



**DEFENSE LOGISTICS AGENCY**  
DEFENSE ENERGY SUPPORT CENTER  
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FORT BELVOIR, VIRGINIA 22060-6222

IN REPLY  
REFER TO

DESC-CPA

CONTRACTING INSTRUCTION (CI): 01-12a

MEMORANDUM FOR CI DISTRIBUTION

SUBJECT: Government-Wide Point of Entry for Federal Procurement Opportunities  
(FedBizOpps[FBO])

This Contracting Instruction is to provide further information regarding recent developments for FedBizOpps as implemented by DESC.

Beginning immediately, all unclassified qualifying notices, synopses, and solicitations shall be entered into FBO in their entirety. This is due to the recent time lags when posting procurement opportunities to our web pages. These procurement opportunities will be loaded directly to the FBO in their entirety and they will appear there immediately. Consequently, vendors can locate DESC procurement opportunities on FBO in a more timely manner.

An informational web page is being added to the DESC public pages providing vendors step by step information for locating DESC Fort Belvoir, VA and Missile Fuels, San Antonio, TX procurement opportunities in FBO (see attached.)

The FBO currently defaults to locking out further input every 30 minutes. To avoid this happening and losing input that has not been fully posted, you must save your input every 25 minutes. By doing this you have started another 30 minute session.

When posting to FBO you must choose the "Manual Archive" function to allow your posting to remain available. FBO currently defaults to "Archive 15 days after response date".

Also, this is a reminder that we must continue to meet the CBD requirement to list all procurement opportunities directly to CBDNet through December 31, 2001. As of January 1, 2002 the CBD requirement will be met by listing in FBO and checking the block which lists it concurrently in the CBD.

Further reminder, DESC-CPC is to be notified by supervisors as to additions, deletions or changes of any type to the personnel listings input in FBO. All DESC Procurement related personnel have had their passwords for several months and must have begun posting procurement opportunities to FBO as of October 1, 2001.



The use of FBO remains in a state of evolution and DESC-CP will provide further information to the CBUs as we receive it from J-3, JECPO and FBO.

This CI is effective immediately and expires upon dissemination. Point of Contact is Ms. D. Baker, DESC-CPA, (703) 767-7640.



KEVIN M. AHERN  
DESC Center Senior Procurement Official

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Government Wide Point of Entry for Federal Procurement Opportunities  
Instructions for Obtaining DESC Notices, Synopses and Solicitations  
From <http://www.fedbizopps.gov>

Step 1) From FEDBIZOPPS main page, click on **FBO for Vendors**.

Step 2) Scroll down to “DLA, Defense Logistics Agency”, and click on **Offices**, then click on **Locations**. This will take you to the next screen that includes all DLA locations and you can choose from two DESC locations.

Step 3) For products other than Missile Fuels, click on one of the available options for “Defense Energy Support Center (DESC), Fort Belvoir”. (**Posted Dates, Classification Code** or **Award**). For Missile Fuel products chose one of the options for “DESC – Missile Fuels, Lackland AFB, TX.”

DESC products and services fall under the following Product Service Classification codes:

**68 – CHEMICALS & CHEMICAL PRODUCTS:** Fuel System Icing Inhibitor (FSII)

**91 – FUELS, LUBRICANTS, OIL & WAXES:** Bulk Fuels, Coal, Natural Gas, IntoPlane, Bunkers, PC&S; and Missile Fuels - propellants, chemicals, cryogenics, or gases

**99 – MISCELLANEOUS:** Electricity

**C – ARCHITECT & ENGINEERING SERVICES:** Energy Savings and Performance Contracting (ESPC)

**H – QUALITY CONTROL, TESTING & INSPECTION SERVICES:** Testing

**J – MAINTENANCE, REPAIR AND REBUILDING OF EQUIPMENT:** Repair of Tube Bank Semi-Trailers

**M – OPERATION OF GOVERNMENT-OWNED FACILITIES:** GOCOs and alongside aircraft fuel delivery

**R – PROFESSIONAL, ADMINISTRATIVE, AND MANAGEMENT SUPPORT SERVICES:** Environmental services

**S – UTILITIES AND HOUSEKEEPING SERVICES:** Privatization

**V – TRANSPORTATION, TRAVEL AND RELOCATION SERVICES:** Transportation and escort (Hazmat Team) services for Missile Fuels - helium, N2O4, hydrazine’s, hydrogen peroxide, NF3, etc.

**X – LEASE OR RENTAL OF FACILITIES:** COCOs (service stations) Storage

**TO OBTAIN AUTOMATIC NOTIFICATION OF SOLICITATION CHANGES**

Step 1) From FEDBIZOPPS main page click on **Notification Registration**.

Step 2) Scroll down to the “options” section and select one of the three available options.

a) **Solicitations**, b) **Organizations and Product Service Classifications**, or c) **All Procurement Notices**

Step 3) Enter the requested information in order to subscribe to the mailing list.