



# Department of Defense INSTRUCTION

NUMBER 5335.3

February 2, 1988

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ASD(C)

SUBJECT: Self-Service Supply Centers (SSSCs)

Reference: (a) [DoD Directive 5335.2](#), "Defense Supply Service in the National Capital Region," October 14, 1983

## 1. PURPOSE

This Instruction:

1.1. Implements reference (a).

1.2. Establishes policy, prescribes procedures, and assigns responsibilities for the control, use, and management of SSSCs by DoD Components in the National Capital Region (NCR).

## 2. APPLICABILITY AND SCOPE

2.1. This Instruction applies to the Office of the Secretary of Defense (OSD), the Military Departments, the Organization of the Joint Chiefs of Staff (OJCS), the Defense Agencies and DoD Field Activities (hereafter referred to collectively as "DoD Components") located in the NCR with respect to support provided by the SSSCs through the Defense Supply Service - Washington (DSS-W).

2.2. Its provisions apply to tenant Agencies that enter into Interservice Support Agreements (ISSAs) with the DSS-W.

## 3. DEFINITION

3.1. National Capital Region (NCR). Includes the District of Columbia; Montgomery and Prince George's Counties in Maryland; Arlington, Fairfax, Loudoun, and Prince William Counties in Virginia; and the cities of Alexandria, Fairfax, and Falls Church in Virginia.

#### 4. POLICY

4.1. SSSCs shall be centralized and provide common use expendable administrative supplies, blank forms (DA, DD, SD, SF, etc.), and self-service copiers in selected SSSCs.

4.2. DoD Components in DoD or General Services Administration (GSA) controlled buildings where SSSCs have been established shall not use, establish, or maintain separate facilities at any location that duplicate services available in the SSSCs. In unusual circumstances, a waiver to this policy may be requested from the Administrative Assistant to the Secretary of the Army through command channels.

4.3. DoD Components using SSSCs shall execute ISSAs and reimburse DSS-W for the actual pro rated cost of supplies and services received. The method of reimbursement shall be shown in the ISSA at an annual rate determined by DSS-W or on an actual cost basis.

4.4. DoD Components that move into a building complex where SSSC services are provided, as part of their relocation planning, shall arrange to abolish any internal facilities providing comparable support. They also shall terminate leasing agreements for equipment when the equipment is available in a SSSC. This policy does not apply to office copiers already in existence or copier requirements for classified documents.

4.5. DoD Components located in a building without a SSSC may request service from an existing SSSC in another building in the immediate area. Requests for such service should be addressed to the Director, Defense Supply Service - Washington, ATTN: JDSSW-S, Washington, D.C. 20310-5230.

4.6. Subelements of SSSCs may be established by mutual agreement of the Agency and DSS-W.

#### 5. RESPONSIBILITIES

5.1. The Director, Defense Supply Service-Washington, (DSS-W), shall:

5.1.1. Operate and manage SSSCs.

5.1.2. Represent the Administrative Assistant to the Secretary of the Army at meetings on establishing or disestablishing SSSCs and self-service copier functions.

5.1.3. Review and approve servicing agreement with tenant Agencies for use of SSSC services and facilities.

5.1.4. Implement improvements in servicing procedures of SSSCs.

5.1.5. Determine the including, deleting, or substituting of items as common use expendable supplies.

5.1.6. Provide guidance and instruction in SSSC operation.

5.1.7. Ensure that adequate levels of supply and service are provided to all eligible users.

5.2. DoD Components shall:

5.2.1. Execute an ISSA between the DSS-W, Financial Management and Budget Office and the DoD Component.

5.2.2. Prepare requisitions for purchase of special or nonexpendable supplies, equipment, or services in accordance with applicable DSS-W instructions.

5.2.3. Comply with policy and procedures for copying classified and unclassified material when using SSSC copiers.

5.2.4. Appoint supply coordinators who shall serve as liaisons between their Agency and DSS-W.

5.3. Supply Coordinators shall:

5.3.1. Work with the DSS-W, Financial Management and Budget Office to establish ISSAs with DSS-W.

5.3.2. Issue SSSC admittance and auditizer cards to DoD Components.

## 6. PROCEDURES

### 6.1. Admittance and Auditizer Cards

6.1.1. The SSSC admittance card shall be displayed by DoD Component users before gaining access to SSSCs and a log shall be signed and completed as prescribed in paragraph 6.2.2., below.

6.1.2. The SSSC admittance cards shall become void on issuance of new cards. Lost or stolen cards shall be reported immediately to the SSSC supervisor and DSS-W/supply coordinator, (telephone number 695-4343).

6.1.3. An auditizer card for use of copiers shall be issued to DoD Components and/or tenant Agencies by their supply coordinators.

### 6.2. Use of the SSSCs

6.2.1. Locations of SSSCs are listed in enclosures E1., E2., and E3.

6.2.2. Customers are required to show a valid SSSC admittance card, sign and complete the SSSC log with their name, date, Department, Agency, room number, and card number for admittance to the SSSCs.

6.2.3. The maximum quantity of supplies that may be taken from the self service area are posted in the SSSCs. Quantities and types of supplies shall be monitored to prevent abuse of the system. When items are available and the requested quantity is justified, SSSC personnel shall issue the items.

6.2.4. Customers requiring a large order of supplies in excess of posted quantities shall submit a written justification signed by the supervisor to the following activity 2 weeks before the supplies are required:

Director  
Defense Supply Service - Washington  
ATTN: JDSSW-SLA  
Washington, D.C. 20310-5200

### 6.3. Blank Forms Service Center (BFSC)

6.3.1. DSS-W/BFSC, rooms 3A3 and 3A4, Pentagon, is the designated central point for requisitioning and receiving blank forms. A list of forms maintained by BFSC is available on request.

6.3.2. Agencies that wish to stock forms in the Center shall submit a written request to the activity identified in paragraph 6.2.4., above. The request shall identify the number and title of the form, provide a source, and recommend stockage levels.

6.3.3. The SSSC area managers in outlying buildings shall consolidate the form requirements of the Agencies that they service and forward the requirements to the Blank Forms Manager, rooms 3A3 and 3A4, Pentagon, for completion and delivery.

#### 6.4. After Duty Hours Reproduction Facilities

6.4.1. Copiers are available after duty hours in the Pentagon, 1900 Half Street, and Nassif Building. To use the reproduction facilities, individuals may obtain the keys from the following sources during duty hours:

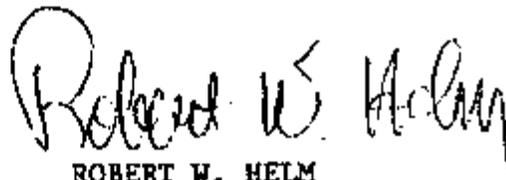
6.4.1.1. The Pentagon. Copiers are available in rooms 1E700 and 2A656a. The key is maintained by the Army Operation Center Officer in room BF74lc.

6.4.1.2. 1900 Half Street. A copier is available in room 7410. The key is maintained by the supply clerk in room 7410.

6.4.1.3. The Nassif Building. A copier is available in room 219. Individuals should contact their supply coordinators for access.

7. EFFECTIVE DATE

This Instruction is effective immediately.

A handwritten signature in black ink, appearing to read "Robert W. Helm". The signature is written in a cursive style with a large initial "R".

**ROBERT W. HELM**  
**Assistant Secretary of Defense**  
**(Comptroller)**

Enclosures - 3

1. Self-Service Supply Centers
2. Self-Service Supply Centers With Blank Forms
3. Self-Service Supply Center With Reproduction Facilities

E1. ENCLOSURE 1SELF-SERVICE SUPPLY CENTERS

| <u>Location</u>   | <u>Hours of<br/>Operation</u> | <u>Telephone<br/>Number</u> |
|---|-------------------------------|-----------------------------|
| Self-Service Supply Center, No. 1<br>The Pentagon, Room 1E700<br>Washington, D.C. 20310   | 0730 to 1630                  | 697-8462                    |
| Self-Service Supply Center, No. 2<br>The Pentagon, Rooms 2A3 and 2A4<br>Washington, D.C. 20310                                      | 0800 to 1630                  | 695-7301                    |
| Self-Service Supply Center, No. 3<br>The Pentagon, Room 3C157<br>Washington, D.C. 20310   | 0830 to 1700                  | 697-1587                    |
| Self-Service Supply Center, No. 4<br>The Pentagon, Rooms 4A3 and 4A4<br>Washington, D.C. 20310                                      | 0800 to 1630                  | 697-0728                    |
| Self-Service Supply Center, No. 5<br>The Pentagon, Rooms 4A7 and 4A8<br>Washington, D.C. 20310                                      | 0800 to 1630                  | 697-0738                    |
| Self-Service Supply Center, No. 6<br>Casimir Pulaski Building, Room 1123<br>20 Massachusetts Avenue, N.W.<br>Washington, D.C. 20324 | 0730 to 1600                  | 272-0793                    |
| Self-Service Supply Center, No. 7<br>Harkins Building, Room 7410<br>1900 Half Street, S.W.<br>Washington, D.C. 20324                | 0730 to 1600                  | 475-1488                    |
| Self-Service Supply Center, No. 8<br>Nassif Building, Room 219<br>5611 Columbia Pike<br>Falls Church, VA 22041                      | 0730 to 1600                  | 756-1550                    |
| Self-Service Supply Center, No. 9<br>Hoffman I Building, Room 444<br>2461 Eisenhower Avenue<br>Alexandria, VA 22332                 | 0730 to 1600                  | 325-0864                    |

| <u>Location</u>  | <u>Hours of<br/>Operation</u> | <u>Telephone<br/>Number</u> |
|--|-------------------------------|-----------------------------|
| Self-Service Supply Center, No. 10<br>Hoffman II Building, Room GS-20<br>200 Stovall Street<br>Alexandria, VA 22332    | 0730 to 1600                  | 325-9185                    |
| Self-Service Supply Center, No. 11<br>Columbia Pike Building, Room 218<br>5600 Columbia Pike<br>Falls Church, VA 22041 | 0730 to 1600                  | 756-2190                    |
| Self-Service Supply Center, No. 12<br>AMC Building, Room G2C31<br>5001 Eisenhower Avenue<br>Alexandria, VA 22333       | 0730 to 1600                  | 274-9599                    |
| Self-Service Supply Center, No. 13<br>Skyline Building VI, Room 311<br>5109 Leesburg Pike<br>Falls Church, VA 22041    | 0730 to 1600                  | 756-0819                    |

E2. ENCLOSURE 2SELF-SERVICE SUPPLY CENTERS WITH BLANK FORMS

| <u>Location</u>   | <u>Hours of<br/>Operation</u> | <u>Telephone<br/>Number</u> |
|---|-------------------------------|-----------------------------|
| Pentagon Blank Forms Service Center<br>The Pentagon, Rooms 3A3 and 3A4<br>Washington, D.C. 20310                                    | 0810 to 1630                  | 695-7143                    |
| Self-Service Supply Center, No. 6<br>Casimir Pulaski Building, Room 1123<br>20 Massachusetts Avenue, N.W.<br>Washington, D.C. 20324 | 0730 to 1600                  | 272-0793                    |
| Self-Service Supply Center, No. 7<br>Harkins Building, Room 7410<br>1900 Half Street, S.W.<br>Washington, D.C. 20324                | 0730 to 1600                  | 475-1488                    |
| Self-Service Supply Center, No. 8<br>Nassif Building, Room 219<br>5611 Columbia Pike<br>Falls Church, VA 22041                      | 0800 to 1630                  | 756-1550                    |
| Self-Service Supply Center, No. 9<br>Hoffman I Building, Room 444<br>2461 Eisenhower Avenue<br>Alexandria, VA 22332                 | 0730 to 1600                  | 325-0864                    |
| Self-Service Supply Center, No. 11<br>Columbia Pike Building, Room 218<br>5600 Columbia Pike<br>Falls Church, VA 22041              | 0730 to 1600                  | 756-2190                    |
| Self-Service Supply Center, No. 13<br>Skyline Building VI, Room 311<br>5109 Leesburg Pike<br>Falls Church, VA 22041                 | 0800 to 1630                  | 756-0819                    |

E3. ENCLOSURE 3SELF-SERVICE SUPPLY CENTERS WITH REPRODUCTION FACILITIES

| <u>Location</u>  | <u>Hours of<br/>Operation</u> | <u>Telephone<br/>Number</u> |
|--|-------------------------------|-----------------------------|
| Self-Service Supply Center, No. 1<br>The Pentagon, Room 1E700<br>Washington, D.C. 20310                                | 0730 to 1630                  | 697-8462                    |
| Self-Service Supply Center Quick Copy<br>The Pentagon, Room 2A656a<br>Washington, D.C. 20310                           | 0800 to 1600                  | 695-9437                    |
| Self-Service Supply Center, No. 7<br>Harkins Building, Room 7410<br>1900 Half Street, S.W.<br>Washington, D.C. 20324   | 0730 to 1600                  | 475-1488                    |
| Self-Service Supply Center, No. 8<br>Nassif Building, Room 217F<br>5611 Columbia Pike<br>Falls Church, VA 22041        | 0800 to 1630                  | 756-1550                    |
| Self-Service Supply Center, No. 11<br>Columbia Pike Building, Room 218<br>5600 Columbia Pike<br>Falls Church, VA 22041 | 0730 to 1600                  | 756-2190                    |

NOTE: Inquiries on blank forms and reproduction facilities should be referred to the supervisory supply technician, telephone number 695-7143.

\* See subsection 6.4. for procedures on after duty hours reproduction facilities.