**DEPARTMENT OF DEFENSE**

**Government Furnished Property**

**OPERATING GUIDE**

****

**July 2012**

### SUMMARY OF CHANGES

|  |  |
| --- | --- |
| Date | Description |
| Feb 2012 | Pre-coordination Draft |
| June 2012 | Incorporated DPAP comments |
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Table of Contents

[SUMMARY OF CHANGES 2](#_Toc327516028)

[1.0 GOVERNMENT FURNISHED PROPERTY OPERATIONS 6](#_Toc327516029)

[1.1 SCOPE/OVERVIEW. 6](#_Toc327516030)

[1.2. REGULATORY REQUIREMENTS 6](#_Toc327516031)

[1.3. ENTERPRISE TOOLS 7](#_Toc327516032)

[1.3.1 Wide Area Workflow 7](#_Toc327516033)

[1.3.2 Global Exchange Services (GEX) 8](#_Toc327516034)

[1.3.3 Defense Logistics Management System 8](#_Toc327516035)

[1.3.4 Item Unique Identification Registry 8](#_Toc327516036)

[1.3.6 Electronic Document Access 9](#_Toc327516037)

[1.3.5 Plant Clearance Automated Reutilization Screening System 9](#_Toc327516038)

[1.3.6 Loss Theft Damaged and Destroyed 9](#_Toc327516039)

[1.4 GFP PROCESS 9](#_Toc327516040)

[2.0 ESTABLISH THE GFP AUTHORIZATION 10](#_Toc327516041)

[2.1 NEW PROCUREMENT 10](#_Toc327516042)

[2.2 EXISTING CONTRACTS 11](#_Toc327516043)

[3.0 VISIBILITY OF GFP STEWARDSHIP TO SUPPORT EXISTENCE AND COMPLETENESS 13](#_Toc327516044)

[3.1 TYPES OF GFP 13](#_Toc327516045)

[3.2 GFP PROCESS ROLES 14](#_Toc327516046)

[3.4 PROVIDING GFP TO THE CONTRACTOR 14](#_Toc327516047)

[3.4.1 GFP Provisioning via WAWF 15](#_Toc327516048)

[3.4.2 Unilateral Receipt of GFP via WAWF by a Contractor 16](#_Toc327516049)

[3.4.3 GFP Items Provisioned from DoD Supply System 17](#_Toc327516050)

[3.4.4 Unilateral Receipt of GFP via IUID Registry by a Contractor 17](#_Toc327516051)

[3.5 GFP RETURNING TO DoD CUSTODY 18](#_Toc327516052)

[3.5.1 Non-serialized, NonUII’d GFP 18](#_Toc327516053)

[3.5.2 Product Support Items 19](#_Toc327516054)

[3.5.3 GFP Embedded in New Item Delivery 20](#_Toc327516055)

[3.5.4 Reparables 21](#_Toc327516056)

[3.5.5 GFP Embedded in Reparables 22](#_Toc327516057)

[3.6 GFP INCIDENT TO DoD SUPPORT CONTRACTS 23](#_Toc327516058)

[**APPENDIX A – REFERENCE DOCUMENTS** 1](#_Toc327516059)

[APPENDIX B – Fillable Adobe GFP Authorization Forms 1](#_Toc327516060)

[APPENDIX C – WAWF Electronic Message Structure 1](#_Toc327516061)

[**APPENDIX D – ACRONYMS** 2](#_Toc327516062)

**List of Figures**

[Figure 1. Property Transaction Touch Points 10](#_Toc327516063)

[Figure 2. GFP Baseline Establishment Approach 11](#_Toc327516064)

[Figure 3. GFP Lifecycle 13](#_Toc327516065)

[Figure 4. WAWF Government to Vendor GFP Flow 15](#_Toc327516066)

[Figure 5 WAWF Contractor Receipt Acknowledgement Flow 16](#_Toc327516067)

[Figure 6 Contractor Unilateral GFP Receipt via WAWF 17](#_Toc327516068)

[Figure 7. GFP Return Decision Tree 18](#_Toc327516069)

[Figure 8. GFP Return from Contractor via WAWF 19](#_Toc327516070)

[Figure 9. DoD GFP Return Receipt Acknowledgement via WAWF 20](#_Toc327516071)

[Figure 10. GFP Returned as Embedded in New Item 21](#_Toc327516072)

[Figure 11. Contractor Submission of RRR 21](#_Toc327516073)

[Figure 12. GFP Return by acceptance of RRR 22](#_Toc327516074)

[Figure 13. GFP Incident to Support Contract 23](#_Toc327516075)

# 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 who are responsible for defining, providing, receiving and tracking Government Property that is, or is intended to be, in the custody of a contractor.

This guide will address the process of establishing the baseline of Government Furnished Property (GFP) for both new and existing contracts. Once a baseline is in place, the processes to maintain currency of GFP across the enterprise is addressed. There are two basic types of GFP which drive similar, but slightly different processing:

* GFP that has Item Unique Identification (IUID)
* GFP that is neither serialized nor IUID’d

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

## 1.2. REGULATORY REQUIREMENTS

The following excerpts from DoD policy and regulation outline the basis for the procedures outlined in this document. The complete set of Regulations is included as Appendix A.

The DoD Instruction 5000.64 states:

*Although the Department of Defense may not have physical custody, in order to maintain effective property accountability and for financial reporting purposes, DoD Components shall establish and maintain records and accountability for property (of any value) furnished to contractors as Government furnished property (GFP).*

The DoD Instruction 8320.04 establishes the IUID Registry as:

 *The master data source for Government Furnished Property (GFP).*

The 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.*

The DoD Regulation 4140.1-R requires inclusion of contractor assets in item levels:

*C5.7.1.1.2.2. The IMM total item property record shall, as a minimum, include materiel that is due in, in-transit, in organic wholesale repair facilities,* ***in a contractor's custody****, on loan, on-hand in wholesale storage activities, reported on-hand at retail activities, and for reported assets in the custody of users.*

This Regulation further identifies the oversight and control role of the Management Control Activity:

*C5.11.2.1. Each DoD Component authorizing the use of DoD materiel by*

*contractors shall establish one or more management control activities (MCAs) to*

*maintain control over all requisitions submitted to the DoD wholesale supply system by contractors and by DoD Component activities when such DoD Component activity requisitions indicate shipment to a contractor.*

The Procedures, Guidance, and Information (PGI) 245.103-71 states:

*It is the responsibility of contracting officers/item managers to ensure that Government property transfers are properly reported electronically, including the initial furnishing by DoD of Government property and the subsequent transfer of such property to other contracts/contractors, or its return to the Government. DoD or contractor-operated logistics systems using Defense Logistics Management System (DLMS)-enhanced reporting capability, to include authorizing contract number and Item Unique Identification (IUID), when applicable, shall be employed to report initial shipment, receipt acknowledgement, or return of items of supply in accordance with MILSTRIP and Military Standard Transaction Reporting and Accounting Procedure(s) (MILSTRAP). Such use of the DLMS will satisfy Government property transfer reporting requirements. For other Government property items where the DLMS is not applicable, the DoD Wide-Area Workflow (WAWF) Government property transfer system functionality should be used to accomplish reporting requirements.*

These documents, and those listed in Appendix A, describe requirements to better plan, track and trace GFP. This document outlines the process 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 Wide Area Workflow

Wide Area Workflow (WAWF) is a secure, Web-based system for electronic invoicing, receipt, and acceptance. It allows government vendors to submit and track invoices and receipt/acceptance documents over the Web and allows government personnel to process those transactions in a real-time, paperless environment.

To support GFP processing, WAWF has been enhanced to capture bi-directional property transfer between DoD and Contractors for both UII’d items and nonUII’d items. The property transfer data is automatically transmitted to the UID Registry and to identified APSRs to record the custody update. Property transfer data may be submitted via the web interface, directly to WAWF or via the Global Exchange Services.

Additional information and tutorials regarding GFP processing via WAWF can be found at [www.wawftraining.eb.mil](http://www.wawftraining.eb.mil).

### 1.3.2 Global Exchange Services (GEX)

Global Exchange (GEX) Services provides broker and mediation services between government agencies, commercial industry, and government systems. To support GFP processing, DoD systems and Contractor systems may send electronic property transfer messages to GEX which are transformed and transmitted to WAWF. The initial baseline of GFP described in Paragraph 2.2 is also transmitted via GEX.

### 1.3.3 Defense Logistics Management System

The Defense Logistics Management System (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 (ASC) X12 standards and include both X12 transactions and World Wide Web Consortium-compliant eXtensible Markup Language (XML) 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 transactions are being enhanced to incorporate data required to support GFP visibility. 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.

### 1.3.4 Item Unique Identification Registry

The IUID Registry is the data repository for items where unique identification is required pursuant to the OSD Policy for Unique Identification and DFAR 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 authoritative source for the DoD for IUID data. Data is received via WAWF transactions, system data exchanges, and direct submissions to the registry.

The IUID Registry also functions as the DoD Enterprise repository for tracking property in the custody of contractors. To support GFP visibility, the IUID Registry has been enhanced to capture both UII’d GFP and nonUII’d GFP. The IUID Registry’s GFP capability automatically receives data from WAWF related to property transfers for both UII’d items and nonUII’d items. The GFP baseline established in the IUID Registry’s GFP capability also includes both UII’d and nonUII’d GFP. Future enhancements will enable capture and exposure of GFP transferred from the DoD Supply System. A web user interface is available to query, report, and update custody information.

### 1.3.6 Electronic Document Access

Contract data is automatically submitted to Electronic Document Access (EDA) by the contract writing systems. These system are transitioning from providing EDA with PDF contract format to the contract as data in the Procurement Data Standard format. The Government furnished property attachments will be viewable in EDA when they are submitted by the contract writing system.

### 1.3.5 Plant Clearance Automated Reutilization Screening System

The Plant Clearance Automated Reutilization Screening System (PCARSS) is a Defense Contract Management Agency (DCMA) eTool application that dispositions property in the custody of a contractor at the time of contract completion. PCARSS will automatically transmit notification to the IUID Registry when GFP items leave DoD inventory incident to the dispositioning process. Currently “lifecycle events” are transmitted to the IUID Registry when UII’d items are identified as out of inventory. Beginning in January 2013, the lifecycle event notification will be extended to nonUII’d GFP as well.

### 1.3.6 Loss Theft Damaged and Destroyed

The Loss Theft Damaged and Destroyed system is a DCMA eTools capability that tracks cases where Government property in the custody of a contractor is no longer useful. The LTDD system enables interaction between contractor and DCMA to determine appropriate responsibility and outcome. If the GFP items are determined to be out of DoD inventory, LTDD will automatically transmit notification to the IUID Registry. Currently “lifecycle events” are transmitted to the IUID Registry when UII’d items are identified as out of inventory. Beginning in January 2013, the lifecycle event notification will be extended to nonUII’d GFP as well.

## 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 NEW PROCUREMENT

When solicitations are released or contracts awarded, the Government Property planned to be provided to the Contractor as GFP is identified in accordance with PGI 245.2-Solicitation and Evaluation Procedures (reference d). The PGI documents the structure and content of the attachment to the solicitation or contract that defines the GFP that will be provided to support contract execution. Note that two separate attachments are defined:

* Items provided to the contractor that are:
	+ Serialized – typically for modification, upgrade, or repair or tooling
	+ Non-serialized – typically consumables
* Items that the contractor is authorized to requisition from the DoD Supply System differentiated by:
	+ Items that are funded by DoD and are therefore GFP
	+ Items that are reimbursable by the contractor that are considered Contractor Acquired Property (CAP) and are not subject to reporting as GFP

Note that CAP items are beyond the scope of this document until they become GFP when the contract assets are assigned to a new contract or when following CAP procedures.

The PGI currently describes the use of a contract attachment. The preferred method to create this attachment is to complete the Fillable Adobe form. The form detailing the scheduled, DoD initiated GFP is available at <http://www.acq.osd.mil/dpap/pdi/pc/docs/ScheduledGovernmentFurnishedProperty-VERSION1.4_distributed_.pdf>. The form to document Contractor authorized requisition of non-reimbursable (GFP) or reimbursable (CAP) items is available at <http://www.acq.osd.mil/dpap/pdi/pc/docs/RequisitionedGovernmentFurnishedProperty-VERSION1.3_distributed_0005.pdf>. Sample forms are included as Appendix B. The form is then included as an attachment to the contract or transmitted directly to the Electronic Document Access (EDA) where it can be retrieved for subsequent reference by either the contract holder or the DoD stakeholders.

 In the near future, the GFP attachments will become part of the Purchase Request Data Standard (PRDS) and the Procurement Data Standard (PDS) generated by Contract Writing systems. Inclusion of the GFP data establishes the future capability to electronically compare the planned GFP to the GFP that has actually been provided to the contractor over the life of the contract.

## 2.2 EXISTING CONTRACTS

To establish a point-in-time baseline of GFP for existing contracts, the process depicted in Figure 1 is performed. This one-time process establishes a baseline from which future transactional custodial transactions can occur. This process is described in detail in the January 7, 2012 policy memorandum titled “*Standard Data Elements for Government Furnished Property Baseline Establishment”*. According to the memo, each Component’s Financial Improvement Plan will include a plan to establish its GFP baseline in accordance with this methodology. The memo and accompanying methodology are found at <http://www.acq.osd.mil/pepolicy/pdfs/USA006862-11%20Standard%20Equipment%20Data%20Elements%20for%20Government%20Furnished%20Property%20Baseline%20Est%20.pdf>.

Note that the final step in the process is to ensure that property in the custody of a contractor is indicated as such in one (and only one) Accountable Property System of Record (APSR).

Figure 2. GFP Baseline Establishment Approach

**3.0 VISIBILITY OF GFP STEWARDSHIP TO SUPPORT EXISTENCE AND COMPLETENESS**

Tracking GFP stewardship requires electronic and coordinated communications between the component that owns the items and the contractor that is receiving or relinquishing custody of the items. As stated in DoD Instruction 5000.64 and further directed in DoD Instruction 4161.02, electronic interfaces must be used between the DoD Accountable Property System of Record (APSR), DoD Enterprise Systems, and the contractor to enable this communication.

The GFP traceability lifecycle is illustrated in Figure 3. 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 3. GFP Lifecycle

## 3.1 TYPES OF GFP

Government property is furnished to contractors for execution of the contract. This can include items that are to be repaired, maintained or overhauled; the parts to execute repairs; tooling/test equipment; and items or materials consumed in the production or manufacturing process.

GFP is either assigned a Unique Item Identifier (UII) and tracked using the UII or is not assigned a UII and is tracked using NSN or other identifier. The preference is that items that meet the UID criteria according to the contract are identified and marked prior to GFP custody transfer. If UII assignment and marking is not possible before custody transfer, DoD may include the UII assignment and marking as an additional contractor task while the items are in its custody.

Some items like consumables or bulk materials (e.g., metals) are not UID relevant but must still be tracked when custody transfers to a contractor as GFP.

## 3.2 GFP PROCESS ROLES

There are several key roles that enable the efficient transfer of custody between DoD and contractors. While the following list is not intended to define all of the participants in the process, it lays out the generic roles and the general flow of GFP transfer.

Table 1. Generic GFP Process Roles

|  |  |  |  |
| --- | --- | --- | --- |
| **DoD Role** | **Focus Area** | **Contractor Role** | **Focus Area** |
| Program Manager | Defines GFP needInitiates GFP send  | Program Manager | Tracks need for and receipt of GFP |
| Contracting Officer | Documents GFPAdjudicates GFP issues (e.g., late, defective, etc.) | Contracts Department | Assures timely and accurate GFP provision |
| Contract Management Activity | Reviews and approves contractor property management system | Property Manager | Maintains GFP processes/systems |
| Management Control Activity (MCA) | Coordinates GFP provisioningApproves requests | Material Coordinator | Monitors/manages inbound and outbound GFP |
| Shipping/Receiving | Physically picks/ships or receives/stores GFP | Shipping/Receiving | Physically picks/ships or receives/stores GFP |

## 3.4 PROVIDING GFP TO THE CONTRACTOR

When delivery of GFP to the contractor is contractually required DoD will initiate the transfer of the GFP items to the contractor. GFP transfer has traditionally been a paper-based process using DD Form 1149 where items frequently arrive at the Contractor facility with little documentation and no notification that they are being delivered. This approach causes significant research effort and the potential for errors.. These non-electronic means property transfer are being replaced by two methods that use electronic transactions to provision GFP to the contractor using the Enterprise Tools: via WAWF and via the Supply System.

### 3.4.1 GFP Provisioning via WAWF

The DoD entity responsible for managing the GFP (generally the MCA) must have the role of **Government Property Shipper** established. WAWF access and role requests are communicated to and executed by the WAWF Group Administrator Manager (GAM). The GAM can be found under the “User” tab, “Group Administrator Lookup” selection.

It is also necessary that the Contractor receiving the GFP have the WAWF role of **Contractor Property Receiver** established in order to receive notifications and access the folder to acknowledge receipt of the GFP.

When items are ready to be shipped to the contractor, the MCA will coordinate with the shipping personnel to request shipment and be advised when items have been shipped. Concurrently, the MCA (or delegate) will provide the GFP transfer data to WAWF either via the manual web interface or electronically from an automated system as illustrated in Figure 4.

**Note: Both UII’d items and/or nonUII’d items may be transferred as GFP via WAWF**

**Note: UII’d items must be present in the IUID Registry.**

**Note: UID Relevant items should be marked and registered by DoD before being transferred to a contractor as GFP. If that is not possible, DoD can use DFARs 252.245-7001 to require the contractor to mark GFP provided to him.**

The Contractor Receiver will receive email notification that the items are enroute.



Figure 4. WAWF Government to Vendor GFP Flow

When the items arrive they are inspected by the contractor’s quality or receiving department. The contractor then acknowledges receipt of the GFP in WAWF. The contractor may either log on to the work folder on WAWF web site to acknowledge the receipt or the contractor’s information system can send a properly formatted electronic message to acknowledge the receipt. Instructions to access the WAWF electronic message structure definitions is included in Appendix C. The government sender will receive an email that indicates that the item has been received by the contractor. If the GFP provided is unacceptable, this can also be indicated through the WAWF interface.

The receipt acknowledgement automatically triggers a message to the identified property system (potentially to both the government and contractor property system) and to the IUID Registry to update the custody record of the items as illustrated in Figure 5.



Figure 5 WAWF Contractor Receipt Acknowledgement Flow

Once custody is updated in the IUID Registry, the contractor can view and update the IUID Registry item record.

### 3.4.2 Unilateral Receipt of GFP via WAWF by a Contractor

If a contractor receives GFP without government notification, he can take independent action to acknowledge contractor custody of the GFP items. Although this is not the preferred approach, during the transition from paper to electronic methods of custody transfer it is likely to occur.

 To acknowledge custody of UII’d or nonUII’d GFP when there has been no electronic communication from the government, the Contractor can enter the contract and item data into WAWF either manually via the web site or through a properly formatted electronic message. The Contractor enters the contract data and item data and acknowledges custody. According to Figure 6, the data is then provided to DoD, the property system if one is identified within WAWF, and the IUID Registry (for both UII’d and nonUII’d items).

### 3.4.3 GFP Items Provisioned from DoD Supply System

GFP is sometimes available from the DoD Supply System. If the government pays for the item it is considered GFP. In some cases, requisitioning of the items is executed by DoD and delivered to the Contractor for use in executing the contract. In other cases, the contract authorizes the Contractor to independently submit requisitions for specified items and quantities.

In either case, the Contractor must acknowledge receipt of the items requisitioned from the DoD Supply System. This will be accomplished by including the Contract Number (and UII for UII’d items) in the DLMS 527R Receipt Acknowledgement message. The DLMS message structure is defined at <http://www2.dla.mil/j-6/dlmso/elibrary/Transformats/Supplements/4010/004010F527R5RP32_Jan0712_PDC_419.pdf>. These messages will be automatically loaded into the IUID Registry for both UII’d and nonUII’d GFP.

Note that authorized requisitions from supply, paid for by the Contractor on fixed price contracts, should not be loaded as GFP to the IUID Registry. This property is not GFP. Use of the DoD Supply System as a source of supply regardless of funding source requires authorization in the contract attachment defined in PGI 245.201-71.



Figure 6 Contractor Unilateral GFP Receipt via WAWF

### 3.4.4 Unilateral Receipt of GFP via IUID Registry by a Contractor

The contractor also has the option to enter custody of GFP directly into the IUID Registry for IUID’d GFP items. This option can be accomplished either manually via the IUID Registry web site or by using electronic submission of properly formatted messages through GEX to the IUID Registry.

Note that this approach does not provide notification to government personnel or property systems, and so it is not the recommended approach.

Note that the UII must already be in the IUID Registry for the contractor to take custody.

Note that this approach is only for UII’d items; nonUII GFP is currently submitted via WAWF or initial load.

## 3.5 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 custody. Figure 7 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 7. GFP Return Decision Tree

### 3.5.1 Non-serialized, NonUII’d GFP

It is important to note that non-serialized, nonUII’d GFP is normally accounted for and excess returned at the end of the contract (FAR 4.804-5). This approach recognizes that non-serialized, nonUII’d GFP generally is 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 close out process, any remaining non-serialized, nonUII’d GFP will be dispositioned and the IUID Registry GFP module will be updated accordingly. In January 2013, PCARSS will automatically update the GFP module of the IUID Registry to reflect the disposition of nonUII’d GFP in addition to current IUID functionality. Similarly, if nonUII’d GFP is accidentally removed from inventory while in contractor custody, the LTDD system will automatically update the IUID Registry GFP Module to reflect that decrement starting in January 2013.

### 3.5.2 Product Support Items

GFP can be independent items including tooling, test equipment, and production support items. These items generally are serialized and are IUID relevant. These types of items are usually provided by the program directly, but may occasionally be provided from the supply system. These GFP items are usually returned to the source – either the program via the MCA or the DoD Supply System.

The WAWF Property Transfer (PT) capability is used to return items to a Program Manager or other property accountability point of control. To accomplish return of GFP using WAWF, the Contractor must have the WAWF role of **Contractor Property Shipper** and the MCA must have the role of **Government Property Receiver.**

When the items are shipped back to DoD, the Contractor enters the WAWF Property Transfer data into WAWF either via the web interface or in a properly formatted electronic message. The DoD recipient, usually the MCA, will receive email notice that the item is en route. This process is illustrated in Figure 8.



Figure 8. GFP Return from Contractor via WAWF

When receipt is acknowledged by the DoD Government Property Receiver in WAWF, the item will be removed from Contractor custody in the IUID Registry and in the identified property system. This process is illustrated in Figure 9.



Figure 9. DoD GFP Return Receipt Acknowledgement via WAWF

### 3.5.3 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 the WAWF Receipt and Acceptance (WAWF RA) capability. This tool allows the Contractor to electronically invoice and submit the “DD250” or receiving report of the delivered item.

The embedded UII’d GFP is associated with the end item at the time of submission to WAWF RA. 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 10.

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

###

Figure 10. GFP Returned as Embedded in New Item

### 3.5.4 Reparables

When a reparable item has been repaired and is ready for return to DoD, the Contractor will use the Reparables Receiving Report (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. This process is illustrated in Figure 11. 

Figure 11. Contractor Submission of RRR

When the DoD Acceptor accepts the service invoice, the repair items are removed from Contractor custody in the IUID and identified property systems as illustrated in Figure 12.



Figure 12. GFP Return by acceptance of RRR

### 3.5.5 GFP Embedded in Reparables

When subassemblies or components are provided as GFP to a Contractor which are then attached to or embedded in a higher assembly or end item that has itself been provided to the Contract as GFP to be repaired, the RRR is used to invoice for the service and deliver the GFP reparable and the embedded GFP if there is a single level of embedded GFP items. The process is identical to Figures 9 and 10 with the addition of the inclusion of embedded items identified to each delivered reparable. The reparable and the identified embedded GFP items will be removed from contractor custody when the repair service is accepted by the DoD Acceptor. Note that the reparable UII and any embedded GFP UIIs must already be resident in the IUID Registry. The contractor may enter the 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.

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 item is delivered via the RRR and separately the embedded item data is submitted to the IUID Registry either via the web interface or a properly formatted electronic message to the IUID Registry via GEX. Note that the embedded GFP items will be removed from contractor custody in the IUID Registry, but update of the custodianship of the embedded items in the property accountability system must be managed separately.

## 3.6 GFP INCIDENT TO DoD SUPPORT CONTRACTS

In certain contractual relationships, the contractor provides a service to DoD that requires the contractor to hold, manage, or distribute government property. To meet the spirit and intent of the Financial Improvement and Auditability Readiness guidance, the DoD Service Accountable Property System of Record (APSR) must have a record of DoD-owned assets including those items in the custody of a contractor.

Where possible, transactions already flowing across the DoD Infrastructure will provide data to update the APSR. Use of these transactions will occur primarily in situations where Contractor Inventory Control Point (C-ICP) services are provided. In C-ICP 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.

In other situations, such as those where the Contractor is providing modification services, the APSR will be updated as items are provided to the Service. Additional guidance may be necessary to establish processes for additional visibility. The general message flow is illustrated in Figure 13.

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Figure 13. GFP Incident to Support Contract

**APPENDIX A – REFERENCE DOCUMENTS**

a. OUSD (AT&L) “Policy Update for Item Unique Identification (IUID) of Tangible Personal Property” dated 06 February 2007

b. “Department of Defense Guide to Uniquely Identifying Items, Assuring Valuation, Accountability and Control of Government Property”, Version 2.0, October 1, 2008

c. DoDI 8320.04, Item Unique Identification (IUID) Standards for
Tangible Personal Property, 16 June 2008

d. DFARs Procedures, Guidance, and Information 245.201-71 GFP Attachments to Solicitations and Awards, 16 August 2010. <http://www.acq.osd.mil/dpap/dars/pgi/pgi_pdf/PGI245_2.pdf>

e. DFARs Procedures, Guidance, and Information 245.103-71 Transferring Government Property Accountability, 18 May 2010. http://www.acq.osd.mil/dpap/dars/pgi/pgi\_pdf/PGI245\_1.pdf

d. DoDI 5000.64, Accountability and Management of DoD Equipment and Other Accountable Property, 19 May 2011

e. Military Standard 130, “Standard Practice for Identification Marking of U. S. Military Property, latest version.

f. DFARS 252.211-7003, “Item Unique Identification and Valuation”

g. DFARS 252.211-7007, “Reporting of Government-Furnished Equipment in the DoD Item Unique Identification (IUID) Registry”

# APPENDIX B – Fillable Adobe GFP Authorization Forms

Scheduled GFP:



Requisitioned GFP:



# APPENDIX C – WAWF Electronic Message Structure

WAWF can receive properly formatted messages in either Electronic Document Interchange (EDI) format via the Global Exchange Services (GEX) or in Flat File format via File Transfer Protocol directly to WAWF.

To access the message structure definitions, follow these instructions:

1. **Access** [**https://wawftraining.eb.mil**](https://wawftraining.eb.mil)
	1. **This site provides a complete practice area including sample values for vendors and government WAWF users**
2. **Enter “training” log in information:**
	1. **User ID = Vendor11**
	2. **Password = Vendor1$**
3. **Click the “Documentation” tab in the tool bar at the top of the screen**
	1. **Click on “FTP Guides” for the Flat File formats**
		1. **Click on Government Furnished Property for Property Transfer or Property Transfer Receipt format**
		2. **Click on Reparables Receiving Report for the RRR format**
	2. **Click on “EDI Guides”**
		1. **Click on “856 GFP WAWF 4010 EDI Detail” for the Property Transfer or Property Transfer Receipt EDI format**
		2. **Click on “856 RRR WAWF 4010 EDI Detail” for Reparables Receiving Report EDI format**
4. **After selecting the document, enter the Vendor11/Vendor1$ credentials when prompted to access the specification**

**APPENDIX D – ACRONYMS**

CAGE Commercial and Government Entity Code

CLIN Contract Line Item Number

CDRL Contract Data Requirements List

DFARS Defense Federal Acquisition Regulation Supplement

EDA Electronic Document Access

FAR Federal Acquisition Regulation

GFE Government Furnished Equipment

GFM Government Furnished Material

GFP Government Furnished Property

IUID Item Unique Identification

NSN National Stock Number

PIIN Procurement Instrument Identification Number.

PM Program Manager

PO Project Officers

UII Unique Item Identifier

WAWF Wide Area Workflow