritime@dla.mil](mailto:Contractor.Proposal.DLA.Land.and.Maritime@dla.mil), by facsimile at 614-692-4275, or by postal mail at 3990 E. Broad St. (DSCC-BPSF (Bldg. 20, room A2S008) PO box 3990) Columbus, OH 43218.

Offerors may use any transmission method authorized by the solicitation on open RFPs, IFBs, and other RFQs that do not have a quote button. Unless prohibited by the solicitation, electronic upload (via the **Offer** icon found on the DIBBS RFP search tab) is preferred as it provides the offeror a printable receipt for proposal submission. For solicitation questions, please see the point of contact listed in Block 7 for SF 1449s or Block 10 for SF 33s. For upload proposal help and more information please see: [Upload Proposal DIBBS Help.docx](#)

### *Did you Know?*

Once a user has a cFolders account and leaves or it is terminated, that cFolders account cannot be reused. You need to set up a new DIBBS account and then a new cFolders account.

## Attachments to Awards and Modifications

If there are attachments to your award or modification document, you will find a section titled “Attachments” with a subsection titled “List of Attachments” on the last page. Below are the steps you will need to follow to access those attachments if you are using Adobe Acrobat Reader X (10.1.3). The steps for older versions of Adobe Acrobat Reader may vary. The latest Adobe Acrobat Reader can be downloaded at: <http://get.adobe.com/reader/>. (Note: this is a third party software. For support please contact Adobe directly.)

1. Open the PDF document either from the link in the email notification or by searching for the award on DLA Internet Bid Board System (DIBBS).
2. Position the cursor over the center of the award document.
3. A floating tool bar appears. Click the Adobe Acrobat Reader logo at the right end of the tool bar.
4. This opens another tool bar on the left hand side of the award document.
5. On this tool bar, click the paper clip icon.
6. This will open a list of attachments on the left hand side of the award document.
7. Click each attachment in the list to view them.



### ***DIBBS Scheduled Downtimes!***

April: Saturday, 8th — Sunday, 9th 1700—0600; Friday, 14th — Monday, 16th 1800—0600

May: Saturday, 20th—Sunday, 21st 1700—0600

June: Saturday, 10th — Sunday, 11th 1700—0100; Saturday, June 17th — Sunday, June 19 1700—0600

DIBBS may have intermittent access during these times

### **SYSTEM FOR AWARD MANAGEMENT (SAM) REGISTRATION**

Contractors and grants recipients are reminded in most cases registration in SAM is required in order to receive an award. SAM.gov registration is FREE. There is NO FEE to register or maintain your SAM.gov registration. If you get an email, text, or phone call from a company asking you to contact them right away about your SAM.gov registration or if you are asked to pay money to complete or renew your SAM.gov registration, be cautious. These messages are not from the Federal Government. You may complete or update your registration at [www.sam.gov](http://www.sam.gov).

