DEPARTMENT OF DEFENSE

Government Furnished Property

OPERATING GUIDE

October 2021
Version 7

SUMMARY OF CHANGES

Date	Description
Feb 2012	Pre-coordination Draft
Jun 2012	Incorporated DPAP comments
Aug 2013	Revised to align with current procedures
Jan 2017	Updated to include use of the Invoice, Receipt, Acceptance and Property Transfer (iRAPT) application of the WAWF e-Business Suite instead of the term "WAWF." Updated to reflect new GFP Attachment and procedures.
Oct 2018	Updated to reflect implementation of the GFP Module Phases 1 and 2
Oct 2021	Updated to include Property Loss, CAP Pre-screening, and Plant Clearance capabilities, Property Transfer Excel, required property clauses, and APO actions related to Property Loss

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1.0 GOVERNMENT FURNISHED PROPERTY OPERATIONS

1.1 SCOPE/OVERVIEW

This guide is for use by government and industry program managers, logistics managers, contracting officers, Management Control Activity personnel, and property managers responsible for defining, providing, receiving and tracking government property that is, or is intended to be, in the custody of a contractor.

This guide addresses:

- The process of establishing anticipated Government Furnished Property (GFP) to be provided to a contractor for execution of the contract
- The process of shipping and receiving GFP to maintain visibility of GFP across the enterprise
- The process of submitting and adjudicating property loss cases
- The process of submitting and responding to Contractor Acquired Property (CAP) Pre-screening requests
- The process of submitting and providing dispositioning instructions for government property excess to the needs of a contract

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

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

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

1.2 REGULATORY REQUIREMENTS

The following excerpts from Department of Defense (DoD) policy and regulations outline the basis for the procedures described in this document. The complete set of regulations is included as Appendix A.

Defense Federal Acquisition Regulation Supplement (DFARS) 252.211-7007 states:

[T]he Contractor shall report, in accordance with paragraph (f), Government-furnished property to the IUID Registry as follows:

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

(ii) Contractor receipt of non-serially managed items. Unless tracked as an

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

Note that GFP is no longer reported directly to the IUID Registry, but is instead reported to the GFP Module. DFARS 252.211-7007(f) provides a link with procedures for reporting GFP. That link resolves to the GFP Vendor Guide: (http://dodprocurementtoolbox.com/cms/sites/default/files/resources/2018-07/GFP%20Reporting%20Guide_Vendors_June%202018.pdf). The Vendor Guide is explicit in documenting that GFP reporting is performed in the GFP Module in accordance with this guide.

DoD Instruction (DoDI) 5000.64 paragraph 4.4.a states:

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

> And further in paragraph 3.2.j that the Accountable Property Officer (APO) will *"[u]tilize electronic transactions wherever practicable."*

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

The DoD Components shall:

> a. *Use electronic transactions when transferring Government property to a contractor and upon return of property to DoD.*

> b. *Require contractors to use the Wide Area Workflow (WAWF) to receipt property transfers or use DLMS standard logistic transaction set 527R, available on the DLMS Supplements page of the DLMS Website, to provide materiel receipt acknowledgement citing the applicable contract number for property shipments.*

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

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

1.3 ENTERPRISE TOOLS

DoD has developed the following tools that are available across the enterprise to enable efficient communication among programs, contractors, property systems and the supply system.

1.3.1 The Procurement Integrated Enterprise Environment (PIEE)

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

1.3.1.1 Government Furnished Property Module

The GFP Module is the application within PIEE that consolidates all capabilities related to GFP. The GFP Module captures and tracks authorization, physical movement, loss and dispositioning events. In the future, the GFP Module will capture updates to items while in contractor custody. The GFP Module will also interact with DoD Accountable Property Systems of Record (APSRs) to ensure synchronization with the authoritative property record.

The GFP Attachment identifies GFP planned to be provided to a contractor for performance of the contract and forms the foundational data for subsequent movements, changes, and dispositions. DoD Components follow DFARS Procedures, Guidance, and Information (PGI) 245.103-72 and ensure that a conformed GFP Attachment is created in the GFP Module for every contract that has GFP or will provide GFP. The GFP Module provides a communication capability between DoD and industry. All capabilities within the GFP Module application have multiple data entry options including web entry, Excel upload, and electronic file submission to support businesses of all sizes and abilities.

The GFP Module is connected to the IUID Registry at the data layer, so any changes to an item of GFP that has a registered UII is automatically reflected in the custody section of the IUID Registry.

Additional information and tutorials regarding GFP processing via the GFP Module can be found in subsequent paragraphs of this document and at https://dodprocurementtoolbox.com/site-pages/gfp.

1.3.1.2 Wide Area Workflow (WAWF)

WAWF is a secure, web-based system for electronic invoicing, receipt, and acceptance. It allows government vendors to submit and track invoices and receipt/accept documents over the web and allows government personnel to process those transactions in a real-time, paperless environment. WAWF includes the Reparable Receiving Report (RRR) which is used by contractors to identify the return of GFP items that have been repaired under a services contract.

1.3.1.3 Item Unique Identification (IUID) Registry

IUID is an international standards-based approach adopted by the DoD that makes the acquisition, repair, and deployment of items faster and more efficient. The IUID Registry is the central data repository for items that require unique identification pursuant to the Office of the Secretary of Defense policy for IUID and DFARS 252.211-7003. The primary mission of the IUID Registry is to receive and store IUID pedigree data for the military services. The IUID Registry is the central repository for IUID 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. IUID pedigree data is received as part of the WAWF receiving report transaction at the point of delivery of the item to DoD.

To support GFP visibility, the IUID Registry contains a custody record for each registered item. A web user interface is available to query, report, and update custody information. Note that as of July 2018, non-UII GFP is maintained in the GFP Module, no longer in the IUID Registry.

1.3.1.4 Electronic Data Access (EDA)

The primary function of EDA is to allow authorized users to access official DoD documents via a web browser. EDA is a web-based document repository system that supports the informational needs of DoD and industry partners. EDA facilitates information sharing among DoD communities and provides secure access to single-source DoD official documents. EDA is a reference archive that provides the user a read-only view of various documents such as contracts and modifications, vouchers, and Government Bills of Lading. The EDA system provides users with an efficient method for retrieving, sharing and storing documents.

GFP Attachments created in the GFP Module are automatically uploaded to EDA when the GFP Attachment is approved and the matching contractual artifact is loaded to EDA.

EDA also hosts a broad range of reports. The GFP Attachment Aging Report and the GFP Position Report are accessible via EDA for DoD and industry users.

1.3.2 Global Exchange Services (GEX)

GEX provides brokering, secure messaging, mediation, and routing services along with system monitoring, data audit trails, and performance scalability services between government systems and commercial industry. To support GFP processing, DoD systems and contractor systems may send electronic property transfer messages to GEX which are transformed and transmitted to the GFP Module. Property transfer messages from the GFP Module are transmitted to DoD and contractor systems via the GEX.

GEX also provides the interface to the GSAxcess system for redistribution of excess government property.

1.3.3 Defense Logistics Management System (DLMS)

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

DLMS is founded on American National Standards Institute Accredited Standards Committee X12 standards and include both X12 transactions and World Wide Web Consortium-compliant eXtensible Markup Language schemas. DLMS messages are generally used to convey property transfer data related to items that are provided to contractors from the DoD Supply System. The

DLMS transaction definitions have been enhanced to incorporate data required to support GFP visibility. DoD and contractor systems are being modified to populate the GFP related enhanced data. To support adequate GFP visibility and processing, it is imperative that DoD and contractor systems interfacing with the DoD Supply System upgrade to accommodate the enhanced DLMS data structures.

In certain situations, properly formatted DLMS transactions may be used to report property receipt to the GFP Module.

1.4 GFP PROCESS

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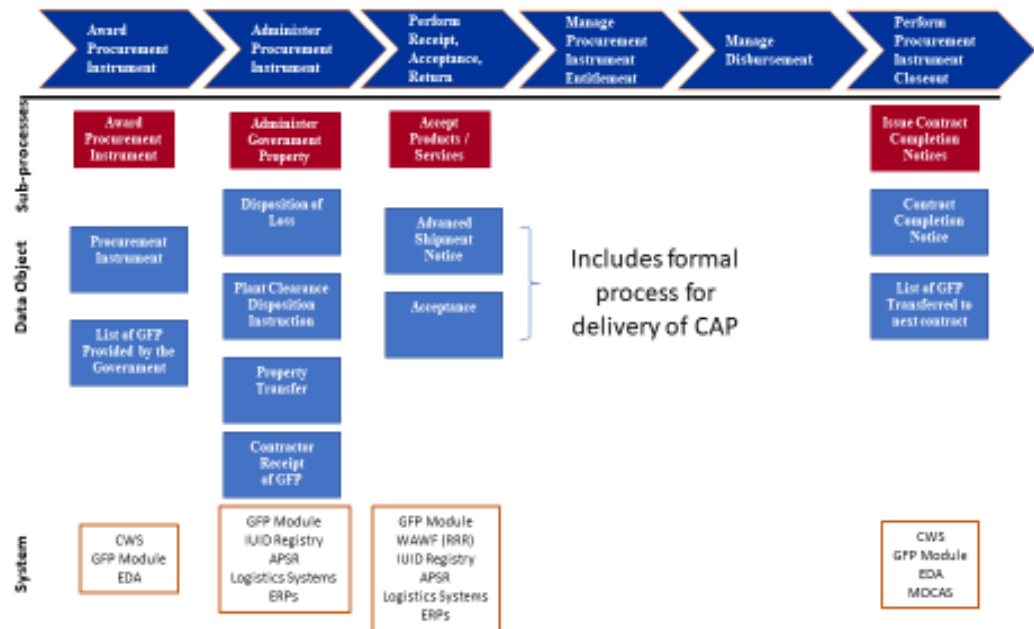
Figure 1 – Property Transaction Touch Points

2.0 ESTABLISH THE GFP AUTHORIZATION

2.1 GFP ATTACHMENT

When solicitations are released or contracts are awarded or modified, the government property planned to be provided to the contractor as GFP is identified in accordance with DFARS PGI 245.103-72 "Government-furnished property attachments to solicitations and awards." The GFP Attachment should accompany procurement requests, solicitations, and contract awards or

modifications when GFP is anticipated. In addition to contract information, the GFP Attachment identifies three types of property:

- Serially Managed Items – Serially managed items provided to the contractor by DoD that require all events identified in DFARS 252.211-7007 to be reported by the contractor. The items can be equipment, tooling, or items for modification, upgrade, or repair.
- Non-serially managed items – Typically consumable items provided to the contractor by DoD and require only the event of GFP receipt to be reported
- Requisitionable Government Furnished Property – Items that the contractor is authorized to requisition from the DoD Supply System which are funded by DoD and are therefore GFP. Note that items for which the contractor has authorization to requisition which are paid for by the contractor are considered Contractor Furnished Material and are therefore not identified on the GFP Attachment.

Note that custody of CAP items is reported only when those items become GFP after the items have been delivered against a line item on the contract under which they were acquired or fabricated. DFARS PGI 245.402-71 includes the requirement that an item of CAP should be delivered as soon as it is recognized when the item's unit acquisition cost exceeds the capitalization threshold.

Contractors are authorized to have GFP based on the identification of the items on the GFP Attachment. The GFP Attachment is created in the GFP Module application of the PIEE. After creation, the GFP Attachment is processed through a workflow in the GFP Module that includes zero to many reviewers and a final approval by the contracting officer. When the contracting officer approves the GFP Attachment, it is automatically uploaded to EDA as a non-modifiable PDF and is associated with the contract or contract modification. There is one conformed version of the GFP Attachment that includes all items the contractor is authorized to have in their custody. Any change to the GFP Attachment requires a contract modification.

GFP Attachments associated with solicitations or amendments to solicitations remain in the GFP Module. These attachments are separately distributed with the solicitation.

The GFP Attachment can be manually entered, uploaded in Excel, or created from an existing GFP Attachment. The GFP Attachment Excel template is available at https://dodprocurementtoolbox.com/site-pages/gfp-attachments . Creating the Attachment from an existing Attachment is helpful in scenarios such as:

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

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

contractor's location. The GFP Position Report accessible in EDA reflects the real-time list of items the contractor has in their custody.

The GFP Attachment is created in the GFP Module for every contract that has, or is intended to have, GFP. The GFP Attachment workflow includes the roles of **Initiator, Reviewer,** and **Approver**.

- Initiator: Requiring activity or program office knowledgeable about the GFP required for performance of the contract
- Reviewer: Material Control Activity, Logistics, Property Officer, Accountable Property System of Record personnel concerned about the impact to their inventories, workloads, or area of responsibility
- Approver: Generally the contracting officer

The GFP Attachment Initiator identifies the workflow which will contain one Approver and zero to many Reviewers by organizational Department of Defense Activity Address Code (DoDAAC). The Initiator may choose to identify the Approver by name. The Reviewers can be identified by name or by functional area within the organizational DoDAAC. Reviewer functional areas include Logistics, Product Support Manager, etc. The functional areas are table driven and can be updated by coordination with the PIEE Program Management Office. Reviewers or Approvers identified by name will receive an email when it is their turn to act on the GFP Attachment.

The Initiator will identify the contract with which the GFP Attachment will be associated. If the contract number is not known at time of creation, the Initiator can "pre-stage" the GFP Attachment and enter a program name to align the GFP Attachment with a future contract number. The contract number (and modification number if the GFP Attachment is associated with a contract modification) must be entered prior to final approval. Once the Approver has approved the GFP Attachment, if the GFP Attachment type is contract award or modification, the GFP Module automatically checks EDA for a matching contractual artifact. If a match is found, the GFP Module captures and populates onto the GFP Attachment the Prime Commercial and Government Entity (CAGE) and the effective date of the contract award or modification. The GFP Module then automatically uploads the GFP Attachment to the contract or modification in EDA. If a match is not found, the system will continue to try to find a match each night. When the match is found, the upload will occur. A GFP Attachment Aging Report is available in the EDA Reports area that indicates how many days a GFP Attachment has been approved without finding its matching contractual artifact in EDA.

Note: The GFP Attachment should not be also uploaded as an attachment from the Contract Writing System.

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

3.0 VISIBILITY OF GFP STEWARDSHIP TO SUPPORT EXISTENCE AND COMPLETENESS

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

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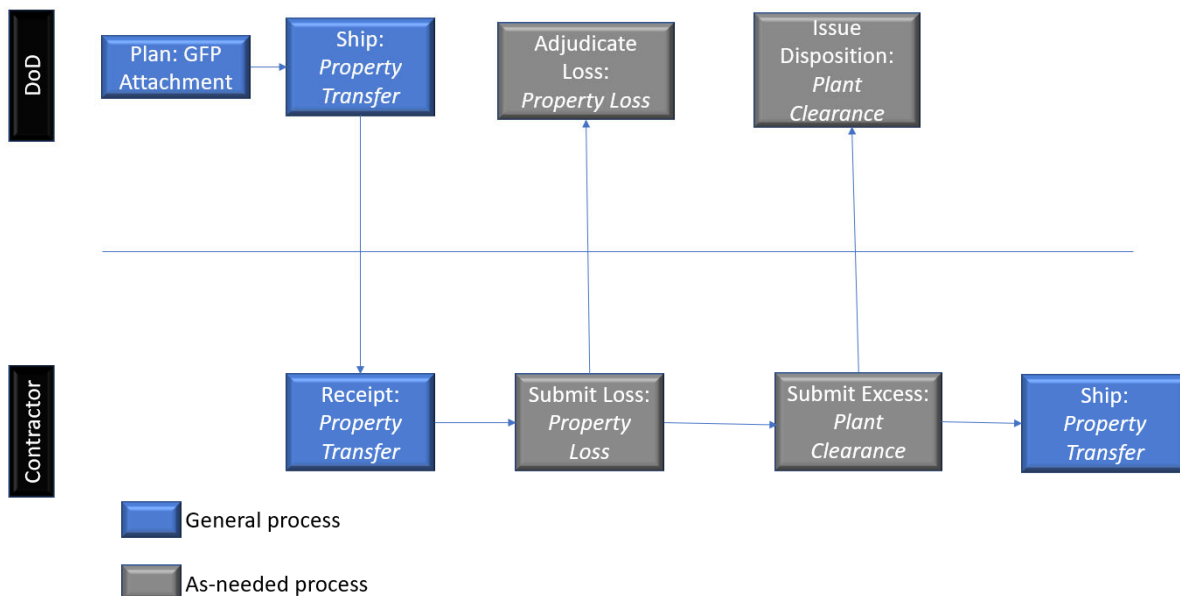

Figure 2 – GFP Lifecycle

3.1 TYPES OF GFP

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

GFP is either serially managed by DoD or not serially managed. Serially managed GFP may be assigned a UII and tracked using the UII. Some serially managed GFP may not yet have a UII assigned and is instead tracked using a serial number. GFP that is not serially managed is tracked using the product identification of National Stock Number (NSN), the combination of manufacturer CAGE and part number, or model number. The preference is that serially managed

items are assigned a UII, marked with an IUID data matrix, and registered in the IUID Registry prior to GFP custody transfer from DoD to a contractor. If UII assignment, marking, and registration is not possible before custody transfer, DoD may include the UII assignment, marking, and registration as an additional contractor task while the items are in contractor custody.

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

Table 1 summarizes the contractor reporting requirements for serially managed and non-serially managed items.

Table 1 – Reporting GFP

	Serially-Managed	**Non-Serially Managed**
Receipt	X	X
Delivery or Shipment	X	*
Consumed or Expended	X	
Disposal	X	**
Transfer to Another Contract	X	

*May still be subject to Appendix F, Material Inspection and Receiving Report
**May still be subject to 252.245-7002 or 252.245-7004

3.2 PROVIDING GFP TO THE CONTRACTOR

When delivery of GFP to the contractor is determined to be in the best interest of the government and is properly identified in the GFP Attachment, DoD will initiate the transfer of the GFP items to the contractor. GFP transfer had traditionally been a paper-based process using DD Forms 1149 or 1348-1 where items frequently arrived at the contractor facility with little documentation and no advance notification that they were being delivered. This approach caused significant research effort for contractors and increased the potential for property accountability issues. These non-electronic means of property transfer have been replaced by the GFP Module.

3.2.1 GFP Provisioning via the GFP Module

Items provided by DoD to the contractor as GFP are identified in the "Serially Managed Items" and "Non-serially Managed Items" sections of the GFP Attachment. The DoD entity responsible for creating the shipment must have the role of **Government Property Shipper** established in the GFP Module.

Users self-request roles for access to the GFP Module. Guides for adding roles for both government and industry users can be found here: https://dodprocurementtoolbox.com/site-pages/gfp-resources/. After approval by the identified supervisor, the request is transmitted to and activated by the PIEE Group Administrator Manager (GAM) for government and government support contractor users. The parallel role of Contractor Administrator Manager (CAM) activates contractor/vendor roles after supervisor approval. The GAM or CAM can be found by using the "Find My Account Administrator" icon on the PIEE landing page prior to log in as shown in Figure 3. The following link can also be used to locate the GAM or CAM: https://piee.eb.mil/xhtml/unauth/home/login.xhtml.
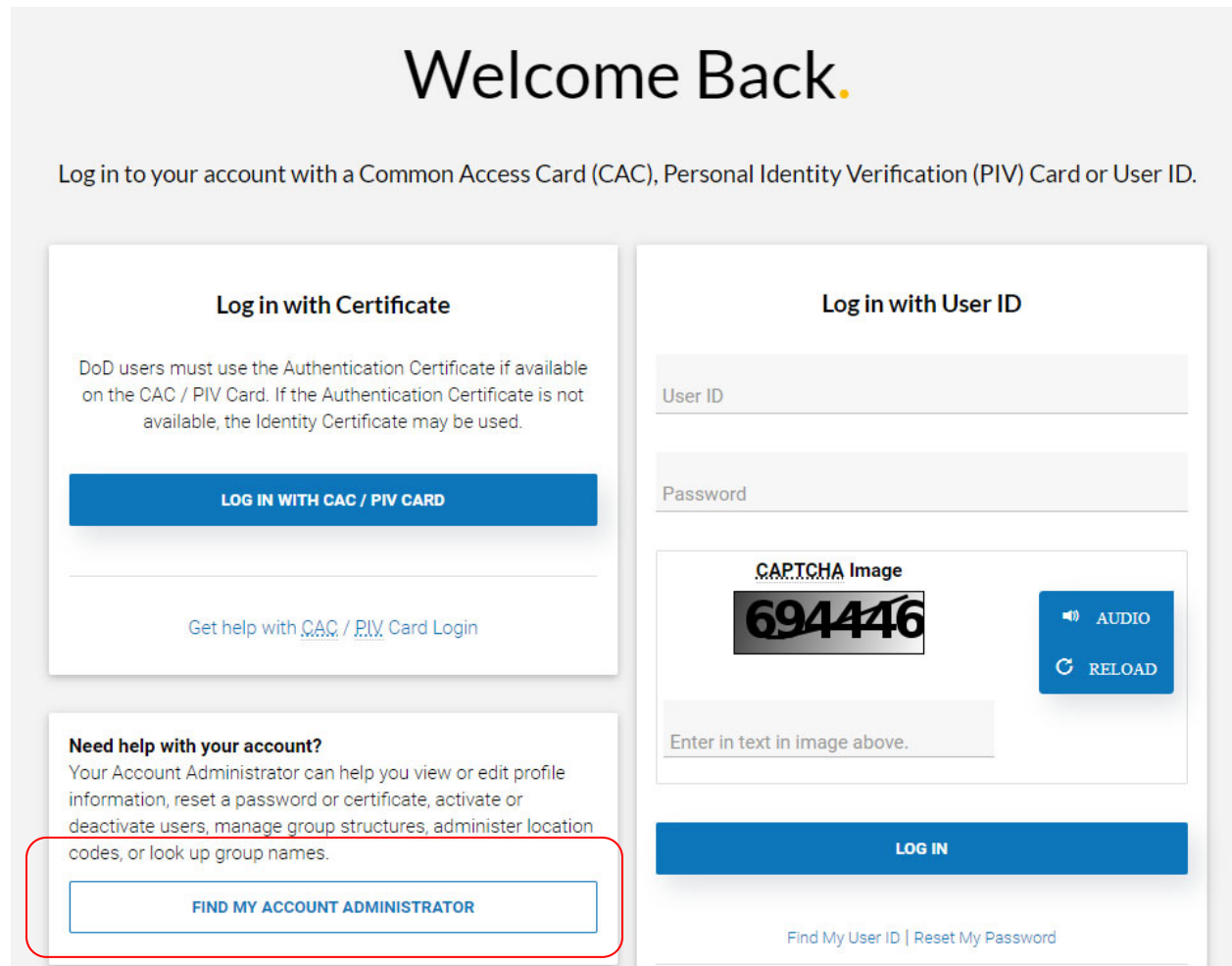
Figure 3 – GAM/CAM Lookup

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

Figure 4 illustrates the process flow and GFP Module entry points of GFP moving from DoD to a contractor and returning to DoD.

Figure 4 – GFP Module Property Transfer Process Flow

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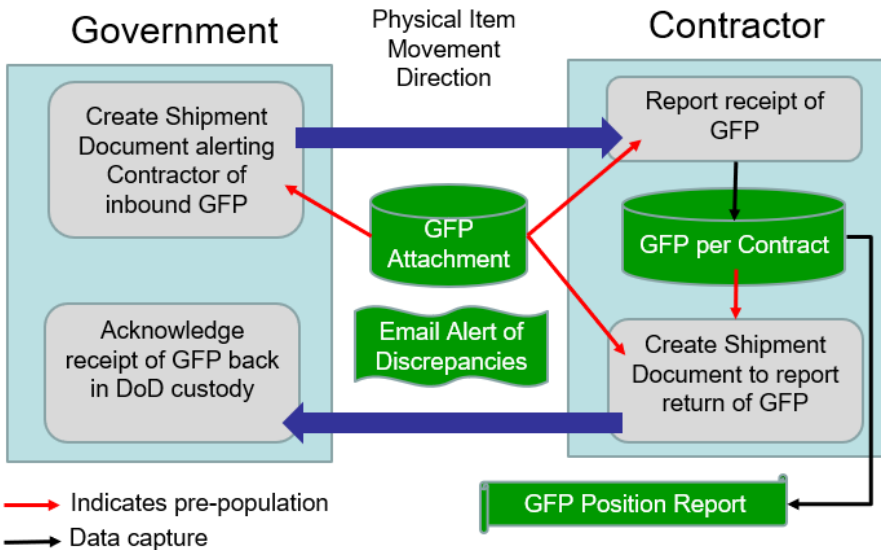 serially managed items. The Government Property Shipper will submit the GFP shipment data to the GFP Module either via the manual web interface, the Excel upload option, or electronically from an automated system as illustrated in Figure 4.

Note that all property transfer transactions must occur within the GFP Module and all functions can be accommodated by the Excel upload with the same business rules as manual or EDI options. There is only one Excel template for all DoD and contractor functions (found here: https://dodprocurementtoolbox.com/site-pages/gfp-shipping-and-receiving-information). The Excel upload property transfer capability enables easier entry of data when manual data entry is too burdensome and EDI is not an option. Users may easily include many UIIs or serial numbers. Shipment and unilateral receipt start from blank templates while receipt against a shipment starts from an Excel document downloaded from the shipment document.

When using the web entry option, the Government Property Shipper has the option to populate the shipment document by selecting items from the GFP Attachment or by adding items via the data entry screen. When identified on the GFP Attachment, it is preferable to select the items from the GFP Attachment in order to reduce data entry burden and to ensure consistent data quality. Entry of UII or serial number for serially managed items is optional on the government shipment action. However, if UIIs or serial numbers are entered for one line item of serially managed property, they should be entered for all lines of serially managed property.

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

Note: UII'd items must be registered in the DoD IUID Registry prior to property transfer via the GFP Module. Serially managed items without an IUID data matrix or where the UII derived from the IUID data matrix is not present in the IUID Registry should be identified by the serial number.

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

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

The DoD-to-contractor data flow is illustrated in Figure 5.

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

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

When the items arrive at the contractor facility, they are inspected by the contractor's quality or receiving department. To report receipt, the contractor may access the "Receipt Folder" in the Contractor Receiver area of the GFP Module and use the web entry or Excel upload. The contractor may instead choose to send a properly formatted electronic message to report the receipt. Instructions to access the GFP Module electronic message structure definitions are here: https://dodprocurementtoolbox.com/cms/sites/default/files/resources/2021-08/Accessing%20Electronic%20File%20Format%20Guides%20Aug%202021%20v7.docx.

If the items are on the serially managed section of the GFP Attachment, the contractor must enter the UII derived from the IUID data matrix marked on the item. If there is no IUID data matrix, or the UII derived from the data matrix is not in the IUID Registry, then the contractor will report the item serial number. If there is no GFP Attachment in the GFP Module, but the contractor knows that the item is DoD serially managed, they should enter the UII or serial number.

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

The receipt transaction can automatically trigger a message to the identified property system (potentially to both the government and contractor property systems). If the item has a registered UII, the GFP Module will automatically update the item's custody record in the IUID Registry to indicate that the item is in the contractor's custody under the specific contract number.
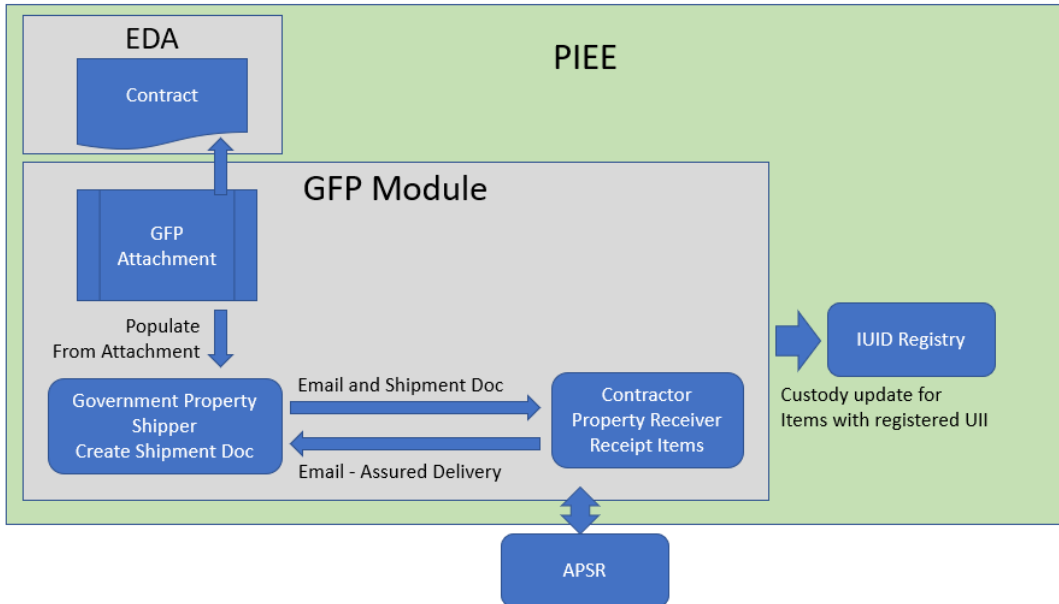
Figure 5 – GFP Module Contractor Receipt Reporting Flow

Once custody is updated in the IUID Registry, the contractor can view and update the IUID Registry item record for the UII'd item if changes to the item (e.g., part number roll) need to be recorded. The ability to update the UII record while the item is in contractor custody will migrate to the GFP Module in a future release.

Note: It is strongly encouraged to report receipt of all GFP via the GFP Module. While it is technically possible to report custody update of previously registered items directly to the IUID Registry via manual input or electronic file, this capability will be decommissioned. The exception to this guidance is for the situation where the contractor assigns and marks a GFP item with an IUID data matrix. In that condition, the only way to register the item so that it can then be receipted in the GFP Module is to register the item as GFP directly to the IUID Registry. When the registration capability is migrated to the GFP Module, that action in the IUID Registry will also be decommissioned.

3.2.2 Unilateral Receipt of GFP via GFP Module by a Contractor

If a contractor receives GFP without a government shipment document in the GFP Module, they must take independent action to report receipt of the GFP items. While the preferred approach is to have a shipment document from the government in the GFP Module, during the transition from paper to electronic methods of custody transfer, unilateral contractor receipt is likely to be necessary.

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

When using the manual data entry option, the contractor can select items from the GFP Attachment to pre-populate the receipt document. They can also enter data about items that are not on the GFP Attachment or in the case where there is not a GFP Attachment in the GFP

Module for the specific contract. If an item is selected from the serially managed section of the GFP Attachment, a prompt to enter a UII or a serial number for each of the items will display. UII is preferred, but serial number is entered if there is no IUID data matrix or the UII is not in the IUID Registry. Do NOT enter both a UII and a serial number for an individual item. The system will ensure that the sum of UIIs and serial numbers equals the quantity reported for that line.

Upon entry, the GFP Module will compare the product identification data (National Stock Number, Manufacturer CAGE and Part Number, or Model Number) of the entered data to the product identification of previously entered data resident for the contract in the GFP Module. If a match is found and there are any differences with the item name, item description, or unit of measure, the system will respond depending on how the data was entered. For manual data entry, a pop up window will request the user to select whether to keep what is in the system and change the entered data to match what was in the system. For Excel upload and electronic files, the new data entry will be changed to match what is resident in the system. This matching ensures that for one product identification, there is a consistent item name and description. The match is for a unique product identification. So an item with NSN 123 and Model XYZ is different from an item with ONLY NSN 123.

When the receipt is submitted, the data is then provided to DoD, the property system if one is identified within the GFP Module, and to the IUID Registry (only for registered UII's).

3.2.3 GFP Items Provisioned from DoD Supply System

GFP is sometimes available from the DoD Supply System. In some cases, requisitioning of the items is executed by DoD and delivered to the contractor for use in performing the contract. In other cases, the contract authorizes the contractor to independently submit requisitions for specified items and quantities. If the government pays for the item, it is considered GFP. The GFP Attachment section titled "Requisitioned Items" identifies items that the contractor is permitted to requisition as GFP. Authorized requisitions from supply, paid for by the contractor on fixed price contracts (Contractor Furnished Material) do not appear on the GFP Attachment and are not reported to the GFP Module.

Regardless of whether the contractor requisitions non-reimbursable GFP or the items are requisitioned by DoD on behalf of the contractor, the contractor must report receipt of the items provided from the DoD Supply System. This can be accomplished either through the GFP Module or by using the DLMS transactions. To use the DLMS transactions, the 856S, Shipment Status, must have been generated by DoD (including the "GF" segment) and the contractor must report receipt by creating the 527R, Receipt, Inquiry Response and Material Receipt Acknowledgement (including the "GF" segment). Those DLMS transactions will be routed to the GFP Module. When the 527R corresponding to an existing 856S is received, the GFP Module will be updated with the GFP custody data obviating the need for the contractor to report receipt both in DLMS and in the GFP Module. The DLMS message structure for the 527R is defined at https://www.dla.mil/HQ/InformationOperations/DLMS/elibrary/Transformats/140_997/.

3.3 GFP RETURNING TO DoD CUSTODY

Items are returned to DoD custody in a variety of ways depending on the item and what has happened to the item during the time it has been in the contractor's custody. Figure 6 provides a decision tree that identifies which enterprise tool is most appropriate to use to return GFP to DoD. Blue boxes convey actions or decisions and green boxes identify the tool that best supports the situation.
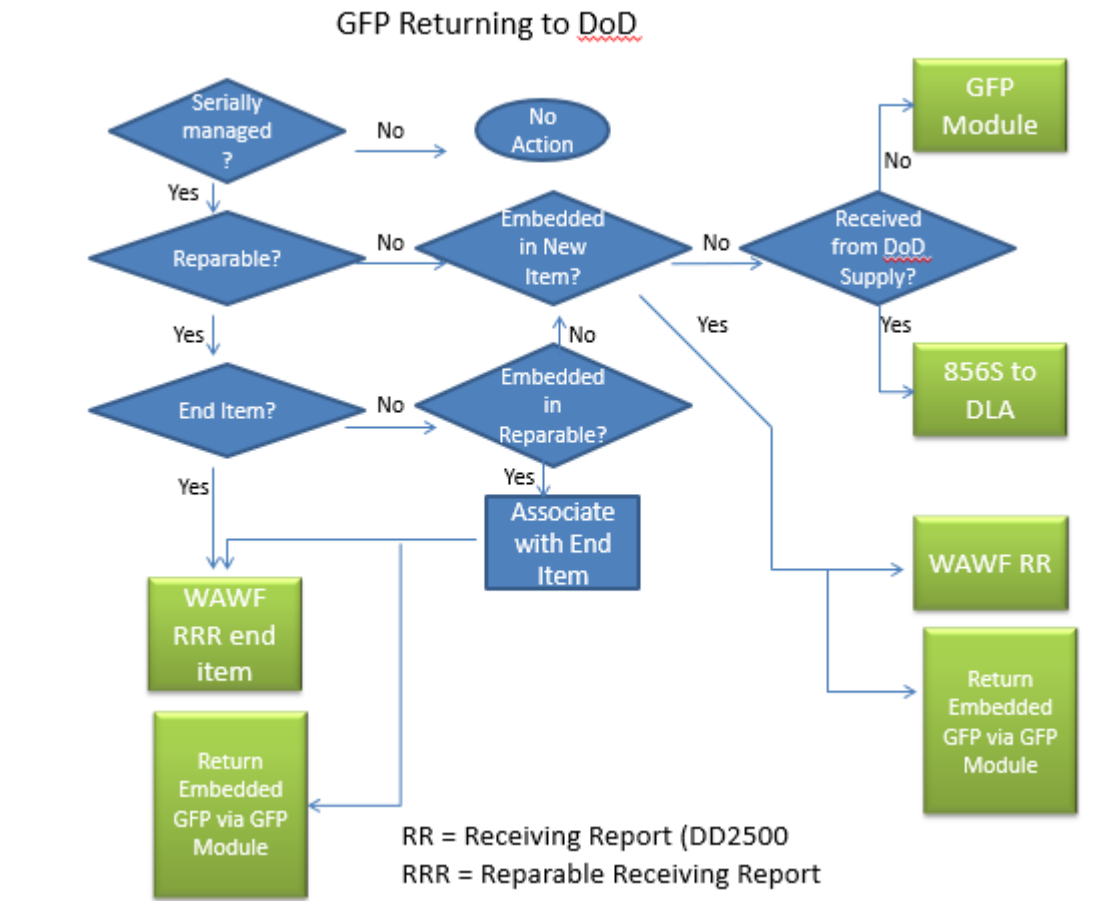

Figure 6 – GFP Return Decision Tree

3.3.1 Non-serially Managed GFP

It is important to note that non-serially managed GFP is normally accounted for and excess is returned at the end of the contract. This approach recognizes that non-serially managed GFP is generally consumed during contract execution and is not associated with a specific delivered item. Examples of this type of GFP include sheet metal, uniform fabric, and bulk items like bolts. As part of the contract closeout process, any remaining non-serially managed GFP will be dispositioned and the GFP Module will be updated accordingly. In November 2021, the reporting and dispositioning of Government property (both GFP and CAP) excess to the needs of a contract will be migrated to the GFP Module from the legacy PCARSS application.

3.3.2 Serially Managed GFP

The GFP Module is used to report the shipment of GFP back to DoD or to another contractor if directed by the Contracting Officer. If the items are being returned after repair on a service contract, see paragraph 3.3.4. To accomplish reporting of shipment of GFP using the GFP Module, the contractor must have the role of **Contractor Property Shipper.**

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

The DoD recipient organization will receive email notice that the item is en route. This process is illustrated in Figure 7.
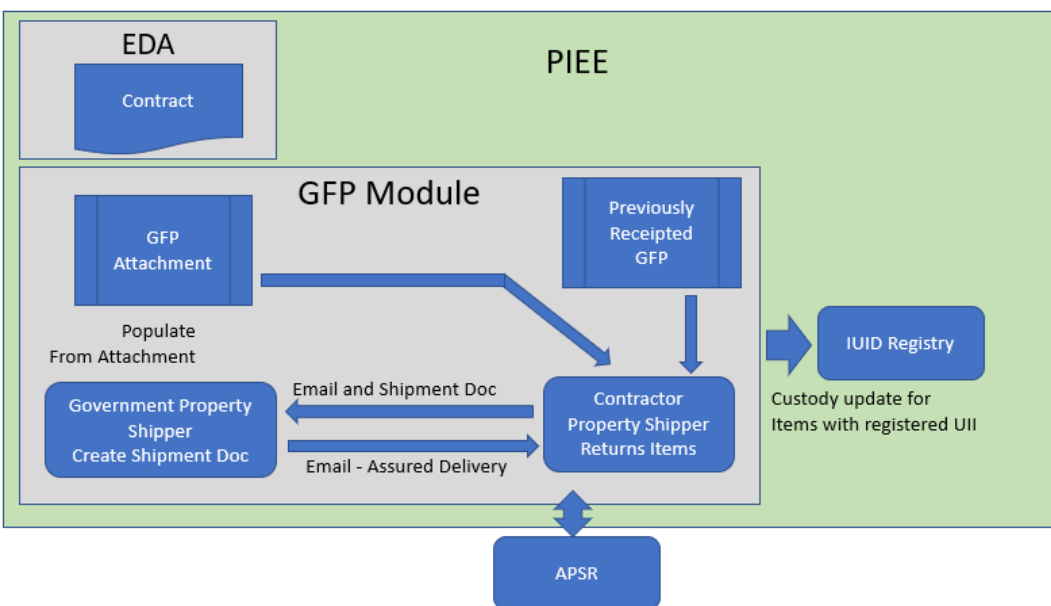

Figure 7 – GFP Return from Contractor via GFP Module

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

3.3.3 GFP Embedded in New Item Delivery

Subassemblies and components can be provided by the government to support contract execution of newly procured items. An example of this situation is an engine provided as GFP to an aircraft manufacturer. In this case, the GFP is then returned to DoD as part of the delivery of the new aircraft. The DoD enterprise tool for delivery of new items is WAWF. This tool allows the

contractor to electronically invoice and submit the "DD250" or Material Inspection and Receiving Report of the delivered item.

The embedded items that were reported as GFP with a registered UII are associated with the end item at the time of submission of the receiving report to WAWF indicating delivery. Up to one hundred new UII'd items and GFP UII'd items can be associated with the delivered item with a single level of indenture. Note that the UII of the GFP must already be resident in the IUID Registry. This process is illustrated in Figure 8.

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

Note: When serially managed GFP items without a UII are embedded in an end item, the contractor must use the GFP Module to separately return those items to DoD by creating a shipment document.
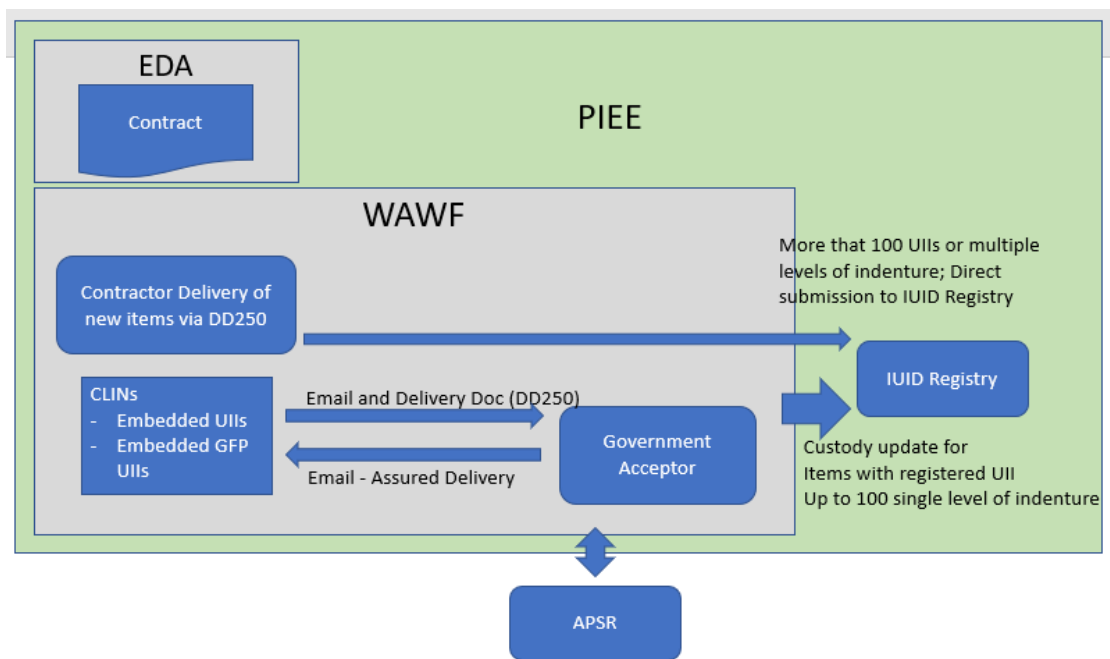
Figure 8 – GFP Returned as Embedded in New Item

3.3.4 Reparables

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

The contractor will have the ability to select items previously receipted in the GFP Module (including UII or serial number) or select items from the GFP Attachment when creating the receiving report portion of the RRR. Items on the RRR will be removed from the contractor's

accountable items list in the GFP Module and from the GFP Position Report in EDA. The contractor will have to replace the default line number with the Contract Line Item Number (CLIN) of the repair contract.

The DoD acceptor accepts the service invoice, which triggers the property transfer (shipment) document to be automatically generated and inform the organization identified in the RRR as the property receiver. Repaired items with registered UIIs are removed from contractor custody in the IUID Registry when the receipt action is executed by the DoD receiver. The flow is illustrated in Figure 9.
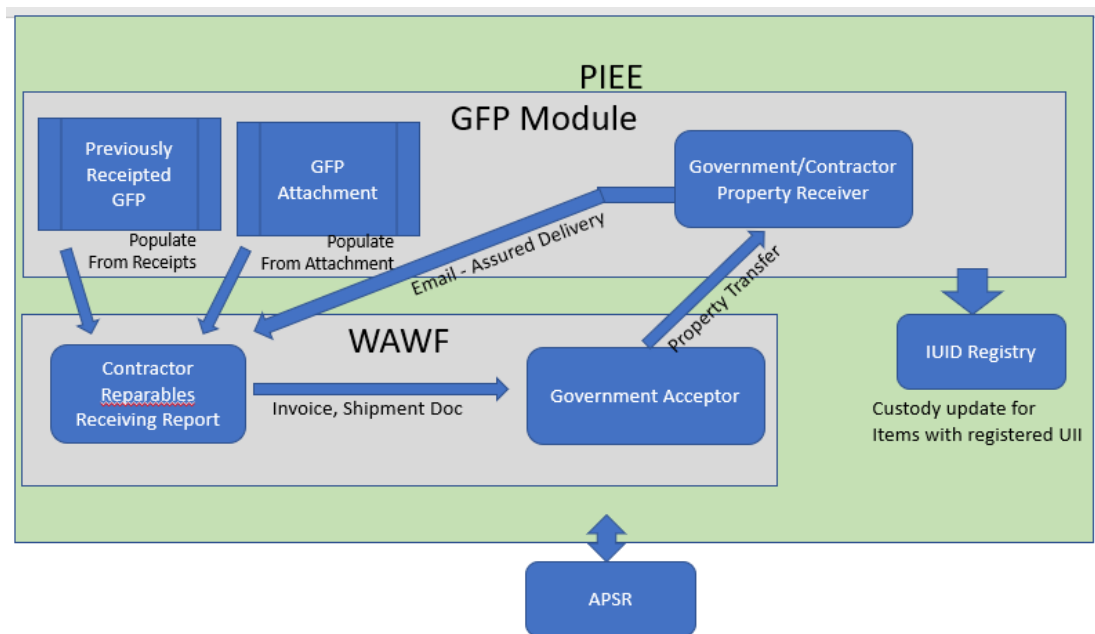

Figure 9 – Return of GFP via RRR

3.3.5 GFP Embedded in Reparables

When subassemblies or components are provided as GFP to a contractor and then attached to or embedded in a higher assembly or end item that has itself been provided to the contractor as GFP to be repaired, the RRR is used to invoice for the repair service and deliver the UII'd GFP reparable and its embedded UII'd GFP if there is a single level of embedded GFP items. The process is identical to Figures 8 and 9 with the addition of the inclusion of embedded items identified to each delivered reparable item. The reparable item and its identified embedded UII'd GFP item(s) will be removed from contractor custody when the repair service is accepted by the DoD acceptor. Note that the reparable UII and its embedded GFP UIIs must already be resident in the IUID Registry. The contractor may enter the RRR data via the WAWF web interface or by submitting a properly formatted electronic message. Note that new embedded UII'd items may also be submitted to the IUID Registry during this process. New embedded UII'd items must not already exist in the IUID Registry.

Serially managed GFP without a UII that is embedded in a reparable must be reported as a separate shipment to remove the items from the contractor's accountable items list and from the GFP Position Report.

Multiple Levels of GFP:
When a reparable has multiple levels of embedded GFP subassemblies or components that have been added to or removed from the repair item, the embedded item information is not added via the WAWF RRR. In this case, the reparable service and end item are delivered via the RRR, and the embedded GFP item data is submitted as a separate shipment in the GFP Module either via the web interface, Excel upload, or a properly formatted electronic message. It is best practice to include a comment on the shipment document indicating that these items are embedded in delivered items and are not separately shipped. The embedded items will be removed from the contractor's accountable items list in the GFP Module. Note that the embedded UII'd GFP items will be removed from contractor custody in the IUID Registry when the recipient acknowledges receipt.

3.3.6 Reporting GFP Transfers to Other Contracts/Contractors

All GFP must be contractually accountable to a contract, and only one contract at a time. GFP is transferred from one contract to another when firm requirements exist under a new, follow-on or gaining contract (DFARS PGI 245.103-71). Transfers of contractual accountability must be accomplished by contract modification of both the gaining and losing contracts. Contract modifications shall use the GFP Attachment for the gaining contract as prescribed in DFARS PGI 245.103-72. The GFP Attachment for the losing contract does not need to be updated.

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

When the contract instructs that there is to be a contractual transfer of accountability of GFP from one contract to another contract within the same CAGE code (e.g., a follow-on contract), the contractor may report a "shipment" in the GFP Module using the "Contractor (contract to contract)" option. The contractor will identify the losing contract as the "shipper" and the gaining contract as the "receiver" and indicate the items by product identifier and by UII or serial number if the items are serially managed. The contractor will be able to select items from items previously receipted in the GFP Module or from the GFP Attachment. The GFP Module will automatically update the IUID Registry for any UII'd GFP and will update identified APSRs to properly identify the contract under which custody is authorized. The GFP Position Report will also reflect the change.

When the contract instructs that GFP is to be transferred to another contractor, the contractor of the "losing" contract reports to the GFP Module the losing contract data and identifies the GFP items that will no longer be associated with the contract. The CAGE (and contract number if provided) of the contractor gaining the GFP must be entered. The GFP Module automatically alerts the receiving contractor of inbound GFP. The receiving contractor must independently report receipt of the GFP items in the GFP Module. The custody record is updated in the GFP Module, the GFP Position Report, the IUID Registry for UII'd items, and identified APSRs.

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

3.3.7 Reporting GFP Incident to DoD Support Contract

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

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

3.4 PROPERTY LOSS

The GFP Module enables the submission by contractors and adjudication by DoD of property loss cases in accordance with DFARS 252.245-7002, Reporting Loss of Government Property, published in January 2021.

Contractors create and submit a property loss case by identifying GFP or CAP involved in a loss incident. The contractor provides the data required by FAR 52.245-1 and indicates whether the items were damaged, destroyed, lost, or stolen. The contractor can select items previously receipted in the GFP Module or from the GFP Attachment to reduce data entry burden. Reference or supporting documents can be uploaded and included with the case information. The contractor selects their DoD Property Administrator (PA) from a drop down list. When the case is submitted by the contractor, the PA receives an email notification of a pending property loss case.

After submission, the identified PA will adjudicate the loss case. If the PA recommends holding the contractor liable, the case is sent to the Contracting Officer within the GFP Module for concurrence. If the case is related to Ground and Flight Risk (GFR), the PA uses a tokenized email to coordinate with the GFR official.

When the PA closes the case after adjudication, the contractor is alerted via email. The case summary is uploaded to the Enterprise Award File in EDA as an unmodifiable PDF and the IUID Registry is updated to indicate UII'd items that are no longer in DoD's or the contractor's inventory. The PDF case summary can be used by the contractor as the key supporting document to justify the inventory adjustment related to the items on the case.

The APO must periodically check the Enterprise Award File of any contracts to which they have provisioned government property to determine if any property loss cases have been completed.

The APO must update the APSR to update information about items that have been removed from DoD inventory subsequent to adjudication of a property loss case in the GFP Module.

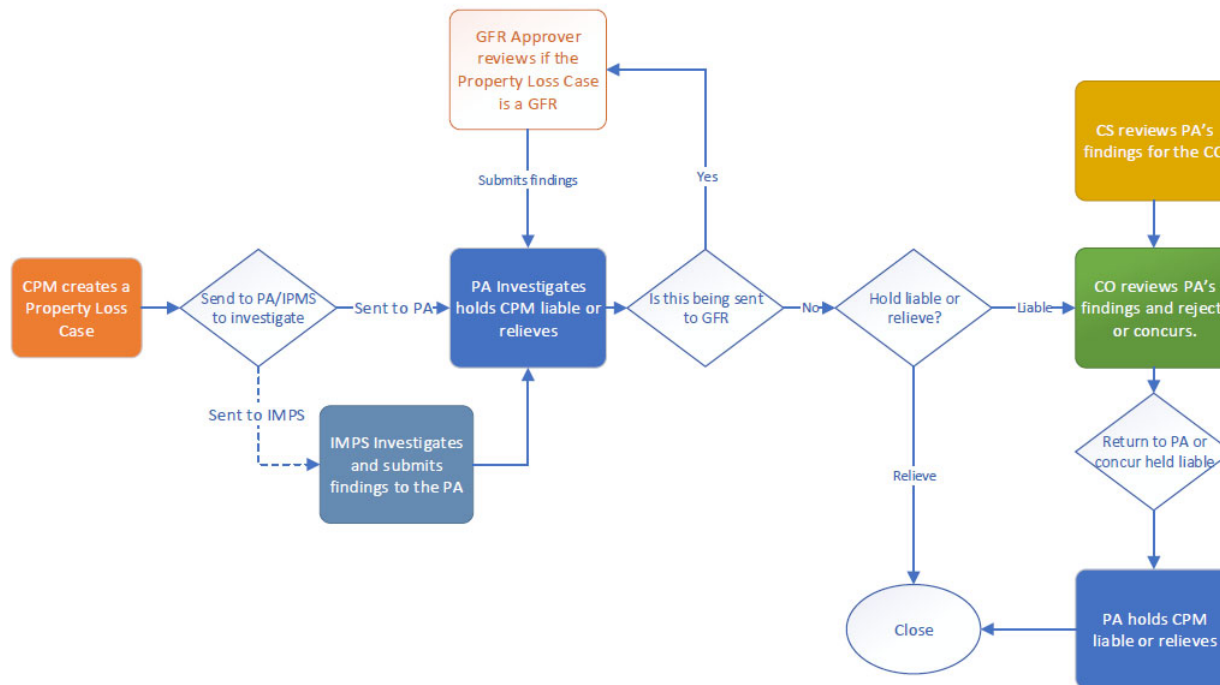Figure 10 illustrates the GFP Module Property Loss process flow.

Figure 10 – Property Loss Process Flow

3.5 CAP PRE-SCREENING

CAP Pre-screening is a transparent method for contractors to identify CAP to request to buy back, have converted to GFP, or have donated under special contractual circumstances. The CAP Pre-screening capability area of the GFP Module provides an automated workflow for the contractor to request DoD decision on treatment of CAP and may occur prior to other actions like delivery or plant clearance.

CAP buy back requests are performed in accordance with FAR 52.245-1(j)(1)(i or ii), conversion of CAP to GFP (after delivery) in accordance with FAR 52.245-1(j)(1)(i), and donation of CAP in accordance with FAR 52.245-1 Alternate II. The GFP Module enables the creation and submission of CAP Pre-screening requests by a Contractor Property Manager. The request is transmitted to the Contracting Officer for concurrence or non-concurrence.

After the Contracting Officer concurs with a request to convert CAP to GFP, the CAP must separately be delivered on a line item on the contract under which it was acquired or fabricated. The CAP Pre-screening capability generates the GFP Attachment format for the gaining contract.

3.6 PLANT CLEARANCE

The Plant Clearance capability area, launched in November 2021, captures inventory schedule submissions and disposition confirmation from contractors and disposition instructions and case processing from DoD Plant Clearance Officers (PLCO). A deviation to DFARS 252.245-7004 will be issued shortly after release of the capability to direct use of the GFP Module Plant Clearance instead of the PCARSS application. A final update to the DFARS clause will follow the deviation.

The Plant Clearance capability area captures information regarding GFP or CAP that the contractor determines is excess to the performance needs of the contract. The CPM creates an inventory schedule in the GFP Module by web entry or Excel upload. When using the web entry option, the contractor may select GFP items previously receipted or identified on the GFP Attachment. Item criticality codes are populated from the Federal Logistics Information System for items identified with a National Stock Number.

After the PLCO accepts the inventory schedule, they assign screener rules to each line item to enable intra-DoD or Federal wide reutilization of excess property. DoD Screeners have access to view and request available excess property from within the Plant Clearance capability. The PLCO adjudicates requests from DoD Screeners. The Federal wide reutilization is executed by transmission of a daily file of relevant items to the GSAXcess application. Items requested via the GSA application trigger an email to the PLCO who adjudicates the request. For both DoD and GSA requests, the PLCO provide disposition instructions for shipment to the requestor.

Items that are not reutilized may be sold by the contractor when directed by the PLCO. The Plant Clearance capability captures key data about the sale process including winning bidder and funds received.

The contractor has visibility to the dispositioning instructions entered by the PLCO and uploads into the Plant Clearance capability documentation demonstrating completion of dispositioning actions for each line. The PLCO will mark lines as complete as the contractor confirms dispositioning. When all lines are complete, the PLCO closes the case.

Upon case closure, a non-modifiable case summary PDF is created and uploaded to the Enterprise Award File in EDA. The case summary includes the aggregation of the case lines which is the electronic equivalent of the DD1424. It also includes all contract information and line item information including the final disposition. When the case is closed, the IUID Registry is updated for items with registered UIIs.

APOs should periodically review the Enterprise Award File for contracts to which they have provisioned GFP to monitor when items may have been dispositioned to align the APSR. Note that APOs can register for the role of DoD Screener or establish alert criteria when items on a specific contract (or with a specific NSN, or other characteristics) are available for reutilization. The APO can then alert the item owner to determine whether the owner wants to retain or relinquish the item.

Appendix A – Reference Documents

a. DFARS PGI 245.103-72 Government-furnished property attachments to solicitations and awards, 15 January 2021, https://www.acquisition.gov/dfarspgi/pgi-part-245-government-property#DFARS-PGI_PGI_245.103-72

b. DFARS 252.251-7000, Ordering from Government Supply Sources, August 2012, https://www.acquisition.gov/dfars/part-252-solicitation-provisions-and-contract-clauses#DFARS-252.251-7000

c. DoDI 5000.64, Accountability and Management of DoD Equipment and Other Accountable Property, 27 April 2017, as amended, https://www.esd.whs.mil/Portals/54/Documents/DD/issuances/dodi/500064p.pdf?ver=2019-06-10-100933-460

d. DFARS 252.211-7007, "Reporting of Government-Furnished Property," August 2012, https://www.acquisition.gov/dfars/part-252-solicitation-provisions-and-contract-clauses#DFARS-252.211-7007

e. DoD Manual (DoDM) 4140.01, Volume 5, "DoD Supply Chain Materiel Management Procedures: Delivery of Materiel," 17 September 2018, https://www.esd.whs.mil/Portals/54/Documents/DD/issuances/414001m/414001m_vol05.pdf?ver=2018-09-17-125611-903

f. DoDM 4140.01, Volume 9, "DoD Supply Chain Materiel Management Procedures: Materiel Programs," 16 May 2019, https://www.esd.whs.mil/Portals/54/Documents/DD/issuances/414001m/414001m_vol09.PDF?ver=ylHfg7tbeM6Kgu7eDBFWrA%3d%3d

g. DoDI 4161.02, Accountability and Management of Government Contract Property, 27 April 2012, as amended, https://www.esd.whs.mil/Portals/54/Documents/DD/issuances/dodi/416102p.pdf?ver=2019-04-15-094502-563

Appendix B – GFP Attachment Sample

GFP Attachment

Status: Initiated and Approved via Web

GFP Attachment Information:

Attachment Description	Attachment Number	Attachment Date
Contract Award	1	2020-06-08

Contract Information:

Contract Number Type	Contract Number	Contact Order Number
DoD Contract (FAR)	M6785420C0608	

Contract CAGE Code	Contract Effective Date
5MVT5	2020-06-08

Program Title

Comments

Serialized Item(s):

Serialized Item - Line Number: 1

Item Name	Item Description	NSN	CAGE Code	Part Number	Model Number
pump	high capacity continuous run	1234009876543			

Quantity	Unit Of Measure	Unit Acquisition Cost	Use As-Is
3	Each	14000.00	false

Delivery Date	Duration	Time Unit	Delivery Event

Notes

Serialized Item - Line Number: 2

Item Name	Item Description	NSN	CAGE Code	Part Number	Model Number
Filter	large capacity sand filter - blue				FL-1234

Quantity	Unit Of Measure	Unit Acquisition Cost	Use As-Is
4	Each	19500.00	false

Delivery Date	Duration	Time Unit	Delivery Event

Notes

Appendix C – Property Clauses Required for Inclusion on Contracts

a. FAR 52.245-1, Government Property

- Required in the following contracts:
    - All cost reimbursement and time-and-material type solicitations and contracts, and labor-hour solicitations when property is expected to be furnished for the labor-hour contracts
    - Fixed-price solicitations and contracts when the Government will provide Government property
    - Contracts or modifications awarded under FAR Part 12 procedures where Government property that exceeds the simplified acquisition threshold is furnished or where the Contractor is directed to acquire property for use under the contract that is titled in the Government

b. FAR 52.245-9, Use and Charges

- Required in solicitations and contracts when FAR 52.245-1 is included

c. DFARS 252.211-7007, Reporting of Government-Furnished Property

- Required in solicitations and contracts when FAR 52.245-1 is included

d. DFARS 252.245-7001, Tagging, Labeling, and Marking of Government-Furnished Property

- Required in solicitations and contracts when FAR 52.245-1 is included

e. DFARS 252.245-7002, Reporting Loss of Government Property

- Required in solicitations and contracts when FAR 52.245-1 is included

f. DFARS 252.245-7003, Contractor Property Management System Administration

- Required in solicitations and contracts when FAR 52.245-1 is included

g. DFARS 252.245-7004, Reporting, Reutilization, and Disposal

- Required in solicitations and contracts when FAR 52.245-1 is included

Appendix D – Acronyms

APO	Accountable Property Officer
APSR	Accountable Property System of Record
CAGE	Commercial and Government Entity Code
CAM	Contractor Administrator Manager
CAP	Contractor Acquired Property
CLIN	Contract Line Item Number
C-ICP	Contractor Inventory Control Point
DCMA	Defense Contract Management Agency
DFARS	Defense Federal Acquisition Regulation Supplement
DLMS	Defense Logistics Management System
DoD	Department of Defense
DoDAAC	Department of Defense Activity Address Code
DoDI	Department of Defense Instruction
DoDM	Department of Defense Manual
EDA	Electronic Document Access
EDI	Electronic Data Interchange
FAR	Federal Acquisition Regulation
GAM	Group Administrator Manager
GEX	Global Exchange Service
GFP	Government Furnished Property
GFR	Ground and Flight Risk
iRAPT	Invoicing, Receipt, Acceptance, and Property Transfer
IUID	Item Unique Identification
MILS	Military Standard Logistics System
NSN	National Stock Number
PA	Property Administrator
PBL	Performance Based Logistics
PCARSS	Plant Clearance Automated Reutilization Screening System
PDF	Portable Document Format
PGI	Procedures, Guidance and Information
PIEE	Procurement Integrated Enterprise Environment
RRR	Reparable Receiving Report
UII	Unique Item Identifier

WAWF   Wide Area Workflow