**PROCUREMENT OF SECURITY CONTAINERS (Safes, Weapon Storage Containers, etc.)**

1. Effective 1 Oct 2019, GSA Global Supply is the **mandatory source** for the procurement of all secure containers, to include safes.  A .gov or .mil email address is required to place an order for these items. Security containers are no longer procured by construction contractors as part of the FF&E turnkey process.
2. MILCON projects with initial FF&E outfitting funded by CNIC:  CNIC will provide OMN funds for the purchase of movable security containers via a Budget Submitting Office (BSO) to BSO Execution Transfer (i.e. CNIC to NAVAIR). CNIC will initiate the BSO transfer document (sample attached). Once the transfer is complete, the customer must obtain these funds from their BSO and be responsible for procuring the security containers as **GFGI** equipment.
3. Include the security containers as part of the coordinated FF&E effort, but develop a separate Security Containers Package for customer use. Identify security containers in existing facility(s) available for reuse in the new facility(s) and/or redistributed to DRMO. Do not BVD the Security Containers Package as that function will occur during procurement by GSA Global Supply. Do not include HAR and SIOH for the security containers since these are GFGI items.

Security Containers Package to include:

1. Final Cost Summary
2. Procurement Data Sheets (include NSN)
3. Keyed Furniture Plan.
4. BSO transfer process verified by N8 Policy:
5. Receiving BSO populates BSO transfer form and returns it to LANT/PAC FQ managers and CNIC N431FQ HPD for review and validation.
6. Upon validation, PDF version will be returned to receiving BSO for signature and returned to CNIC N431 FQ HPD.
7. Receiving BSO signed form will be forwarded to N8 for review, losing BSO signature and processing.
8. Upon receipt of PBIS transfer, CNIC N431 FQ HPD will send copies of signed and transfer form.

5. Provide the following documents to the CNIC CEQ Mgr.

NAVFACSYSCOM Atlantic – Margaret (Peggy) Noland margaret.m.noland.civ@us.navy.mil or

NAVFACSYSCOM Pacific – Mitch Pascua mitchell.g.pascua.civ@us.navy.mil

* 1. **eTracker FRs**, provided by the PM/PA
	2. **Final FF&E Cost Summary**, provided by the ID
	3. **CNIC Scope of Work**, provided by the PM/ID
	4. **POC for the Gaining BSO Program Action Office (PAO) for the BSO Execution Transfer**, provided by the PM

6. For Non-MILCON projects, the customer must provide funding for the security containers.

1. For additional information:

<https://www.gsa.gov/buying-selling/purchasing-programs/requisition-programs/gsa-global-supply/national-stock-numbers/security-containers>

1. BSO Execution Transfer template:

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1. Sample BSO Execution Transfer:

