

## GSA ORDER

Subject: General Services Administration Acquisition Manual (GSAM), GSAM Case 2011-G512, Contracting Officer's Signature (Change 51)

1. Purpose. This order transmits a revision to the General Services Administration Acquisition Manual.
2. Background. The General Services Administration (GSA) is amending GSAM Subparts 504.1 Contract Execution, and 504.2 Contract Distribution. This guidance supplements the Federal Acquisition Regulation (FAR) coverage provided in FAR Part 4.
3. Effective date. August 16, 2011.

Applicability date. August 16, 2011.

4. Explanation of changes. The GSAM revisions include the following:

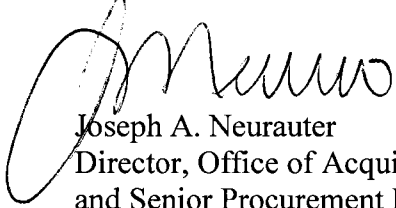
GSAM 504.101, Contracting officer's signature. Revised to include language that allows the contracting officer to sign contract and contract modifications either manually or electronically.

GSAM 504.201, Procedures. Revised to include language that if not electronically signed, then the "Duplicate Original" must be signed in ink.

5. Cancellations and Rescissions. None.
6. Filing instructions. Insert the following pages to the GSAM:

Remove Pages

504-1 and 504-2



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Insert Pages

504-1 and 504-2

**PART 504—ADMINISTRATIVE MATTERS****Subpart 504.1—Contract Execution****504.101 Contracting officer's signature.**

Contract, contract modifications, blanket purchase agreements, and task and/or delivery orders may be executed manually or electronically. In the absence of the original contracting officer, another contracting officer with appropriate warrant authority may sign. Always type or stamp the name and title of the contracting officer signing the contract on the document, unless it is electronically signed. An electronic contract which includes the name of the contracting officer satisfies the typed, stamped or printed requirement found in FAR 4.101. GSA Order CIO 2162.1 (GSA Digital Signature Policy dated December 2, 2010) is the guidance for the use of digital signatures as the preferred means of providing signatures for GSA documents, forms, correspondence, and/or emails.

**504.103 Contract clause.**

Agency procedures do not require use of the clause at FAR 52.204-1, Approval of Contract, in solicitations and contracts.

**Subpart 504.2—Contract Distribution****504.201 Procedures.**

(a) Send documentation to the paying office on all contracts for which GSA generates a delivery or task order.

(1) For Federal Acquisition Service contracts entered into the FSS-19 system, send a system generated contract listing.

(2) For all other contracts, send a "Duplicate Original" of the entire contract, modification, task and/or delivery order.

(b) Certify that the "Duplicate Original" is a true copy of the contract, modification, task and/or delivery order, if not electronically signed, by writing your signature, in ink, on the award or modification form (i.e., SF 26, 33, 1442, etc.). Certify all contracts except:

(1) Leases of real property.

(2) Schedule contracts.

(3) Standard or GSA multipage purchase/delivery/task order carbon forms.

**504.203 Taxpayer identification number information.**

The FAR 4.203 procedure for attaching the completed FAR provision at 52.204-3 as the last page of the contract sent to the paying office does not apply to leases of real property (See [504.903](#)) or FSS schedule contracts.

**Subpart 504.4—Safeguarding Classified Information Within Industry****504.402 General.**

(a) This subpart:

(1) Prescribes procedures for safeguarding classified information required to be disclosed to contractors in connection with the solicitation of offers, and the award, performance, and termination of contracts.

(2) Implements the requirements of the Department of Defense's Industrial Security Regulation (ISR) and Industrial Security Manual for Safeguarding Classified Information (ISM). By agreement, the Department of Defense (DoD) will act for, and on behalf of, GSA in rendering security services required for safeguarding classified information released by GSA to U.S. industry.

(b) As used in this subpart, the term:

(1) "Contractor(s)" means prospective contractors, sub-contractors, vendors, and suppliers.

(2) "U.S. industry" means those industries (including educational and research institutions) located within the United States, its possessions, and the Commonwealth of Puerto Rico.

**504.470 Requests for release of classified information.**

(a) Prepare, in triplicate, Section I of GSA Form 1720, Request for Release of Classified Information to U.S. Industry (illustrated in Subpart 553.3) before soliciting offers or negotiating with a contractor if disclosing classified information.

(b) Sign the form as requesting officer and obtain approval from your immediate supervisor.

(c) Forward all copies of the completed form to the Office of Management Services (CA).

**504.470-1 Authorization for release.**

(a) CA determines if a contractor has been issued a DoD facility security clearance and completes the appropriate parts of Section 11, of GSA Form 1720. CA returns the original and one copy of the completed form to you.

(b) Do not disclose or make classified information accessible to a contractor until CA gives you the completed form. If only Item 14b, Section 11, of the form has been checked, follow the instructions on the reverse side of the form. CA will advise you if a contractor is ineligible for a security clearance.

**504.470-2 Termination of authorization for release.**

When circumstances support withdrawal or revocation of a security clearance, CA informs you of the termination of authorization to release classified information and provides instructions on actions required to safeguard, withhold, or obtain the return of classified information. Reasons for termination include any of the following:

- (a) Failure of the contractor to maintain the physical standards required by the ISM.
- (b) Information indicating either that the contractor no longer:
  - (1) Is eligible for clearance.
  - (2) Requires access to classified information.

**504.471 Processing security requirements checklist (DD Form 254).**

- (a) Prepare DD Form 254, Contract Security Classification Specification (illustrated in FAR 53.303-DD-254), for contracts involving contractor access to classified information. This identifies for DoD and contractors the areas of classified information involved. You may use written notice of classification for research or service contracts.
- (b) Obtain instructions or guidance on completing DD Form 254 from CA.

**504.472 Periodic review.**

- (a) You must review DD Form 254 whenever a change in the phase of performance occurs or at your discretion. Review the form at least once a year to determine if the classified information can be downgraded or declassified.
- (b) Inform the contractor of the results of the review by one of the following means:
  - (1) Issuance of a revised specification.
  - (2) Written instructions instead of DD Form 254, if authorized.
  - (3) Written notification if the review results in no change in the classification specifications.
- (c) Prepare a final checklist upon termination or completion of the contract.

**504.473 Recurring procurement.**

Prepare a new DD Form 254 only if a change occurs in either of the following:

- (a) End item.
- (b) Previous security classification.

**504.474 Control of classified information.**

- (a) Record, mark, handle, and transmit classified information in accordance with instructions in the handbook, Information Security (ADM P 1025.2D).
- (b) Get the consent of the originating agency before releasing classified information to a contractor.

**504.475 Return of classified information.**

(a) You must recover classified information unless it has been destroyed as provided in paragraph 19 of the ISM. The Government agency that provided classified information to a GSA contractor is responsible for the return of the information.

(b) You must ensure that classified information furnished to prospective offerors, offerors, or contractors is returned immediately after any of the following:

- (1) After bid opening or closing date for receipt of proposals by non-responding offerors.
- (2) After contract award by unsuccessful offerors.
- (3) Upon termination or completion of the contract.
- (4) Upon notification that authorization to release classified information has been withdrawn.
- (5) After notification that a facility:
  - (i) Does not have adequate means to safeguard classified information.
  - (ii) Has had its security clearance revoked or inactivated.
- (6) Whenever otherwise instructed by the authority responsible for the security classification.

**504.476 Breaches of security.**

You or any other GSA employee responsible for the information must refer the facts of an unauthorized disclosure of classified information promptly to CA.

**Subpart 504.5—Electronic Commerce in Contracting****504.500 Scope of Subpart.**

This subpart provides policy and procedure for use of GSA's Electronic Posting System (EPS).

**504.502 Policy.**

- (a) The EPS is GSA's primary vehicle for disseminating synopses and written solicitations. GSA intends that the EPS will substitute for, not supplement, paper copies of solicitations. (Note that FAR 2.101 defines "in writing" or "written" to include "electronically transmitted and stored information.")
- (b) This policy does not apply to orders placed against existing contracts, including Federal Supply Service schedule contracts.
- (c) Nothing in this policy limits your authority to obtain oral quotations or proposals as authorized by regulation (e.g., FAR 13.106-1 or FAR 15.203(f)).