



ACQUISITION
AND SUSTAINMENT

OFFICE OF THE UNDER SECRETARY OF DEFENSE

3000 DEFENSE PENTAGON
WASHINGTON, DC 20301-3000

MEMORANDUM FOR COMMANDER, UNITED STATES CYBER
COMMAND (ATTN: ACQUISITION EXECUTIVE)
COMMANDER, UNITED STATES SPECIAL OPERATIONS
COMMAND (ATTN: ACQUISITION EXECUTIVE)
COMMANDER, UNITED STATES TRANSPORTATION
COMMAND (ATTN: ACQUISITION EXECUTIVE)
DEPUTY ASSISTANT SECRETARY OF THE ARMY
(PROCUREMENT)
DEPUTY ASSISTANT SECRETARY OF THE NAVY
(PROCUREMENT)
DEPUTY ASSISTANT SECRETARY OF THE AIR FORCE
(CONTRACTING)
DEFENSE AGENCY AND DOD FIELD ACTIVITY DIRECTORS

SUBJECT: FedMall COVID-19 Non-Medical Personal Protective Equipment Contingency
Corridor for Small Business

This memo supersedes the Defense Pricing and Contracting issuance of the same subject dated July 1, 2020. This memo updates the procedures that contracting officers and small business contractors may use to request a Department of Defense Activity Address Code (DoDAAC) as needed for the purpose of using FedMall to acquire non-medical Personal Protective Equipment (PPE) if the contractor does not already have a DoDAAC. All other information remains unchanged.

In response to the COVID-19 pandemic, the Defense Logistics Agency (DLA) created a Contingency Corridor within the FedMall Marketplace to allow DoD small business contractors to purchase non-medical PPE and similar material offered by commercial vendors in order to maintain a safe workplace and ensure continued performance under government contracts. The restricted corridor provides the ability to order directly against non-DLA supplier catalogs that are posted on FedMall without a government contract. Ordering is via a contractor-authorized credit card similar to a third party ordering on a commercial platform. Currently, the corridor has vendor catalogs offering over 200 items such as non-medical masks, hand sanitizer, temperature devices, disinfectant wipes, and materials to support social distancing. DLA implemented this corridor to provide the ability for small business contractors to purchase non-medical PPE for use in performance of their DoD government contracts. This capability will support DoD's contractor workforce as small businesses have had difficulty purchasing sufficient quantities of non-medical PPE for their employees.

For a DoD contractor to be able to use this corridor, their government contracting officer must authorize the use of government supply sources in their contract in accordance with Federal

Acquisition Regulation (FAR) subpart 51.1 and Defense FAR Supplement subpart 251.102 procedures and include the appropriate clauses. As a part of establishing the authorization, the contractor must be assigned a DoDAAC with requisitioning authority for use at FedMall, as well as possess a valid authentication credential, such as a Common Access Card or Personal Identify Verification card, or other electronic certificate that uniquely verifies identity such as a Public Key Infrastructure certificate. If the contractor does not already have a DoDAAC, either the contracting officer or the contractor may request one through the Contractor DoDAAC Request Tool within the Procurement Integrated Enterprise Environment (PIEE) Purpose Code Management module (<https://piee.eb.mil/pcm/xhtml/unauth/index.xhtml>) or by contacting the relevant Component Central Service Point (CSP). CSP contact information can be found at <https://www.transactionservices.dla.mil/eDoDAAD/csp.asp>. Purpose Code Management module web based training is available at: <https://pieetraining.eb.mil/wbt/xhtml/wbt/pcm/index.xhtml>. If the contractor initiates the request, contracting officer approval of the DoDAAC request will subsequently be required.

Specifically for FedMall, contracting officers will additionally need to authorize their small business contract holders to use the application for the purposes of acquiring non-medical PPE for reconstitution efforts by submitting a FedMall Contractor Registration Form (Attachment 1). Contracting officers need to complete and sign the form and provide it to their contractors who will submit it per instructions on the form when establishing their FedMall accounts. The FedMall Program Office will rely upon the contracting officer's authorization using this form as confirmation of the contractor's small business size status. The FedMall Quick Start Guide (Attachment 2) is provided for reference. Purchases on FedMall are limited to \$10K per purchase.

Please ensure widest distribution of this information. Additional information is available on the FedMall website at <https://www.fedmall.mil>. The DLA point of contact for FedMall is Mr. Jim Mette at James.Mette@dla.mil.

John M. Tenaglia
Principal Director,
Defense Pricing and Contracting

Attachments:
As stated

Contractor Registration Form for Access to the FedMall Contingency Store

***Input Is Required for all Fields**

| REGISTRATION INFORMATION | |
|---|-----------------------------------|
| Account Name: | - LEAVE BLANK - |
| User Type: | - Federal Government Contractor - |
| *CONTACT INFORMATION | |
| First Name: | |
| Middle Name: | |
| Last Name: | |
| Email: | |
| Commercial Phone: | |
| DSN Phone: | |
| *GOVERNMENT ORGANIZATION INFORMATION | |
| Department: | |
| Service/Agency of Assignment: | |
| Major Command: | |
| Unit of Assignment: | COVID19 |
| DODAAC: | |
| Country: | |
| Organization Name: | |
| Street Address: | |
| Duty Station/City: | |
| State: | |
| ZIP Code: | |
| *CONTRACT INFORMATION | |
| Program or Project Name: | |
| Contract Company Name: | |
| Contract Number: | |
| Current Period of Performance Start Date: | |
| Current Period of Performance End Date: | |
| Government Contracting Officer Name: | |
| Government Contracting Officer Phone: | |
| Government Contracting Officer Email: | |
| *JUSTIFICATION | |
| Justification for access to FedMall's Contingency Store: | |
| *CERTIFICATION/SIGNATURES | |
| (DOD-approved certificates are required for signatures) | |
| I certify that the above information is true and that I am currently employed by the organization that appears on this form. | |
| Registrant's Typed Name and Title: | |
| Federal Contracting Officer's (KO) or Contracting Officer Representative's (COR) Typed Name, Title, and Phone: | |
| <p>**KO's Approval and Authorization (Must Check One):**</p> <p>As the KO, I certify this Fed Govt Contractor IS* <input type="checkbox"/> IS NOT* <input type="checkbox"/></p> <p>authorized by the above Government Organization to purchase GFE/GFM from Federal Supply Sources IAW 'FAR 51 Use of Government Sources by Contractors'</p> | |

Send this digitally signed form to: J64CSAccessManagement@dla.mil

QUICK START GUIDE: CUSTOMER REGISTRATION

What is FedMall? How do I access it?

FedMall is an e-commerce ordering system for Department of Defense (DoD), Federal, State, and authorized local Agencies to search for and acquire products from government reserves and commercial sources. Buyers will have access to tens of millions of individual items of supply, from centrally managed DoD and General Service Administration (GSA) assets to commercial off-the-shelf (COTS) products.

As a customer, you will access FedMall by visiting:

<https://www.fedmall.mil>

Note: Suppliers have their own access via the FedMall Supplier Portal. If you are making your items available for purchase in FedMall, please reference the Supplier Registration Quick Start Guide for more information.

Registering as a FedMall Customer

Before you begin

Before you start, be sure that you have each of the following (if you don't or aren't sure, see the sidebar):

- A valid authentication certificate, such as a CAC card, PIV card, or a soft certificate available to your web browser
- If you intend to have purchasing authority, the credit card (e.g. Government Purchase Card, GPC) information and/or MILSTRIP information.

Steps to register

- Visit FedMall at <https://www.fedmall.mil>.
- Select your certificate and enter your pin, if prompted. (Note: if you are not prompted to select a certificate or if you are unable to proceed with your selected certificate, use the links in the sidebar for more information.)
- Read and accept the standard notice and consent.
- Complete the one-page registration form.

That's it! Once you submit your registration, you will automatically be approved as a registered FedMall customer and be ready to shop. You may optionally add payment methods or request additional permissions.

HOW DO I AUTHENTICATE TO FEDMALL?

To access the FedMall Supplier Portal, you will need to authenticate (identify) yourself with any of the following:

- **Common Access Card (CAC):** a credit-card-sized smart card issued by the DoD to uniformed service personnel, DoD civilian employees, and eligible contractors. For more information, visit: <http://www.cac.mil/common-access-card/getting-your-cac/>
- **Personal Identify Verification (PIV) card:** a credit card-sized smart card issued by the U.S. Federal Government in accordance with Homeland Security Presidential Directive 12 (HSPD-12) requirements for a common identification standard for all Federal employees and contractors. For more information, visit: <http://fedidcard.gov/credget.aspx>
- **Public Key Infrastructure (PKI) certificate:** As an alternative to the physical smart card, you may also obtain a software-based X.509 certificate, which you import a file into your browser's personal certificate store. For more information, visit: <http://iase.disa.mil/pki/eca>

CUSTOMER? SHOPPER? BUYER?

Everyone who uses FedMall to browse, search, select, and/or buy items from FedMall suppliers is known as a *customer*.

When you first register as a customer, you will be able to shop for items (shopper) and pay for them using a Government Purchase Card (buyer). You may also request additional permissions (e.g. to pay for items via MILSTRIP), or send your shopping cart to those with purchase authority. Regardless, all of these users are customers.

QUICK START GUIDE: CUSTOMER REGISTRATION

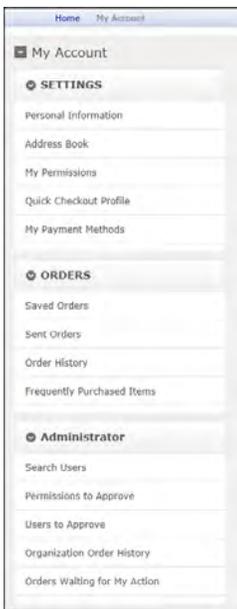
Managing My Account

At any time you can view and update your account information from the “My Account” link in the header.



This will load the My Account Summary page, which contains an overview of the Personal Information page and a summary of Recent Order History.

To **edit your personal account information**, use the “Personal Information” link under *My Account: Settings*, or click the “Edit” link on the My Account Summary page.



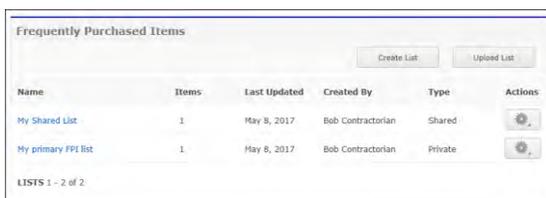
To **request additional permissions** (e.g. to request permission to pay via MILSTRIP), click on “My Permissions” and submit the request for the applicable permission following the directions provided.

To **add a credit card** (e.g. Government Purchase Card, GPC) to your user account, click on “My Payment Methods.”

To **view order history**, use the “Order History” link under *My*

Account: Orders, or click the “View all orders” link on the My Account Summary page (under “Recent Order History”).

To **view requisition lists**, use the “Frequently Purchased Items” link under My Account: Orders.

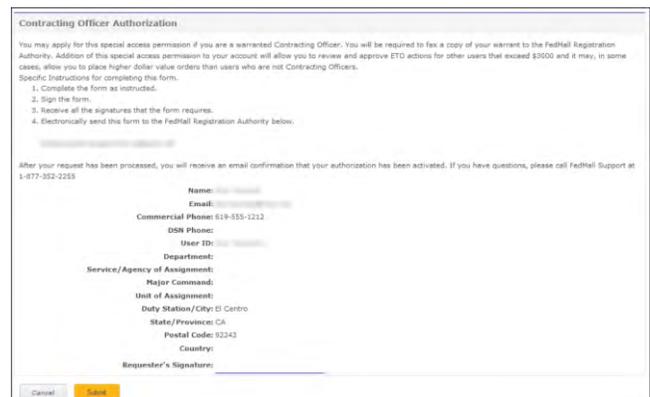


Requesting Additional Permissions

Although your primary registration as a customer in FedMall does not require any external approvals, there are additional permissions that you may request in order to perform specialized tasks. These are available by selecting “My Permissions” from the My Account page.

| My Permissions | |
|---|-------------------------|
| Roles & Access | |
| SDA User | Request |
| All Requisitions | Request |
| DDE Through MOES Access | Request |
| WSSP Read-Only User | Request |
| WSSP User | Request |
| Change DODAAC List | Request |
| NAVFAC Corridor Access | Request |
| Payment Methods | |
| MILSTRIP Fund Code Payment | Request |
| Non-Standard Government Purchase Card Payment | Request |
| Corporate Credit Card | Request |
| State Purchase Card Payment | Request |

Each request may require slightly different information, but in each case, you should complete any necessary information, sign the document, and scan and email it to the address provided on the form.



Contracting Officer Authorization

You may apply for this special access permission if you are a warranted Contracting Officer. You will be required to fax a copy of your warrant to the FedMall Registration Authority. Addition of this special access permission to your account will allow you to review and approve ETO actions for other users that exceed \$2000 and it may, in some cases, allow you to place higher dollar value orders than users who are not Contracting Officers.

Specific Instructions for completing this form:

1. Complete the form as instructed.
2. Sign the form.
3. Receive all the signatures that the form requires.
4. Electronically send this form to the FedMall Registration Authority below.

After your request has been processed, you will receive an email confirmation that your authorization has been activated. If you have questions, please call FedMall Support at 1-877-352-2255.

Name: _____
 Email: _____
 Commercial Phone: 519-555-1212
 DSN Phone: _____
 User ID: _____
 Department: _____
 Service/Agency of Assignment: _____
 Major Command: _____
 Unit of Assignment: _____
 Duty Station/Officer ID Centre: _____
 State/Province: CA
 Postal Code: 92243
 Country: _____
 Requester's Signature: _____

Cancel