

- (b) Federal Supply Schedules; and
- (c) Term Contract Program.

[39 FR 37060, Oct. 17, 1974]

**§§ 101-30.603-3—101-30.603-4 [Reserved]**

**§ 101-30.603-5 Change bulletins.**

Changes to the GSA Supply Catalog are effected by quarterly cumulative publications entitled "Change Bulletin to the GSA Supply Catalog." These change bulletins will serve as the media to notify agencies of additions, deletions, and other pertinent changes occurring between the annual publication of the GSA Supply Catalog.

[38 FR 28568, Oct. 15, 1973]

**§ 101-30.603-6 Special Notices.**

Special Notices will be issued on a nonschedule basis to advise agencies of program changes, general information, or additions, deletions, and other pertinent changes to the GSA Supply Catalog.

[38 FR 28568, Oct. 15, 1973]

**§ 101-30.604 Availability.**

Agencies that require current copies of and desire to be placed on distribution lists to receive Federal supply catalogs and related publications shall complete GSA Form 457, FSS Publications Mailing List Application (illustrated at §101-26.4902-457), and forward the completed GSA Form 457 to General Services Administration (8BRC), Centralized Mailing Lists Services, Building 41, Denver Federal Center, Denver, CO 80225. Copies of GSA Form 457 may also be obtained from the above address. Periodically, the Centralized Mailing Lists Services will request information from agency offices for use in maintaining current distribution lists.

[46 FR 35646, July 10, 1981]

**Subpart 101-30.7—Item Reduction Program**

SOURCE: 43 FR 4999, Feb. 7, 1978, unless otherwise noted.

**§ 101-30.700 Scope of subpart.**

This subpart defines the objectives of the item reduction program and assigns responsibilities for its operation. Procedures implementing the policy set forth herein are contained in the GSA Handbook, Item Elimination (FPMR 101-30.7), issued by the Commissioner, Federal Supply Service.

**§ 101-30.701 Definitions.**

As used in this subpart 101-30.7, the following terms shall have the meanings set forth in this § 101-30.701.

**§ 101-30.701-1 Item reduction study.**

*Item reduction study* means the study of a group of generally similar items which are subject to evaluation by physical and performance characteristics. This evaluation process identifies items determined to be unnecessarily similar or uneconomical for Government use and which will be considered for removal from Government supply systems. For items so identified, a replacement item shall be proposed. The result of item reduction studies will indicate items which are authorized for procurement or not authorized for procurement.

**§ 101-30.701-2 Item standardization code.**

*Item standardization code (ISC)* means a code assigned an item in the supply system which identifies the item as authorized for procurement or not authorized for procurement.

**§ 101-30.701-3 Preparing activity.**

*Preparing activity* means a Government agency responsible for the preparation of item reduction studies, or an activity authorized by the listed agencies to conduct an item reduction study. The DOD Standardization Directory SD-1 provides such a listing.

**§ 101-30.701-4 Standardization relationship.**

*Standardization relationship* means the relationship between the replaced item and the replacement item. The replaced item will contain an item standardization code designating the item as not authorized for procurement and therefore must have a replacement

item. The relationship of the two items is displayed within the item reduction study by item standardization codes and, upon approval of the study, in the Federal catalog system data base at the Defense Logistics Services Center (DLSC).

**§101-30.702 Determining item reduction potential.**

Item reduction studies are required where there are large numbers of generally similar items which are subject to grouping and examination by item name, item name modifiers, or other characteristics such as sizes, grades, lengths, and materials. Before conducting a full scale item reduction study, the assignee activity shall determine whether sufficient item reduction potential appears to exist. Item reduction studies shall be undertaken only when the expected benefits outweigh the costs of performing the study.

**§101-30.703 Program objectives.**

The objective of the item reduction program is to reduce the varieties and sizes of similar items in the Government supply system by:

- (a) Implementing a coordinated item reduction process among supply managers of using activities;
- (b) Standardizing items of supply used by the Government;
- (c) Ensuring that all participants in item reduction studies give priority to controlling and completing item reduction studies;
- (d) Promptly recording decisions in the Federal catalog system data base; and
- (e) Phasing out of the Government supply system those items identified in item reduction studies as not authorized for procurement to reduce cataloging, supply management, and warehousing costs; then following through to eliminate the items from agency catalog systems.

[43 FR 4999, Feb. 7, 1978, as amended at 46 FR 35646, July 10, 1981]

**§101-30.704 Agency responsibilities.**

**§101-30.704-1 General Services Administration.**

- (a) The General Services Administration (GSA) will develop or authorize

other Government agencies to develop item reduction studies on items within the Federal supply classification (FSC) classes for which GSA is the integrated material manager.

(b) GSA, as the civil agency coordinating activity for item reduction studies originated by both GSA and DOD, will:

(1) Distribute proposed item reduction studies, as appropriate, to all civil agencies recorded as users of the item in the DLSC data base. This distribution will be made by coordination letters in which a time frame for a response will be specified. GSA will interpret each nonresponse to a proposed study to mean that the activity concurs with the study. Extensions, when requested by an agency, normally will be granted by GSA.

(2) Respond to questions concerning proposed item reduction studies.

(3) Prepare a consolidated civil agency position paper (including comments and nonconcurrences) relative to each study upon receipt of user responses.

(4) Incorporate civil agency positions into proposed item reduction studies prepared by GSA or forward a consolidated civil agency position paper to appropriate preparing activities.

(5) Resolve controversies arising from proposed item reduction study recommendations.

(6) Review approved item reduction studies to ensure that concurrences and nonconcurrences from all civil agencies are accurately reflected.

(7) Register into the Federal catalog system, data base approved item reduction decisions concerning items within the FSC classes which are managed by GSA.

(8) Implement decisions documented in approved item reduction studies within the GSA supply system.

(9) Distribute approved item reduction studies to all recorded civil agency users. All civil agencies (except direct submitters of catalog data to DLSC) will also be forwarded covering letters which will request specific information relative to implementing the studies; i.e., inventory levels of items coded ISC 3. Activities not responding within the time frame specified (60 calendar days) will receive a