

## SECTION C-6

### APPLICABLE DIRECTIVES, PUBLICATIONS, INSTRUCTIONS, AND FORMS

#### 6.1 PUBLICATIONS AND FORMS

Publications and forms that apply to this PWS are listed below. The publications have been coded as either Mandatory or Informational. The SP is obligated to follow those publications coded as mandatory. The SP shall be guided by the publications coded informational to the extent necessary to accomplish requirements in this PWS. The forms listed in this section are not all-inclusive and merely represent a range of forms that may be used by the SP. Publications and forms listed will be made available at the start of the contract. Some publications and forms are available at:

<http://www.nih.gov>

<http://forms.psc.gov/forms/PHS/phs.html>

<http://forms.cit.nih.gov/ListPDF.html>

##### 6.1.1 SUPPLEMENTS AND AMENDMENTS

The Government shall provide follow-on requirements to the SP when changes occur. Supplements or amendments to listed publications from any organization level may be issued during the life of the contract. Any adjustments will be done IAW the Changes Clause FAR 52.243.1.

##### 6.1.2 GOVERNMENT'S RIGHTS TO SP'S OPERATING LOGS AND FORMS

The Government shall have unlimited rights to use, duplicate, or disclose SP's operating logs and forms, in whole or in part, in any manner, for purposes associated with execution of this contract. The purpose of this statement is to minimize disruptions in service and preserve historical data in the event the SP is changed. This does not apply to publications determined to be proprietary to the SP. Records maintained by the SP remain the property of the United States Government and will be retained IAW disposition instructions.

##### 6.1.3 DIRECTIVES

The following documents are identified to assist in understanding how NIH currently performs their mission. Commercial practices will be considered where the performance requirements are determined to equal or exceed requirements, as NIH interested in obtaining the same or higher level of service.

**TBD**

### 6.1.4 Publications

Reference Data Collection Sheet		
Reference	Mandatory or Advisory	Link or Print
AFB Storage Attachment 1.2.4	Mandatory	Print
Master Cross Reference Listing		
Federal Item Logistic Data Record		CD
Cataloging Handbook, Dept of Army Supply Bulletin H2 SB 708-21 Federal Supply Classification, Groups & Classes	Mandatory	Print

### 6.1.5 Forms

FORM NUMBER	FORM TITLE
001	Rewarehouse Report form
002	Warehouse Performance
003	Monthly Count Report form
005	Performance Error Rate Report form
009	Item hold Sheet form
SF 18	Request for Quotation
100	Customer Satisfaction
230	Adjustment Form
NIH 230	Inventory Transaction Record
SF364	Report of Discrepancy form (ROD)
402	Supplier Nonconformance Report (SNR)
591	Customer Feedback
600	Action Record form
600	Corrective Preventive Action Record (CPAR)
601	Count Report form
615	Metric Record form
852	Audit Plan
855	Qualified Auditor List
857	Audit Report form
NIH 914	
994	Individual Career Development plan form
1559	Receipt form
NIH 1861-1	Purchase Request
NIH 2555	Order for Supplies or Services

FORM NUMBER	FORM TITLE
ISO2001	Form
	Reship form

## 6.1.6 REPORTS

**TBD**

## 6.1.7 TECHNICAL EXHIBITS

TE – 01 TBD  
 TE – 02 GDC Square Footage  
 TE – 03 GDC Space Layout  
 TE – 04 GDC Office space Layout  
 TE – 05 Building 10 – Self Service Store Floor Plan  
 TE – 06 Building 10 – Self Service Store Receiving Area Floor Plan  
 TE – 07 Building 31 – Self Service Store Floor Plan  
 TE – 08 Material Handling Equipment – Forklifts  
 TE – 09 Material Handling Equipment – Chargers  
 TE – 10 TBD  
 TE – 11 Warehouse Support Equipment  
 TE – 12 GDC ADP Equipment and Cameras  
 TE – 13 GDC NSN Stock Listing (Complete)  
 TE – 14 GDC Laboratory Supplies (Code 01) NSN Listing  
 TE – 15 GDC Glassware (Code 02) NSN Listing  
 TE – 16 GDC Hospital Supplies (Code 03) NSN Listing  
 TE – 17 GDC Housekeeping (Code 04) NSN Listing  
 TE – 18 GDC Office Supplies (Code 05) NSN Listing  
 TE – 19 GDC Chemicals (Code 06) NSN Listing  
 TE – 20 GDC Forms (Code 07) NSN Listing  
 TE – 21 GDC Human Foods (Code 08) NSN Listing  
 TE – 22 GDC Enzymes (Code 09) NSN Listing  
 TE – 23 GDC Virtual Stock (Code 10) NSN Listing  
 TE – 24 GDC Refrigerated Items (Code 12) NSN Listing  
 TE – 25 GDC Dry Ice (Code 15) NSN Listing  
 TE – 26 GDC Gas Cylinders (Code 16) NSN Listing  
 TE – 27 GDC HAZMAT Chemicals (Code 17) NSN Listing  
 TE – 28 GDC AFB (Code 63) NSN Listing  
 TE – 29 Building 10 Self Service Store – NSN Listing  
 TE – 30 Building 31 Self Service Store – NSN Listing  
 TE – 31 NLM NSN Listing