Government Furnished Property Module CAP Pre-Screening Training

Defense Pricing and Contracting (DPC)

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Training Purpose

This CAP pre-screening training module provides explanation of the process and screens for submitting and adjudicating requests regarding CAP. These requests occur prior to the dispositioning process.

Training related to implementation of other GFP Module components and GFP in general is available on:

https://dodprocurementtoolbox.com/site-pages/gfp-training

Topics

- **Policy and Guidance**
- **Contractor CAP Conversion Request**
- **DoD Adjudication**
- **Resources**

Contractor Acquired Property

◆ FAR 45.1: "**Contractor-acquired property**" means **property acquired**, fabricated, or otherwise provided by the **Contractor** for performing a contract and to which the Government has title.

◆ "**Government-furnished property**" means property in the possession of, or directly **acquired** by, the **Government** and subsequently furnished to the Contractor for performance of a contract.

CAP Training:
http://dodprocurementtoolbox.com/cms/sites/default/files/resources/2018-03/CAP%20Training%20March%202018%20v2.pdf

- **Provides automated workflow for Contractor to request DoD decision on treatment of Contractor Acquired Property**
- **May occur prior to other actions like delivery or plant clearance**

- **Buy back CAP in accordance with FAR 52.245-1(j)(1)(i or ii)**

- **Convert CAP to GFP (after delivery) in accordance with FAR 52.245-1(j)(1)(i)**

- **Donation of CAP (Limited to 52.245-1 Alternate II)**

Topics

- **Policy and Guidance**
- **Contractor CAP Conversion Request**
- **DoD Adjudication**
- **Resources**
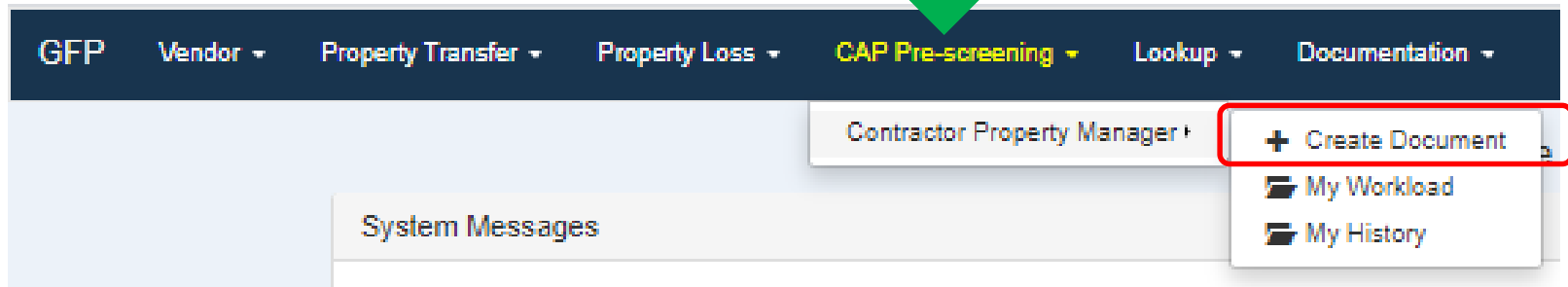
PIEE

CAP Pre-Screening is within the GFP Module application in PIEE

Top Navigation Bar

From the GFP Module top navigation bar, select CAP Pre-screening
Contractor Property Manager
Create Document

My Workload – requests that are saved but not submitted
My History – requests that have been submitted or completed

Request Creation

Request can be created manually via web entry or via Excel upload.
Manual data entry will be described first, followed by Excel upload.

Contract Data

Enter the Contract Number (no dashes), the Order Number if there is one, and the CAGE that holds the contract. This is the contract under which the items were acquired or fabricated.

Contractor Property Manager - Create CAP Pre-screening Document

Losing Contract Information

Contract Number Type	Contract Number *	Contract Order Number	Prime CAGE Code *
▼	MB785420C0201		03538

* = Required Fields.

Click Next

Request Navigation Bar

Contractor Property Manager - CAP Pre-screening Document

Header   Line Item   Documentation

Header – Contract information, request type, contracting officer

Line Item – Information about the items themselves

Documentation – Pictures, correspondence, or other documents relevant to the request

Header Data

Header   Line Item   Documentation

Losing Contract Information

Contract Number Type	Contract Number
DoD Contract (FAR)	M6785420C0201

CAP Document Information

Total Document Value

0.00

Request Type Information

Request Type *

[▼]

Buy back CAP in accordance with FAR 52.245-1(j)(1)(i or ii)
Convert CAP to GFP (after Delivery) in accordance with FAR 52.245-1(j)(1)(i)
Donation of CAP in accordance with FAR 45.602-2(b)

Contracting Officer DoDAAC *	Contracting Officer *
M67854	[▼]

Comments

- Select the request type from the drop down
- Enter the DoDAAC of the contracting officer (this is generally on the cover page of the contract)
- Click the "Contracting Officer" drop down and select the name of your contracting officer
- Include any comments relevant to the request

Note: When "Convert CAP to GFP" is selected, the Gaining Contract will be required. If unknown, enter losing contract.

Enter CAP Items

Click the Line Item tab
Click "Add Line Item"

Line Item Details

+ Add Line Item

Show 25 ▼ entries

Line No.	Item Name	Item Desc.	NSN	Mfr. CAGE	Part No.	Model No.	Unit of Measure	Qty.	Unit Acq. Cost	Total Acq. Cost	Action(s)
Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	

Note: The empty field under the titles are for filtering data after data entry when there are many line items

CAP Data Entry Screen

Required fields are marked with *; conditional fields are marked with +
Line Number is system generated

Add Line Item

Line Number	Item Name *	Item Description *
1	Truck	Large, 2 ton, 6 wheels

National Stock Number †	Manufacturer CAGE †		Part Number †	Model Number †
		AND		F-150

Unit of Measure *	Quantity *	Unit Acquisition Cost *	Total Acquisition Cost
Each	12	42000	504000.00

Serially Managed *
Yes ▼

Notes
Transport trucks for field use|

A product ID of NSN, Manufacturer CAGE AND Part Number, or Model Number must be provided. Try to reuse data from your contractor property management system.

Serially Managed response will be required when request is to convert to GFP

Save Options

Save/Clone – Adds the item to the request; returns the data entry screen with the fields populated

Save/Clear – Adds the item to the request; returns the data entry screen with the fields empty

Save/Close – Adds the item to the request; returns to the summary screen

Cancel – Oops – I don't want to add this item; take me to the summary screen

CAP Pre-Screening Item Summary

From the summary screen, items can be added or deleted, or the line's data entry screen can be accessed using "View/Edit"

Line Item Details

+ Add Line Item

Show 25 ▼ entries

Line No.	Item Name	Item Desc.	NSN	Mfr. CAGE	Part No.	Model No.	Unit of Measure	Qty.	Unit Acq. Cost	Total Acq. Cost	Action(s)
Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	
1	Truck	Large, 2 ton, 6 wheels				F-150	Each	12	42000	504000	☑ View/Edit | 🗑 Delete
2	Car	Small car				Miata	Each	24	25000	600000	☑ View/Edit | 🗑 Delete
3	Gas	Unleaded gas	2348002837465				Gallon	4000	2.5	10000	☑ View/Edit | 🗑 Delete

Additional Documentation

Uploading documentation is optional
To do so, click the documentation tab from the top navigation bar
Click "Upload a File" and navigate to the file saved on your computer
Click "Open"

Documents

⊕ Upload a File...

Document Name	Submitted By	Submit Date	Actions
DSC00266.JPG	Rooney, Pam	2020-01-02 12:58:33	👁 View | 🗑 Delete

Note: File names cannot contain spaces or special characters

Create Request Using Excel Upload

Using the Excel to create the request is helpful when there are many items that need to be included and the user doesn't want to manually enter them on the website. Download the CAP Pre-screening Template from the GFP Module Documentation tab on the top navigation bar or Toolbox…

…or from the DoD Procurement Toolbox GFP Disposition Information page

CAP Pre-Screening Excel Template

Three data entry tabs and a Unit of Measure reference table

| Losing Contract Information | Header Information | Line Items | Unit Of Measure List |

	A	B	C	D
1	Losing Contract Number Type *	Losing Contract Number *	Losing Order Number	Losing Prime CAGE Code *
2				

Header Tab

	A	B	C	D
1	Request Type *	Gaining Contract Number Type †	Gaining Contract Number †	Gaining Order Number †
2				

	E	F
	Gaining Prime CAGE Code †	Comments

Request Type drop down options same as manual entry
Gaining Contract data ONLY when request type is Convert to GFP
Comments limited to 2000 characters

Line Item Tab

Same data as manual data entry.

Required fields marked with *; conditional fields with +.

At least one of NSN, Manufacturer CAGE AND Part Number or Model Number is required

A	B	C	D	E	F	G
Line Number *	Item Name *	Item Description *	National Stock Number	Manufacturer CAGE †	Part Number †	Model Number

H	I	J	K	
Unit of Measure *	Quantity *	Unit Acquisition Cost *	Serially Managed? †	Notes

Note: Ensure that you copy the Unit of Measure from the Unit of Measure reference tab. Mismatches will cause failure on upload.

Save the populated Excel to your computer with a file name that contains no spaces or special characters

Upload the Excel Template

Return to PIEE, GFP Module, CAP Pre-Screening, Contractor Property Manager
After selecting the "Create Document" option, select the Excel Upload option from
the drop down and click "Continue"

Contractor Property Manager - Create CAP Pre-screening Document

Create CAP Pre-screening Document Using? *

| CAP Pre-screening Excel Upload ▼ |

* = Required Fields.

Click "Browse" and select the file on your computer
Click "Open" and the file name will appear in the field

Contractor Property Manager - Create CAP Pre-screening - CAP Pre-screening Excel Upload

Select a CAP Pre-screening Excel document to upload: *

| Browse... | DSC00266.JPG |

Click "Upload" at the bottom of the screen

| ⊕ Previous | ⊘ Upload |

Oops – Excel has an Error

If the Excel fails any system edits, you will receive an error message at the top of the resulting screen

Contractor Property Manager - Create CAP Pre-screening - CAP Pre-screening Excel Upload

ERROR: The uploaded CAP Pre-screening spreadsheet contains errors. Please fix the errors and upload your spreadsheet again. The errors can be downloaded by clicking the Download Errors button.

Select a CAP Pre-screening Excel document to upload: *

Browse...

Click the "Download Errors" button at the bottom of the page:

Previous | Upload | Download Errors

A formatted text file will be dropped onto your computer. Open it to see the errors:

capPreScreeningErrors (1) - Notepad

File Edit Format View Help

CONTRACT INFO:

HEADER INFO:

LINE ITEMS INFO:
- ERROR: Line Item '1'. Unit of Measure Description 'Ea' was not found in the Unit of Measure table.

Correct the error and re-upload

Excel Upload Data Entry

When the Excel upload is successful, the Header page will be returned. Identify the Contracting Officer DoDAAC and the Contracting Officer name.

Changes can be made to the Header and Line Item tabs and documentation can be added. If any required data was not included in the Excel upload, it can be added manually after the upload. In the example below, the gaining contract number will need to be added because the request type is to convert CAP to GFP.

Request Type Information

Request Type *

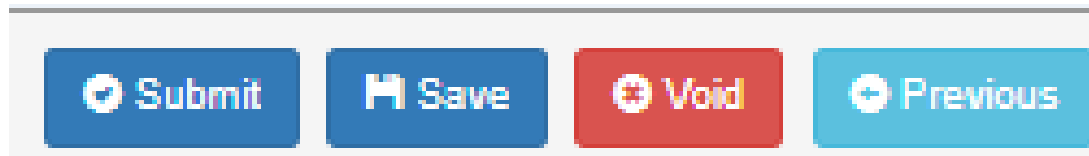| Convert CAP to GFP (after Delivery) in accordance with FAR 52.245-1(j)(1)(i) | ▼ |

Gaining Contract Information

Gaining Contract Number Type

| | ▼ |

Gaining Contract Number * ℹ️

Routing Information

Contracting Officer DoDAAC *

Contracting Officer *

Bottom Navigation Bar

For either manual web entry or Excel upload, when complete, click the Submit button

Submit – Sends the Request to the Contracting Officer; no more changes can be made by the Contractor Property Manager

Save – Saves all data; the Request will be put in the Contractor Property Manager's "My Workload" folder for future retrieval and submission. It is not visible to the Contracting Officer.

Void – Removes the Request from the active folders

Previous – Returns the user to the previous screen

Submission Confirmation

Email transmitted to Contracting Officer and Contractor Property Manager
CAP Document Number automatically generated

Contractor Property Manager - CAP Pre-screening Document

The CAP Pre-screening document was successfully submitted.

Losing Contract Number	Losing Contract Order Number	Losing Prime CAGE Code	Gaining Contract Number	Gaining Contract Order Number	Gaining Prime CAGE Code	CAP Document Number	Submit Date
M6785420C0201		03538	M6785420C0201		03538	M67854200002	2020-01-02

INFO: Email sent to Contractor Property Manager: pamrooney111@gmail.com.
INFO: Email sent to Contracting Officer: pamrooney@cormorantconsulting.com.
INFO: Email sent to Contracting Officer Organizational Email: dfas.cleveland-oh.jjh.mbx.hq-wawf@mail.mil.
INFO: Email sent to Contracting Officer Organizational Email: mara.whitney.ctr@mail.mil.
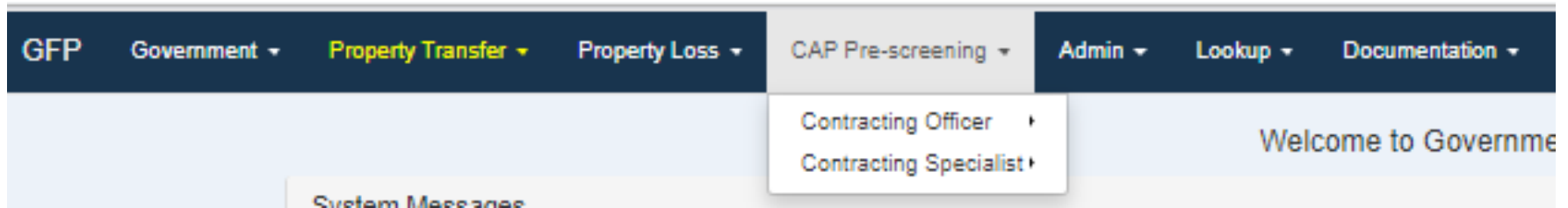
Topics

- **Policy and Guidance**
- **Contractor CAP Conversion Request**
- **DoD Adjudication**
- **Resources**

DoD CAP Pre-Screening Roles

The Contracting Officer can work the Request and "complete" it
The Contracting Specialist can work the Request and save it making his entries visible to the Contracting Officer

GFP	Government ▾	Property Transfer ▾	Property Loss ▾	CAP Pre-screening ▾	Admin ▾	Lookup ▾	Documentation ▾

Contracting Officer ▸
Contracting Specialist ▸

Welcome to Governme

System Messages

The Contracting Officer receives an email alerting him that a CAP Pre-screening request has been submitted to him

WAWF_UNDEL@ecedi.nit.disa.mil
CAP Pre-screening document M67854200002 Submitted   Thu 3:03 PM
This email was generated from "GT" TEST environment. It is for TEST purposes only.

WAWF_UNDEL@ecedi.nit.disa.mil
To ○ dfas.cleveland-oh.jjh.mbx.hq-wawf@mail.mil; ○ mara.whitney.ctr@mail.mil; ○ Pam Rooney

This email was generated from "GT" TEST environment. It is for TEST purposes only.

The following CAP Pre-screening document has been submitted:

Document Number: M67854200002
Contract Number: M6785420C0201
Order Number:
Prime CAGE: 03538
Contracting Officer: Pam Rooney

To view this document, please log into the CAP Pre-screening section of the GFP Module within PIEE.

Contracting Specialist - Search

The Contracting Specialist finds CAP Pre-screening Requests by searching using any of the criteria below. When the Contracting Specialist has the role for the same DoDAAC as the identified Contracting Officer, the Contracting Specialist will be able to do work on the Request, and save the work, but cannot transmit the final adjudication to the Contractor. If the Contracting Specialist DoDAAC is different than the Contracting Officer's DoDAAC, the Contracting Specialist will have view only access to the Request document.

Contracting Specialist - Search Criteria

Losing Contract Number	Losing Contract Order Number	Losing Prime CAGE Code
Gaining Contract Number	Gaining Contract Order Number	Gaining Prime CAGE Code
CAP Document Number	Contracting Officer First Name	Contracting Officer Last Name
Document Status	Submit Date Start	Submit Date End
All Documents ▼		

Contracting Officer

The Contracting Officer logs on to PIEE, selects GFP Module, selects the CAP Pre-screening option. He selects Contracting Officer and "My Workload."
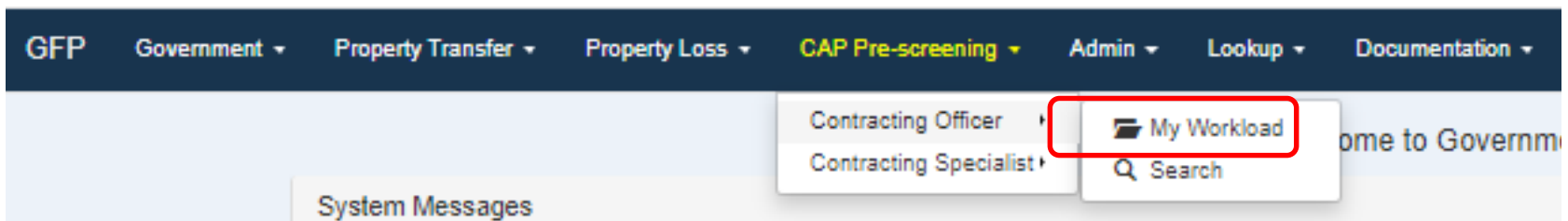
The Contracting Officer can Open and work the request or he can send it to another Contracting Officer if he was selected in error

Change Routing

The Contracting Officer may enter a new DoDAAC if that is in error, and select a Contracting Officer from the drop down. If the DoDAAC is correct, he would just select the right Contracting Officer name.

Change Routing

CAP Document Information

CAP Document Number	Submit Date
M67854200002	2020-01-02

Routing Information

Contracting Officer DoDAAC *

M67854

Contracting Officer *

Rooney, Pam

Comments *

Work Request

Contracting Officer - CAP Pre-screening Document

Header	Line Item	Documentation	History

Header – Contract information, Request Type, Routing

Line Item – Summary and Detailed item data; location to concur/non-concur with request

Documentation – Pictures, correspondence, or other docs uploaded by Contractor

Property Manager or Contracting Specialist

History – Record of who has touched the document over the course of its lifecycle

Review the Header Page

Losing Contract Information

Contract Number Type
DoD Contract (FAR)

Contract Number
M6785420C0201

CAP Document Information

CAP Document Number
M67854200002

Total Document Value
1,114,000.00

Request Type Information

Request Type *
Convert CAP to GFP (after Delivery) in accordance with FAR 52.245-1(j)(1)(i) ▼

Gaining Contract Information

Gaining Contract Number Type
DoD Contract (FAR) ▼

Gaining Contract Number * ⓘ
M6785420C0201

Routing Information

Contracting Officer DoDAAC
M67854

Contracting Officer
Rooney, Pam

Comments

Review and Adjudicate the Items

On the Line Item page, concur or non-concur with each line item row
All rows can be concurred or non-concurred with single button or individually
Items can be deleted or added
The Contractor's entry of whether the items are serially managed is seen on the detail screen by selecting "View/Edit"

Item Detail Screen

Edit Line Item

Line Number	Item Name *	Item Description *
1	Truck	Large, 2 ton, 6 wheels

National Stock Number †	Manufacturer CAGE †		Part Number †	Model Number †
		AND		F-150

Unit of Measure *	Quantity *	Unit Acquisition Cost *	Total Acquisition Cost
Each	12	42000	504000

Serially Managed *

Yes ▼

Notes

Transport trucks for field use

Document History Tab

Contracting Officer - CAP Pre-screening Document

INFO: CAP Pre-screening document saved as of: '2020-01-02 13:49:07'.

| Header | Line Item | Documentation | History |

Losing Contract Information

CAP Document Information

Contractor Property Manager

Name	Title	Location Code	Date of Action	Action(s)
Pam Rooney	Boss	03538	2020-01-02 13:01:54	Initiated

Phone Number	Email	Org Email	DSN
7032179404	pamrooney111@gmail.com	wawf_undel@ecedi.nit.disa.mil	

Comments

This CAP is needed as GFP

Comments entered by the Contracting Specialist will be displayed on the History tab

38

Complete the Request

Complete – activates the digital signature pop-up and closes the request
Save – puts the document into the Contracting Officer's "My Workload" folder with any changes or additions
Previous – prior screen
Reject – sends the document back to the Contractor Property Manager; comments are required

Completion Success

Email is transmitted to the submitting Contractor Property Manager for him to view the request and see the Contracting Officer's decisions

Contracting Officer - CAP Pre-screening Document

The CAP Pre-screening document was successfully completed.

Losing Contract Number	Losing Contract Order Number	Losing Prime CAGE Code	Gaining Contract Number	Gaining Contract Order Number	Gaining Prime CAGE Code	CAP Document Number	Submit Date
M6785420C0201		03538	M6785420C0201		03538	M67854200002	2020-01-02

INFO: Email sent to Contractor Property Manager: pamrooney111@gmail.com.
INFO: Email sent to Contractor Property Manager Organizational Email: wawf_undel@ecedi.nit.disa.mil.
INFO: Email sent to Contracting Officer: pamrooney@cormorantconsulting.com.
INFO: Email sent to Contracting Officer Organizational Email: dfas.cleveland-oh.jjh.mbx.hq-wawf@mail.mil.
INFO: Email sent to Contracting Officer Organizational Email: mara.whitney.ctr@mail.mil.

Approved "Convert to GFP" Items GFP Attachment

PGI 245.402-71 - Delivery of contractor-acquired property.

(2) Upon delivery and acceptance by the Government, and when retained by the Contractor for use under a contract, the delivered CAP items become GFP and shall be added to the contract GFP Attachment

Request type "Convert CAP to GFP" will <u>automatically</u> generate the GFP Attachment for items with which the Contracting Officer concurred.

The GFP Attachment is accessed by using the "Search" capability and clicking the "Download GFP Attachment Template" option. The GFP Attachment can be used (either as is or by copying and adding the items to an existing GFP Attachment) on the contract under which the CAP items will be GFP.

Contracting Officer - Search Results

Show 10 ▼ entries

Previous **1** N

CAP Document Number	Losing Contract Number	Losing Contract Order Number	Losing Prime CAGE Code	Gaining Contract Number	Gaining Contract Order Number	Gaining Prime CAGE Code	Contracting Officer	Document Status	Submit Date	Action(s)
Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	
M67854200002	M6785420C0201		03538	M6785420C0201		03538	Pam Rooney	Complete	2020-01-02	👁 View ⊕ Download GFP Attachment Template
M67854200001	M6785420C0102		03538	M6785420C0102		03538	Pam Rooney	Rejected	2020-01-02	👁 View

Serially Managed	NON-Serially Managed	Requisitioned

GOVERNMENT FURNISHED PROPERTY

* denotes a required fi

Attachment Number*		Attachment Date*	2020-01-02

GOVERNMENT CONTRACTING OFFICER

Name		Email		Phone	

Document Description*	Contract Mod	Mod Number		Amendment No.	

CUSTODIAL PROCUREMENT INSTRUMENT IDENTIFICATION

Contract Number Type*	DoD Contract (FAR)

SOLICITATION, CONTRACT or UNIFORM PIID NUMBER*			
M67854	20	C	0201
Issuing Office DoDAAC	Issuing Year	Contract Type	Sequence Number

Order Number			
PIID FORMAT (FY16+)			
Issuing Office DoDAAC	Issuing Year	Contract Type	Sequence Number

OR   Old

Attachment number will need to be entered; the system defaults the GFP Attachment to contract modification and Mod Number will need entered. If the items will be GFP on a new award, the user can adjust the "Document Description."

For CAP to become GFP it must be delivered and accepted against a contract line item

FAR 52.245-1 "Government-furnished property" … Government-furnished property also includes contractor-acquired property if the contractor-acquired property is a deliverable under a cost contract when accepted by the Government for continued use under the contract.

PGI 245.402-71 - Delivery of contractor-acquired property.
    (1) The contractual transfer of accountability of CAP from one contract to another is prohibited. Only upon delivery under a line item can property be transferred to other contracts as Government-furnished property (GFP) (see PGI 245.103-71 (DFARS/PGI view)).
    (2) Upon delivery and acceptance by the Government, and when retained by the Contractor for use under a contract, the delivered CAP items become GFP and shall be added to the contract GFP Attachment (see PGI 245.103-72 (DFARS/PGI view)).

Topics

- **Policy and Guidance**

- **Contractor CAP Conversion Request**

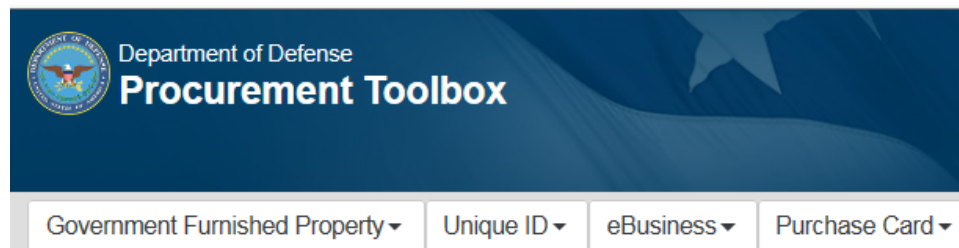- **DoD Adjudication**

- **Resources**

For More Information

GFP Policy

Training, Procedures, Tools

http://www.acq.osd.mil/dpap/pdi/gfp/index.html

www.dodprocurementtoolbox.com

or

Contact Carol Brown at carol.a.brown160.civ@mail.mil

GFP Resources

- **DoD Procurement Toolbox (www.dodprocurementtoolbox.com)**
  - » **GFP Module Transition information**
  - » **General GFP Information**
  - » **Sign up for updates and ask questions ("Contact Us")**

GFP Resources

Information regarding the DoD GFP processing and tracking environment.

Name	Date	
Data Item Description DI-PSSS-80727A - Government Furnished Material by National Stock Number	1/2021	View >>
GFP Module Reports Provides guidance on access to and content of GFP Module reports	1/2021	View >>
Registering for Roles in the PIEE Government Furnished Property Module – Government Provides guidance on registering for GFP Module roles for government users	5/2020	View >>
Registering for Roles in the PIEE Government Furnished Property Module – Contractors Provides guidance on registering for GFP Module roles for contractor users	5/2020	View >>
Electronic File Formats Guide How to access the formats to electronically exchange data with the GFP Module for shipping and receiving.	11/2019	View >>
CDRL for reporting Government Inventory IAW DFARS PGI 245.103-73.	9/2019	View >>

Training available on the DoD Procurement Toolbox

(http://dodprocurementtoolbox.com/site-pages/gfp-training)

GFP Training
General GFP Topics

Name	Date	
GFP Property Transfer for Government Users Describes the government roles, processes, and procedures to ship, receipt, and view GFP	3/2021	View >>
GFP Property Transfer for Contractors Describes the contractor roles, processes, and procedures to ship, receipt, and view GFP	3/2021	View >>
GFP Module Attachment Training This training describes the workflow concepts and execution steps to create, review, and approve GFP Attachments in the GFP Module	3/2021	View >>
GFP Property Loss for Government Users Describes the GFP Module Property Loss capability to adjudicate loss cases. The roles of Property Administrator, Industrial Property Management Specialist, Contracting Specialist, Contracting Officer, and Ground and Flight Risk Representative are addressed.	3/2021	View >>
GFP Process Training Provides overview of the end-to-end GFP Process including policy, GFP Attachment, GFP Receipt and Reconciliation. Information systems and DoD and Contractor roles and responsibilities are addressed.	10/2020	View >>
Property Transfer Excel Tutorial Provides walk through of using the Property Transfer Excel template for various DoD and Contractor scenarios	8/2020	View >>

Government Furnished Property (GFP)
- Policy
- General GFP Information
- Attachment Information
- GFP Shipping and Receiving Information
- GFP Disposition Information
- Resources
- Training
- FAQs

Training Certificates

Please use the link below to fill out a request:

https://docs.google.com/forms/d/e/1FAIpQLSeZnqUKKvoNRttNQ4jlwavP94GimaMrfzMqyPqej9niKh14Zw/viewform?c=0&w=1

Training certificates are available for live webinar training sessions only

Questions?

Carol Brown, OSD A&S DPC, carol.a.brown160.civ@mail.mil
Pam Rooney, Support to OSD A&S DPC, www.dodprocurementtoolbox.com