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# Subpart 38.2 - Establishing and Administering Federal Supply Schedules

**Parent topic:** [Part 38 - Federal Supply Schedule Contracting](#)

## **38.201 Coordination requirements.**

(a) Subject to interagency agreements, *contracting officers* having responsibility for awarding Federal Supply Schedule contracts *shall* coordinate and obtain approval of the General Services Administration's Federal Supply Service (FSS) before-

- (1) Establishing new schedules;
- (2) Discontinuing existing schedules;
- (3) Changing the scope of agency or geographical coverage of existing schedules; or
- (4) Adding or deleting special item numbers, national stock numbers, or revising their description.

(b) Requests *should* be forwarded to the:

General Services Administration Federal Supply Service Office of *Acquisition* (FC) Washington,DC 20406.