

# Government Furnished Property (GFP) and DPAS: Post-Session Report

## *Executive Summary:*

This Webinar covered the proper handling of Government Furnished Property (GFP). It provided background information on GFP, and instructed users on how to manage GFP entries in DPAS.

## *Presented by:*



**Mark Bergeron**

Defense Accounting and Finance Service, Technology Services Organization



**Amber Barber**

Office of the Under Secretary of Defense (Acquisition, Technology and Logistics)/Property and Equipment Policy Office

## *Q&A:*

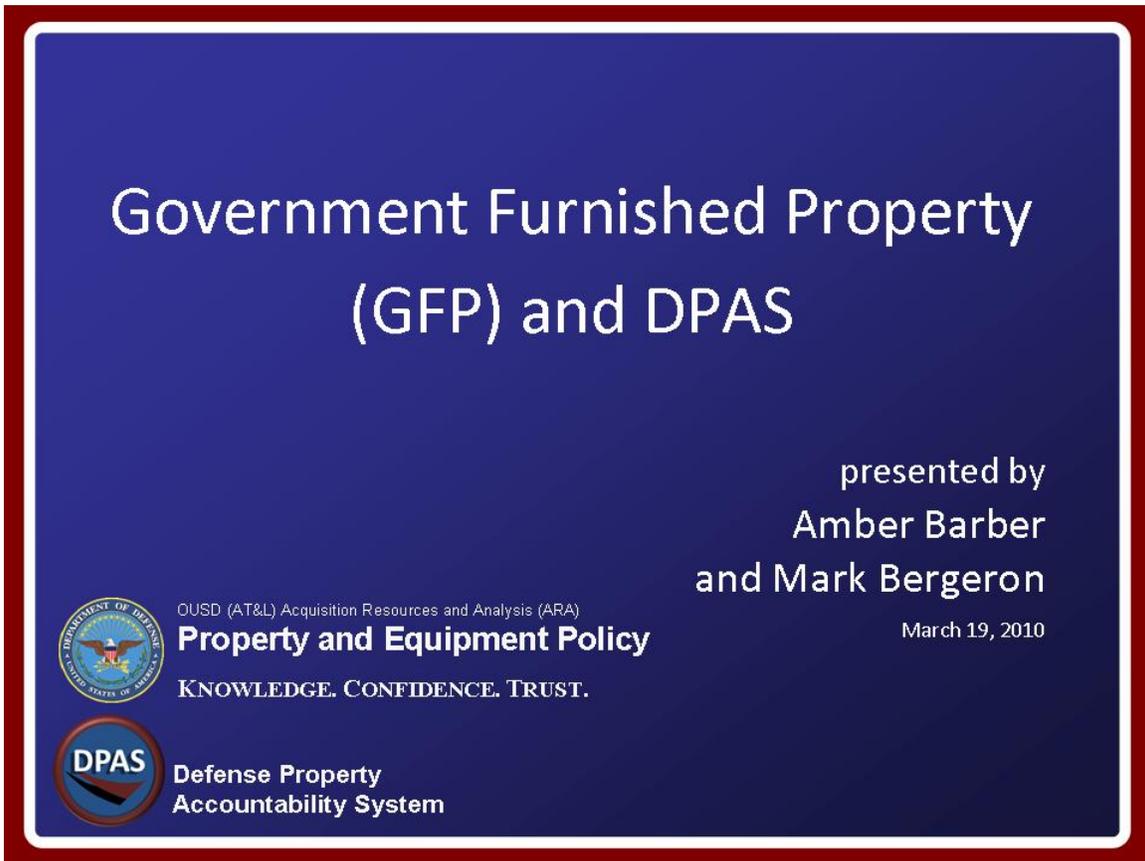
**Joe Stossel**

Office of the Under Secretary of Defense (Acquisition, Technology and Logistics)/Property and Equipment Policy Office

**Scott Milewski**

Department of Defense, Defense Property Accountability System (DPAS)

**Screenshot:**



**Session Statistics:**

Session Date	19 March 2010
Number of Registered Attendees	110 guests
Number of Internal Attendees	17 (including hosts)
Total Attendee count	127

**Presentation Team**

Names
Joseph Stossel
Scott Milewski
Joy Green
Rosana Heraud
Amy Congalton
Amber Barber
Mark Bergeron

**Poll Results**

<b>1. Which topic would you like to hear more about?</b>		
<b>Answer</b>	<b>Number</b>	<b>Percent</b>
GFP Policy	12	20%
GFP Business Processes	13	21%
CAP	9	15%
DPAS technical areas	27	44%

<b>2. How much did this webinar material apply to your job?</b>		
<b>Answer</b>	<b>Number</b>	<b>Percent</b>
Highly Applicable	28	44%
Somewhat Applicable	26	41%
Not at all	10	16%

<b>3. Would you be interested in a more detailed online training course on the same topics?</b>		
<b>Answer</b>	<b>Number</b>	<b>Percent</b>
Yes, definitely	36	51%
Maybe	16	23%
No	9	13%
Not sure	9	13%

<b>4. Did this material give you a better understanding of GFP policy and business processes?</b>		
Yes, definitely	37	52%
Somewhat	27	38%
No, it confused me	6	3%
No, I already knew this information	1	1%

**Participant Questions/Comments:**

**1. Question:** Is there some other method to identify GFP besides a contract?

**Answer:** No - assets are only GFP if they are spelled out this way in the contract. If the contract does not specify the assets that the contractor will receive, no assets should be given to the contractor.

**2. Question:** What if the contractor does not maintain those records, has not conducted an inventory and cannot provide status of items left in their possession?

**Answer:** If it is in the contract, you should contact the Contract Property Administrator (PA) and they should inform the contractor that they are not meeting the contract

requirements. The key is to work through the PA and ensure everything is spelled out in the contract.

**3. Question:** What is the best way to get rid of old office equipment and computer equipment no longer needed? We are moving to another facility in a few weeks and do not want to take extra furniture, office equipment, and computer equipment with us.

**Answer:** If you are a contractor that no longer requires this equipment you will need to work with your contract PA to dispose of the equipment, generally through the Plant Clearance Automated Reutilization Screening System (PCARSS). If it is with the DoD then generally any excess property will be processed through the Defense Reutilization Marketing Service (DRMS)

**4. Question:** Are contractors required to maintain an inventory of GFP?

**Answer:** Yes - Contractors are required to perform physical inventories and maintain/manage the assets in their stewardship (see FAR 52.245-1). In addition, both the DoD and contractor personnel are required to keep records. Then we can compare and reconcile.

**5. Question:** Will you be hosting anymore sessions in the future? Will you make it known ahead of time for me to sign up for it?

**Answer:** Yes - we will be providing a webinar for Non-DPAS personnel in the future. If demand requires it we will provide one for DPAS also. You will need to contact the helpdesk and let them know. (Note: Non-DPAS is used here to mean not exclusive to DPAS users. DPAS users will be welcome to the future webinar as well as any other DoD employee whether civilian, military, or contractor.)

**6. Question:** Instead of having an online training course can this be presented in a classroom setting?

**Answer:** When we provide classroom training we cover this topic. You will need to contact the DPAS helpdesk if you would like to request DPAS trainers come to your office. There are classes offered in Columbus Ohio that you can attend.

**7. Question:** For CAP, property title is constructively transferred when the invoice is paid, why would CAP not be added into DPAS at this time? If the Gov own title we need to show accountability especially if its a capital asset and need to be reported in the financials.

**Answer:** Please send your email address to [joe.stossel@osd.mil](mailto:joe.stossel@osd.mil) and I will be sure to contact you about this issue. A little complicated through chat!

**Answer 2:** CAP is reported in the financials in the CIP category. We do not take accountability of an asset until we take delivery of that asset. Please look at the Reference Library for the policies on CAP (below). This is not an exhaustive source; just a grouping of the current documentation for the community's convenience.

[http://www.acq.osd.mil/pepolicy/general/reference\\_library.html](http://www.acq.osd.mil/pepolicy/general/reference_library.html)

**8. Question:** There is GFP located in a remote location over 100 miles away from a military depot. What steps can a property custodian take to DRMO the assets?

**Answer:** You will use the PCARSS system or the DRMO to dispose of these assets. Talk to the contract PA or the Plant Clearance Officer to work through the disposal process.

**9. Question:** How do we set up the DODAAC in WAWF?

**Answer:** Please contact the DPAS helpdesk and they will work with you to get through the steps.

**10. Question:** We are currently listing GFP above \$5,000 on the UID Registry. Is this in duplication to the DPAS/WAWF?

**Answer:** No - The registry is not an Accountable Property System of Record. There are requirements to have the assets listed in the Registry and an APSR. If you use DPAS and WAWF it will control the Registry reporting eliminating the work of entering assets into the registry.

**11. Question:** How can we check to see if WAWF is feeding information to DPAS for our command?

**Answer:** You can contact the DPAS helpdesk and ask them to review this for you. At this time I would be pretty confident to say that WAWF is not. You must setup WAWF to show your DODAAC should send transactions to DPAS.

**12. Question: Can a mass update be performed for GFP?**

**Answer:** If you mean, can you assign more than one asset as GFP, unfortunately no. It is done one asset at a time. We are working on getting this function added.

**13. Question:** Will Govt DoDAAC/UIC or Contractor CAGE appear on each GFP record in DPAS?

**Answer:** Yes - you will enter a DoDAAC/CAGE when you build the Contract record. Then identify the Contract that the assets is being transferred/loaned against. This ties the assets to the DoDAAC/CAGE.

**14. Question:** Why is it mandatory for each item recorded in DPAS have a Federal Supply Category (FSC)/National Stock Number (NSN)? Many of the items the SSPO contractor builds are unique consoles/test equipment which transfer from CAP to GFP on follow-on contracts. Must I request a NSN be created for each even though none will ever be available in the Navy supply system?

**Answer:** You can enter a Management Control Number into DPAS. This is basically a locally assigned number, it just happens that the Navy wanted to control the assignment of these numbers to standardize things across the Navy so they require you to request a number from the central support team.

**15. Question:** If the item is less than \$5,000 there is no requirement to have a UII assigned, so why would I assign a UII prior to furnishing to the contractor?

**Answer:** The requirement for UII states that all assets furnished to a contractor be tagged with a UII, regardless of value, if the item falls under the guidance of DoD I 5000.64. In that Instruction, any property furnished a third party (i.e. GFP) requires an accountable record, and that record should contain a UII. In addition, if this GFP is provided to the contractor the UII is a data requirement that the DoD must furnish to the contractor (see FAR 45.201(a)(4)).

**16. Question:** Is there a dollar amount/value of which the contractor would have to replace items that are lost, stolen, or misplaced in their possession?

**Answer:** This is situational. There are assets that will break in normal conditions of use

and there are assets that may get lost. The contract PA and the contractor personnel will work together to resolve these issues. The contract should also be closely reviewed because it must specify the responsible party.

**17. Question:** Who would initiate an audit of the contractor tracking system?

**Answer:** You would start with the PA for the contract. As the PA is the responsible Government entity at the contractor's location you should coordinate any visit with the contract administration office.

**18. Question:** How do you go about tracking GFP that has not been entered into any government APSR?

**Answer:** You have a few options. If the contractor is willing, you can ask them for a listing of everything they have and enter it manually. If they will provide it in an electronic format, DPAS may be able to load it through a migration process. This is usually only used for large numbers of assets. If the contractor will not provide a list (they may not be required to in the contract) you may have to perform an inventory and collect the data.

**19. Question:** How long must a contractor keep financial records of purchases of CAP? If this equipment later becomes GFP on a follow-on contract must this info be retained with the new contract?

**Answer:** I do not know if there are requirements for the contractor to keep the records for CAP. I will research and provide you an answer.

**Answer 2:** Please refer to FAR 4.7 "Contractor Records Retention" for guidance on contractor actions.

**20. Question:** Is/was there a financial module in DPAS that activities could use to interface with STARS (DFAS) and DAAS (MILSTRIPs) to manage all aspects of supply functions (i.e., grant tracking, obligation, receipt, stock inventory, issue from stock, expenditures, etc.?)

**Answer:** There is an interface with STARS in place in DPAS. There is no interface to supply systems (MILSTRIP).

**21. Question:** I have a statement from higher that claims "The system (DPAS) can perform requisitioning functions, schedule maintenance repairs, track maintenance costs, and provide maintenance history." Is this true, and if so, where does that functionality reside?

**Answer:** The legacy system had this functionality. The Web Based system does not have this capability yet. The maintenance functions are being defined and developed in the next year.

**22. Question:** Does the contractor maintain receipt records of property received from the government when the item is to be a component of system to be delivered to the government upon completion.

**Answer:** Yes the contractor should keep the receipt records (see FAR 52.245-1). The government should keep its transfer records also. The contractor should want to keep these records so there is no disagreement about what, when and where assets/material was received.

**23. Question:** In our contracts we are supplying equipment such as laptops, monitors etc for them to do their work. How are these items listed in DPAS?

**Answer:** If the assets are truly GFP, you would use the Loan Cd and set it to Out On Loan to Contractor. I would ask why these items are being supplied to a contractor. They are commercially available and GFP is typically assets that would yield greater economy for the government to supply, or hard to find assets or special equipment. These assets sound like they should not be GFP. If you are providing equipment in your facility and they are just using them versus being made stewards of them, accountable under a contract then this is typically called Use In Place and the items are not GFP accountable under a contract.

**24. Question:** When a contract expires, is the contractor expected to return GFP in equal or better condition compared to when it was received? How is this enforced??

**Answer:** This is a situational issue. The contract may specify some conditions for the return but the contract PA will also use judgment for normal wear and tear.

**25. Question:** If CAP is not entered into DPAS until its returned to the Gov, how do we reconcile to their inventory?

**Answer:** CAP has not yet been delivered to the Government. Until it is delivered to the Government, you will not have anything to reconcile between DPAS and a contractor's inventory records. With GFP, however, you should be able to reconcile records.