

**DEPARTMENT OF DEFENSE**

**Government Furnished Property**

**OPERATING GUIDE**



**October 2018**  
**Version 3**

# SUMMARY OF CHANGES

Date	<i>Description</i>
Feb 2012	Pre-coordination Draft
June 2012	Incorporated DPAP comments
Aug 2013	Revised to align with current procedures
Jan 2017	Updated to include use of the Invoice, Receipt, Acceptance and Property Transfer (iRAPT) application of the WAWF e-Business Suite instead of the term “WAWF”. Updated to reflect new GFP Attachment and procedures.
Oct 2018	Updated to reflect implementation of the GFP Module Phases 1 and 2

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## 1.0 GOVERNMENT FURNISHED PROPERTY OPERATIONS

### 1.1 SCOPE/OVERVIEW.

This guide is for use by Government and industry program managers, logistics managers, Contracting Officers, Management Control Activity personnel, and Property Managers responsible for defining, providing, receiving and tracking Government Property that is, or is intended to be, in the custody of a contractor.

This guide will address:

- The process of establishing anticipated Government Furnished Property (GFP) to be provided to a contractor for execution of the contract.
- The process of maintaining visibility of GFP across the enterprise

There are three basic types of GFP; each type drives similar, but slightly different processing:

- GFP that is serially managed, marked with an Item Unique Identification (IUID) data matrix and the unique item identifier (UII) is registered in the IUID Registry
- GFP that is serially managed but which is not yet marked with an IUID data matrix or registered
- GFP that is not serially managed

This guide is not intended to replace or contradict contractual requirements. It provides a framework from which to understand the tools and processes available to support various situations that require the provisioning and reporting of GFP.

### 1.2. REGULATORY REQUIREMENTS

The following excerpts from DoD policy and regulation outline the basis for the procedures described in this document. The complete set of Regulations is included as Appendix A.

The Defense Federal Acquisition Regulation Supplement (DFARS) 252.211-7007 states:  
*the Contractor shall report, in accordance with paragraph (f), Government-furnished property to the IUID Registry as follows:*

*(i) All serially managed Government-furnished property, regardless of unit-acquisition cost; and*

*(ii) Contractor receipt of non-serially managed items. Unless tracked as an individual item, the Contractor shall report non-serially managed items to the Registry in the same unit of packaging, e.g., original manufacturer's package, box, or container, as it was received*

Note that GFP is no longer reported directly to the IUID Registry, but is instead reported to the GFP Module. DFARS 252.211-7007 (f) provides a link with procedures for reporting GFP. That link resolves to the GFP Vendor Guide

[http://dodprocurementtoolbox.com/cms/sites/default/files/resources/2018-07/GFP%20Reporting%20Guide\\_Vendors\\_June%202018.pdf](http://dodprocurementtoolbox.com/cms/sites/default/files/resources/2018-07/GFP%20Reporting%20Guide_Vendors_June%202018.pdf)). The Vendor Guide is explicit in

documenting that GFP reporting is performed primarily to the GFP Module in accordance with this SOP.

The DoD Instruction 5000.64 states:

*Although the DoD may not have physical custody, in order to maintain effective property accountability and for financial reporting purposes, DoD Components must establish and maintain records and accountability for government property of any value furnished to contractors as GFP or loaned to outside entities such as federal agencies, State and local governments, and foreign governments.*

And further that the Accountable Property Officer will:

*Utilize electronic transactions wherever practicable*

The DoD Instruction 4161.02 defines the methods to exchange GFP information between DoD Components and Contractors:

*The DoD Components shall:*

- a. Use electronic transactions when transferring Government property to a contractor and upon return of property to DoD.*
- b. Require contractors to use the Wide Area Workflow (WAWF) to receipt property transfers or use DLMS standard logistic transaction set 527R, available on the DLMS Supplements page of the DLMS Website to provide materiel receipt acknowledgement citing the applicable contract number for property shipments.*

Note that the GFP Reporting capability previously available in WAWF now resides in the GFP Module. DoDI 4161.02 is being updated to reflect this change.

The DoD Manual 4140.01, Volume 5, Enclosure 3 requires inclusion of contractor assets in item levels:

*Part 2 – Definitions indicates that the total item property record must include: materiel that is due in, in transit, in organic wholesale and retail repair facilities, in a contractor’s custody, on loan, on hand in wholesale distribution centers, on-hand at retail activities, and for reported assets in the custody of users.*

Volume 9, Enclosure 3 of this Manual further identifies the oversight and control role of the Management Control Activity:

*8.1.(3). Establish one or more management control activities (MCAs) to maintain control over all requisitions submitted to the DoD wholesale supply system by contractors and by DoD Component activities when such DoD Component activity requisitions indicate shipment to a contractor.*

DFARS 252.251-7000 Ordering From Government Supply Sources states:

*(d)(2) When using electronic transactions to submit requisitions on a non-reimbursable basis only, place orders by authorizing contract number using the Defense Logistics Management System (DLMS) Supplement to Federal Implementation Convention 511R, Requisition; and acknowledge receipts by authorizing contract number using the DLMS Supplement 527R, Receipt, Inquiry, Response and Materiel Receipt Acknowledgement.*

These policy documents define requirements to better plan, track and trace GFP. This document outlines the processes and tools to accomplish those goals.

### 1.3. ENTERPRISE TOOLS

DoD has developed the following tools that are available across the enterprise to enable efficient communication among Programs, Contractors, Property Systems and the Supply System.

#### 1.3.1 The Procurement Integrated Enterprise Environment (PIEE)

PIEE is a suite of electronic business systems including the GFP Module, Electronic Document Access (EDA), Wide Area Work Flow (WAWF), the GFP Module and the IUID Registry. A single sign on enables easy access to a range of authorized business systems within the PIEE environment.

WAWF is a secure, Web-based system for electronic invoicing, receipt, and acceptance. It allows government vendors to submit and track invoices and receipt/acceptance documents over the Web and allows government personnel to process those transactions in a real-time, paperless environment.

The GFP Module captures data regarding bi-directional GFP property transfers between DoD and Contractors for both UII'd items and nonUII'd items. The GFP Module automatically transmits the custody update of UII'd GFP to the IUID Registry and to the identified accountable property system of record (APSR). Property transfer data may be submitted via the web interface, or electronically, either directly to the GFP Module or via the Global Exchange Services.

Additional information and tutorials regarding GFP processing via the GFP Module can be found at <https://wawftraining.eb.mil/> or <https://dodprocurementtoolbox.com/site-pages/gfp-training>.

#### 1.3.2 Global Exchange Services (GEX)

GEX provides broker and mediation services between government agencies, commercial industry, and government systems. To support GFP processing, DoD systems and Contractor systems may send electronic property transfer messages to GEX which are transformed and transmitted to the PIEE. Property transfer messages from the GFP Module are automatically transmitted to DoD and Contractor systems via the GEX.

#### 1.3.3 Defense Logistics Management System (DLMS)

The DLMS is a broad base of business rules implemented to support commercial Electronic Data Interchange (EDI) transaction sets and to facilitate the elimination of Military Standard Logistics System (MILS) transactions. MILS transactions are limited to 80 characters and lack the data content needed to adequately identify critical GFP data.

DLMS is founded on American National Standards Institute Accredited Standards Committee (ASC) X12 standards and include both X12 transactions and World Wide Web Consortium-

compliant eXtensible Markup Language (XML) schemas. DLMS messages are generally used to convey property transfer data related to items that are provided to contractors from the DoD Supply System. The DLMS transaction definitions have been enhanced to incorporate data required to support GFP visibility. DoD and contractor systems are being modified to populate the GFP related enhanced data. To support adequate GFP visibility and processing, it is imperative that DoD and Contractor systems interfacing with the DoD Supply System upgrade to accommodate the enhanced DLMS data structures.

In certain situations, properly formatted DLMS transactions (including population of the “GF” segment) may be used to report property receipt to the IUID Registry.

#### 1.3.4 Item Unique Identification Registry

The IUID Registry is the data repository for items that require unique identification pursuant to the OSD Policy for IUID and DFARS 252.211-7003. The primary mission of the IUID Registry is to receive and store IUID pedigree data for the military services. The IUID Registry is the central repository for IUID data. IUID pedigree data is received via PIEE transaction at the point of delivery of the item to DoD.

To support GFP visibility, the IUID Registry contains a custody record for each registered UII'd item. A web user interface is available to query, report, and update custody information. Note that as of July 2018, non-UII GFP is maintained in the GFP Module, not in the IUID Registry.

#### 1.3.5 Electronic Document Access

Contract data is automatically submitted to EDA by the contract writing systems. These systems are transitioning from providing EDA with portable document format (PDF) contract format to the "contract as data" in the Procurement Data Standard (PDS) format. The GFP Attachments created in the GFP Module are uploaded to EDA upon approval of the GFP Attachment and the matching contractual artifact being loaded to EDA.

#### 1.3.6 Plant Clearance Automated Reutilization Screening System

The Plant Clearance Automated Reutilization Screening System (PCARSS) is a Defense Contract Management Agency (DCMA) eTool application that screens for further use property no longer needed for contractor performance. This includes both GFP and contractor acquired property (CAP) (as defined in FAR part 45.101). PCARSS automatically transmits disposal information to the IUID Registry when UII'd GFP is disposed of.

Note that the functionality currently performed in PCARSS will be migrated to the GFP Module in the coming years.

#### 1.3.7 Property Loss Tool

The Property Loss Tool (PLT) is a DCMA eTools capability that tracks cases where Government property in the custody of a contractor is no longer useful. The PLT system enables interaction between a contractor and DCMA to determine appropriate responsibility and outcome. The PLT

transmits property loss information to the IUID Registry for UUI'd items upon resolution of the property loss case.

Note that the functionality currently performed in PCARSS will be migrated to the GFP Module in the coming years.

## 1.4 GFP PROCESS

The overall GFP process that is directed by the DoD Policies and enabled by the DoD Enterprise tools is illustrated in Figure 1. This diagram associates the Business Enterprise Architecture Procure to Pay processes with the supporting data and systems.

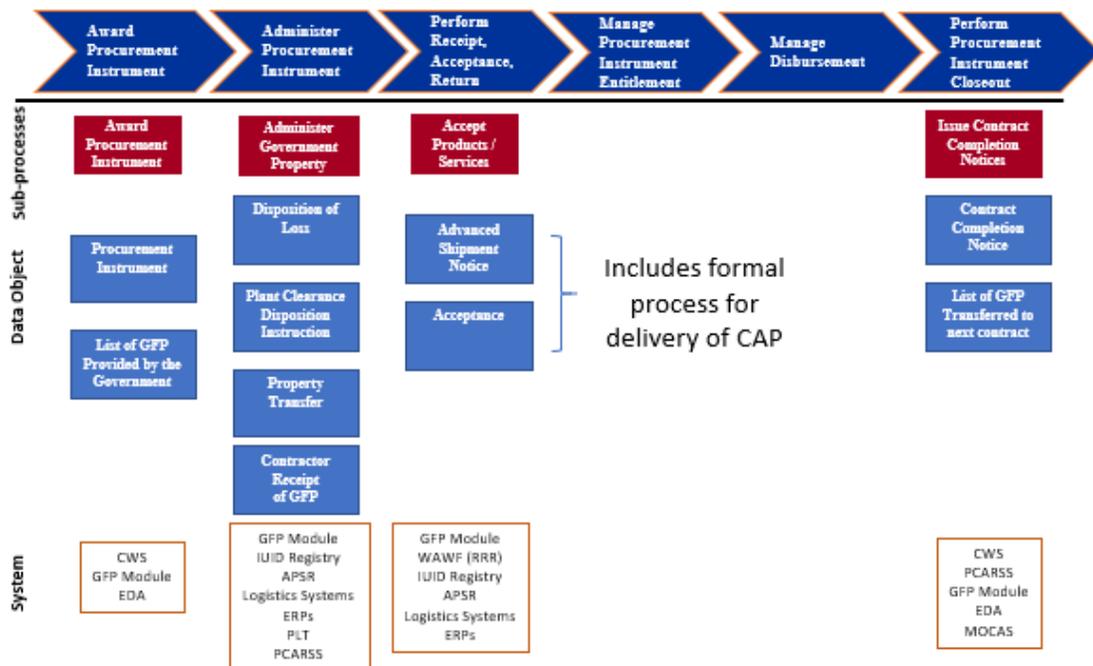


Figure 1. Property Transaction Touch Points

## 2.0 ESTABLISH THE GFP AUTHORIZATION

### 2.1 GFP ATTACHMENT

When solicitations are released or contracts awarded, the Government Property planned to be provided to the Contractor as GFP is identified in accordance with PGI 245.103-72 Government-furnished property attachments to solicitations and awards. The PGI provides the link to the GFP Attachment Excel template. Note that the GFP Attachment contains three sections:

- Serially Managed Items - Items provided to the contractor that are serially managed by DoD. The items can be equipment, tooling, or items for modification, upgrade, or repair
- Non-serially managed items - typically consumables
- Requisitionable Government Furnished Property - Items that the contractor is authorized to requisition from the DoD Supply System which are funded by DoD and are therefore GFP

Note that items that the contractor is authorized to procure from the DoD Supply System, which are paid for by contractor funds, are Contractor Furnished Material not subject to the GFP policies and are therefore not captured on the GFP Attachment.

Note that custody of CAP items is reported only when those items become GFP after the items have been delivered against a line item on the contract under which they were acquired. DFARS 245.402-71 includes the requirement that an item of CAP should be delivered when its cost exceeds the capitalization threshold.

Contractors are authorized to have GFP based on the identification of the items on the GFP Attachment. The GFP Attachment is created in the GFP Module application of the PIEE. After creation, the GFP Attachment is processed through a workflow in the GFP Module that includes zero to many reviewers and an approval by the contracting officer.

The GFP Attachment Excel template is available at <http://www.dodprocurementtoolbox.com/site/detail/id/26>. The GFP Attachment can be uploaded as the Excel or it can be manually entered into the GFP Module web site. It can also be created in the GFP Module by using an existing GFP Attachment as the template. This feature is helpful in scenarios such as:

- Moving GFP from an expiring contract to a follow-on
- Modifying the GFP provided to the contractor on a given contract (either adding or identifying that previously expected GFP is not available)
- Creating a contract award GFP Attachment from its corresponding solicitation GFP Attachment

Note that the GFP Attachment documents all of the GFP that is planned to be provided during the contract period of performance. If additional GFP needs to be added, the new GFP Attachment will reflect all of the GFP – the original items plus the additional items. Any change to the GFP Attachment requires a modification to the contract. The GFP Attachment documents the negotiated deal between DoD and the contractor; it does not reflect GFP on-hand at a contractor.

The GFP Attachment is created in the GFP Module. The GFP Attachment initiator identifies the workflow which will contain one Approver and zero to many Reviewers by organizational DoDAAC. The Reviewers can be identified by name which will transmit an email to the Reviewer when it is their organization's turn to review the GFP Attachment. The initiator will also identify the contract with which the GFP Attachment will be associated. If the contract number is not known at time of creation, the initiator can "pre-stage" the GFP Attachment and enter a program name to align the GFP Attachment with a future contract number. The contract number (and modification number if the GFP Attachment is associated with a contract modification) must be entered prior to final approval. Once the Approver has approved the GFP Attachment, the GFP Module automatically checks EDA for a matching contractual artifact (if the GFP Attachment type is Contract Award or Modification). If a match is found, the GFP Module automatically uploads the GFP Attachment to EDA. If a match is not found, the system will continue to try to find a match each night. An Aging report is available in the PIEE Management Reporting System (MRS) that indicates how long a GFP Attachment has been approved pending its matching contractual artifact in EDA.

Identification of GFP in the GFP Attachment establishes the capability to electronically compare the planned GFP to the GFP that has actually been provided to the contractor over the life of the contract.

### 3.0 VISIBILITY OF GFP STEWARDSHIP TO SUPPORT EXISTENCE AND COMPLETENESS

Tracking GFP stewardship requires electronic and coordinated communications between the component that owns the items and the contractor that is receiving or relinquishing custody of the items. As stated in DoD Instruction 5000.64 and further directed in DoD Instruction 4161.02, electronic interfaces must be used between DoD APSRs, DoD Enterprise Systems, and the contractor to enable this communication.

The GFP traceability lifecycle is illustrated in Figure 2. The tools and processes that provide visibility of GFP as it moves from DoD custody to Contractor custody and is potentially returned to DoD custody are described in the following paragraphs.

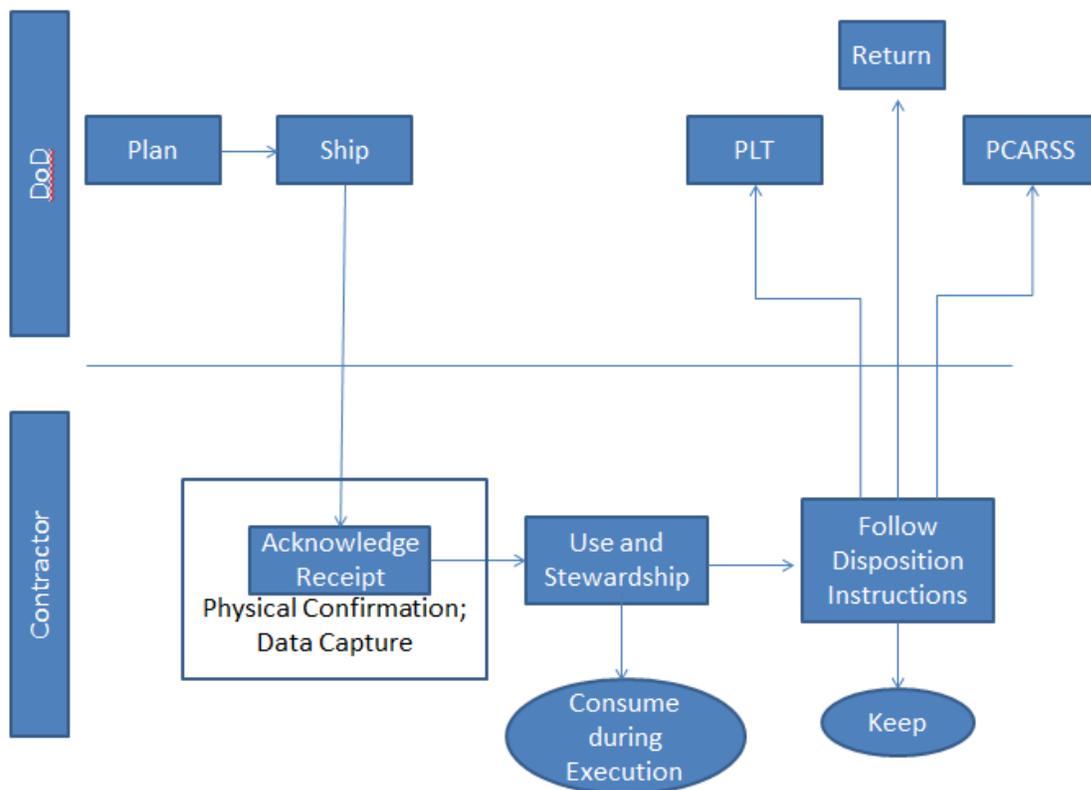


Figure 2. GFP Lifecycle

### 3.1 TYPES OF GFP

Government property is furnished to contractors for execution of the contract. The items that will be provided to the contractor as GFP are defined in the GFP Attachment. GFP items can include items that are to be repaired, maintained or overhauled; the parts to execute repairs; tooling/test equipment; and items or materials consumed in the production process or attached to (embedded in) other items during the manufacturing process.

GFP is either serially managed by DoD or not serially managed. Serially managed GFP may be assigned a UII and tracked using the UII. Some serially managed GFP may not yet have a UII assigned and is tracked using a serial number. GFP that is not serially managed is tracked using National Stock Number (NSN), the combination of manufacturer Contractor and Government Entity (CAGE), or model number. The preference is that items that are serially managed and therefore meet the IUID criteria are assigned a UII and marked with an IUID data matrix prior to GFP custody transfer from DoD to a contractor. If UII assignment and marking is not possible before custody transfer, DoD may include the UII assignment and marking as an additional contractor task while the items are in contractor custody.

Note that contractors must report receipt of all GFP including consumables or bulk materials (e.g., metals) according to DFARS 252.211-7007 when the items are physically in the contractor’s custody.

### 3.2 GFP PROCESS ROLES

There are several key roles that enable the efficient transfer of custody between DoD and contractors. While the following list is not intended to define all of the participants in the process, it lays out the generic roles and the general flow of GFP transfer.

**Table 1. Generic GFP Process Roles**

<b>DoD Role</b>	<b>Focus Area</b>	<b>Contractor Role</b>	<b>Focus Area</b>
Program Manager	Defines GFP need Initiates GFP send	Program Manager	Tracks need for and receipt of GFP
Contracting Officer	Documents GFP for a contract Adjudicates GFP issues (e.g., late, defective, etc.)	Contracts Department	Assures timely and accurate GFP receipt acknowledgement
Contract Management Activity	Reviews and approves contractor property management system	Property Manager	Maintains GFP processes/systems
Management Control Activity (MCA) or Gov’t Property Shipper/Receiver	Coordinates GFP provisioning Approves requests for GFP	Material Coordinator	Monitors/manages inbound and outbound GFP on a contract-by-contract basis
Shipping/Receiving	Physically picks/ships or receives/stores GFP	Shipping/Receiving	Physically picks/ships or receives/stores GFP

### 3.3 PROVIDING GFP TO THE CONTRACTOR

When delivery of GFP to the contractor is determined to be in the best interest of the government and is properly identified in the GFP Attachment to the contract, DoD will initiate the transfer of the GFP items to the contractor. GFP transfer has traditionally been a paper-based process using DD Forms 1149 or 1348-1 where items frequently arrive at the Contractor facility with little documentation and no advance notification that they are being delivered. This approach causes significant research effort for contractors and increases the potential for property accountability errors. These non-electronic means of property transfer are being replaced by two methods that use electronic transactions to provision GFP to the contractor using enterprise tools: via the GFP Module and via the Supply System using data rich DLMS transactions.

#### 3.3.1 GFP Provisioning via the GFP Module

Items provided by DoD to the Contractor as GFP are identified in the “Serially Managed Items” and “Not-serially Managed Items” sections of the GFP Attachment to the contract. The DoD entity responsible for managing the GFP (generally the MCA; referred to as “Government Property Shipper” for the remainder of this document) must have the role of **Government Property Shipper** established in the GFP Module.

The GFP Module access and role requests are self-requested by the user. After approval by the identified supervisor, the request is communicated to and activated by the PIEE Group Administrator Manager (GAM) for government and government support contractors. The parallel role of Contractor Administrator Manager (CAM) authorizes contractor/vendor roles. The GAM or CAM can be found under the “User” tab, “Group Administrator Lookup” selection in WAWF. The GAM or CAM can also be found on the PIEE landing page at the bottom left corner as illustrated in Figure 3.

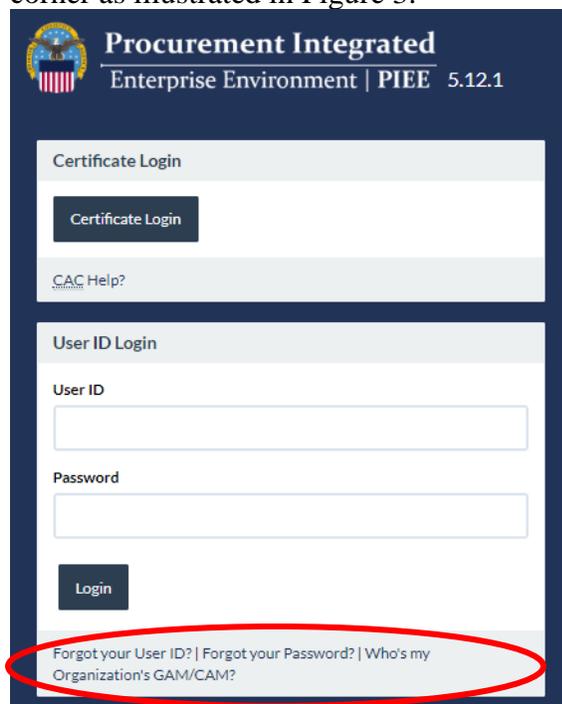


Figure 3. GAM/CAM lookup

It is also necessary that the Contractor responsible for receiving the GFP have the GFP Module role of **Contractor Property Receiver** established in the GFP Module order to receive notifications and access the folder to acknowledge receipt of the GFP or to report receipt of GFP unilaterally.

When items are ready to be shipped to the contractor, the MCA will coordinate with the shipping personnel to request shipment and will be advised when items have been shipped and the related serial numbers or UIIs for serially managed items. The Government Property Shipper will provide the GFP transfer data to the GFP Module either via the manual web interface or electronically from an automated system as illustrated in Figure 4.

The Government Property Shipper has the option to populate the shipment document by selecting items from the GFP Attachment or by adding items via the data entry screen. When identified on the GFP Attachment, it is preferable to select the items from the GFP Attachment to reduce burden and to ensure consistent data quality. Entry of UII or SN for serially managed items is optional on the government shipment action.

**Note: Both UII'd items and/or nonUII'd items may be transferred as GFP via the GFP Module**

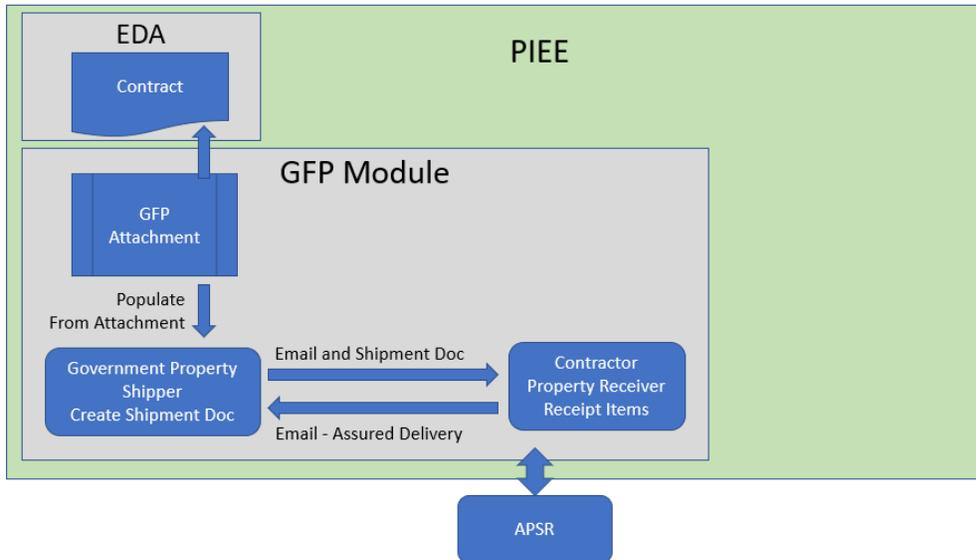
**Note: UII'd items must be registered in the DoD IUID Registry prior to property transfer via the GFP Module**

**Note: IUID Relevant items should be marked and registered by DoD before being transferred to a contractor as GFP. If that is not possible, DoD can include a contract requirement for the contractor to mark and register IUID Relevant GFP provided to him. The contractor will need drawings or other marking instructions to execute this requirement.**

**Note: An email will be transmitted to the Contracting Officer when the shipment document contains items that are not on the GFP Attachment or when the quantity of a item identified on the GFP attachment will exceed the quantity authorized at the contractor site.**

When the DoD property shipper submits the property transfer document to the GFP Module, the Contractor Receiver will receive email notification that the items are en route.

If the Contractor has established the ability with the GFP Module and GEX to receive an electronic message of the property transfer, the message will also be transmitted to the Contractor's identified electronic location.



**Figure 4. GFP Module Government to Vendor GFP Flow**

When the items arrive at the contractor facility, they are inspected by the contractor’s quality or receiving department. The contractor then reports receipt of the GFP in the GFP Module as illustrated in Figure 5. To report receipt, the contractor may either log on to the “receipt folder” on the GFP Module web site or the contractor’s information system can send a properly formatted electronic message to report the receipt. Instructions to access the GFP Module electronic message structure definitions are included in Appendix C. If the items are on the serially managed section of the GFP Attachment, the contractor must enter the UII or the serial number if a registered IUID data matrix is not on the item. If there is no GFP Attachment in the GFP Module, but the contractor knows that the item is DoD serially managed, he has the option to enter UII or serial number.

After receipt of the GFP is reported in the GFP Module, the government sender will receive an email that indicates that the item has been received by the contractor and is in his custody for use in performance of the contract. If the GFP provided is unacceptable, this can also be indicated through the GFP Module interface.

The receipt transaction can automatically trigger a message to the identified property system (potentially to both the government and contractor property system). If the item has a registered UII, the GFP Module will automatically update the item’s custody record in the IUID Registry.

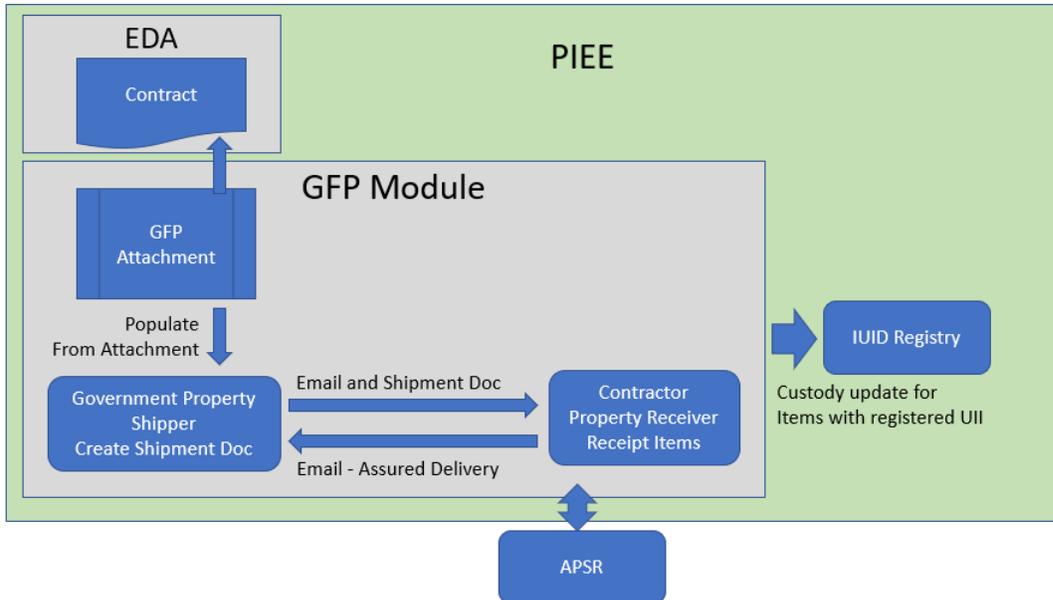


Figure 5. GFP Module Contractor Receipt Reporting Flow

Once custody is updated in the IUID Registry, the contractor can view and update the IUID Registry item record for the UII'd item.

Note: It is preferable to report receipt of all GFP via the GFP Module. It is technically feasible to report custody update of previously registered items directly to the IUID Registry via manual input or flat file or XML electronic file. It is also technically feasible to register a previously unregistered UII as in GFP status manually and via flat file or XML electronic file.

### 3.3.2 Unilateral Receipt of GFP via GFP Module by a Contractor

If a contractor receives GFP without government notification, he can take independent action to report receipt of the GFP items. While the preferred approach is to have a shipment document from the government, during the transition from paper to electronic methods of custody transfer unilateral contractor receipt is likely to occur.

To report receipt of UII'd or non-UII'd GFP when there has been no electronic GFP Module shipment document from the government, the Contractor can enter the contract and item data into the GFP Module either manually via the web site or through a properly formatted electronic message.

When using the manual data entry option, the contractor can select items from the GFP Attachment to pre-populate the receipt document. He can also enter data about items that are not on the GFP Attachment or in the case where there is not a GFP Attachment in the GFP Module. If he selects an item from the serially managed section of the GFP Attachment, he will be prompted to enter a UII or a serial number of the quantity of items.

Processing of electronic files will attempt to match items to the GFP Attachment if one exists in the GFP Module and validation messages will be provided back in the electronic response file.

As illustrated in Figure 6, the data is then provided to DoD, the property system if one is identified within the GFP Module, and to the IUID Registry (only for registered UII's).

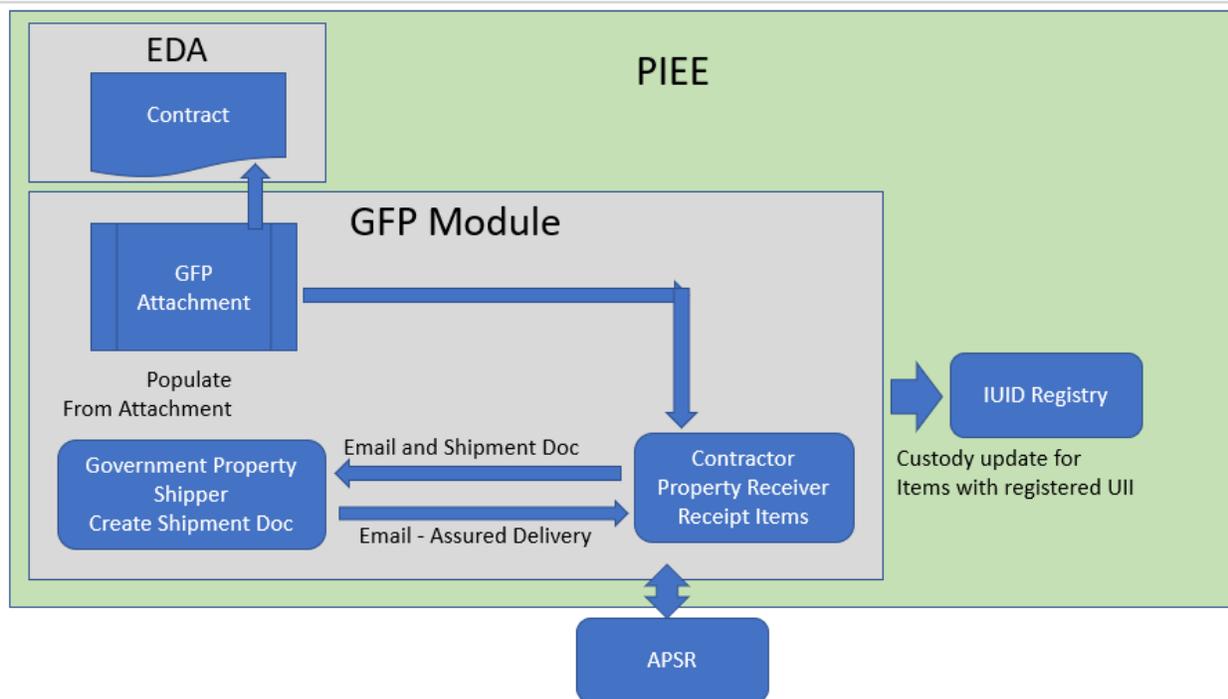


Figure 6. Contractor Unilateral GFP Receipt via GFP Module

### 3.3.3 Unilateral Receipt of GFP via IUID Registry by a Contractor

The contractor also has the option to enter custody of GFP directly into the IUID Registry for UII'd GFP items. This option can be accomplished either manually via the IUID Registry web site or by using electronic submission of properly formatted Flat File or XML messages through GEX to the IUID Registry.

Note that this approach does not provide notification to government personnel or property systems, and so it is not the recommended approach.

Note that this approach is only for UII'd items; nonUII GFP must be reported via the GFP Module only.

Note that to use this approach, the contractor must have been the organization that originally delivered the item to DoD. Otherwise, the contractor will not have access to the record of the UII'd item. However, if the contractor is registering a new UII concurrently with reporting custody, the contractor can do that directly in the IUID Registry.

### 3.3.4 GFP Items Provisioned from DoD Supply System

GFP is sometimes available from the DoD Supply System. In some cases, requisitioning of the items is executed by DoD and delivered to the Contractor for use in performing the contract. In other cases, the contract authorizes the Contractor to independently submit requisitions for specified items and quantities. If the government pays for the item, it is considered GFP. The GFP Attachment section titled “Requisitioned Items” identifies items that the contractor is permitted to requisition as GFP.

Authorized requisitions from supply, paid for by the Contractor on fixed price contracts (Contractor Furnished Material) do not appear on the GFP Attachment and are not reported to the GFP Module. Use of the DoD Supply System as a source of supply regardless of funding source requires authorization in the Requisitioned GFP Contract Attachment defined in PGI 245.201-71.

Regardless whether the Contractor requisitions non-reimbursable GFP or the items are requisitioned by DoD on behalf of the Contractor, the Contractor must report receipt of the items provided from the DoD Supply System. This can be accomplished either through the GFP Module or by using the DLMS transactions. To use the DLMS transactions, the 856S, Shipment Status, must have been generated by DoD (including the “GF” segment) and the contractor must report receipt by creating the 527R, Receipt, Inquiry Response and Material Receipt Acknowledgement (including the “GF” segment). Those DLMS transactions will be routed to the GFP Module and when the 527R corresponding to an existing 856S is received, the GFP Module will be updated with the GFP custody data obviating the need for the contractor to report receipt both in DLMS and in the GFP Module. The DLMS message structure for the 527R is defined at [http://www2.dla.mil/j-6/dlms/eLibrary/Transformats/Supplements/4010/004010F527R5RP32\\_Jan0712\\_PDC\\_419.pdf](http://www2.dla.mil/j-6/dlms/eLibrary/Transformats/Supplements/4010/004010F527R5RP32_Jan0712_PDC_419.pdf).

### **3.4 GFP RETURNING TO DoD CUSTODY**

Items are returned to DoD custody in a variety of ways depending on the item and what has happened to the item during the time it has been in the Contractor custody. Figure 7 provides a decision tree that identifies which enterprise tool is most appropriate to use to return GFP to DoD. Blue boxes convey actions or decisions and green boxes identify the tool that best supports the situation.

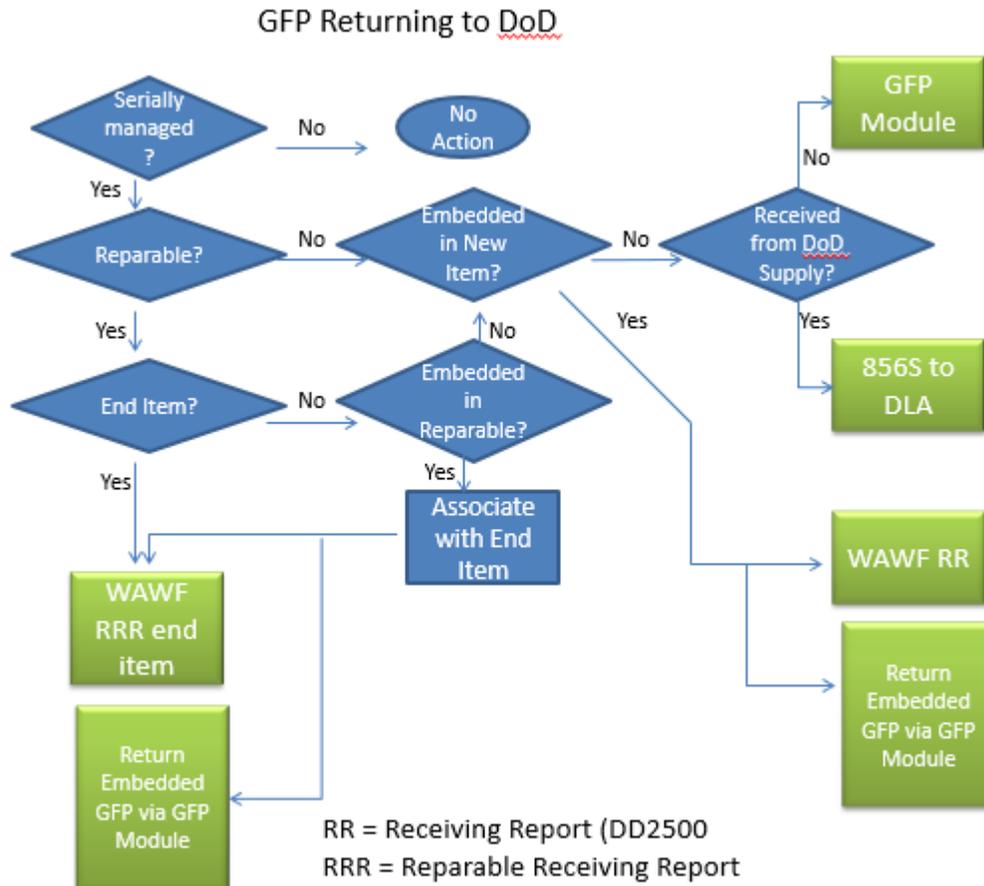


Figure 7. GFP Return Decision Tree

### 3.4.1 Non-serially managed GFP

It is important to note that non-serially managed GFP is normally accounted for and excess returned at the end of the contract (FAR 4.804-5). This approach recognizes that non-serially managed GFP generally is consumed during contract execution and is not associated with a specific delivered item. Examples of this type of GFP include sheet metal, uniform fabric, and bulk items like bolts. As part of the contract close out process, any remaining non-serially managed GFP will be dispositioned and the GFP module will be updated accordingly. Until plant clearance is brought into the GFP Module, PCARSS is used to disposition excess GFP. If GFP is destroyed by an accident or lost while in contractor custody, the PLT is used to report those events until its functionality is subsumed by the GFP Module.

### 3.4.2 Serially Managed GFP

GFP can be independent items including tooling, test equipment, equipment and production support items. These items generally are serially managed. These types of items are usually provided by the program directly, but may occasionally be provided from the supply system. These GFP items are usually returned to the source – either to the program or to the DoD Supply System as defined in the contract.

The GFP Module is used to return items to a Program Manager or other property accountability point of control. To accomplish return of GFP using the GFP Module, the Contractor must have the role of **Contractor Property Shipper**.

When the items are shipped back to DoD, the Contractor enters the Property Transfer data into the GFP Module either via the web interface or in a properly formatted electronic message. When entering the shipment data into the web interface, the shipper is able to select items from previously received items (including UII or serial number), select items from the GFP Attachment if the record of receipt is not in the GFP Module (and be prompted to enter UII or serial number), or input all data if the item being returned is neither previously received nor on the GFP Attachment.

The DoD recipient will receive email notice that the item is en route. This process is illustrated in Figure 8.

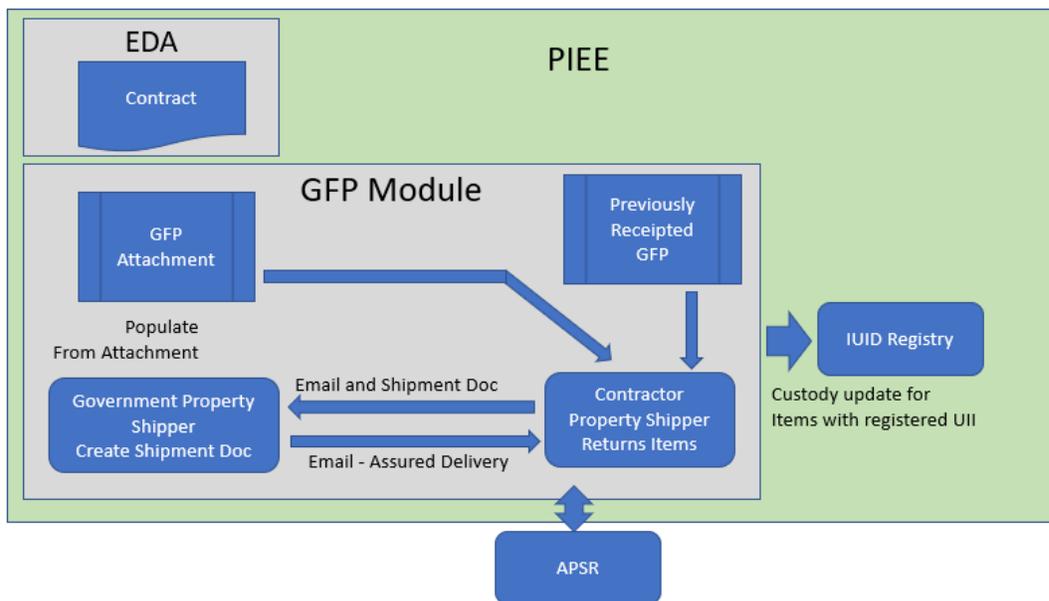


Figure 8. GFP Return from Contractor via GFP Module

The item will be removed from the contractor’s accountable property list in the GFP Module. When receipt is acknowledged by the DoD Government Property Receiver in the GFP Module, the Contractor will receive an email and the identified property system will be updated. If the item has a registered UII, the custody record in the IUID Registry will be updated.

### 3.4.3 GFP Embedded in New Item Delivery

Subassemblies and components can be provided by the government to support contract execution of newly procured items. An example of this situation is an engine provided as GFP to an aircraft manufacturer. In this case, the GFP is then returned to DoD as part of the delivery of the new aircraft. The DoD enterprise tool for delivery of new items is WAWF. This tool allows the Contractor to electronically invoice and submit the “DD250” or receiving report of the delivered item.

The embedded items that were reported as GFP with a registered UII are associated with the end item at the time of submission of the receiving report to WAWF indicating delivery. Up to one hundred new UII'd items and GFP UII'd items can be associated with the delivered item with a single level of indenture. Note that the UII of the GFP must already be resident in the IUID Registry. This process is illustrated in Figure 9.

If there are multiple levels of indenture, the UIIs of GFP and new embedded item data can be submitted directly to the IUID Registry after acceptance of the end item in WAWF. Alternatively, an attachment containing the embedded items can be included in the WAWF submission.

Note: when serially managed GFP items without a UII are embedded in an end item, the contractor must use the GFP Module to separately return those items to DoD.

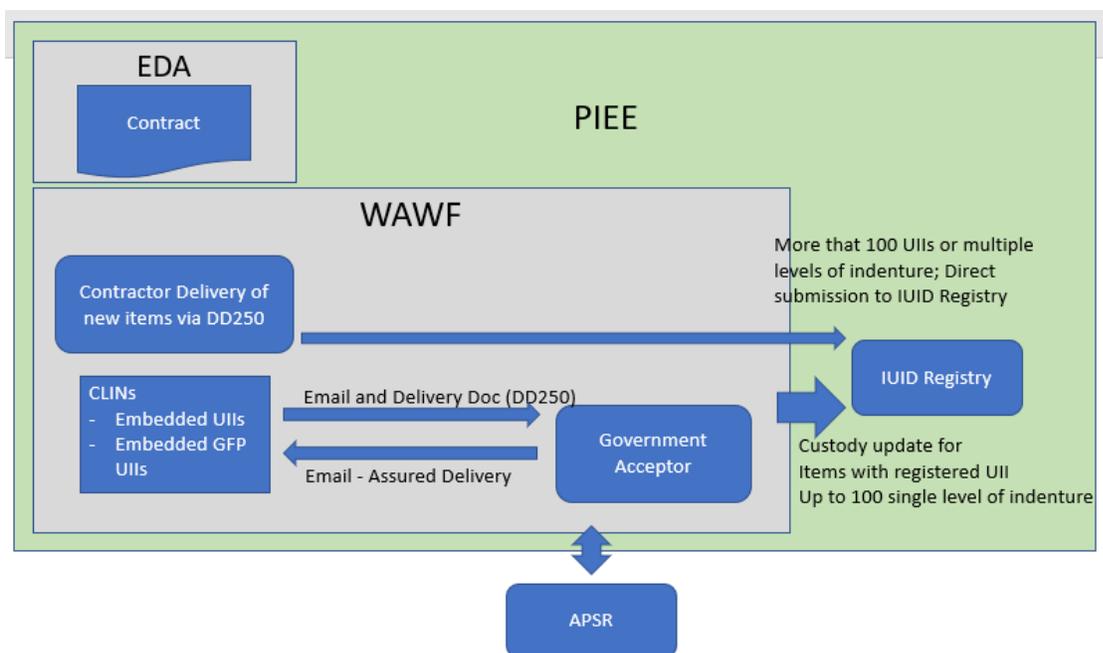


Figure 9. GFP Returned as Embedded in New Item

### 3.4.4 Repairables

When a repairable item has been repaired and is ready for return to DoD, the Contractor will use the RRR capability in WAWF. The RRR allows the contractor to invoice for the repair service and return the repaired item. The Contractor may submit the data via the WAWF web interface or by a properly formatted electronic message.

The DoD Acceptor accepts the service invoice which triggers the property transfer to be automatically generated and available the organization identified in the RRR as the property receiver. Repaired items with registered UIIs are removed from Contractor custody in the IUID Registry when the receipt action is executed by the DoD receiver. The flow is illustrated in Figure 10.

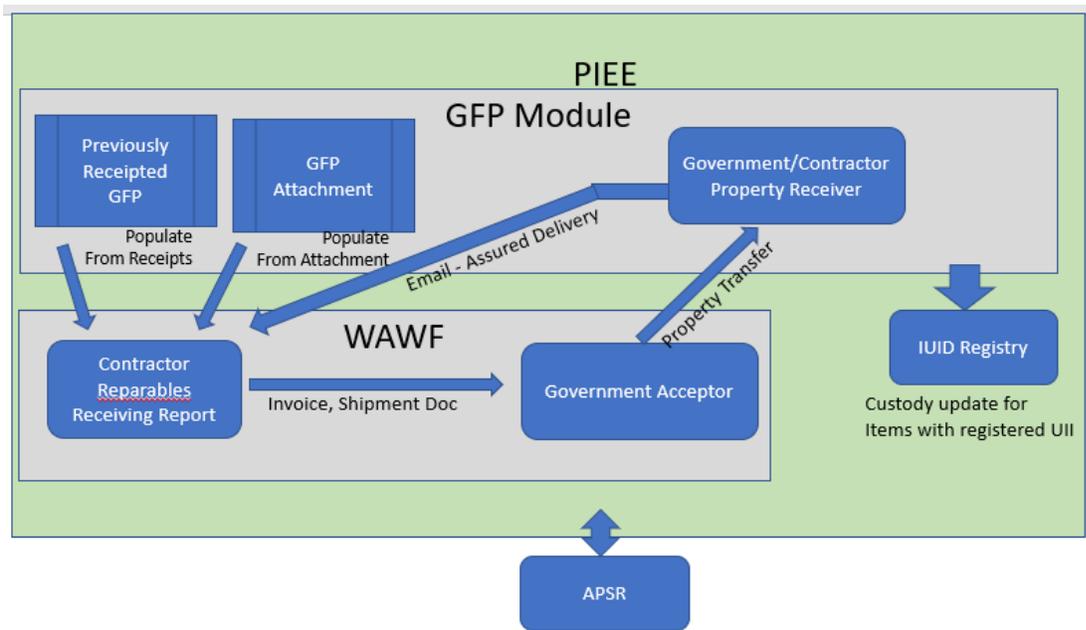


Figure 10. GFP Return by acceptance of RRR

### 3.4.5 GFP Embedded in Repairables

When subassemblies or components are provided as GFP to a Contractor which are then attached to or embedded in a higher assembly or end item that has itself been provided to the Contract as GFP to be repaired, the RRR is used to invoice for the repair service and deliver the UII'd GFP reparable and its embedded UII'd GFP if there is a single level of embedded GFP items. The process is identical to Figures 9 and 10 with the addition of the inclusion of embedded items identified to each delivered reparable item. The reparable item and its identified embedded UII'd GFP item(s) will be removed from contractor custody when the repair service is accepted by the DoD Acceptor. Note that the reparable UII and its embedded GFP UIIs must already be resident in the IUID Registry. The contractor may enter the RRR data via the WAWF web interface or by submitting a properly formatted electronic message. Note that new embedded UII'd items may also be submitted to the IUID Registry during this process. New embedded UII'd items must not already exist in the IUID Registry.

Serially managed GFP without a UII that is embedded in a reparable must be reported as a separate shipment to remove the items from contractor custody.

#### Multiple Levels of GFP:

When a reparable has multiple levels of embedded GFP subassemblies or components that have been added to or removed from the repair item, the embedded item information is not added via the WAWF RRR. In this case, the reparable service and item is delivered via the RRR, and the embedded GFP item data is submitted separately to the GFP Module either via the web interface or a properly formatted electronic message. Note that the embedded UII'd GFP items will be

removed from contractor custody in the IUID Registry, but update of the custodianship of the embedded items in the APSR must be managed separately.

### 3.4.6 Reporting GFP Transfers to Other Contracts/Contractors

All GFP must be contractually accountable to a contract, and only one contract at a time. GFP is transferred from one contract to another when firm requirements exist under a new, follow-on or gaining contract (PGI 245.103-71). Transfers of contractual accountability must be accomplished by contract modification of both the gaining and losing contracts. Contract modification shall use the GFP Attachment for the gaining contract as prescribed in PGI 245.103-72.

Once the contract modifications are executed, the Contractor must update the GFP Module to accurately reflect GFP custody by reporting receipt of the items against the gaining contract. The custody changes for both UII'd and nonUII'd GFP can be reported in the GFP Module.

When the contract instructs that there is to be a contractual transfer of accountability of GFP from one contract to another contract (e.g., a follow-on contract) within the same CAGE code, the Contractor may report a "shipment" in the GFP Module identifying the losing contract as the "shipper" and the gaining contract as the "receiver" and indicate the items by product identifier and by UII or Serial Number if the items are serially managed. The GFP module will automatically update the IUID Registry for any UII'd GFP and will update identified APSRs to properly identify the contract under which custody is authorized. For UII'd items, alternately, the change may be made by directly updating the IUID Registry to identify that the GFP is associated with a different contract (and is no longer associated with the initial contract). Because the APSRs are not updated when using the IUID direct submission method, the GFP Module is the preferred method to report a change to the accountable contract.

When the contract instructs that GFP is to be transferred to another contractor, the Contractor of the "losing" contract may report to the GFP Module the losing contract data and identify the GFP items that will no longer be associated with the contract. The CAGE or DoDAAC (and contract number if provided) of the Contractor gaining the GFP can be entered. The GFP Module automatically alerts the receiving contractor of inbound GFP. The receiving contractor must independently report receipt of the GFP items in the GFP Module before the custody record is updated in the GFP Module, the IUID Registry for UII'd items, and identified APSRs. If reporting GFP custody changes from one contractor to a different contractor is performed directly to the IUID Registry, then there is no connection between the losing and gaining contracts; a completely separate reporting entry is required by the losing and gaining contractors. Changes in GFP accountability reported directly to the IUID Registry do not update the APSRs, so the GFP Module is the preferred method to report transfer events.

NOTE: Reporting of GFP custody transfer in the GFP Module must be performed ONLY in accordance with the contractual transfer of accountability as defined in the contract. See PGI 245.103-71 "Transferring Government property accountability".

### 3.4.7 Reporting GFP Incident to DoD Support Contract

In certain contractual relationships, such as Performance Based Logistics (PBL) or Contractor Inventory Control Points (C-ICP), the contractor provides a service to DoD requiring the contractor to hold, manage, or distribute government property. To meet the spirit and intent of the Financial Improvement and Auditability Readiness guidance, the DoD Military Service or Agency APSR must have a record of DoD-owned assets including those items in the custody of a contractor.

In the future, transactions already flowing across the DoD Infrastructure will provide data to update the APSR. Use of these transactions will occur primarily in situations where PBL or C-ICP services are provided. In these cases, the transactions will mimic those of the DoD Supply System, but specific data elements within the message will flag it as a message documenting input to or decrement from the GFP position held at a contractor site. Note that MILS formatted messages lack the data fidelity to provide contract-based GFP visibility; migration to fully populated DLMS formatted messages is required.

## APPENDIX A – Reference Documents

- a. OUSD (AT&L) “Policy Update for Item Unique Identification (IUID) of Tangible Personal Property”, dated 06 February 2007
- b. “Department of Defense Guide to Uniquely Identifying Items, Assuring Valuation, Accountability and Control of Government Property”, Version 3.0, December 2014.  
<http://dodprocurementtoolbox.com/cms/sites/default/files/resources/DoD%20Guide%20to%20Uniquely%20Identify%20Items%20v3.0.pdf>
- c. DoDI 8320.04, Item Unique Identification (IUID) Standards for Tangible Personal Property, September 2015
- d. DFARS Procedures, Guidance, and Information PGI 245.103-72 Government-furnished property attachments to solicitations and awards, 23 March 2018.  
[https://www.acq.osd.mil/dpap/dars/pgi/pgi\\_htm/current/PGI245\\_1.htm](https://www.acq.osd.mil/dpap/dars/pgi/pgi_htm/current/PGI245_1.htm)
- e. DFARS 252.251-7000, Ordering from Government Supply Sources
- f. DoDI 5000.64, Accountability and Management of DoD Equipment and Other Accountable Property, 31 August 2018
- h. Military Standard 130, “Standard Practice for Identification Marking of U. S. Military Property, latest version.
- i. DFARS 252.211-7003, “Item Unique Identification and Valuation”
- j. DFARS 252.211-7007, “Reporting of Government-Furnished Equipment in the DoD Item Unique Identification (IUID) Registry”
- k. DoDM 4140.01, Volume 5, “DoD Supply Chain Materiel Management Procedures: Delivery of Materiel”, September 17, 2018
- l. DoDM 4140.01, Volume 9, “DoD Supply Chain Materiel Management Procedures: Materiel Programs”, February 16, 2018



## APPENDIX B – GFP ATTACHMENT SAMPLE

Contract Info:

### ***GFP Attachment***

Status: Initiated and Approved via Web

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#### **GFP Attachment Information:**

<b>Attachment Description</b>	<b>Attachment Number</b>	<b>Attachment Date</b>
Contract Modification	11	2018-04-16

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#### **Contract Information:**

<b>Contract Number Type</b>	<b>Contract Number</b>	<b>Contact Order Number</b>	<b>Modification Number</b>
DoD Contract (FAR)	M6785414C0520		P00002

<b>Contract CAGE Code</b>	<b>Contract Effective Date</b>	<b>Purchase Request Number</b>
3BHX3	2015-09-10	

<b>Program Title</b>
<b>Comments</b>

Item Level Data:

**Serialized Item(s):**

<b>Serialized Item - Line Number: 1</b>					
Item Name	Item Description	NSN	CAGE Code	Part Number	Model Number
Tank, tracked	M1A2 with special features		OLFY7	14-6457-33	
Quantity	Unit Of Measure	Unit Acquisition Cost		Use As-Is	
10	Each	475000		false	
Delivery Date	Duration	Time Unit		Delivery Event	
Notes					

<b>Serialized Item - Line Number: 2</b>					
Item Name	Item Description	NSN	CAGE Code	Part Number	Model Number
Tank tracks	Heavy duty tracks for M1A2 tank	456501674563 2			
Quantity	Unit Of Measure	Unit Acquisition Cost		Use As-Is	
20	Each	14500		false	
Delivery Date	Duration	Time Unit		Delivery Event	
	6	Months		Award Date	
Notes					
Local number 4565AA1122334; will arrive new in box					

## APPENDIX C – GFP Module Electronic Message Structure

The GFP Module can receive properly formatted messages in either EDI format via the GEX or in Flat File format via File Transfer Protocol directly to the GFP Module.

To access the message structure definitions, follow these instructions:

- 1. Access <https://wawftraining.eb.mil>**
  - a. This site provides a complete practice area including sample values for vendors and government PIEE users**
  - b. Accept the terms of use**
- 2. Click on “Help/Training” in the top right hand corner**
  - a. For X.12 Format, on the right side, under “Help – System Information” click “EDI User Guides”**
    - i. Select EDI Guide - Appendix M (856\_Property\_4010) for property transfer messages**
    - ii. Select EDI Guide - Appendix O (856\_RRR\_4010) for the format of electronic RRR**
  - b. For flat file format, on the right side under “Help – System Information” click “WAWF FTP User Guides”**
    - i. Select FTP Guide - Appendix N (Property) for property transfer messages**
    - ii. Select FTP Guide - Appendix I (ReparablesRR) for the format of the electronic RRR**

## APPENDIX D – Acronyms

APSR	accountable property system of record
CAGE	Commercial and Government Entity Code
CAP	contractor acquired property
CLIN	contract line item number
CDRL	Contract Data Requirements List
C-ICP	Contractor Inventory Control Points
DCMA	Defense Contract Management Agency
DFARS	Defense Federal Acquisition Regulation Supplement
DLMS	Defense Logistics Management System
EDA	Electronic Document Access
EDI	electronic data interchange
FAR	Federal Acquisition Regulation
GEX	Global EXchange
GFE	Government furnished equipment
GFM	Government furnished material
GFP	Government furnished property
IUID	item unique identification
MILS	Military Standard Logistics System
NSN	national stock number
PBL	performance based logistics
PDF	portable document format
PDS	procurement data standard
PGI	procedures, guidance and information
PIIN	procurement instrument identification number
PCARSS	Plant Clearance Automated Reutilization Screening System
PLT	Property Loss Tool
PM	program manager
PO	project officers
RRR	Reparable Receiving Report
UII	unique item identifier
WAWF	Wide Area Workflow
XML	eXtensible markup language