

§ 101-29.301-3 Availability of Federal product descriptions.

The Assistant Administrator for Federal Supply and Services will promulgate and maintain on a current basis the “Index of Federal Specifications, Standards and Commercial Item Descriptions.” The Index lists Federal product descriptions which have been printed and distributed, including those which are mandatory for use, and identifies the sources from which these documents may be obtained. Supplements to the Index indicate the dates on which the use of new Federal product descriptions become mandatory. The Department of Defense also lists Federal product descriptions in the “Department of Defense Index of Specifications and Standards.”

§ 101-29.301-4 Periodic review of Federal product descriptions.

The Assistant Administrator for Federal Supply and Services is responsible for establishing a program for periodically reviewing Federal product descriptions to determine whether revision, cancellation or reauthorization (validation) is appropriate. The frequency of the review shall be based on the degree of change in the technology of the product covered by the description and shall be conducted at least once every 5 years.

§ 101-29.302 Other Federal agencies.

Heads of other Federal agencies are responsible for adhering to the policies and procedures established by GSA for management and control of Federal product descriptions and for the use of these documents in acquisition as applicable.

§ 101-29.303 All Federal executive agencies.

(a) Federal executive agencies shall evaluate the effectiveness of their Federal product descriptions by:

- (1) Establishing a system for obtaining user critiques of products acquired using those descriptions; and
- (2) Establish a method whereby the preparing activity can locate and communicate with the users.

(b) The system shall encourage users to communicate with acquisition organizations regarding:

- (1) The user’s essential requirements;
- (2) Product suitability for use in the user’s environment;
- (3) Product failures and deficiencies;
- (4) The needs of the logistics system; and
- (5) Suggestions for corrective actions.

(c) Acquisition organizations shall designate a central point in each agency to evaluate and respond to user critiques and take corrective action on reasonable complaints and suggestions.

(d) At the time of the periodic review, the responsible preparing activity shall consider available user evaluations, the results of market research and analysis, and all reported deviations from the product description. Information, such as the following shall be examined in the review process:

- (1) Whether the product description is still needed in its present form and scope or whether a more simplified one can be used;
- (2) The existence of voluntary standards or other Government product descriptions that may better reflect current requirements;
- (3) The need to convert Federal and agency specifications covering commercial or commercial-type products to CID’s; and
- (4) The currency and applicability of reference documents included in the product description.

Subpart 101-29.4—Mandatory Use of Federal Product Descriptions

§ 101-29.401 Federal product descriptions listed in the GSA Index of Federal Specifications, Standards and Commercial Item Descriptions.

(a) Federal product descriptions shall be used by all Federal agencies in the procurement of supplies and services covered by such descriptions, except as provided in § 101-29.402 and § 101-29.403.

(b) The order of preference in selecting Federal product descriptions for acquisition shall be:

- (1) Any Federal product description adopting voluntary standards.
- (2) Commercial item descriptions.
- (3) Federal specifications and standards.