



# Government Furnished Property Module – Property Loss Training for Contractors

Defense Pricing and Contracting (DPC)

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# Topics

- ◆ **Background**
- ◆ **Creating a Property Loss Case**
  - » Web Interface (Slides 12 – 23)
  - » Excel Upload (Slides 25 – 31)
- ◆ **Resources**



# GFP Module - A New PIEE Application

## Consolidates GFP Capabilities Into Single Tool

- ◆ **Phase 1 – GFP Attachment**
  - » Launched 2 April 2018
  - » Provides authorization for Contractor to have custody of Government Property
  - » Replaces functionality formerly performed in the Toolbox and IUID Registry
  - » Provides workflow for initiator, reviewer, approver
  - » Automatically uploads to EDA
- ◆ **Phase 2 – GFP Property Transfer**
  - » Launched 16 July 2018
  - » Shipments and Receipts (formerly performed in iRAPT)
  - » Reuses data in the Module to prepopulate transactions reducing data entry burden and increasing data accuracy
  - » Compares shipment or receipt to Attachment and alerts discrepancies
  - » Reports real time GFP position
- ◆ **Phase 3 – Plant Clearance and **Property Loss****
  - » **Property Loss launched 19 Nov 2019**; Plant Clearance launched 19 Nov 2021
  - » Disposition (previously performed in DCMA eTools)
  - » Support workflow to disposition GFP
  - » Enable APSR out of inventory data capture (as part of Phase 5)
- ◆ **Phase 4 – Update items while in Contractor custody**
  - » Actions previously performed in CAV, IUID Registry; in development now
- ◆ **Phase 5 – Integration**
  - » Data sharing with APSRs and DLA



# Property Loss Capability

- ◆ **DFARS 252.245-7005 Management and Reporting of Government Property**
  - ◆ **Consolidated clause released 22 Dec 2023; effective 22 Jan 2024**
    - ◆ (b) *Reporting Government property.* (1) The Contractor shall use the Government Furnished Property (GFP) module of the Procurement Integrated Enterprise Environment (PIEE) to—
    - ◆ (v) Report the loss of Government property in accordance with paragraph (f)(1)(vii) of the FAR 52.245–1 clause of this contract;
  - ◆ **All Property Loss cases must be adjudicated and closed in the GFP Module**
    - ◆ Organization visibility
    - ◆ Case summary automatically uploaded to EDA
    - ◆ Items removed from Contractor's Accountable Items and Lifecycle Event updated in IUID Registry for Ull'd items



# Property Loss Benefits

- ◆ **The GFP Module Property Loss capability**
  - » **Exploits GFP data already resident in the Module to reduce data entry burden**
  - » **Provides a generic solution for DCMA and Service Property Administrators**
  - » **Interfaces with external systems (EDA, IUID Registry) to support APSR and FIAR visibility**
  - » **Updates and improve data collection, workflow, and alerts**
  - » **Provides case visibility throughout organization**
  - » **Enables selection from previous receipts or Excel upload for large cases**
  - » **Establishes digital signature as authorization so Relief Letter via email no longer required**



# GFP Module in PIEE



My Account Help

Welcome to the Procurement Integrated Enterprise Environment

Award



Solicitation



System for Award Management

Post Award Admin



Contracting Communication Module



Contract Deficiency Reports



Electronic Data Access



Contract Closeout

Payment



Wide Area Workflow



myInvoice

Property Management



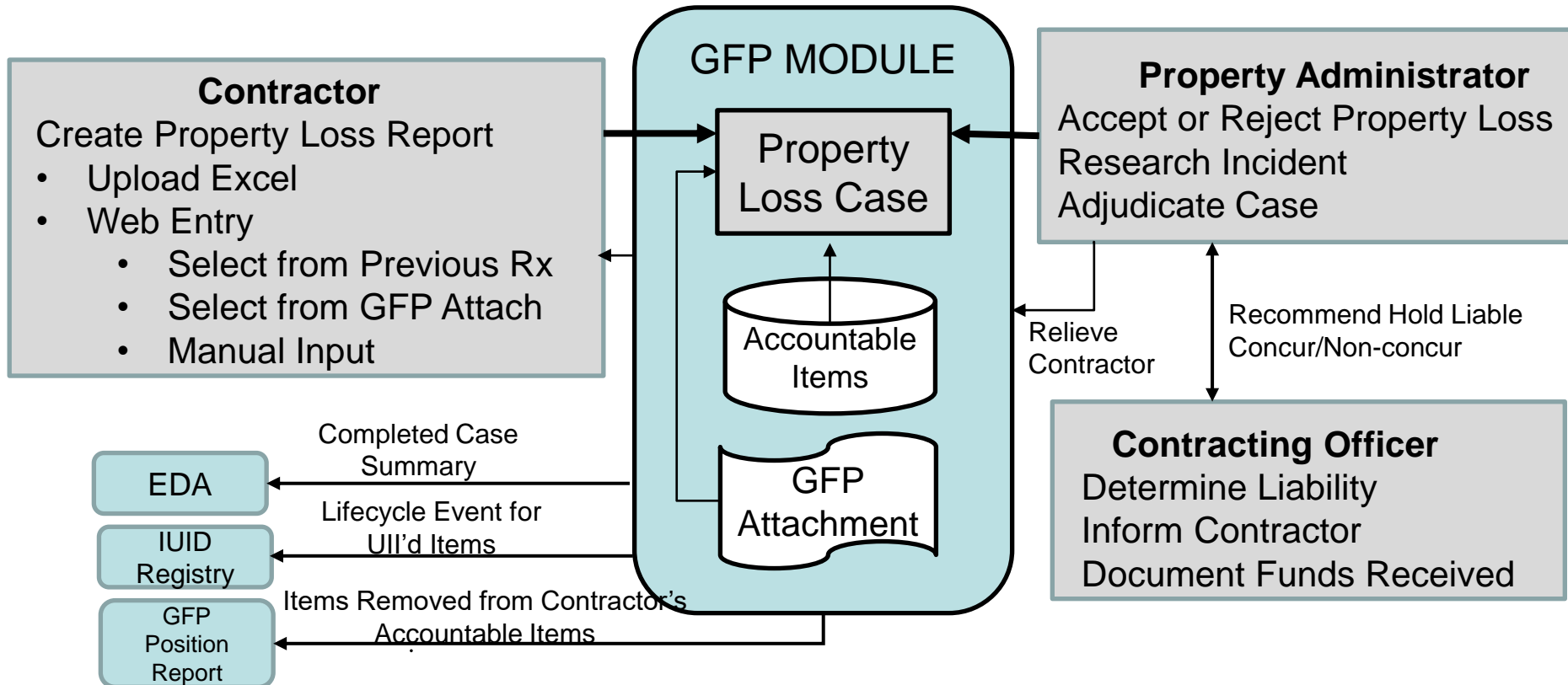
Government Furnished Property

Applications grouped in functional areas





# Property Loss Architecture



Property Loss training: <https://dodprocurementtoolbox.com/site-pages/gfp-training>  
Note that there are separate training packages for Contractors and DoD users



# Topics

- ◆ Background
- ◆ **Creating a Property Loss Case**
  - » **Web Interface (Slides 12 – 23)**
  - » Excel Upload (Slides 25 – 31)
- ◆ Resources





# Property Loss

To create Property Loss cases in PIEE, request the role Contractor Property Manager for any CAGE code that is Prime on a contract for which you will be submitting loss case

Role registration guide:

<http://dodprocurementtoolbox.com/cms/sites/default/files/resources/2019-11/Register%20for%20GFP%20Module%20Roles%20-%20Contractors%20v6-3.pdf>



My Account Help

User : Pam Rooney Status

Last Successful Logon Date: 2

Last Unsuccessful Logon Atte

- Add Roles
- 1. Profile
- 2. Supervisor / Company
- 3. Roles
- 4. Justification
- 5. Summary
- 6. Agreement

Roles

Step 1. Select the appropriate Application from the list below

GFP - Government Furnished Property

Step 2. Select One or More Roles from the list below (Ctrl+Click)

User Roles for GFP

- Contractor Contract Administrator View Only
- Contractor Program Manager View Only
- Contractor Property Manager
- Contractor Property Ship From View Only
- Contractor Property Ship To View Only
- Contractor Property Shipper

Step 3. Click 'Add Roles'

+ Add Roles

Step 4. Fill out the required information for the applicable applications

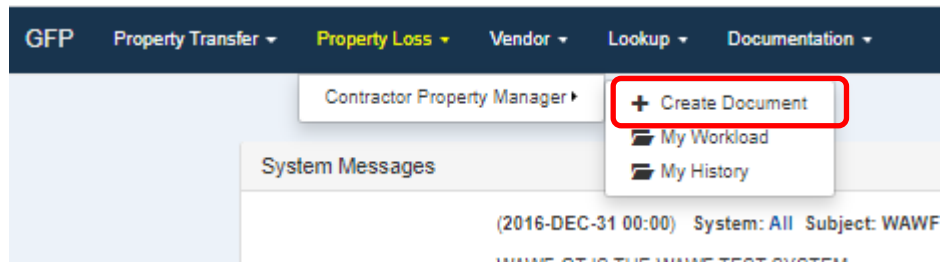
Tip If you need access to any other applications, Repeat Steps 1 to 4 again

Next Previous Help



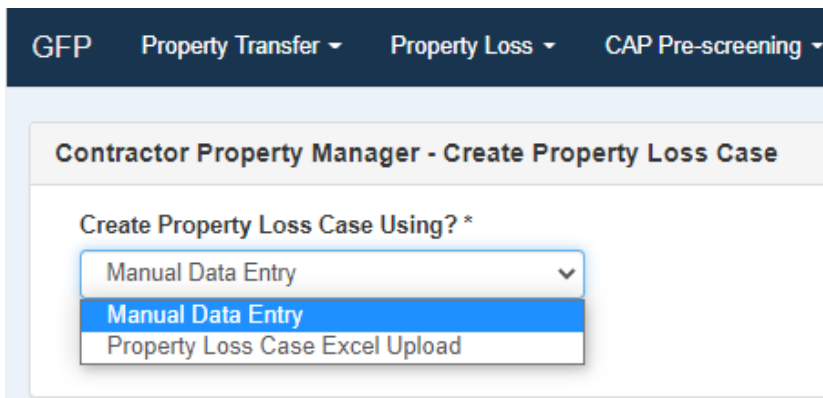
# Initiate a Loss Case

Select “Property Loss,” then “Create Document”



Create Document – New Loss Case  
Workload – Saved/Rejected Cases  
History – All Loss Cases – draft, investigating, pending closure, closed

Indicate manual entry or Excel upload. Manual entry is described first.



Click “Continue” at bottom of screen



# Header Tab – Contract Data

Enter Contract Number, Order Number if there is one, and Prime CAGE (the CAGE of the Contract)  
Contract Number Type will default to DoD Contract (FAR) – or select another one.  
Click “Next.”

## Contractor Property Manager - Create Property Loss Case

### Contract Information

Contract Number Type

Contract Number \*

Contract Order Number

Prime CAGE Code \*

DoD Contract (FAR)

M6700415C001B

03538

Three tabs will be displayed. Header, Line Item, and Documentation

## Contractor Property Manager - Property Loss Case

Header

Line Item

Documentation

### Contract Information

Contract Number Type

Contract Number

Contract Order Number

Prime CAGE

DoD Contract (FAR)

M6700415C001B

03538



# Header Tab – Header Info

**Header Information**

Date of Incident \* i

Combat Loss \*  
 No  Yes

Contractor Reference Number i

Does the location where the property loss occurred have a CAGE code? \*  
 Yes  No

Property Loss Location CAGE Code \*

Case Type \*

Contractual Coverage \*

Case Type \*  
Damaged  
Destroyed Accident  
Destroyed Combat  
Lost  
Theft

Property Type \* i  
 CAP  GFP

Post June 2007 - FAR 52.245-1 Government Property  
Post June 2007 - DFARS 252.228-7001 Ground Flight Risk  
Post June 2007 - FAR 52.245-1 Alt I  
Post June 2007 - FAR 52.245-1 Alt II  
Post June 2007 - FAR 52.245-2 Government Property Installation Operation Services  
Post June 2007 - Other  
Pre June 2007 - FAR 52.245-1 Property Records  
Pre June 2007 - FAR 52.245-2 Government Property (Fixed-Price Contracts)  
Pre June 2007 - FAR 52.245-2 Government Property (Fixed-Price Contracts) Alt I  
Pre June 2007 - FAR 52.245-2 Government Property (Fixed-Price Contracts) Alt II  
Pre June 2007 - FAR 52.245-4 Government-Furnished Property (Short Form)  
Pre June 2007 - FAR 52.245-5 Government Property (Cost-Reimbursement, Time-and-Material, or Labor-Hour Contracts)  
Pre June 2007 - FAR 52.245-7 Government Property (Consolidated Facilities)  
Pre June 2007 - FAR 52.245-8 Liability for the Facilities  
Pre June 2007 - FAR 52.245-10 Government Property (Facilities Acquisition)  
Pre June 2007 - FAR 52.245-11 Government Property (Facilities Use)  
Pre June 2007 - DFARS 252.228-7001 Ground and Flight Risk  
Pre June 2007 - Other

Date of Incident – When the loss occurred or date the incident was identified

Case Type – Select the type of case – The data required on the Line Item tab will vary based on this selection. Each case may have only one type of loss.

Property Type – CAP or GFP – cannot have mixed population; either CAP or GFP

Location – If the location where the loss occurred does not have a CAGE, a pop up will be presented for entry of physical address location data



# Header Tab – Routing Info and Comments

Enter the DoDAAC of the Property Administrator in block 7 of the contract (this could be DCMA or a Service/Agency DoDAAC).

Click the drop down arrow and select your Property Administrator from the list. If you do not see your PA's name, contact your PA or Contracting Officer.

**Routing Information**

Property Administrator DoDAAC *	Property Administrator *
<input type="text" value="M67854"/>	<input type="text" value="▼"/>
Contracting Officer DoDAAC	<input type="text" value="Monica, Alfred"/> <input type="text" value="Rooney, Pam"/>

**Comments**

Either enter the FAR-required information here or create a separate document and upload it under the case "Documentation" tab.  
Enter any other information you want to convey to the Property Administrator.

Max 2000 characters



Enter comments regarding the case.

Include the data required by FAR 52.245-1(f)(vii)(B) in the Comments block or in another document(s) uploaded to the "Documentation" tab of the Case.

If you have a standard corporate form that addresses the required loss data, you can upload that to the documentation tab.



# Property Administrator DoDAAC

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT				1. CONTRACT ID CODE	PAGE OF PAGES		
2. AMENDMENT/MODIFICATION NO.		3. EFFECTIVE DATE		4. REQUISITION/PURCHASE REQ. NO.		5. PROJECT NO. (If applicable)	
6. ISSUED BY		CODE		7. ADMINISTERED BY (If other than Item 6)		CODE	
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code)				<input checked="" type="checkbox"/> 9A. AMENDMENT OF SOLICITATION NO.			
				<input type="checkbox"/> 9B. DATED (SEE ITEM 11)			
				<input type="checkbox"/> 10A. MODIFICATION OF CONTRACT/ORDER NO.			
				<input type="checkbox"/> 10B. DATED (SEE ITEM 13)			
CODE		FACILITY CODE					

This is the “Property Administrator DoDAAC.” If you are unsure or unable to find your contract administration DoDAAC, or do not see your PA's name in the drop menu, please consult your PA or Contracting Officer.



# Documentation Tab

Select the Documentation Tab from within the case

Click “Upload a File” – opens File Explorer window. Select the file and click “Open.”  
Note that **there cannot be any spaces in the file name.**

## Documents

Upload a File...

Document Name	Submitted By	Submit Date	Actions
testdoc.docx	Rooney, Pam	2019-11-08 14:19:51	<a href="#">View</a>   <a href="#">Delete</a>

Multiple files can be uploaded; each must be less than 20MB



# Line Item Data

After the Header data is entered, click the Line Item tab on the top navigation bar

Populate Line Items

1 2

[+ Populate From Receipts](#) [+ Populate From GFP Attachment](#)

Line Item Details 3 [+ Add Line Item](#)

Show  entries

Line No.	Item Name	Item Desc.	NSN	Mfr. CAGE	Part No.	Model No.	Unit of Measure	Qty.	Unit Acq. Cost	Total Acq. Cost	Ull Count	ISN Count	Action(s)
<input type="text" value="Filter"/>	<input type="text" value="Filter"/>	<input type="text" value="Filter"/>	<input type="text" value="Filter"/>	<input type="text" value="Filter"/>	<input type="text" value="Filter"/>	<input type="text" value="Filter"/>	<input type="text" value="Filter"/>	<input type="text" value="Filter"/>	<input type="text" value="Filter"/>	<input type="text" value="Filter"/>	<input type="text" value="Filter"/>	<input type="text" value="Filter"/>	

There are three ways to enter the data about the items involved in the case. In order of preference:

- 1 – If the item was reported as received in the GFP Module, pre-populate the loss line using “Populate from Receipts.” Items will be removed from your accountable items (except for “damaged” items) upon case closure.(Page 18)
- 2 – If you did not report receipt of the item in the GFP Module, but the item is on your GFP Attachment, pre-populate using “Populate from GFP Attachment” (Page 19)
- 3 – The item involved in the case was neither reported via the module or on the Attachment – manual data entry from scratch (Page 20)





# Populate Loss Item from Previously Received Items

Line Item Pre-population from Received Items

National Stock Number      Manufacturer CAGE      Part Number      Model Number

Item Name      Item Description      UII

Item Serial Number

Filter area –  
NSN, CAGE, PN, MN=  
exact match  
Item Name/Description=  
partial word

Check All Items on Page     Uncheck All Items on Page               

Selected	Item Name	Item Description	National Stock Number	Manufacturer CAGE	Part Number	Model Number	Unit of Measure	Accountable Quantity	Quantity *	Unit Acquisition Cost *	Item Populated?
<input checked="" type="checkbox"/>	Alternator	Tank Alternator for M1A1	4586013849303				EACH	2	<input type="text" value="1"/>	<input type="text" value="125"/>	N

+ Item Serial Numbers

Populate?	Item Serial Number	Shipment Number	Shipped Date	Received Date
<input type="checkbox"/>	SN-AAA			
<input checked="" type="checkbox"/>	SN-BBB			

For the item(s) involved in the case, click the “Selected” box, enter the quantity. For serially managed items, click the + to expose the serial numbers (SN) and UIIs. Select the one(s) involved in the case. If the SN or UII involved in the case is not listed, use a different identification method (Attachment or manual entry). Enter the quantity of items involved in the case and the unit acquisition cost. Click “Populate Selected Items” at the bottom of the screen.



# Populate Loss Item from GFP Attachment

## Line Item Pre-population from GFP Attachment

National Stock Number	Manufacturer CAGE	Part Number	Model Number
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Item Name	Item Description	Item Type	
<input type="text"/>	<input type="text"/>	All Item Types	

Filter area –  
 NSN, CAGE, PN, MN=  
 exact match  
 Item Name/Description=  
 partial word

Check All Items on Page  
  Uncheck All Items on Page  
   
  
  

Selected	Line Number	Item Name	Item Description	National Stock Number	Manufacturer CAGE	Part Number	Model Number	Unit of Measure	Item Type	GFP Attachment Quantity	Quantity	GFP Attachment Unit Acquisition	Unit Acquisition Cost	Item Populated?
<input type="checkbox"/>	1	Tank, tracked	M1A2 with special features		0LFY7	14-6457-33		Each	Serial	10	<input type="text"/>	475000	<input type="text" value="475000"/>	N
<input checked="" type="checkbox"/>	2	Tank tracks	Heavy duty tracks for M1A2 tank	4565018745632				Each	Serial	20	<input type="text" value="1"/>	14500	<input type="text" value="14500"/>	N

For the items involved in the incident, click the “Selected” box and enter the quantity.

Click “Populate Selected Items” at the bottom of the screen.

Note that if the item is serially managed, you will need to add SN or UII later.

Also note that if the UAC is not on the Attachment, the Contractor will enter it. Total cost per line will be calculated on the summary screen.



# Populate Loss Item Manually

Enter item data – Item Name, Description, Product ID (NSN, CAGE and PN, or Model Number), UoM, Quantity, and UAC. If the item is serially managed, enter the SN or UII by clicking the +.

**Add Line Item**

Line Number 3	Item Name * Fasteners	Item Description * Special purpose fasteners	
National Stock Number † 2402013928394	Manufacturer CAGE † AND Part Number †	Model Number †	
Unit of Measure * Case	Quantity * 16	Unit Acquisition Cost * 450	Total Acquisition Cost 7200.00
Repair or Replacement Cost			
Index    Serial Number    Action + Add Serial Number		Index    UII (Unique Item Identifier)    Action + Add UII	
<input type="button" value="Save/Clone"/> <input type="button" value="Save/Clear"/> <input type="button" value="Save/Close"/> <input type="button" value="Cancel"/>			

Save/Clone – adds item to loss case, return screen with same data

Save/Clear – adds item to loss case, returns screen with empty fields

Save/Close – adds item to loss case, returns to the summary screen



# Case Item Summary Screen

ERROR: Line Item '2'. The item is Serially Managed on the GFP Attachment and requires entry of UII and/or Item Serial Numbers.

Line Item Details

Show 25 entries + Add Line Item

Line No.	Item Name	Item Desc.	NSN	Mfr. CAGE	Part No.	Model No.	Unit of Measure	Qty.	Unit Acq. Cost	Total Acq. Cost	UII Count	ISN Count	Action(s)
1	Alternator	Tank Alternator for M1A1	4588013849303				EACH	1	125	125		1	<a href="#">View/Edit</a> <a href="#">Delete</a>
2	Tank tracks	Heavy duty tracks for M1A2 tank	4665016745632				Each	1	14500	14500			<a href="#">View/Edit</a> <a href="#">Delete</a>
3	Fasteners	Special purpose fasteners	2402013928394				Case	16	450	7200			<a href="#">View/Edit</a> <a href="#">Delete</a>

The case cannot be submitted until the SN/UII is entered for the serially managed item that was selected from the GFP Attachment.

For row 2, click the View/Edit button under the “Action” column to add the SN or UII.



# Add the SN or UIIs to the Line

**Edit Line Item**

Line Number	Item Name	Item Description	
2	Tank tracks	Heavy duty tracks for M1A2 tank	
National Stock Number	Manufacturer CAGE	Part Number	Model Number
4585016745832		<u>AND</u>	
Unit of Measure	Quantity *	Unit Acquisition Cost *	Total Acquisition Cost
Each	1	14500	14500
Repair or Replacement Cost			

Index	Serial Number	Action
		<a href="#">+ Add Serial Number</a>
1	M1-TT-3492]	<a href="#">Delete Serial Number</a>

Index	UII (Unique Item Identifier)	Action
		<a href="#">+ Add UII</a>

UIIs must be registered in the IUID Registry. If you receive an error that the UII was not found, enter the item Serial Number



# Summary Screen

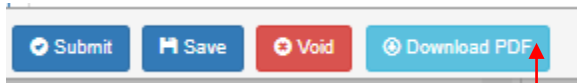
## Line Item Details

+ Add Line Item

Show 25 entries

Line No.	Item Name	Item Desc.	NSN	Mfr. CAGE	Part No.	Model No.	Unit of Measure	Qty.	Unit Acq. Cost	Total Acq. Cost	Ull Count	ISN Count	Action(s)
1	Alternator	Tank Alternator for M1A1	4586013849303				EACH	1	125	125		1	<a href="#">View/Edit</a>   <a href="#">Delete</a>
2	Tank tracks	Heavy duty tracks for M1A2 tank	4585016745632				Each	1	14500	14500		1	<a href="#">View/Edit</a>   <a href="#">Delete</a>
3	Fasteners	Special purpose fasteners	2402013928394				Case	16	450	7200			<a href="#">View/Edit</a>   <a href="#">Delete</a>

Click "Submit" to submit the Case to the Property Administrator



You can download the Case Summary PDF from My Workload (prior to submission) or My History (after submission)



# Topics

- ◆ Background
- ◆ **Creating a Property Loss Case**
  - » Web Interface (Slides 12 – 23)
  - » **Excel Upload (Slides 25 – 31)**
- ◆ Resources



# Download Template

The Excel template can be downloaded from the GFP Module Documentation section

GFP Vendor Property Transfer Property Loss CAP Pre-screening Plant Clearance Lookup Documentation

Contractor Property Manager - Create Property Loss Case

Create Property Loss Case Using? \*

Manual Data Entry

\* = Required Fields.

- Property Shipment/Receipt Document Template
- Property Loss Template**
- CAP Pre-screening Template
- Plant Clearance Inventory Schedule Template

Or from the DoD Procurement Toolbox “GFP Disposition Information” page

Department of Defense Procurement Toolbox

Home FAQs Calendar Contact Us

Government Furnished Property Unique ID eBusiness Purchase Card Cybersecurity Procure to Pay (P2P) Contract Closeout beta.SAM

Home » Government Furnished Property » GFP Disposition Information

Government Furnished Property (GFP)

- Policy
- General GFP Information
- Attachment Information
- GFP Shipping and Receiving Information
- GFP Disposition Information**
- Resources
- Training
- FAQs

### GFP Disposition Information

The GFP Module is incorporating GFP dispositioning capability in a step-wise manner. The Property Loss capability was added to the GFP Module in November 2019. This capability enables the contractor to create a Property Loss case either by web entry or Excel upload. The contractor selects the DoD Property Administrator (PA) who receives an email when the case is submitted. The PA, and perhaps the contracting officer, adjudicate the case. When the PA closes the case, it is digitally signed and the contractor receives an email. The contractor can review the case file in the GFP Module. The Case Summary is uploaded automatically to EDA. This capability will replace the DCMA eTool as the Class Deviation is applied to new contracts and as Single Process Initiatives are implemented to apply the deviation to existing contracts. See the Deviation in the download area to the right.

In February 2020, the Contractor Acquired Property (CAP) Pre-screening capability was added to the GFP Module. This feature provides a transparent method for contractors to

Information

- Property Loss Excel Template**
- Government – Get started in Property Loss
- Contractor – Get started in Property Loss
- CAP Pre-screening Template
- Property Loss Class Deviation
- PIEE v6.8 Plant Clearance capability





# Property Loss Template

Four Tabs:

<b>Contract Information</b>	Header Information	Line Items	Unit Of Measure List
-----------------------------	--------------------	------------	----------------------

The entire Loss Case can be entered (except the PA routing and documents) or only partial data with the rest added via web entry.  
The Contract Information tab data is required.

<b>Contract Number Type *</b>	<b>Contract Number *</b>	<b>Order Number</b>	<b>Prime CAGE Code *</b>
-------------------------------	--------------------------	---------------------	--------------------------

The Header tab has drop downs for selection just like the web entry screen.

Date of Incident	Case Type	Property Type	Combat Loss	Contractual Coverage	Contractor Reference Number	Does the location where the property
------------------	-----------	---------------	-------------	----------------------	-----------------------------	--------------------------------------

Note: If you enter the property loss location CAGE code, you do not need to enter the location/address information (it will be ignored).



# Line Item Tab – Excel Template

If you enter Line Item data, the typical GFP item rules are applied. At least one of NSN, Manufacturer CAGE AND Part Number, or Model Number is required. Required and conditional fields are identified. Pop-up boxes provide guidance when you click on the column title.

Line Number *	Item Name *	Item Description *	National Stock Number	Manufacturer CAGE †	Part Number †	Model Number	Unit of Measure *

Note: the Unit of Measure must be copied from the fourth tab of the Excel template

Quantity *	Unit Acquisition Cost *	Repair Or Replacement Cost	Required (Safety) Repairs †	Not Required (Non-Safety) Repairs †	Serial Number(s)	Ull(s)

**Serial Number(s)**  
Enter the serial numbers separated by commas. Sum of serial number and Ull must equal the quantity entered for each row.

Note: Separate SNs or Ulls with a comma

Save your Property Loss template to your computer. **No spaces in the file name!**



# Upload the Excel Template

Return to the GFP Module, select Property Loss, Contractor Property Manager, Create Document. Select the “Property Loss Case Excel Upload” option. Click Continue.

## Contractor Property Manager - Create Property Loss Case

Create Property Loss Case Using? \*

Property Loss Case Excel Upload ▼

\* = Required Fields.



# Upload the Excel Template

Click “Browse,” find your completed template, click “Open,” then click “Upload” at the bottom of the screen.

Contractor Property Manager - Create Property Loss Case - Property Loss Excel Upload

Select a Property Loss Excel document to upload: \*

[Browse...](#)

\* = Required Fields

Note: A Property Loss Case Excel template is available under the Docu

**Warning!** Procurement Integrated Enterprise Environment is designated for S

The screenshot shows a file selection dialog box titled "Open" with the following details:

- Path: << PLT > testing > PI3
- Search: Search PI3
- Organize > New folder
- Left sidebar: Nitec Dropbox, OneDrive - Cormc, OneDrive - Person, This PC
- Table of files:

Name	Date modified	Type
PLtestdoc	11/7/2019 10:22 AM	Micro
PRs	10/28/2019 2:38 PM	Micro

File name: PLtestdoc

All Files

Open Cancel



# Oops – Invalid Excel

If the Excel fails one or more edits, an error will be returned:

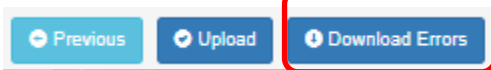
Contractor Property Manager - Create Property Loss Case - Property Loss Excel Upload

ERROR: The uploaded Property Loss Case spreadsheet contains errors. Please fix the errors and upload your spreadsheet again. The errors can be downloaded by clicking the Download Errors button.

Select a Property Loss Excel document to upload: \*

Browse...

Download the errors by clicking the button at the bottom of the screen.



A text file will be downloaded to your computer. If there are a lot of errors, open the text file, copy the content, and paste into Word.

This will format the errors in a logical manner. Correct the errors and upload the file again.

propertyLossErrors (1) - Notepad

File Edit Format View Help

CONTRACT INFO:

HEADER INFO:

LINE ITEMS INFO:

- ERROR: Line Item '1'. Unit Acquisition Cost is mandatory.

|

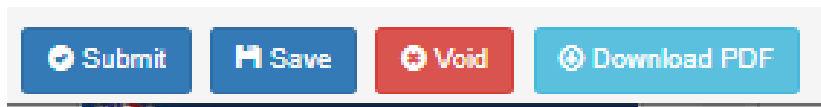


# Enter PA

When your Excel is validated, the Header Tab is displayed and you will enter the PA DoDAAC and select the PA name (just like the manual process).

Routing Information	
Property Administrator DoDAAC *	Property Administrator *
<input type="text" value="S2404A"/>	<input type="text" value="Weaver, Melissa"/>
Contracting Officer DoDAAC	Contracting Officer
<input type="text"/>	<input type="text"/>

After review, you can submit the case by clicking the “Submit” button.



Note: If you did not include all of the required information in Excel, any missing required fields will be need to be populated prior to successful submission.



# Property Loss Case Submitted

## Contractor Property Manager - Property Loss Case

The Property Loss Case was successfully submitted.

Contract Number	Contract Order Number	Prime CAGE Code	Case Number	Date Established
M8700415C001B		03538	M87854190005	2019-10-29

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

The Loss Case is assigned a Case Number.

The Contractor Property Manager who submitted the case and the identified PA receive email notifications of case submission.



# What Happens Next?

The Contractor receives email that case has been closed (example below)

The Property Administrator (and possibly the Contracting Officer) will adjudicate the Loss Case and determine liability.

When the case is closed by the PA: Contractor receives email notification; IUID Registry Lifecycle Event updated; Case Summary transmitted to EDA.

The Contractor can go into the GFP Module and view and download case summary document (and any documentation) as key supporting documentation to update property records. The Loss Case will be in the GFP Module until destruction in accordance with records retention policy after contract closeout.

Property Loss Case M67854190005 has been Closed Inbox x

WAWF\_UNDEL@ecedi.nit.disa.mil

to wawf\_undel, me ▾

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

The following Property Loss case has been adjudicated and the contractor has been found liable:

Case Number: M67854190005

Contract Number: M6700415C001B

Order Number:

Prime CAGE: 03538

Property Loss Location CAGE: 03538





# What's Where?

Action	Status	Folder	What Can I Do?
Begin Case Entry	Draft	Workload, History	Open
Save Case	Draft	Workload, History	Open
Void Case	N/A	N/A	N/A
Submit Case	Investigating	History	View, Recall
Recall Case	Recalled	Workload, History	Open
Case Rejected by PA	Rejected	Workload, History	Open
Case Closed by PA	Closed	History	View

A PDF of the Loss Case can be downloaded at any time



# My History Folder

Filter by any column value

Default sort order is by “Date Established”

## Contractor Property Manager - My History - Search Results

Show 10 entries

Previous 1 2 3 Next

Case Number	Contract Number	Contract Order Number	Prime CAGE Code	Property Loss Location CAGE Code	Contractor Reference Number	Document Status	Date Established	Action(s)
<input type="text" value="Filter"/>	<input type="text" value="Filter"/>	<input type="text" value="Filter"/>	<input type="text" value="Filter"/>	<input type="text" value="Filter"/>	<input type="text" value="Filter"/>	<input type="text" value="Filter"/>	<input type="text" value="Filter"/>	
M67854190002	M6785419C1022		03538	03538		Closed	2019-10-21	<a href="#">View</a>
S2404A190002	M6785420C1022		03538	03538		Rejected	2019-10-22	<a href="#">Open</a>
S2404A190005	M6785404C2019		03538	03538		Investigating	2019-10-23	<a href="#">View</a>
M67854190003	M6785419C0507		03538	03538		Closed	2019-10-23	<a href="#">View</a>

Actions: ←

View means the case can be looked at but not acted on  
Open means the case can be acted on



# Property Loss Case in EDA

Log on to PIEE and select EDA. Select “Award Data” and then “Award Search.”

The navigation menu for the PIEE Electronic Data Access system. It includes a blue header with the text "PIEE Electronic Data Access" and a yellow back arrow. Below the header, there are several categories: "FAVORITES" with a "Dashboard" link; "EDA" with a highlighted "Award Data" link; "ENTERPRISE AWARD FILE" with a "Search" link; and "CID" with a "CID Database" link. A secondary menu is open under "Award Data", listing "Data Search", "Award Search", "LOA/SFIS Search", "Contract Closeout Search", "SF44 Search", "Warrants Search", and "Manual Document Upload".

The "Award Search" form, titled "Award Details". It contains four search criteria: "Contract Number" with a "Starts With" dropdown and a text input field containing "M6785420C0603"; "Delivery Order Number" with a "Starts With" dropdown and an empty text input field; "Reference Procurement Number" with a "Starts With" dropdown and an empty text input field; and "Type of Instrument" with a dropdown menu showing "Select multiple...".

Enter Contract Number (and Order Number) or other search criteria. Click “Search” at the bottom.



# Property Loss Case in EDA

Scroll over to “Attachments” and click “View”

Selected Contract: M6785420C0603 -			Attachments ↑↓	Manually Uploaded ↑↓	Issue DoDAAC ↑↓
Contract Number ↑↓	Delivery Order ↑↓	PCO Mod ↑↓	<a href="#">View</a>	Y	M67854
<a href="#">M6785420C0603</a>		P00002	<a href="#">View</a>	Y	M67854
<a href="#">M6785420C0603</a>		P00001	<a href="#">View</a>	Y	M67854
<a href="#">M6785420C0603</a>			<a href="#">View</a>	Y	M67854

Select Property Loss as type and view the non-modifiable PDF Of the case summary.

Contract Details							
Contract Number	M6785420C0603	Delivery Order Number		Status			
ACO Mod		PCO Mod		Obligated Amount			\$0.00
Issue DoDAAC	M67854	Admin DoDAAC	M67854	Pay DoDAAC			M67443

Actions	Attachment/Admin Doc ↑↓	Type ↑↓	Description ↑↓	Issue Date ↑↓	Load Date ↑↓	Loaded By ↑↓	Attachment Source
<a href="#">Attachment</a>		Property loss	Property loss		2022-06-23	EDA_NIFI	GFP Module
<a href="#">Attachment</a>		Property loss	Property loss		2022-06-23	EDA_NIFI	GFP Module
<a href="#">Attachment</a>		Government Furnished Property Attachment	GFP Attachment	2020-06-03	2020-06-03	AUTOMATED_ATTACHMENT	GFP Module



# Sample PDF of Liable Case

## Property Loss Case

Status: Closed

### Contract Information

Contract Number Type	Contract Number	Contact Order Number	Prime CAGE Code
DoD Contract (FAR)	M6700415C001B		03538

### Case Information

Case Number	Date Established	Processing Days	Date Relieved
M67854190005	2019-10-29	13	

### Total Acquisition Value

21825.00

### Header Information

Date of Incident	Case Type	Property Type
2019-10-01	Destroyed Accident	GFP

Combat Loss	Contractual Coverage
No	Post June 2007 - FAR 52.245-1 Government Property

Contractor Reference Number	Status Of System	Date of Demand Letter	Date of Reimbursement/ Replacement
	Approved	2019-10-24	2019-11-01

Does the location where the property loss occurred have a CAGE code?

Yes

Property Loss Location CAGE Code

03538

### Routing Information

Property Administrator DoDAAC	Property Administrator
M67854	Pam Rooney

Contracting Officer DoDAAC	Contracting Officer
M67854	Pam Rooney

### Line Item Information

Line Number: 1			
Item Name		Item Description	
Alternator		Tank Alternator for M1A1	
National Stock Number	Manufacturer CAGE	Part Number	Model Number
4586013849303			

Unit of Measure	Quantity	Unit Acquisition Cost	Total Acquisition Cost
EACH	1	125	125

### Repair or Replacement Cost

### Serial Number

SN-BBB

UII (Unique Item Identifier)

### Line Number: 2

Item Name		Item Description	
Tank tracks		Heavy duty tracks for M1A2 tank	
National Stock Number	Manufacturer CAGE	Part Number	Model Number

4585016745632

Unit of Measure	Quantity	Unit Acquisition Cost	Total Acquisition Cost
Each	1	14500	14500

### Repair or Replacement Cost

### Serial Number

M1-TT-3493

UII (Unique Item Identifier)

### Line Number: 3

Item Name		Item Description	
Fasteners		Special purpose fasteners	
National Stock Number	Manufacturer CAGE	Part Number	Model Number

2402013928394

Unit of Measure	Quantity	Unit Acquisition Cost	Total Acquisition Cost
Case	16	450	7200

### Repair or Replacement Cost

### Serial Number

UII (Unique Item Identifier)

Same PDF in GFP Module and EDA



# Topics

- ◆ Background
- ◆ Creating a Property Loss Case
  - » Web Interface (Slides 12 – 23)
  - » Excel Upload (Slides 25 – 31)
- ◆ **Resources**



# For More Information

## GFP Policy



## Training, Procedures, Tools



## Department of Defense Procurement Toolbox

<https://www.acq.osd.mil/asda/dpc/>

[www.dodprocurementtoolbox.com](http://www.dodprocurementtoolbox.com)

or

Contact Carol Brown at [carol.a.brown160.civ@mail.mil](mailto:carol.a.brown160.civ@mail.mil)



# GFP Resources

## ◆ DoD Procurement Toolbox

([www.dodprocurementtoolbox.com](http://www.dodprocurementtoolbox.com))

» Policy Implementation Guidance for each GFP Module Capability Area



» Use “Contact Us” to ask specific questions





# GFP Training

- Government Furnished Property ▾
- PIEE ▾
- eBusiness ▾
- Purchase Card ▾
- Cybersecurity ▾
- Procure to Pay (P2P) ▾
- Contract Closeout ▾
- SAM.gov ▾

Home » Government Furnished Property » Training

## Government Furnished Property (GFP)

- Policy
- General GFP Information
- GFP Attachment Information
- GFP Shipping and Receiving Information
- GFP Disposition Information
- GFP Item Management Information
- Resources
- Training
- FAQs

## GFP Training

### General GFP Topics

Name	Date	
GFP Property Transfer for Government Users Describes the Government roles, processes, and procedures to ship, receipt, and view GFP	4/2023	<a href="#">View &gt;&gt;</a>
GFP Property Transfer for Contractors Describes the contractor roles, processes, and procedures to ship, receipt, and view GFP	1/2023	<a href="#">View &gt;&gt;</a>
GFP Property Transfer for Contractors – Extended Scenarios Describes how to return reparables, report embedded items, and report assigned UIIs	1/2023	<a href="#">View &gt;&gt;</a>
GFP Property Loss for Government Users Describes the GFP Module Property Loss capability to adjudicate loss cases. The roles of Property Administrator, Industrial Property Management Specialist, Contracting Specialist, Contracting Officer, and Ground and Flight Risk Representative are addressed.	1/2023	<a href="#">View &gt;&gt;</a>

View and download training on the DoD Procurement Toolbox

**Some sessions are recorded**

<http://dodprocurementtoolbox.com/site-pages/gfp-training>



# Training Certificates

***Please use the link below to fill out a request:***

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

***Note that training certificates are available for “in-person” training sessions only***



# Questions?

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