

Reporting Government Furnished Property: Vendor Guide

Version 5.0 June 2022

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1.0 Purpose

The purpose of this Government Furnished Property (GFP) Reporting Guide is to provide contractors with scenario-based guidance on how they can comply with GFP reporting requirements contained in DFARS Clauses. The Vendor Guide addresses these DFARS clauses:

DFARS Clause	Date	Function
252.211-7007	March 2022	Reporting receipt, shipment, transfer of accountability
252.245-7002	Jan 2021	Reporting items lost, stolen, damaged or destroyed
252.245-7004	Nov 2021 Class Deviation	Reporting excess government property

This document is intended as general guidance only and should not be construed as changing or modifying any statute, regulation, DoD or DCMA policy or guidance, or any term(s) of any contract with the United States Government or any department or agency of the United States Government.

Reporting GFP in compliance with the referenced clauses is performed in the GFP Module. The GFP Module is a DoD enterprise application within the Procurement Integrated Enterprise Environment (PIEE) electronic business suite which enables management and reporting of GFP to provide government and contractors with GFP visibility and processing ability.. This guide outlines scenarios and provides instructions on how contractors can utilize the GFP Module and related DoD systems at each step of the GFP lifecycle process.

Note that this version of the Vendor Guide describes the capabilities of GFP Module Phase 1 “GFP Attachment”, Phase 2 “Property Transfer”, and Phase 3 “Property Loss”, “Plant Clearance”, and “CAP Pre-screening”. The Guide will be updated as subsequent phases of the GFP Module are deployed which will enable reporting of changes to government property while in the contractor’s custody.

Table 1 - GFP Management and Reporting Applications

Application	Description
GFP Module	Management and reporting of GFP including GFP Attachment creation, shipping and receiving, property loss disclosure and adjudication, plant clearance dispositioning
Electronic Data Access (EDA)	Contract data including GFP Attachment, GFP Reports
Wide Area Workflow (WAWF)	The Reparables Receiving Report, which has access to the GFP Module receipt data, captures return of items after commercial repair
Item Unique Identification (IUID) Registry	Captures Unique Item Identifiers (UII) at delivery. GFP Module updates custody and lifecycle events

The DoD Procurement Toolbox (www.dodprocurementtoolbox.com) provides resources, training, and downloadable content. Questions can be submitted via the DoD Procurement “Contact Us” capability found on the top right corner of the DoD Procurement Toolbox landing page.

1.1 Contractual Requirements

When GFP is provided by the DoD to Industry, the following clauses are expected to be in the contract:

- FAR 52.245-1
- DFARS 252.211-7007 (Reporting of Government Furnished Property)
- DFARS 252.245-7001 (Tagging, Labeling and Marking of GFP)
- DFARS 252.245-7002 (Reporting Loss of Government Property)
- DFARS 252.245-7003 (Contractor Property Management System Admin.)
- DFARS 252.245-7004 (Reporting, Reutilization, and Disposal)

Both the FAR 52.245-1 and the DFARS clauses include industry reporting requirements. Specific data elements are identified that must be reported. This document describes methods to comply with the reporting requirements.

1.2 GFP Attachment

The contract should include the Consolidated GFP Attachment. The GFP Attachment identifies the GFP that is expected to be provided for performance of the contract over the life of the contract. The GFP Attachment identifies GFP as serially managed, non-serially managed, or requisitionable items. Items that are serially managed have the higher level reporting requirements defined in DFARS 252.211-7007.

The GFP Attachment is created in the GFP Module by DoD stakeholders. Industry may be asked to review and/or modify the GFP Attachment outside of the GFP Module. Upon final approval by the Contracting Officer, the GFP Attachment is automatically uploaded to the Electronic Document Access (EDA) application in PIEE. Vendors may have a view-only role to see GFP Attachments in the GFP Module. The GFP Attachments will be visible only after they have been uploaded to EDA and only for GFP Attachments where the prime CAGE on the contract matches the CAGE of the user making the query.

The GFP Attachment data is accessible throughout the physical GFP lifecycle. All physical GFP reporting (receipt, shipment, loss, excess) can reuse the GFP Attachment data and the GFP Attachment will impose reporting requirements like the reporting of Unique Item Identifier (UII) or serial number when the items are on the serially managed section of the GFP Attachment.

If a contractor has GFP but there is not GFP attachment on the contract or the format of GFP Attachment is not accessible to the GFP Module, the contractor should alert the DoD Contracting Officer of the deficiency.

Note that there is no active role for contractors in the GFP Module during the creation and approval of the GFP Attachment.

The GFP Attachment formats and information can be found on the DoD Procurement Toolbox at <https://dodprocurementtoolbox.com/site-pages/gfp-attachments>.

2.0 What is GFP?

GFP is one part of government property. According to Federal Acquisition Regulation (FAR) Part 45.101, “Government property means all property owned or leased by the Government. Government property includes both government furnished property (GFP) and contractor acquired property (CAP). Government property includes material, equipment, special tooling, special test equipment, and real property. Government property does not include intellectual property and software.”

GFP is defined as “Property in the possession of, or directly acquired by, the Government and subsequently furnished to the contractor for performance of a contract. Government furnished property includes, but is not limited to, spares and property furnished for repairs, maintenance, overhaul, or modification.” GFP is reported in all GFP Module capability areas.

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Contractor Acquired Property is defined in FAR 45.101 as property acquired, fabricated, or

otherwise provided by the contractor for performing a contract and to which the Government has title. CAP is reported in Property Loss and Plant Clearance GFP Module capability areas. Note that receipt of CAP is NOT reported to the GFP Module, but is tracked in the contractor's Contractor Property Management System (CPMS).

2.1 Types of GFP

GFP can include items that are to be repaired, maintained or overhauled; the parts needed to execute repairs; special tooling/test equipment; and items or materials consumed in contract performance. If contractors are in question as to whether the items they have in their custody are GFP, they should request clarification from their Contracting Officer.

GFP is either serially managed or not serially managed. The GFP Attachment identifies which GFP items are in each category. Serially managed items may be marked with an IUID Data Matrix and be assigned a Unique Item Identifier (UII). These items are reported and managed using the UII. Other serially managed GFP may not yet have an IUID Data Matrix. These items are reported and managed using serial number.

Generally, items meeting established IUID criteria are identified and marked by the owning DoD component prior to transferring custody to a contractor. If UII assignment and marking is not possible before custody transfer, the DoD may include the UII assignment and marking as an additional contractor task while the items are in the contractor's custody.

For serially managed items, the contractor must report:

- Receipt
- Shipment/Return
- Consumption/Expenditure
- Disposal
- Transfer to another contract

All GFP items are identified by the Product Identification data elements documented on the GFP Attachment. The GFP Product Identifiers are:

- National Stock Number
- The combination of Manufacturer Commercial and Government Entity (CAGE) Code and Part Number
- Model Number.

Non-serially managed GFP is reported and managed using the Product Identification and quantity.

The GFP Attachment also identifies items the contractor is authorized to independently requisition from the DLA supply system which will be paid for by DoD.

2.2 GFP Lifecycle

Reporting and managing GFP requires electronic and coordinated communications between DoD and the contractor that is receiving, shipping, or reporting loss or excess items. The GFP lifecycle is illustrated in Figure 1. The GFP Module tools and processes that provide visibility of GFP as it moves from DoD custody to Contractor custody, is managed by the contractor, and is returned to DoD custody are described in the following paragraphs.

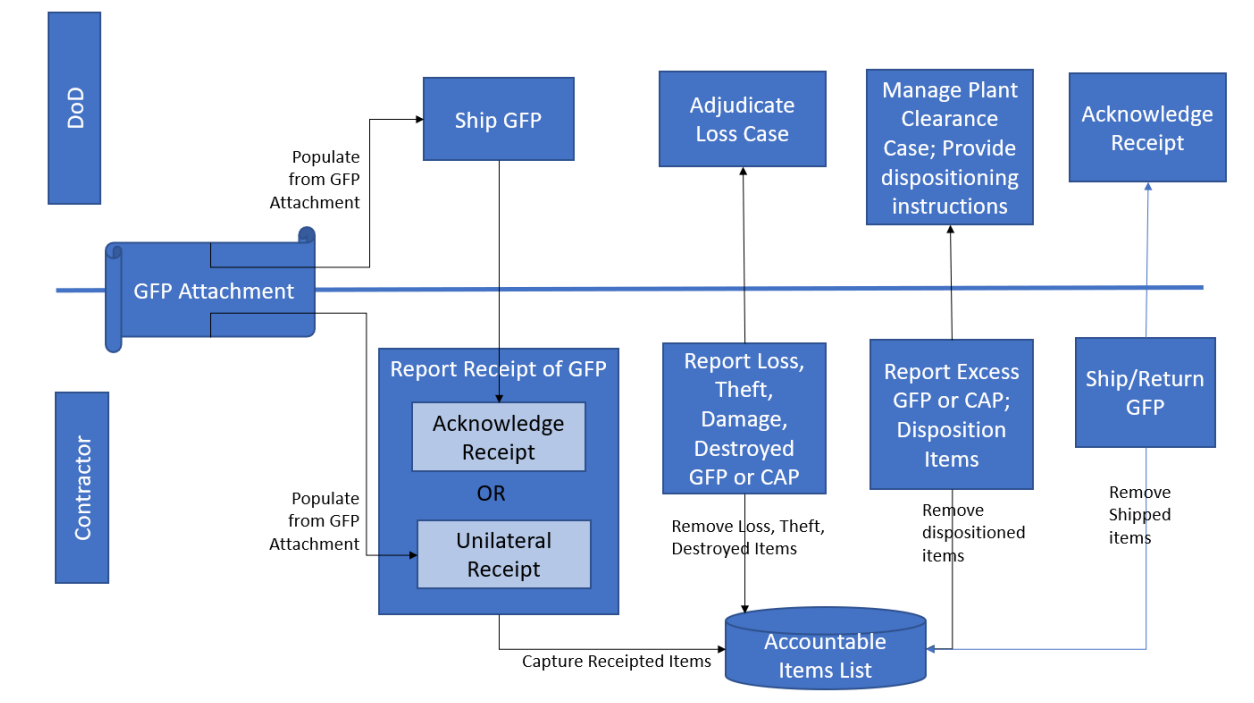


Figure 1 - GFP Traceability Lifecycle

3.0 DoD Enterprise Systems

The historic GFP environment consisted of disparate systems and capabilities in a variety of information systems where the GFP lifecycle lacked visibility. Beginning in April 2018 and continuing over the next several years, all aspects of the GFP lifecycle will be migrated into the

GFP Module which will enhance GFP data quality and visibility while reducing data entry burden.

Although the GFP Module is the consolidated application that provide management, reporting and visibility of the GFP lifecycle, there is an ecosystem of applications within PIEE that support GFP Processing. The GFP related applications and their contribution to the GFP Lifecycle are outlined below.

3.1 GFP Module

3.1.1 GFP Module Implementation

The initial phase of the GFP Module delivered a consolidated GFP Attachment creation capability. Because the creation of the GFP Attachment is an inherently governmental function, contractor interaction with the GFP Attachment capability in the GFP Module is limited to view-only of approved GFP Attachments which have been uploaded to EDA and where the CAGE of the contract equals the CAGE of the requesting user.

Property transfer shipment and receipt reporting capability was migrated from WAWF (at the time iRAPT) to the GFP Module in July 2018. Reporting of receipt for all GFP, and reporting of shipment, and transfer to other contracts of serially managed GFP as required by DFARS 252.211-7007 is conducted through the GFP Module. When an item with a registered UII is reported as received by a contractor, the GFP Module automatically updates the custody record for that item in the IUID Registry. Contractors should report receipt of all GFP to the GFP Module. There should be no reporting of GFP receipt to the IUID Registry.

Property Loss capability was added to the GFP Module in November 2019 and gradually replaced the Defense Contract Management Agency (DCMA) tool. In January 2021, the DFAS 252.245-7002 was formally updated to require use of the GFP Module Property Loss capability permitting decommissioning of the DCMA tool.

CAP Pre-screening was implemented in January 2019 and provides visibility to the request by contractors and the response by DoD contracting officers regarding CAP treatment.

The Plant Clearance capability was launched November 2021 concurrently with a deviation to the DFARS 252.245-7004. The GFP Module Plant Clearance capability will replace the previous DCMA Plant Clearance Reutilization Screening System (PCARSS) tool which will be decommissioned after a transition period.

During the next several years, the ability for contractors to report updates to GFP while it is in

their custody will be incorporated. Updates include condition code changes, product identification (e.g., part number, stock number) changes, addition of a UII, and embedding into another item.

3.1.2 GFP Module Overview

The GFP Module is a PIEE Application and is accessed via the PIEE landing page shown in figure x. The GFP Module is in the Property Management functional area.

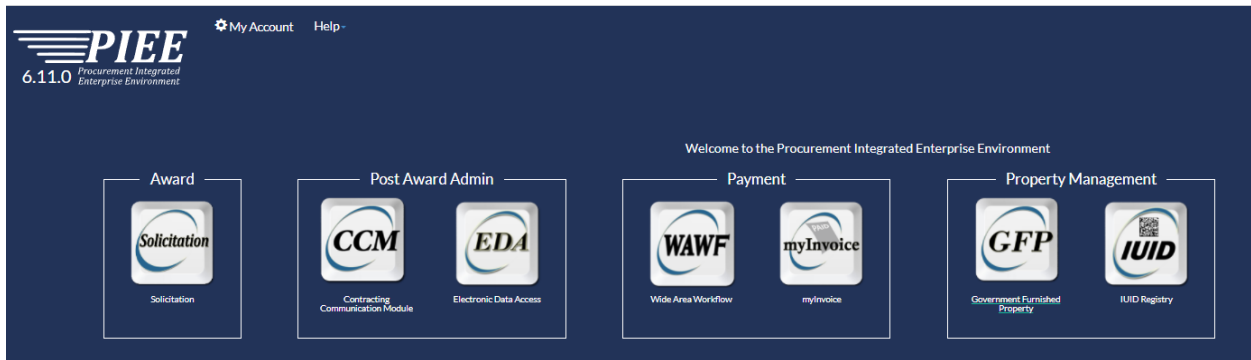


Figure 2 - PIEE Landing Page

The GFP Module is comprised of Capability Areas that support GFP Reporting as shown in Table y:

Table 2 - GFP Module Capability Area Descriptions

Capability Area	Description	DFARS Clause
Property Transfer	Report Receipt, Shipment, Transfer of GFP; GFP Attachment visibility	252.211-7007
Property Loss	Report GFP or CAP that is lost, stolen, damaged, or destroyed	252.245-7002
Plant Clearance	Report GFP or CAP that is excess to the needs of the contract	252.245-7004
CAP Pre-screening	Request contracting officer concurrence on CAP actions	N/A

Each of the GFP Module Capability Areas is accessible from the GFP Module top navigation bar

as shown in figure x. Capability areas will appear when the Contractor has the appropriate role. The Lookup dropdown provides the Unit of Measure list. The Documentation drop down includes the four Excel templates: Shipping/Receiving, Property Loss, CAP Pre-screening, and Plant Clearance. The template will be accessible when the user has the appropriate role.

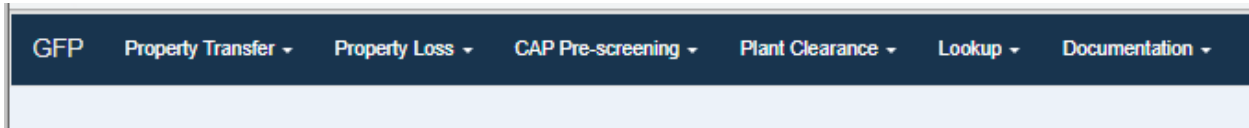


Figure 3 - GFP Module Top Navigation Bar

The roles associated with each activity area are shown in Figure 4.

GFP Module Role	GFP Attachment	Property Transfer	Property Loss	CAP Pre-screening	Plant Clearance
Contract Administrator View Only		X			
Program Manager View Only		X			
Contractor Property Manager			X	X	X
Property Ship From View Only		X			
Property Ship To View Only		X			
Property Shipper	X	X			
Property Shipper View Only		X			
Receiver	X	X			
Receiver View Only		X			
GFP Attachment Vendor View Only	X				

Figure 4 - GFP Module Contractor Roles

The GFP Module supports contractor GFP processing in the following ways:

- Provides an inbound notification capability for arriving government property
 - Can send due-in transaction (in the form of an 856 X12) through the GEX when contractor establishes connectivity
 - Sends email notices when a shipment notice is created by DoD or another contractor
- Allows contractors to report receipt of all GFP (Serially managed with registered UII, serially managed without UII, non-serially managed). GFP property receipt transactions can be created via
 - Web user interface
 - Excel upload
 - Electronically via an X.12 856 or flat file format

An email is automatically transmitted to the shipper when the contractor acknowledges receipt against a shipment document created in the GFP Module. The contractor can also send notification emails of the receipt from the receipt confirmation screen.

- Enables contractors create a GFP property transfer shipment when returning GFP to the government, shipping to another contractor at the direction of the government, or transferring the GFP to a follow on contract within the same CAGE code via
 - Web user interface
 - Excel upload
 - Electronically via an X.12 856 or flat file format

An email is automatically transmitted to the organization email of the property receiver. The contractor has the option to send additional notification emails from the shipment confirmation screen.

- Enables reporting of CAP or GFP that is lost, stolen, damaged or destroyed while in contractor custody via
 - Web user interface
 - Excel upload

An email is automatically transmitted to the identified Government Property Administrator upon Property Loss case submission. At case closure, an email is

transmitted to the organization email address and to the individual who submitted the case.

- Enables contractors to create an excess inventory schedule to report CAP or GFP items that are excess to the needs of the contract and receive dispositioning instructions. Allows the contractor to upload artifacts demonstrating compliance with the dispositioning instructions directly into the Plant Clearance case.

An email is automatically transmitted to the Government Plant Clearance Officer when the excess inventory schedule is submitted by the contractor. The contractor will receive an email when the inventory schedule is accepted or rejected and when the schedule is established to a Plant Clearance case.

- Transmits GFP custody data to Accountable Property Systems of Record if the receiving system is properly configured in the GFP Module
- Updates the IUID Registry when items with a registered UII are
 - Received by the contractor
 - Receipt acknowledged by DoD after contractor shipment
 - Removed from DoD inventory due to loss
 - Removed from DoD inventory due to dispositioning

3.1.3 Roles in the GFP Module

Roles are self-requested by users, approved by the supervisor identified in the user profile, and activated by the Contractor Account Manager (CAM). The entire process is within the contractor organization. Each role is associated to a CAGE code. A user may have multiple roles for a single CAGE code and may have multiple CAGE codes associated with a role.

A contractor reporting receipt or shipment of GFP must establish the GFP Module roles of **Contractor Property Receiver and/or Contractor Property Shipper**, respectively. These roles allow contractors to receive property transfer notifications/shipments from DoD or other contractors, acknowledge receipt of GFP, create GFP shipment documents, and transfer accountability from one contract to another (after contract actions have been taken). Directions on how to sign up as a Contractor Property Receiver or Contractor Property Shipper are located on the DoD Procurement Toolbox.

The roles of Contractor Property Shipper and Contractor Property Receiver also give the contractor view only access to any fully approved GFP Attachment where the CAGE code of the prime on the contract matches the CAGE code of the requestor.

The role of Contractor Property Manager gives a contractor access to Property Loss, Plant Clearance, and CAP Pre-screening capability areas.

3.2 Global EXchange Service (GEX)

Global EXchange Service (GEX) provides data broker and mediation services among government agencies, commercial industry, and government systems.

GEX provides the following capabilities in support of GFP processing:

- Allows for electronic submission transactions to and from the GFP Module and WAWF.
 - Receives electronic property transfer messages (X.12 format) from contractors, then transforms and transmits them to the GFP Module
 - Receives Reparable Receiving Report (X.12 format) from contractors, then transforms and transmits them WAWF
 - Receives shipment documents from GFP Module, transforms to X.12 format and transmits to contractors that have established an Electronic Data Interchange with PIEE
- Electronic transactions transmitted to GFP Module or WAWF supporting GFP are in the American National Standards Institute (ANSI) X.12 856 format. The guides are available from the PIEE landing page.

Additional instructions for setting up a connection to GEX are located in Appendix B.

3.3 Item Unique Identification (IUID) Registry

The IUID Registry is the central repository for IUID information and serves as a method to identify what an item is, how and when it was acquired, the initial value of the item, current custody, and how it is marked. The IUID Registry is the authoritative source of Government unit acquisition cost for items with unique identification.

From the perspective of GFP, the role of the IUID Registry is limited to capturing the custody (DoD or a specific CAGE/contract number) of items with a registered UII.

When a contractor reports receipt of GFP with a registered UII in the GFP Module, the custody section of the record for that item in the IUID Registry is automatically updated to capture

contractor and contract number. All GFP receipt reporting should be through the GFP Module, not directly to the IUID Registry.

When items with a registered UII leave DoD inventory while in contractor custody through Property Loss or Plant Clearance the lifecycle event of the item in the IUID Registry is automatically updated.

Note that Phase 4 of the GFP Module will remove all direct input to the IUID Registry from contractors related to GFP. All GFP reporting will be through the GFP Module.

3.4 Wide Area Workflow (WAWF)

Prior to July 2018, WAWF (formerly called invoice, Receipt, Acceptance, and Property Transfer (iRAPT)) was the application through which GFP property transfer was reported. After deployment of the GFP Module, WAWF continues to play a role in GFP by:

- Enabling the return of repair items (which are GFP) via the Repairable Receiving Report
 - A property shipment notice will automatically be generated and provided to the receiver location
- Enabling the identification of GFP with registered UII embedded in a new procurement deliverable item
 - Note that these items of GFP are not currently automatically removed from the contractor's accountable items list
- Creating the property shipment notice to a receiving contractor when a new delivery indicates that the items will be physically shipped to a contractor location

3.5 Electronic Data Access (EDA)

EDA is the PIEE application to which all DoD contracts are distributed. Generally contractor's contracting organizations have access to EDA. The GFP Attachment, after creation and approval in the GFP Module, is automatically uploaded to EDA and is accessible by the contractor in both EDA and the GFP Module.

EDA also hosts the GFP Position Report which shows in near real time, the GFP items the contractor has reported are in its custody. The GFP Position Report reflects the contractors accountable item list which is built when contractor report receipt of GFP in the GFP Module. When items are shipped or when a property loss or plant clearance case is closed, items are removed from the contractor's accountable items list and therefore no longer appear on the GFP

Position Report.

The GFP Position Report is accessible to all DoD and to contractor users who have the WAWF role of Vendor or Vendor View Only. The GFP Position Report can be run by contract number or CAGE.

4.0 GFP Scenarios

The following sections outline scenarios in which the contractor will need to report information about GFP or CAP to the GFP Module or, in the case of returning reparable, via the Reparable Receiving Report in WAWF. These scenarios cover the majority of GFP reporting situations but are not intended to be completely all-inclusive of scenarios involving GFP.

Scenarios present options for reporting GFP utilizing different data entry or transmission methods. The GFP Module is the single face to industry for GFP reporting and distributes data to other DoD information systems.

Contractors must have the roles of Contractor Property Receiver and/or Contractor Property Shipper to see the Property Transfer capability area on the GFP Module top navigation bar. The role of Contractor Property Receiver is required to report receipt of GFP and the role of Contractor Property Shipper is required to report shipment of GFP or transfer of accountability between contracts with the same CAGE code. Contractors must have the role of Contractor Property Manager to have access to Property Loss, Plant Clearance, or CAP Pre-screening capability areas.

Receipt of all GFP items are reported to the GFP Module including:

- Serially Managed items with a marked and registered UII
- Serially Managed items that do not have a IUID Data Matrix or the UII is not in the IUID Registry
- Non-serially managed items

Any contract that has GFP associated with it should have a GFP Attachment created by DoD in the GFP Module. The data from the GFP Attachment will be accessible to the reporting capability areas. When items on the serially managed section of the GFP Attachment are received, shipped, involved in a property loss incident, or become excess to the needs of the contract, the system will require entry of a UII or a serial number.

The following scenarios assume that there is a GFP Attachment associated with the contract/order number. If there is not a GFP Attachment, the contractor will receive warnings

when he receives or ships GFP via the GFP Module. If a contract has GFP, but not a GFP Attachment authorizing the contractor to have specific GFP, the contractor should alert the contracting officer to the discrepancy. **NOTE: the absence of a GFP Attachment does NOT obviate the requirement for the contractor to report receipt, shipment, loss, and excess.**

4.1 GFP Property Transfer

The property transfer capability area enables the contractor to:

- Report receipt of GFP
- Report shipment of GFP
- Transfer accountability from one contract to another when both contracts are under the same CAGE code and the contractual direction to do so has been provided

The general flow of GFP and the reuse of data from the GFP Attachment and prior receipts is shown in Figure 5. Note that the red arrows indicate the reuse of data from the GFP Attachment or from previous receipts.

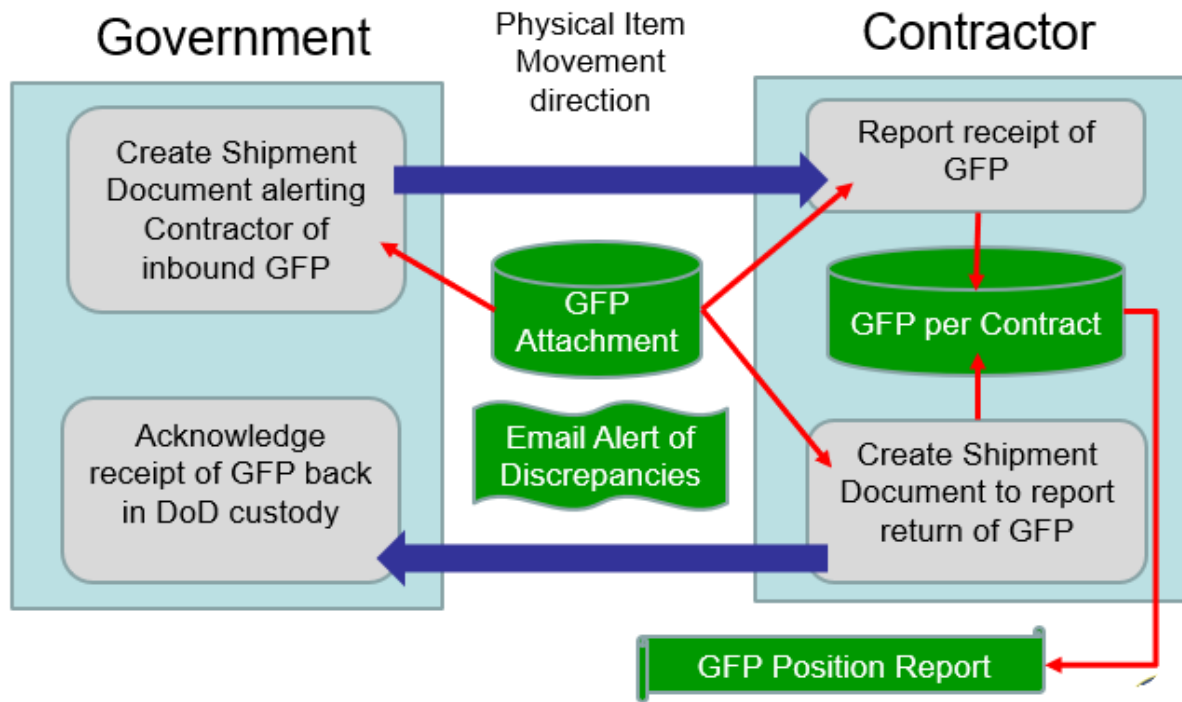


Figure 5 - GFP Property Transfer Process Flow

4.2 Inbound GFP - Receiving Government Property

Inbound GFP reporting occurs when any government property comes into the contractor's custody or stewardship. GFP can be received from a government entity or from another contractor. When the contractor receives government property, the receipt of the items must be reported to be compliant with DFARS 252.211-7007.

Note that when the contractor physically receiving the property is identified as the "Ship To" location on a new delivery (DD 250 or Material Inspection and Receiving Report submitted in WAWF) or the "Property Receiver" on the return of a reparable in WAWF, a property transfer shipment document will automatically be created, or "spawned". An email will alert the recipient contractor to the inbound GFP and the shipment document will be accessible in his Receipt Folder in the GFP Module. Figure 6 illustrates this flow.

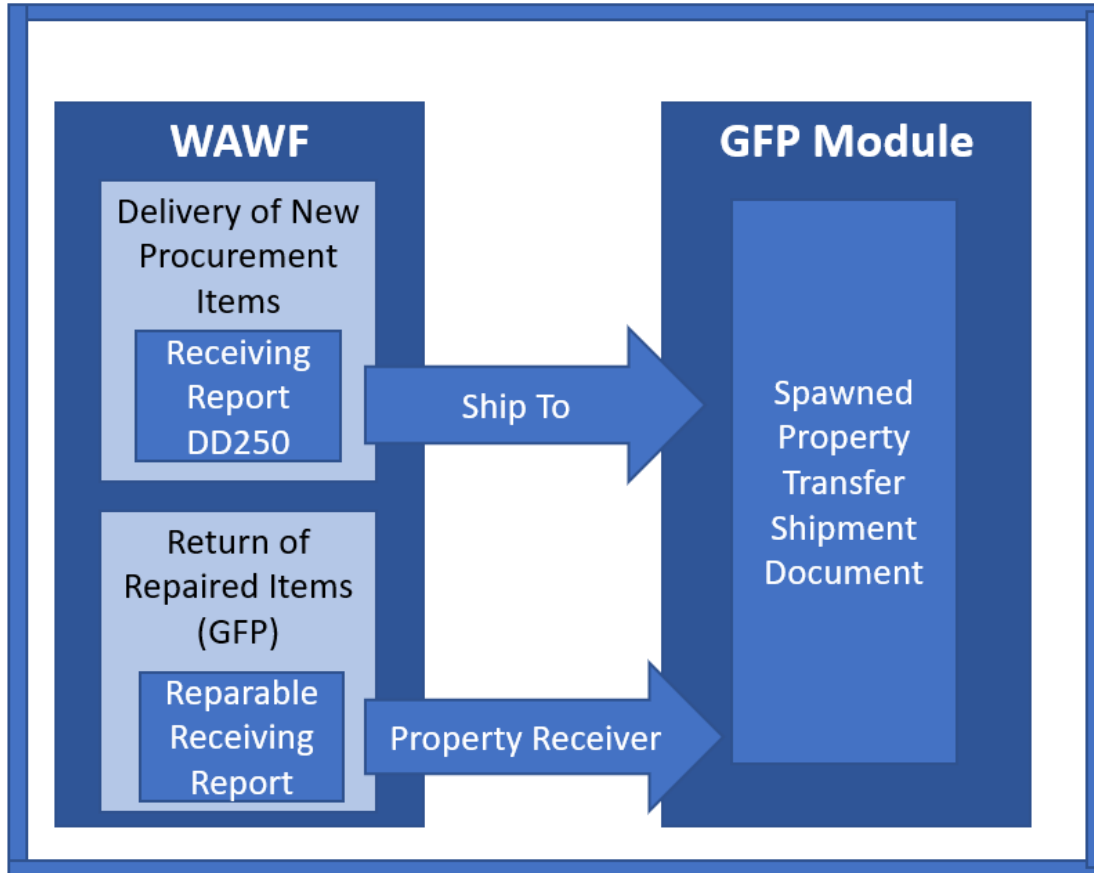


Figure 6 - Spawning Property Transfer Process Flow

4.2.1 Performing receipt with prior shipment notification

A contractor must have the role of Contractor Property Receiver in the GFP Module to receive prior notification of incoming GFP and to report receipt of items in the GFP Module.

Contractor physically receives GFP items. When UII'd items are included in a Property Transfer shipment notification from DoD or from another contractor (from delivery of newly procured item, return of reparable, or shipment of GFP), the GFP Module will ensure that the UIIs are registered in the IUID Registry.

1. Contractor receives an email notification from the GFP Module stating that a property transfer document has been created and is awaiting reporting of receipt by the contractor. Contractor may also receive an 856_GFP Due-In notice from the GFP Module through GEX if they have signed up for the EDI extract. Instructions to receive the 856_GFP electronically are available in the Vendor Receipt of Electronic Property Shipment Transaction Guide” located at <https://dodprocurementtoolbox.com/site-pages/gfp-resources>.
2. GFP physically arrives at the contractor’s facility.
3. Contractor accesses the shipment notification from the “Receipt Folder” in the GFP Module.
 - a. Any warnings (missing GFP Attachment, Line items shipped not on GFP Attachment, quantity shipped exceeds quantity authorized on GFP Attachment, etc) created during the shipment notification will be displayed to the receiver
 - b. Receiver enters quantity received of non-serially managed items
 - c. Receiver clicks “receive” button for serially managed items where the shipper has entered the UII or SN on the shipment document
 - d. When the shipper has not included the individual item identifier in the shipment document, if the item is serially managed (according to the GFP Attachment or because the contractor knows it will be identified as serially managed on the GFP Attachment in the future) and the item has an IUID data matrix and the derived UII is registered in the IUID Registry, the contractor will enter the UII on the “UID/Serial No” tab. If the item is serially managed, but there is no IUID Data Matrix or the characters derived from the data matrix are not registered, the contractor will enter the Serial Number
 - i. The UII or serial number must be entered when the item being received is on the serially managed items section of the GFP Attachment
 - ii. The UII or serial number should be entered for serially managed items not listed on the GFP Attachment

The contractor can report receipt of the GFP using the GFP Module in one of the following ways.

- i. Property Receipt data entry on the Web
- ii. Excel upload to Web
- iii. Flat file GFP Receipt FTP direct to GFP Module
- iv. EDI 856_GFP Receipt via GEX

Note that any discrepancies between the shipment and the GFP Attachment will display as validation warnings to the receiver. These warnings should be acknowledged, but they do not impede processing in any way.

4.2.2 Performing receipt for GFP with no prior GFP Module shipment notification (Unilateral Receipt)

Sometimes GFP arrives at a contractor's facility without a shipment notification document in the GFP Module. When a contractor receives the GFP, they must report receipt of the items to be compliant with DFARS 252.211-7007. This is called a unilateral receipt because the contractor is independently reporting receipt of the GFP.

Receipt of all GFP items is reported in the GFP Module. Reporting receipt requires the role of Contractor Property Receiver.

The contractor will need to populate the required receipt data elements in the receipt document in the GFP Module:

- Contract Number (and order number is GFP is provided at the Order level)
- Property Receiver Code – this is the CAGE that is Prime on the contract
- Property Shipper Code – this is the shipper, if known
- Shipment Number – from the outer package, or created by the contractor receiver
- Shipment Date – from the outer package, or the Receipt Date if Shipment Date is unknown
- Item Name
- Item Description
- Product ID - one or more of:
 - National Stock Number
 - Manufacturer's CAGE and Part Number
 - Model Number
- Quantity Received
- Unit of Measure (from drop down list or reference data tab)
- UII or Serial Number for DoD serially managed items

When a contractor receives GFP, if there is an IUID data matrix on the item, they must check the

IUID Registry to determine if the UII derived from the IUID data matrix is registered. UII'd items must be registered in order to receipt using the UII in the GFP Module.

Items that appear to have a UID data matrix but which are not registered must be reported using the serial number via the GFP Module. If directed by the Contracting Officer, the contractor can subsequently add a UII data matrix and register the GFP item in the DoD IUID Registry web interface. Note that the item receipted using the serial number which is subsequently marked and registered with a UII must be "returned" to DoD to remove it from the contractor's custody. This is called a "faux shipment". If the contract specifically requires GFP items to be marked and registered with a UII, a best practice is to mark and register the item first, and then report receipt using the new UII.

The contractor will be able to prepopulate the receipt document using data from the GFP Attachment or will enter the data about the items. Items selected from or found on the Serially Managed section of the GFP Attachment will require entry of UII or serial number. If an item has an IUID data matrix and the UII derived from the data matrix is registered in the IUID Registry, report receipt using the UII. If an item is serially managed, but there is no IUID data matrix or the string derived from the data matrix is not in the IUID Registry, then report receipt using the item serial number.

Items with the same Product ID should be aggregated and the total quantity entered. The system will not allow multiple rows with the same Product ID.

The contractor can report receipt of the GFP using the GFP Module in one of the following ways.

- i. Property Receipt data entry on the Web
- ii. Excel upload to Web
- iii. Flat file GFP Receipt FTP direct to GFP Module
- iv. EDI 856_GFP Receipt via GEX

Note that any discrepancies between the receipt and the GFP Attachment will display as validation warnings to the receiver. These warnings should be acknowledged, but they do not impede processing in any way.

4.3 Outbound GFP - Transferring Government Property

Outbound GFP reporting occurs when the contractor is transferring custody of government property elsewhere or out of the accountability of a specific contract. GFP can be sent back to

the government, to another contractor, or onto another contract within the custodial contractor's CAGE code. Anytime a contractor is transferring accountability of GFP items, this change must be reported.

Note: if the items are transferred to a subcontractor or other facility under the contractor's control, there is no update required because the contractual custodial responsibility for the GFP does not change.

Note: transfer of custody to another contract must be authorized by a contract action. Updating custody in the GFP Module should reflect authorized contract actions.

When reporting the GFP transfer through the GFP Module, the contractor must have the role of Contractor Property Shipper.

The GFP shipment must be reported either through a Property Transfer shipment document or a Repairable Receiving Report (RRR) document. Property Transfers are used when no payment will be made to the contractor and the GFP is transferring custody either back to DoD or to another contractor. RRRs are used when a payment will be made to the contractor for a repair service that was performed on the GFP item. RRR's must be accepted by the government entity that is paying for the repair service. To create an RRR, the contractor must be registered with the role of Vendor in WAWF.

Note that any discrepancies between the shipment and the GFP Attachment will display as validation warnings to the shipper. These warnings should be acknowledged, but they do not impede processing in any way.

4.3.1 Transferring custody of GFP – Shipment via GFP Module

If a contractor is shipping GFP back to DoD or to another contractor, not subsequent to a commercial repair service, the shipment will be reported in the GFP Module. The contractor with the role of Contractor Property Shipper will have the option to pre-populate the shipment document by selecting items from items he has previously received or by selecting items from the GFP Attachment (if he has not previously received the items in the GFP Module). If the contractor has neither previously received the items nor are they listed on the GFP Attachment (or there is not GFP Attachment), the contractor will enter the data about the items being shipped.

The system will require that each line have a unique Product ID (National Stock Number), combination of Manufacturer's CAGE and Part Number, or Model Number) with an aggregated quantity.

On the shipment document, the “Property Receiver” is a critical data element that identifies the organization to which accountability is being transferred. The Property Receiver organization will receive an email when the shipment document is submitted and will see the shipment document in their “Receipt Folder” against which to acknowledge receipt. If the shipment is to DoD, the Property Receiver is the organization that owns the property. It may be necessary to reference the original receipt document to determine the correct six character DoD Activity Address Code (DoDAAC) listed as the “Property Shipper” or potentially noted in the comments section. If the Property Receiver DoDAAC cannot be identified from the original shipment/receipt, request this data from the DoD Property Administrator or Contracting Officer. The “Ship To” is the physical DoD DoDAAC or CAGE to which items are being shipped. If the “Ship To” is not entered, it will default to the “Property Receiver”.

The contractor can report shipment of the GFP using the GFP Module in one of the following ways.

- i. Property Shipment data entry on the Web
- ii. Excel upload to Web
- iii. Flat file GFP Shipment FTP direct to GFP Module
- iv. EDI 856_GFP Shipment via GEX

4.3.2 Transferring custody of serially managed, nonUII’d embedded GFP items (faux shipment)

When the contractor has embedded serially managed, nonUII’d GFP into an end item, the embedded item remains on his accountable items list. To remove the item from the accountable items list, the contractor must create a “faux” shipment. The end item can be either new procurement delivery or a repaired GFP item. In both scenarios, after delivery (via receiving report in WAWF) or custody transfer of the reparable end item (via RRR in WAWF), the contractor must return custody of the embedded serially managed, nonUII’d GFP item. This action will remove the item from the contractor’s custody.

Note that it is a best practice to include a note in the comments tab that this item has been embedded and the UII or Serial Number of the end item if known. That way, the DoD receiver will know to acknowledge receipt without a physical item being returned.

Note that GFP Module Phase 4 will enable items to be embedded without creating a faux shipment.

The contractor can report shipment of the GFP using the GFP Module in one of the following ways:

- i. Property Shipment data entry on the Web
- ii. Excel upload to Web
- iii. Flat file GFP Shipment FTP direct to GFP Module
- iv. EDI 856_GFP Shipment via GEX

4.3.3 Returning Repaired Items to the government

If a contractor is returning reparable related to a commercial service repair contract, the repair service must be accepted. Generally along with or associated with the invoice for the repair service, the contractor will create a reparable receiving report (RRR) identifying the repaired items returning to DoD. The RRR is created in WAWF, but items previously received as GFP in the GFP Module are accessible to the contractor for pre-population of the RRR. Upon submission of the RRR, the items selected from previous receipts will be removed from the accountable items list in the same manner they would have been had they been shipped from the GFP Module. If items are not previously received, they may be selected from the GFP Attachment.

The contractor creates Reparable Receiving Report (RRR) in WAWF in one of the following ways:

- a. RRR on the Web, or
- b. Flat file RRR direct FTP to WAWF, or
- c. EDI 856_RRR X.12 via GEX

Items entered directly or via electronic file will be compared to previously received items and the GFP Attachment. Any discrepancies found (item name, unit of measure, etc) will generate warnings to the user and will be returned in electronic file. The warnings will also be presented to the receiver.

After government inspection/acceptance of the repair service, a property transfer shipment document will be automatically generated by the system and will be posted to the “receipt folder” of the organization (DoD or Contractor) identified in the “Property Receiver” field of the RRR.

4.4 Property Loss, Theft, Damaged, Destroyed

All incidents of loss, theft, damage, or destruction to GFP or Contractor Acquired Property (CAP) must be submitted to the GFP Module Property Loss capability area in accordance with

DFARS 252.245-7002.

Loss of Government Contract Property or “property loss” means unintended, unforeseen, or accidental loss, damage, or destruction of Government property that reduces the Government’s expected economic benefits of the property. Loss of Government property does not include purposeful destructive testing, obsolescence, normal wear and tear, or manufacturing defects. Loss of Government property includes, but is not limited to—

- (1) Items that cannot be found after a reasonable search;
- (2) Theft;
- (3) Damage resulting in unexpected harm to property requiring repair to restore the item to usable condition; or
- (4) Destruction resulting from incidents that render the item useless for its intended purpose or beyond economical repair.

The contractor will have the ability to select items from previously receipted items or from the GFP Attachment to pre-populate the Loss case.

After entry of the contract information, item information, and contractor narrative required by FAR 52.245-1, the contractor will select the Property Administrator (PA) with whom he works from a drop down list of PAs associated with the DoD organization code (DoDAAC) that administers the contract. The DoDAAC is found on block seven of the contract. The PA receives an email when the case is submitted. The PA accepts or rejects the case which transmits email notification to the contractor of the action. The PA, and in some situations, the contracting officer, adjudicate the case. When the PA closes the case, it is digitally signed and the contractor receives an email indicating case closure and whether the contractor was held liable or relieved of liability. The contractor can review the case file in the GFP Module. The Case Summary is uploaded automatically to EDA.

Note that incidents involving both GFP and CAP will require two separate case submissions.

The Item Unique Identification (IUID) Registry will be automatically updated for any GFP items identified by a registered Unique Item Identifier (UII). The contractor does NOT need to update the lifecycle event in the Registry.

The Property Loss capability enables the contractor to create a Property Loss case either by web entry or Excel upload.

Property Loss training for contractors is posted on the DoD Procurement Toolbox here: <https://dodprocurementtoolbox.com/cms/sites/default/files/resources/2021-10/Property%20Loss%20Training%20for%20Contractors%20-%20Sep%202021.pdf>

4.5 Plant Clearance

As of November 2021, the GFP Module includes the Plant Clearance capability area which replaces the Plant Clearance and Reutilization Screening System (PCARSS). Items that are excess to the needs of the contract at any time during the contract period of performance are identified by the contractor on an excess inventory schedule.

Contractors submit inventory schedules of excess CAP or GFP by selecting items from their accountable items list, selecting items from the GFP Attachment, or by manually entering data. Inventory schedule creation is by web entry or Excel upload. The contractor will select the Plant Clearance Officers (PLCO) with whom he works from a drop down list of PLCOs associated with the DoD organization code (DoDAAC) that administers the contract. The DoDAAC is found on block seven of the contract. The PLCO will accept or reject the inventory schedule which transmits an email to the contractor alerting him of the action. When the PLCO establishes the Plant Clearance case, the contractor will be alerted via email.

The contractor will see the disposition instructions provided by the PLCO on the Plant Clearance case access from the Case Workload folder in the Plant Clearance capability area. As the contractor complies with dispositioning actions, documents demonstrating compliance (pictures, certificates, etc) are uploaded to the case. The PLCO will confirm that all of the items have been satisfactorily dispositioned, and will close the case. Note that there is currently no email notification upon case closure, but the case status in the Case Workload folder will be updated to “Closed”. Upon case closure by the PLCO, a non-modifiable PDF case summary including the SF1424 electronic equivalent is uploaded automatically to EDA.

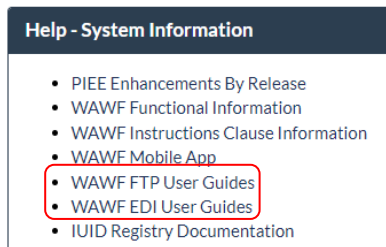
The IUID Registry will be automatically updated for any GFP items identified by a registered UII. The contractor does NOT need to update the lifecycle event in the Registry.

Plant Clearance training for contractors is posted on the DoD Procurement Toolbox here: <https://dodprocurementtoolbox.com/cms/sites/default/files/resources/2022-02/GFP%20Module%20Plant%20Clearance%20for%20Contractors%20Feb%202022.pdf>

5.0 Testing Electronic GFP Update Transactions

When vendors have developed internal information system processing and are ready to test transmission of electronic receipt and transmission of property transfer messages, or transmission of reparable receiving report messages they will follow the steps below.

For a complete description of the process to migrate tested PIEE messages and processes to production, please reference the “FTP Guide – Main Document” or the “EDI Guide – Main Document” located on the PIEE site after log in under Help (at the top of the page)/New User Information and Help/Help-System Information. Select either “FTP User Guide” for flat file data exchange or “EDI User Guide” for American National Standards Institute (ANSI X.12) formatted data exchange:



5.1 Transactional GFP messages

Electronic notification of receipt and return of GFP to DoD can be accomplished using electronic files as described in the scenarios in section 4 for shipping and receiving. The data can be transmitted in one of two ways as described below.

5.1.1 Direct to GFP Module

Submission of Receipt Notification when GFP is received or Property Transfer Notification when GFP is shipped can be submitted directly to the GFP Module. This approach transmits a User Defined Format (UDF) file structure. The file is transmitted via File Transfer Protocol (FTP) to the GFP Module. To execute testing using this submission method, use the “Contact Us” feature on the DoD Procurement Toolbox (dodprocurementtoolbox.com) and indicate interest is establishing a test connection. Include your contact information and a test representative will contact you to set up the testing.

5.1.2 GFP Registry Via GEX

Submission of Receipt Notification when GFP is received or Property Transfer Notification

when GFP is shipped can be submitted to the GFP Module via GEX using ANSI X.12 formatted messages and a range of communications protocols. Additionally, electronic messages received from the GFP Module, including Property Transfer notice of inbound GFP, can ONLY be received via GEX (there is no direct FROM WAWF option).

To test inbound or outbound electronic files, use the “Contact Us” feature on the DoD Procurement Toolbox (dodprocurementtoolbox.com) and indicate interest in establishing a test connection. Include your contact information and a test representative will contact you to set up the testing.

5.2 GFP Module Web Entry

Access to the GFP Module will be needed to validate that test electronic transactions have processed into the GFP Module as expected. GFP Module property roles are needed to fully validate all electronic GFP reporting transactions:

- Contractor Access: after submission of electronic Property Shipment Notifications (GFP returned to DoD) to validate that the data appears as expected in the GFP Module
- Government Access (simulated by contractor):
 - Enter documents to simulate the creation of electronic Property Shipment Notification files (GFP sent to the vendor by DoD)
 - View the documents that result from electronic Property Shipment transactions to ensure that the data is presented to the Government Property Receiver as expected

If testers have existing PIII User accounts, the role of Contractor Property Receiver and Shipper in the GFP Module will need to be added to validate electronic data entry.

If testers do not have existing test PIII user accounts, the message sent indicating test readiness (per paragraph 1.2) should include the testing CAGE and whether a new Test GFP Registry account is needed.

A Government Property Shipper role will be established to enable the tester to enter test property shipment data that will simulate electronic transactions consumed by the testing vendor. The role of Government Property Receiver will also be established to allow the vendor to validate that the electronic messages transmitted to the GFP Module for Return of GFP are displayed to the Government Receiver as expected.

6.0 Future Capabilities

As GFP policy evolves, new capabilities will be added to DoD Enterprise Systems. The following are planned future enhancements.

6.1 GFP Module

The GFP Module development road map includes future enhancements:

- Phase 4 – Item update. This phase will extend the GFP Module to allow updates that happen to a GFP item while it is in contractor custody, generally during repair. Events like inducted, awaiting parts, and ready for issue will be added. Both manual and electronic interfaces will be provided. All direct interaction from contractors to the IUID Registry related to GFP will be decommissioned.
- Phase 5 – Full integration with Accountable Property Systems of Record (APSRs) and DLA Supply System transactions will enable other systems to be kept apprised of GFP position on a real time basis.

7.0 Question Submission Process

Questions can be submitted by accessing the DoD Procurement Toolbox (www.dodprocurementtoolbox.com) “Contact Us” feature. Identify the question as pertaining to the GFP topic area.

8.0 Revision History

Date	Version	Revision Summary
Oct 2013	2	Deleted IUID Registry Baseline concept. Referenced the 856_GFP guide.
June 2014	3	Updated to include GFP Attachment description and remove future text for Dec 2013 Registry release
July 2018	4	Updated to reflect the implementation of the GFP Module Phase 2
June 2022	5	Updated to reflect the implementation of Property Loss and Plant Clearance and the GFP Position Report.

Appendix A. Glossary

Term	Definition
856 X12	Advanced Shipment Notice transaction format. Format is used to submit Property Transfer, Property Receipt, and RRR files to WAWF
CAP	Contractor Acquired Property. Only applies to GFP if the contractor acquired property is a deliverable under a cost contract when accepted by the Government for continued use under the contract.
DCMA	Defense Contract Management Agency
DFARS	Defense Federal Acquisition Regulation Supplement.
DLMS	Defense Logistics Management System. The DLMS is a process governing logistics functional business management standards and practices rather than an automated information system. The DLMS interprets, prescribes, and implements DoD policy in the functional areas of supply, transportation, acquisition (contract administration), maintenance, and finance.
DoD	Department of Defense
EDI	Electronic Data Interchange. The transfer of structured data, by agreed message standards, from one computer system to another without human intervention.
FAR	Federal Acquisition Regulation
Flat File	A plain text file with no structural relationship between records.
FTP/SFTP	File Transfer Protocol/Secure File Transfer Protocol. Facilitates data access and data transfer through a data connection. SFTP is a secure version of FTP through a Secure Shell (SSH). FTP is one way to electronically submit data files to WAWF.
GEX	Global EXchange Service.
GFP	Government Furnished Property
IUID	Item Unique Identification. A system of distinguishing one object from another, allowing DoD to track identical items individually throughout their lifecycles

IUID Registry	The IUID Registry is the central repository for IUID information
Lifecycle Event	The event that occurred which ended an item's life. The item is taken out of DoD inventory and reported to the IUID Registry
NSN	National Stock Number. A 13 digit numeric code identifying all standardized material items of supply.
PCARSS	Plant Clearance Automated Reutilization Screening System. Automates the process for reporting, screening, requisitioning, and dispositioning government property located at contractor facilities.
Property Receipt (or GFP Receipt)	A document in the GFP Module used to report receipt of GFP items. Can be submitted without receiving a GFP shipment.
Property Transfer (or GFP Transfer)	A document in the GFP Module used to provide accountability and reporting of government property in the possession of contractors.
RRR	Reparable Receiving Report. A document in WAWF used when a payment will be made to the contractor for a repair service that was performed on the GFP item. RRR's must be accepted by the government entity that is paying for the repair service
UDF	User Defined Format. A file format type used in transferring data from one system to another
UII	Unique Item Identifier. A set of data that is globally unique and unambiguous. This set of data elements is marked on qualifying items with a data matrix 2D barcode symbol. The data elements of the UII are encoded into the barcode. There are multiple UII constructs.
UID	Unique Identification.
WAWF	Wide Area Workflow.
X12	A data standard for EDI files developed by the American National Standards Institute.

Appendix B. Reference Documents

GFP Module

Description of the GFP Module, the GFP Attachment, training materials, and reference documents can be found on the DoD Procurement Toolbox GFP section

[Dodprocurementtoolbox.com](https://www.dodprocurementtoolbox.com)

PIEE

The following guides can be found on homepage of the PIEE Production website: piee.eb.mil

- FTP Guides:
 - a. Appendix I (Reparables Receiving Report)
 - b. Appendix J (Reparables Combo)
 - c. Appendix N (Property)
- EDI Guides:
 - a. Appendix M (856_Property_4010)
 - b. Appendix O (856_RRR_4010)
 - c. Appendix R (857_ReparablesCombo_4010)