

Reporting Government Furnished Property: Vendor Guide

Version 6.0 Aug 2024

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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 to comply with GFP reporting requirements contained in DFARS Clause 252.245-7005 which became effective for all new contracts issued after 22 January 2024. This clause consolidates previous separate clauses. Changes between the legacy clauses listed in Table 1 and DFARS 252.245-7005 are described in “GFP Clause Consolidation Overview” training available here: <https://dodprocurementtoolbox.com/site-pages/gfp-training>. Note that contractors that want to have a single GFP Reporting requirement may request use of the Single Process Initiative to align all contract reporting requirements with the new clause.

Table 1 - Legacy DFARS GFP Reporting Clauses consolidated into DFARS 252.245-7005

DFARS Clause	Date	Function
252.245-7001		Tagging, Labeling and Marking of GFP
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 DFARS 252.245-7005 clause is performed in the GFP Module capability areas as shown in Table 2. 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.

Required Reporting - DFARS 252.245-7005 paragraph	GFP Module Capability Area	Contractor Role
Receipt (b) (1) (i)	Property Transfer	Contractor Property Receiver
Transfer to another contract (b) (1) (2)	Property Transfer	Contractor Property Shipper
Shipment to DoD or another contractor (b) (1) (iii)	Property Transfer	Contractor Property Shipper
Incorporation of Serially Managed items into higher assembly (b) (1) (iv)	Item Management	Contractor Item Manager
Property Loss (b) (1) (v)	Property Loss	Contractor Property Manager
Plant Clearance (b) (1) (vi)	Plant Clearance	Contractor Property Manager
Request to buy back or convert CAP to GFP (b) (1) (vii)	CAP Pre-screening	Contractor Property Manager

Figure 1 - GFP Reporting Required by DFARS 252.245-7005

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”, and portions of Phase 4 “Update GFP”. The Guide will be updated as subsequent capabilities of the GFP Module are deployed. Future enhancements will complete reporting of changes to government property while in the contractor’s custody and decommission direct reporting to the Item Unique Identification (IUID) Registry.

The GFP Module interacts with other applications in the PIEE suite as described in Table 2. Information sharing at the data layer removes contractor duplicate entry and ensures consistent data across all applications.

Table 2 - 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 and update of GFP item attributes
Electronic Data Access (EDA)	Contract data including GFP Attachment, GFP Reports, and non-modifiable Property Loss and Plant Clearance case summaries
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 the Registry with 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 Government Property
- FAR 52.245-9 Use and Charges
- DFARS 252.245-7005

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 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.

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; CAP is tracked in the contractor’s Contractor Property Management System (CPMS).

1.3 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 the item 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.

1.4 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 items as serially managed, non-serially managed,

or requisitionable. Items that are serially managed are reported and managed by either a Unique Item Identifier (UII) or a serial number if there is no marked and registered UII.

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 contract file in the Electronic Document Access (EDA) application in PIEE. Vendors may have a view-only role to see GFP Attachments in the GFP Module or in EDA. The GFP Attachment will be visible to contractors only after upload to EDA and only for GFP Attachments where the prime CAGE on the contract matches the CAGE associated with the roles of the GFP Module user.

The GFP Attachment data is accessible throughout the physical GFP lifecycle. All physical GFP reporting (receipt, shipment, management, 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 no GFP attachment on the contract or the format of the GFP Attachment is not accessible to the GFP Module, the contractor should alert the DoD Contracting Officer of the deficiency and reference DFARS PGI 245.103-72.

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>.

1.5 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.

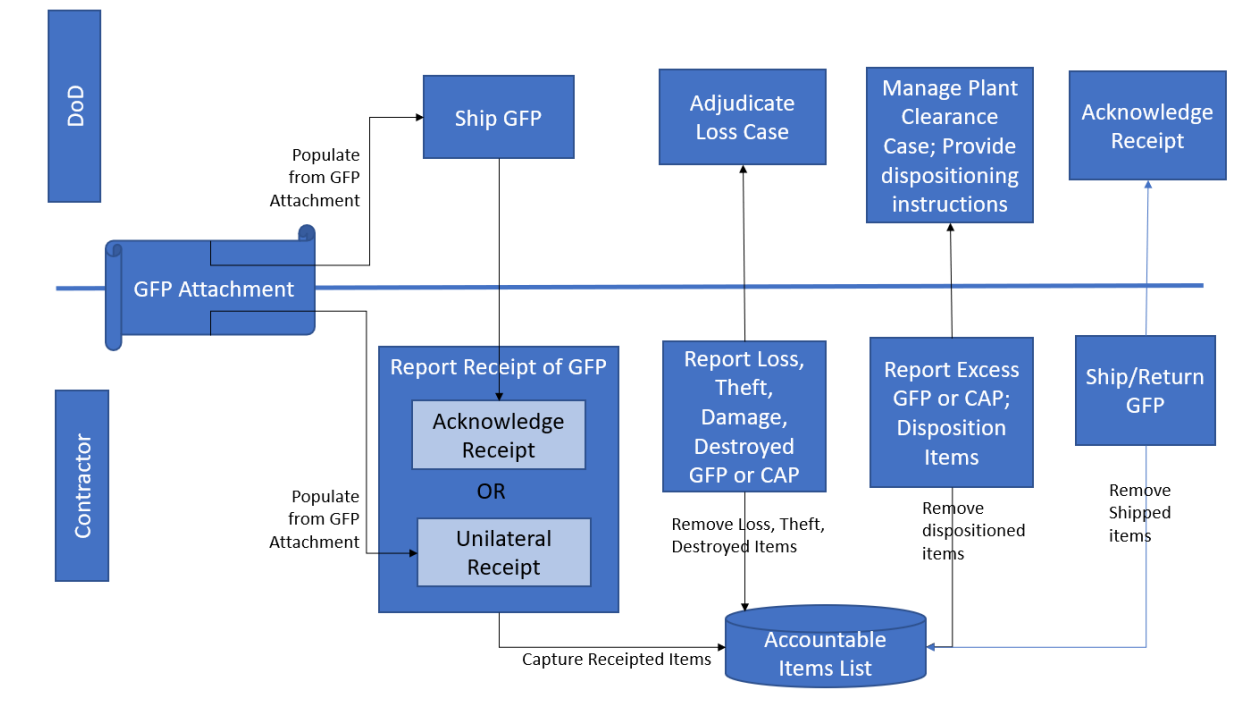


Figure 2 - GFP Traceability Lifecycle

2.0 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. The GFP Module will provide a single face to industry and transmit GFP Lifecycle event data to DoD systems as well as provide management and reporting from within the GFP Module.

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

2.1 GFP Module

2.1.1 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, shipment, and transfer of accountability to a different contract required by DFARS 252.245-7005 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. Reporting of GFP receipt to the IUID Registry is not permitted.

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 DFARS 252.245-7002 was formally updated to require use of the GFP Module Property Loss capability permitting decommissioning of the DCMA tool. The requirement to report Loss cases to the GFP Module also exists in the current DFARS 252.245-7005.

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. CAP Pre-screening was an optional tool in legacy GFP clauses. Use of CAP Pre-screening is required by the DFARS 252.245-7005 when the contractor requests to buy back or convert CAP to GFP. Note that the GFP Module does not automatically execute the conversion, there are several steps that are required (see the “CAP Delivery Process” discussion on <https://dodprocurementtoolbox.com/site-pages/gfp-resources>). The CAP Pre-screening process enables and provides visibility of contractor to contracting officer communication.

The Plant Clearance capability was launched November 2021. A deviation to the DFARS 252.245-7004 exists for legacy contracts requiring use of the GFP Module Plant Clearance capability area. The DFARS 252.245-7005 requires any excess inventory schedule to be submitted via the GFP Module Plant Clearance capability area. The GFP Module Plant Clearance capability replaced the DCMA Plant Clearance Reutilization Screening System (PCARSS) tool which has been decommissioned.

Phase 4 of the GFP Module, the ability for the contractor to update information about GFP, is partially deployed and the remainder of the functionality is in development. Deployed capabilities include the ability to update the item condition code which is foundational to tracking the repair process. The ability to identify an item of GFP as embedded into a higher assembly or consumed is also in production. Future update capability will include the ability for the contractor to update product identification (e.g., part number, national stock number) changes and assignment and registration of a UII to an item of GFP from within the GFP Module.

2.1.2 GFP Module Overview

The GFP Module is a PIEE Application and is accessed via the PIEE landing page shown in figure 2. The GFP Module is in the Property Management functional area.

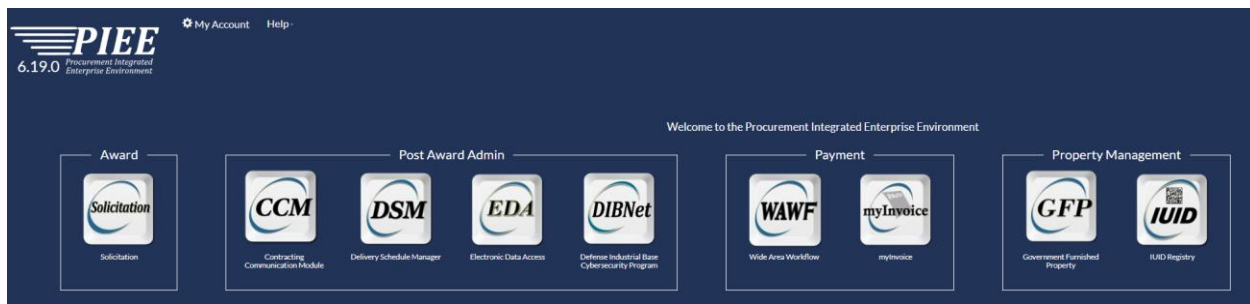


Figure 3 - PIEE Landing Page

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

In accordance with DFARS 252.245-7005, Table 3 provides an overview of reporting requirements.

Table 3 - DFARS 252.245-7005 Reporting Requirements

GFP Lifecycle Event	Serially Managed	Non-serially Managed	GFP or CAP
Receipt	Yes	Yes	GFP
Transfer to another Contract	Yes	Yes	GFP
Shipment	Yes	Yes	GFP
Incorporation into higher	Yes	No	GFP

level item			
Property Loss	Yes	Yes	GFP and CAP
Excess Inventory/Plant Clearance	Yes	Yes	GFP and CAP
CAP Pre-screening	Yes	Yes	CAP

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

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

One or more of these product identifiers must be used to identify GFP or CAP. Note that combinations of Product ID are considered to be unique. For example, an item identified by NSN “123” is considered a different item than an item identified by NSN “123” and Model Number “ABC”.

Serially managed GFP and CAP are reported and managed by the Product Identification and individual item identification (UII or serial number). Non-serially managed GFP and CAP are managed by the Product ID 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.

Note that if a contract is missing a GFP Attachment or the item being reported is not on the GFP Attachment, the contractor is still required to report GFP Lifecycle events. The data entered should be consistent with the contractor’s property management system.

Table 4 identifies each GFP Module capability area and the events reported in each.

Table 4 - GFP Module Capability Area Descriptions

Capability Area	Description
Property Transfer	Report GFP Receipt, Shipment, and Transfer of accountability; GFP Attachment visibility
Item Management	Report change in condition, incorporation into high assembly
Property Loss	Report GFP or CAP that is lost, stolen, damaged, or destroyed

Plant Clearance	Report GFP or CAP that is excess to the needs of the contract
CAP Pre-screening	Request contracting officer concurrence on CAP actions

Each of the GFP Module Capability Areas is accessible from the GFP Module top navigation bar as shown in figure 3. 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.

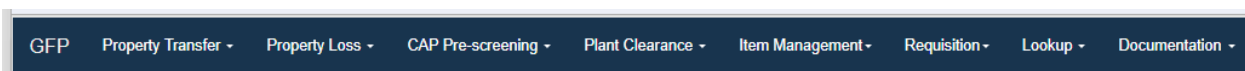


Figure 4 - GFP Module Top Navigation Bar

The roles associated with each activity area are shown in Figure 4. Note that the Requisition capability area and the related role of Contractor Requisitioner will be addressed in a future release of this document once use of the capability has been implemented.

Table 5 -GFP Module Contractor Roles (not including “view only” roles)

GPF Module Role	Property Transfer	Property Loss	CAP Pre-screening	Plant Clearance	Item Management
Contractor Item Manager					X
Contractor Property Manager		X	X	X	
Contractor Property Shipper	X				
Contractor Receiver	X				

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

- Provides an inbound notification of 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 (can pre-populate from GFP Attachment)
 - 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 additional notification emails to government or industry people indicating the receipt by the contractor from the receipt confirmation screen.

- Enables contractors to create a GFP shipment when returning GFP to the government, shipping to another contractor at the direction of the government, or transferring accountability of 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 the contractor to report when a GFP item is incorporated into a higher component, assembly, or end item via the web user interface.
- 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 loss case.

- Enables contractors to create an excess inventory schedule to report CAP or GFP items that are excess to the needs of the contract via web user interface or Excel upload.

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.

The contractor receives dispositioning instructions from within the case. The system allows the contractor to upload artifacts demonstrating compliance with the dispositioning instructions directly into the Plant Clearance case. There is currently no email transmitted to the contractor upon case closure, but the status is update to “closed” on the case summary screen.

- Transmits GFP lifecycle data to Government 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

2.1.3 Roles in the GFP Module

Roles are self-requested by users and activated by the Contractor Account Manager (CAM). The entire process is within the contractor organization. Each role is associated to a CAGE code or in some cases a contractor Department of Defense Activity Address Code (DoDAAC). 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

describing how to register for the roles of 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.

The role of Contractor Item Manager gives a contractor access to the Item Management capability area.

2.2 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 (receipt, shipment, transfer of accountability) (X.12 format) from contractors, then transforms and transmits them to the GFP Module
 - Receives Repairable 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.

2.3 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.

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. All Lifecycle events should be reported through the GFP Module Property Loss or Plant Clearance capability areas, not directly to the IUID Registry.

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.

2.4 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. Property shipments and receipts are now reported to the GFP Module, but 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

2.5 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 reports 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, CAGE, or the issuing or administration office DodAAC.

3.0 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 reparables, 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.

3.1 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

Contractors must have the role 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.

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

- Serially Managed items with a marked and registered UII (report the UII)
- Serially Managed items that do not have a IUID Data Matrix or the UII is not in the IUID Registry (report the serial number)
- 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.**

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.

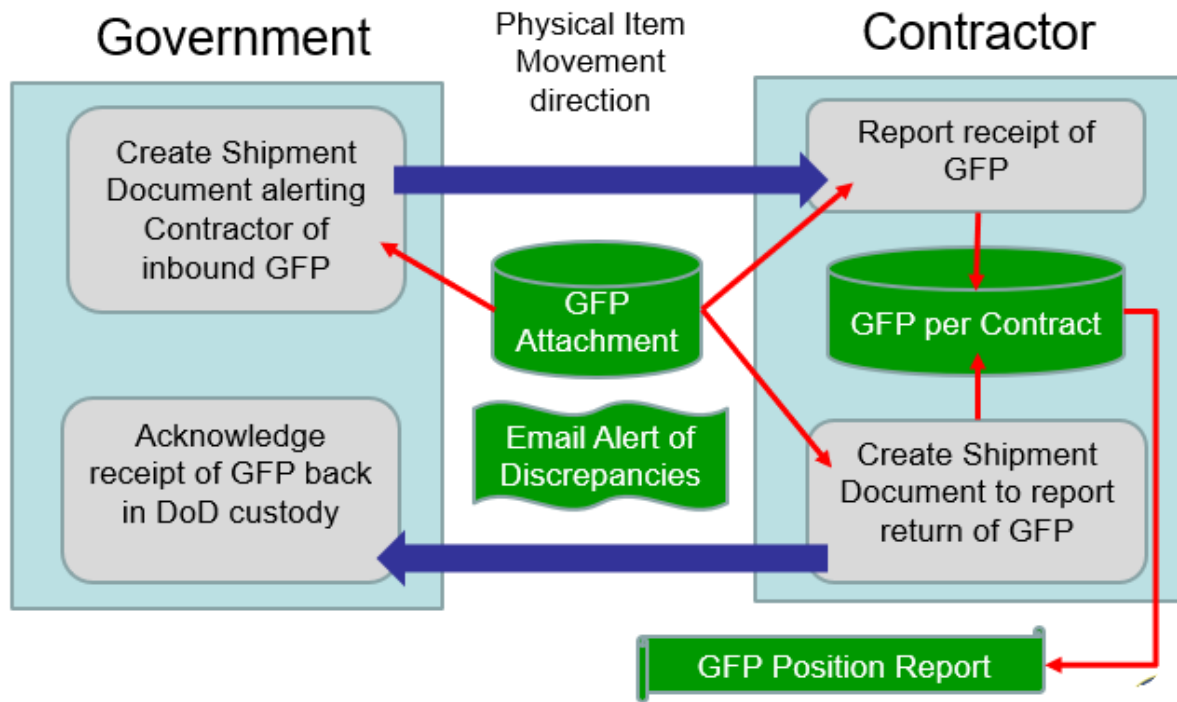


Figure 5 - GFP Property Transfer Process Flow

3.2 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 252.245-7005.

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.

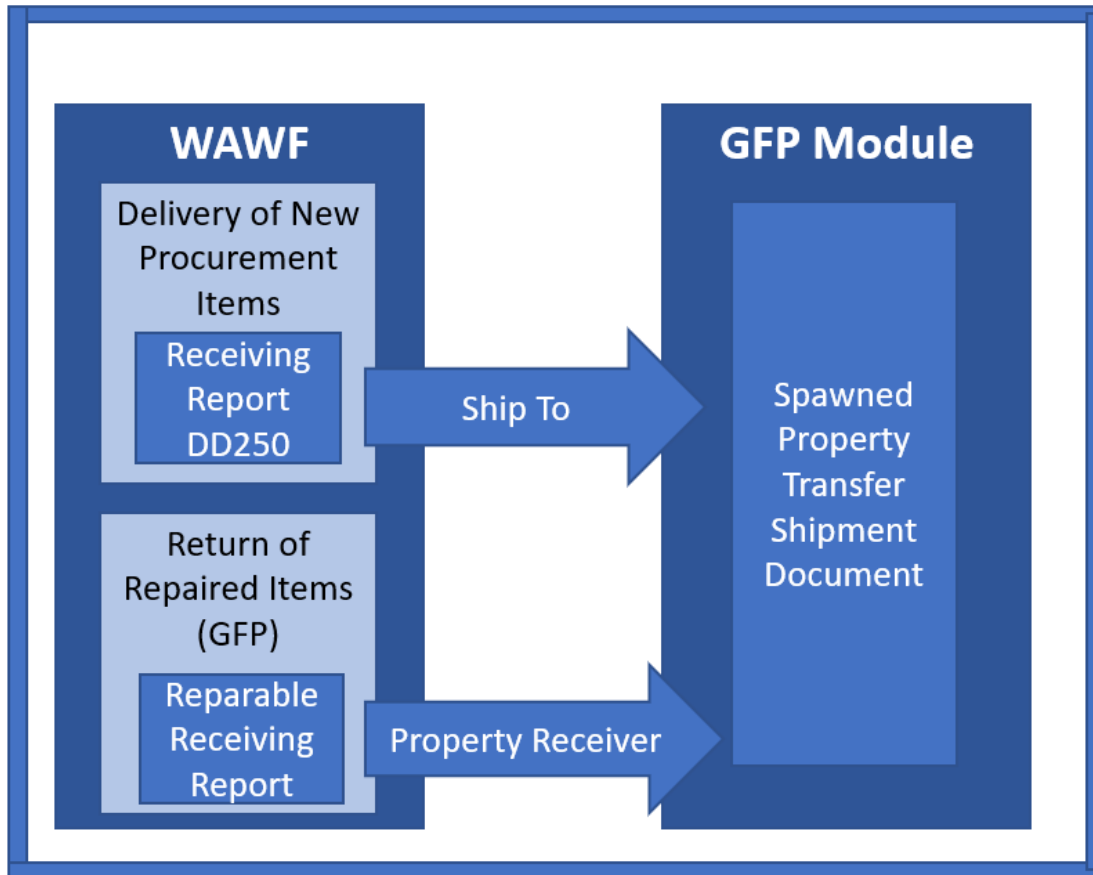


Figure 6 - Spawned Property Transfer Process Flow

3.2.1 Performing receipt with prior shipment notification

When a shipment document is created or spawned in the GFP Module, an email will be transmitted to the Organization email associated with the recipient. The Contractor Account Manager (CAM) has the ability to create a group email address and associate that with the recipient CAGE or contractor DoDAAC to ensure the appropriate people receive the notification email.

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 validate 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 on Line Item tab
 - c. On “UID/Serial No” tab, 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 report receipt by entering 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
 - e. The contractor should NOT make any changes to the Item Name or Description provided by the shipper. Any additional information should be entered in the comment tab.

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.

3.2.2 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 252.245-7005. 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
- The contractor should NOT make any changes to the Item Name or Description populated from the GFP Attachment. Any additional information should be entered in the comment tab.

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 the item is a repairable and the contractor has or has been provided the technical drawings (or tech data package) documenting the location and method of marking the UII, the contractor must assign and mark the UII on the item in compliance with MIL-STD-130 latest version. The UII must be registered in the IUID Registry. Then the item will be receipted in the GFP Module by the UII. Note that the ability to register the UII from within the GFP Module is a feature that will be implemented in a future release.

The contractor will be able to prepopulate the receipt document using data from the GFP Attachment or will enter the data about items that are not on the GFP Attachment. 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.

Items that have previously been receipted as non-serially managed, will be prevented from inclusion of a serial number or UII. Similarly, items previously received with a UII or serial number, will require an individual identifier in subsequent receipts.

If the Product ID (NSN, manufacture CAGE, or Part Number) matches with a previously receipted item but there is a discrepancy between the Item Name, Item Description, or unit of measure with the previously receipted item, the system will either automatically replace the

reported data with is what is already in the system (for excel, flat file, and EDI) or will ask the user to make a decision whether the data previously submitted or the data in the current submission is correct. If the current submission is selected, the data in the system related to the Product ID will be changed to reflect the data currently being submitted.

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.

3.3 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.

Note: in previous versions of the DFARS, only serially managed items were required to be reported upon shipment or transfer. The DFARS 252.245-7005 requires reporting of shipment and transfer for ALL GFP. Because contractors are required to report receipt of all GFP, creation of shipment documents is no longer a significant burden.

The data on the shipment or transfer must match EXACTLY to the data reported when the item was receipted. Matching must include the Product ID data elements (NSN and/or Manufacturer

CAGE and Part Number, and/or Model Number), and UII or serial number for serially managed items.

Note that when using the manual web interface, the contractor must select items from the “Select from Receipts” blue action button to ensure items are removed from the accountable items list. Items manually entered as assumed to be items about which the system is unaware and are therefore NOT removed from the accountable items list.

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 Reparable 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 an authorized government acceptor. 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.

3.3.1 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 receipted or by selecting items from the GFP Attachment (if he has not previously receipted the items in the GFP Module). If the contractor has neither previously receipted 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 and/or combination of Manufacturer’s CAGE and Part Number and/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

3.3.2 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. In accordance with DFARS Appendix F, the RRR is created in WAWF, but items previously receipted 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 receipted, 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 receipted 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.

3.4 Report Item Updates

Item update reporting includes update to condition code for reparable items and reporting when an item of GFP is embedded into a higher assembly or consumed. DFARS 252.245-7005 (b) (1) (iv) requires that contractors report when serially managed GFP is incorporated into a higher level item.

In the Item Management capability area (accessible when the user has the role of Item Manager), the Embed action can be used to identify when an item of GFP is embedded or incorporated into a higher assembly that is also GFP in the contractor’s custody. The embed action includes identification of a specific or group of items into which the GFP item is being embedded. The embed action removes the item from the accountable items list. The action can be recalled if a mistake is made by using the “Recall Embed” action in Item Management.

If the serially managed GFP is incorporated into an item that is not GFP (for example, a production item), the user will use the “Embed into Non-GFP Parent” option and identify the CLIN of the deliverable item into which the GFP is embedded.

The Consume action is optional. Consume action is an option within the Embed action in the Item Management capability area (accessible when the user has the role of Item Manager) and provides the ability to report consumption of items without identifying the higher level item.

Embed and consume can be reported via the web user interface or flat file format documented in the Vendor Guides on the PIEE site (www.eb.mil) or on the DoD Procurement Toolbox.

Update of Condition Code of GFP Items is not required by DFARS but may be required by contract terms. Condition codes are updated in the Item Management capability area using the rule of Contractor Item Manager. Web user interface is the sole method to update condition codes.

3.5 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>

3.6 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.

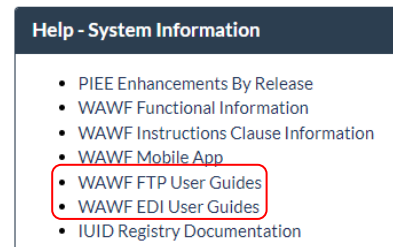
The IUID Registry will be automatically updated for any GFP items identified by a registered UII. The contractor does NOT need to update the lifecycle event in the Registry.

Plant Clearance training for contractors is posted on the DoD Procurement Toolbox.

4.0 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 PEE messages and processes to production, please reference the “FTP Guide – Main Document” or the “EDI Guide – Main Document” located on the PEE 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:



4.1 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.

4.1.1 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 Secure File Transfer Protocol (SFTP) 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 in establishing a test connection. Include your contact information and a test representative will contact you to set up the testing.

4.1.2 GFP Module 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.

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

Testers will request roles in the PIEE test environment for both contractor and simulated government roles. When requesting a role in the test environment, please use the following email as the supervisor: kimberly.a.fox14.ctr@mail.mil. Send an email to Kim to alert her that you have submitted a role request in the test environment.

The CAGE for the contractor and a DoDAAC for the government user will be required. If you do not know a valid government DoDAAC, use the first six characters of your contract number, or request one from Kim Fox.

5.0 Future Capabilities

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

5.1 GFP Module

The GFP Module development road map includes future enhancements:

- Phase 4 – Item update completion. In addition to the repair process and condition code changes as well as the ability to embed or consume items, the completion of Phase 4 will add the ability for the contractor to update Product ID (NSN, Part Number, Model Number) and assign and register a UII.

Electronic submission methods will be added for the embed action and condition code updates.

- 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.

6.0 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.

7.0 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.
Aug 2024	6	Updated for new DFARS clause and Phase 4 capabilities

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)