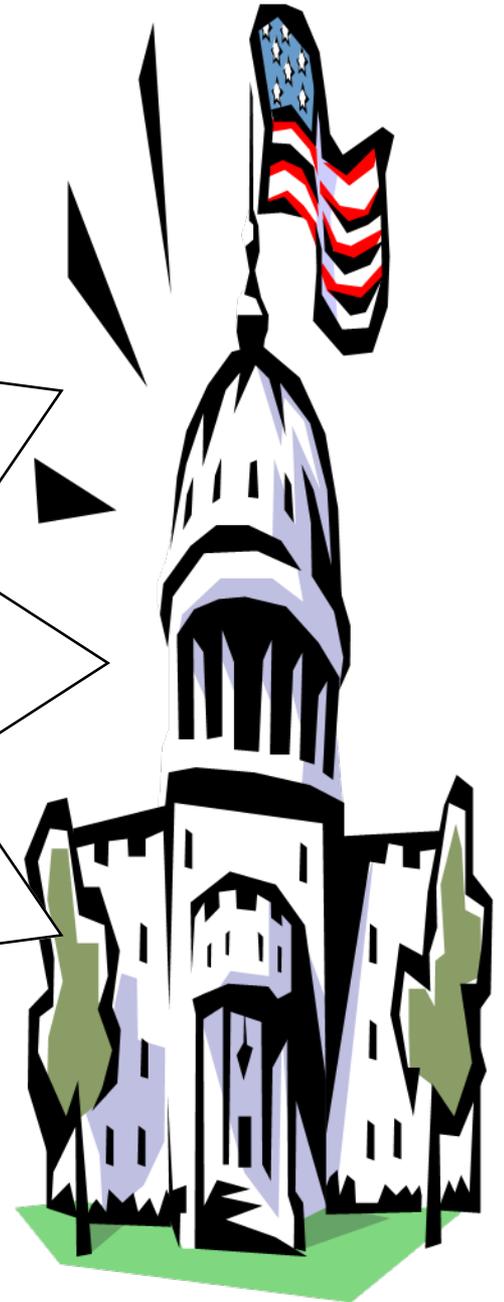




**GOVERNMENT  
PURCHASE  
CARD  
(GPC)**

**NEW!  
Government  
Property  
Training Module**





# **NEW TRAINING**

**The Defense Acquisition University (DAU) Government Purchase Card (GPC) Training course will be updated to include the new training for Government Property (GP) and Government – Furnished Property (GFP) with information to record property via Wide Area Workflow (WAWF).**



# DEFENSE AUTHORIZATION ACT

**Section 1003 of the FY2009 Defense Authorization Act requires DoD to report within 270 days on actions taken to implement the recommendations of GAO Report GAO-08-333. The recommendations include a requirement to establish property traceability requirements for the Government Purchase Card (GPC) Program.**



# Terms/Acronyms

- **GPC:** Government Purchase Card
- **GFP:** Government Furnished Property
- **GP:** Government Property
- **WAWF:** Wide Area Workflow
- **PB:** Property Book
- **HRH:** Hand Receipt Holder
- **A/BO:** Approving/Billing Officials
- **CCH:** Credit Card Holder



# **PURPOSE OF TRAINING**

- **Increase awareness on the requirement to properly record accountable property when the GPC is used to purchase property.**
- **The requirement to record GFP when the GPC is used as a method of payment on contracts and/or delivery orders with GFP.**
- **To mitigate accountable property issues that regularly appear in GPC audit findings.**
- **Introduction to WAWF as a secure, global, 24/7 accessible, centralized web-based system to record GP and GFP.**

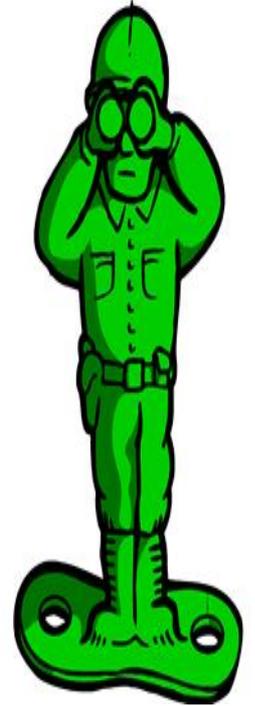


# THE SEARCH IS ON

**Where is the Government's Property?**

**How do we find the property?**

**What role does the GPC play with property issues?**





# WHAT IS GOVERNMENT PROPERTY?

- “Government Property (GP)” means all property owned by the Government. This includes property purchased with the GPC.
- “Government Furnished Property (GFP)” means property in the possession of, or directly acquired by, the Government and subsequently furnished to the contractor for performance of a contract or delivery order.



# **Tracking GPC Purchased** **Accountable Property**

**The GPC CCH is responsible to:**

- **Clearly identify property on receipts, invoices and cardholder logs.**
- **Provide the PBHRH with a list of accountable property to record in WAWF.**
- **Provide the PBHRH with the WAWF registration and training website.**
- **Retain in the GPC files:**
  - **A copy of the listed accountable property reported to the PBHRH**
  - **A copy of the notification to the PBHRH with WAWF registration/training info to record the GP in WAWF.**



# **Government – Furnished Property (GFP)**

**When the GPC is used as a method of payment against contracts and/or delivery orders with GFP then the cardholder is responsible to:**

- 
- **Notify the appropriate PBHRH to record the property in WAWF for receipt by the contractor in WAWF.**
  - **Provide the PBHRH and the contractor with the WAWF web-site for registration and training.**
  - **Retain documentation in the GPC files to support notification to the PBHRH and the contractor regarding the requirement to record/receipt GFP in WAWF.**



# WIDE AREA WORKFLOW (WAWF)

**WAWF is:**

- **Secure**
- **Global**
- **Accessible 24/7**
- **Centralized web-based system to record GP and GFP.**
- **Provides electronic method to transfer GFP from one contractor to another contractor, when required.**



# WAWF WEBSITE

**WAWF Registration and Training Website:**

<https://wawf.eb.mil>





# **SAMPLE** **NOTIFICATION FOR GP**

**Sample notification to the Property Book (PB) Hand Receipt Holder (HRH) to record Government Property (GP) in WAWF.**

**TO: \_\_\_\_\_ (PBHRH)**

**DATE: \_\_\_\_\_**

**FROM: \_\_\_\_\_ (GPC Cardholder)**

**To comply with the FY 2009 Defense Authorization Act, to implement the recommendations of GAO Report GAO-08-333 for traceability requirement of accountable property under the Government Purchase Card (GPC) Program. The attached list of property is forwarded for your process in Wide Area Workflow (WAWF). The Registration and Training website for WAWF is:**

**<https://wawf.eb.mil>**

**For any WAWF questions/issues regarding registration/training contact the WAWF Customer Service Center, CONUS ONLY: 1-866-618-5988, COMMERCIAL: 801-605-7095, DSN: 388-7095, FAX COMMERCIAL: 801-605-7453, FAX DSN: 388-7453, or e-mail: [CSCASSIG@CSD.DISA.MIL](mailto:CSCASSIG@CSD.DISA.MIL)**



# **SAMPLE** **NOTIFICATION FOR GFP**

When using the GPC as a payment method on contracts/delivery orders with Government-Furnished Property Book (GFP), the GPC Credit Cardholder (CCH) is responsible to provide notification to the Property Book (PB) Hand Receipt Holder (HRH) and the contractor with WAWF registration/training information to record/receipt of GFP in WAWF.

TO: \_\_\_\_\_ (PBHRH)  
\_\_\_\_\_ (Contractor)

DATE: \_\_\_\_\_

FROM: \_\_\_\_\_ (GPC Cardholder)

To comply with the FY 2009 Defense Authorization Act, to implement the recommendations of GAO Report GAO-08-333 for traceability requirement of Government-Furnished Property (GFP) when the Government Purchase Card (GPC) is used as a method of payment on a contract/delivery order with GFP. The GFP is recorded in WAWF by the PBHRH for receipt by the contractor. The Registration and Training website for WAWF to record GFP and receipt by the contractor is:

<https://wawf.eb.mil>

For any WAWF questions/issues regarding registration/training contact the WAWF Customer Service Center, CONUS ONLY: 1-866-618-5988, COMMERCIAL: 801-605-7095, DSN: 388-7095, FAX COMMERCIAL: 801-605-7453, FAX DSN: 388-7453, or e-mail: [CSCASSIG@CSD.DISA.MIL](mailto:CSCASSIG@CSD.DISA.MIL)



# **APPROVING/BILLING** **OFFICIAL (A/BO)**

## **Approving/Billing Officials (A/BO) is responsible to verify:**

- **The GPC files contains a clear audit trail of all purchased accountable GP.**
- **A copy of the list of accountable property book items provided to the PBHRH is in the GPC files, along with notification to the PBHRH to register/train in WAWF to record the property in WAWF.**
- **When the GPC is used as a method of payment against contracts/delivery orders with GFP, the A/BO will ensure the GPC file contains documentation that the PBHRH and the contractor have been provided information to register/train in WAWF to record/receipt GFP in WAWF.**



**Government Purchase Card (GPC)**  
**Property Checklist**

- |   | <b><u>YES</u></b>        | <b><u>NO</u></b>         |
|---|--------------------------|--------------------------|
| a. Did the credit cardholder purchase accountable property with the GPC?                        | <input type="checkbox"/> | <input type="checkbox"/> |
| b. Did the cardholder use the GPC as a payment method on a contract or delivery order with GFP? | <input type="checkbox"/> | <input type="checkbox"/> |

If the answer is “YES” to:

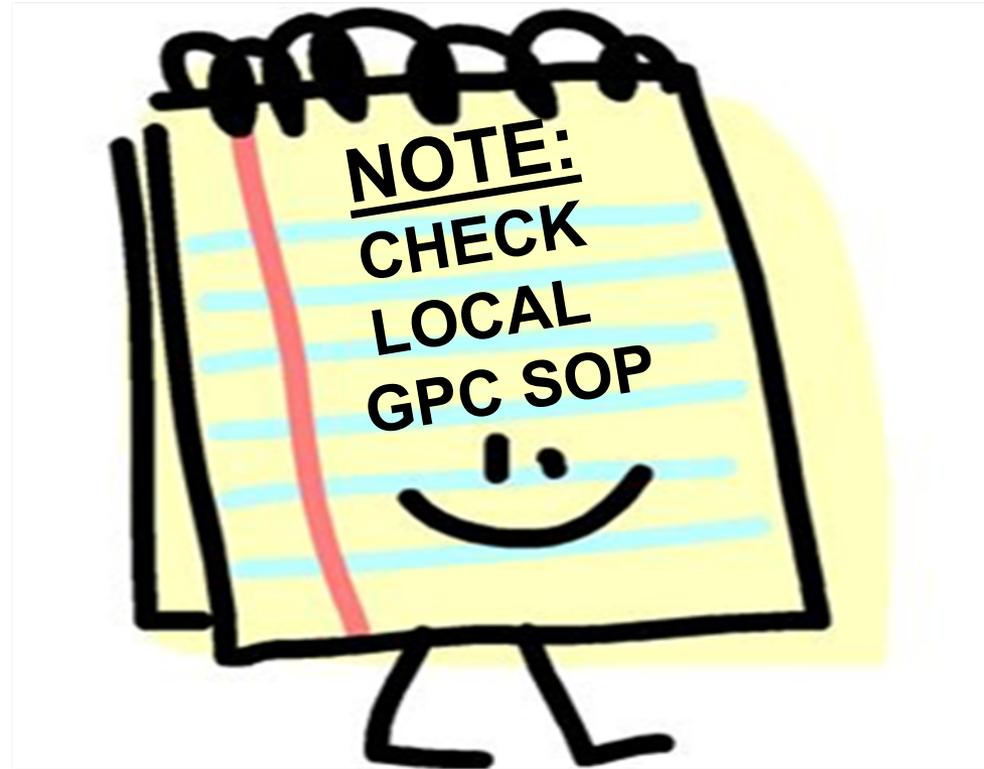
- The GPC CCH is required to document their GPC files that the appropriate PBHRH has been provided a list of purchased property with notification on WAWF registration/training to record the property in WAWF.
- The GPC CCH is required to document their GPC files that the appropriate PBHRH and the contractor have been provided information to record/receipt GFP in WAWF.



Did I purchase  
accountable  
property with the  
GPC?



The Department of Defense (DoD) Charge Card Guidebook for Establishing and Managing Purchase, Travel and Fuel Card Programs states, "Items acquired with the GPC with a unit cost of \$5,000 or greater are considered accountable property (in accordance with the provisions of [DoDI 5000.64](#)). Ensure such items are independently received and accepted by separate DoD officials and that these items are properly recorded in DoD property book systems. This includes pilferable property, as defined in the cited DoDI, regardless of unit acquisition cost."



**GPC CCHs and A/BOs should check their local GPC Standard Operational Procedures (SOP) for any local property book requirements.**



# **WIDE AREA WORKFLOW** **(WAWF)**

**WAWF is a secure, global, 24/7 accessible, centralized web-based system.**

- **WAWF registration and training: <https://wawf.eb.mil>**
- **WAWF is available to record GFP for receipt by contractors.**
- **WAWF is available to transfer GFP from the out-going contractor to the new contractor.**

**Coming soon! WAWF for GPC cardholders to electronically record accountable purchased property for acceptance by the appropriate PBHRH in lieu of manual paper process.**



**Track  
Government Property (GP)  
and  
Government-Furnished Property (GFP)  
in  
Wide Area Workflow (WAWF)**

