



# PROCURE-TO-PAY

## TRAINING SYMPOSIUM 2019

Orlando

# Government Furnished Property

## Attachment: *Foundation of GFP Ecosystem*

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and

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# Policy and Guidance

- Federal Acquisition Regulation (FAR) 52.245-1
- DFARS 252.245-7001 through 7004; 252.211-7007
- **PGI 245.103-72 Government-furnished property attachments to solicitations and awards**
- DoDI 4161.02 – Accountability and Management of Gov’t Contract Property
  - The DoD Components shall:
    - Use electronic transactions when transferring Government property to a contractor and upon return of property to DoD
    - Provide effective and efficient oversight of contractors having custody of Government contract property
    - Require that contractors, as part of the required receipt of any Government property, report to the DoD IUID Registry using WAWF, DLMS transactions
- DoDI 5000.64 – Accountability and Management of DoD Equipment and Other Accountable Property
  - It is DoD policy that ....electronic transactions, will be used to the maximum extent practicable to improve the capability to gather, organize, and assess information on accountable government property

# The GFP Module is a (newish) P1EE Application

Consolidates GFP capabilities into single tool

- Phase 1 – GFP Attachment
  - Launched 2 April 2018
- Phase 2 – GFP Property Transfer
  - Launched 16 July 2018
- Phase 3 – Plant clearance and property loss
  - Starting Fall 2019 though 2020
- Phase 4 – Update items while in contractor custody
  - 2021
- Phase 5 – Integration
  - 2022

# GFP Module – Phase 1 – GFP Attachment

- Established single GFP Attachment management point
- Migrated existing current GFP Attachments from IUID Registry
- Reuses the existing GFP Attachment Excel template including edits and business rules
- Provides workflow for broader stakeholder input
  - Initiator (Creates the GFP Attachment – likely the requiring activity)
  - Reviewer (Reviews, changes, rejects GFP Attachment – likely Material Control Activity, logistics, property officer)
  - Approver (Approves Attachment as ready for Solicitation or Award/mod – 1102s)
- Real time data quality validation
- Auto distribution to EDA; no longer to the IUID Registry
  - Aging report for approved contract GFP Attachments with no matching artifact in EDA

# GFP Module – Phase 1 - Benefits

- Streamline and simplify GFP Attachment creation
  - Common process for development of solicitation and contract attachments
  - Remove conversion process
  - Remove reliance on Adobe
  - Automatic upload to EDA reduces KO burden
- Pre-coordinate GFP provisioning with all stakeholders
- Establish GFP Attachment as source data
  - Pre-populate transactional GFP movements
  - Compare shipments and receipts to Attachment and alert for mismatch
- Exploit the existing Excel and XML (some changes required)
  - Minimize transition disruption
  - Establish standard data exchange format
- Reuse GFP Attachments over the course of the program life cycle (from solicitation, through amendments, award and mods)

# GFP Module – Phase 1 – Planned Improvements

- Improving the GFP Attachment routing options
  - Select the approver by name
  - Select more Reviewers by name, in a DoDAAC
  - Add Reviewer functional areas (Logistics, PMO)
- Increase the number of items that can be accommodated on a GFP Attachment

# The GFP Module

Applications grouped in functional areas; iRAPT renamed WAWF; the Suite renamed PIEE

**Procurement Integrated**  
Enterprise Environment | PIEE 5.12.2

My Account Help

User : Pam Rooney

Last Successful Logon Date: 2018/08/30 07:00  
Last Unsuccessful Logon Attempt: 2018/08/20

Welcome to the Procurement Integrated Enterprise Environment

**Award**

- Solicitation

**Post Award Admin**

- CORT TOOL (COR Tracking Tool)
- CCM (Contracting Communication Module)
- CDR (Contract Deficiency Reports)
- EDA (Electronic Document Access)
- PCM (Purpose Code Management)

**Payment**

- WAWF (Wide Area Workflow)
- myInvoice

**Property Management**

- GFP (Government Furnished Property)
- IUID (IUID Registry)

**Other**

- MRS (Management Reporting System)
- WBT (Web Based Training)

# GFP Attachment Ground Rules

- Formalizes the “deal” of what property will be provided to the contractor
- Authorizes contractors to have custody of government property
- Indicates which items are serially managed versus non-serially managed for contractor reporting under DFARS 252.211-7007
- Required by DFARS PGI 245.103-72
  - Link in the PGI directs to GFP Module Attachment creation information

# GFP Attachment Changes ONLY when the Deal Changes

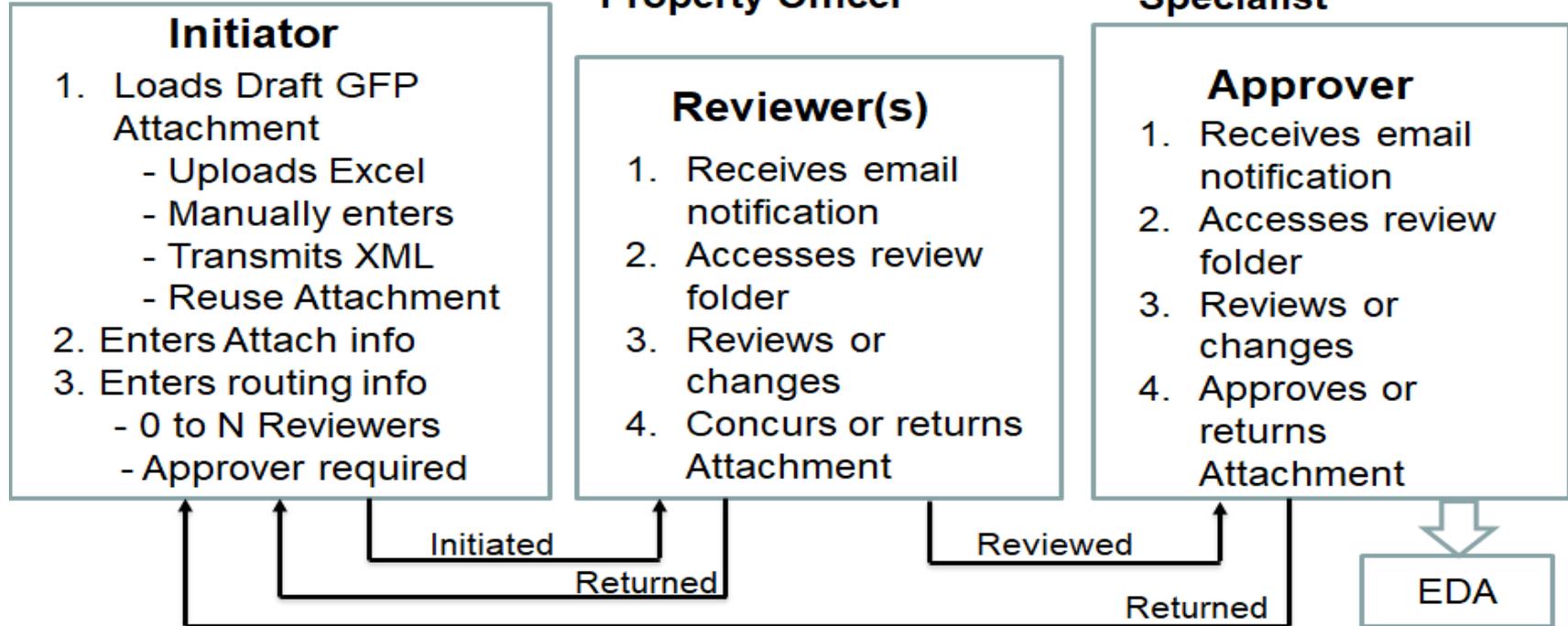
- If GFP is to be added to a contract:
  - A modification is required
  - The additional GFP is added to the existing GFP Attachment creating a “conformed” version
- If previously planned GFP will no longer be provided:
  - A modification is required
  - GFP item is removed from GFP Attachment
- The GFP Attachment is NOT a real-time, living document of contractor on-hand
  - It is the “PLAN” that establishes authorization
  - Items returned after use do not need to be removed from the Attachment

# GFP Attachment Workflow and Suggested Organizations

**Requiring Activity, PMO**

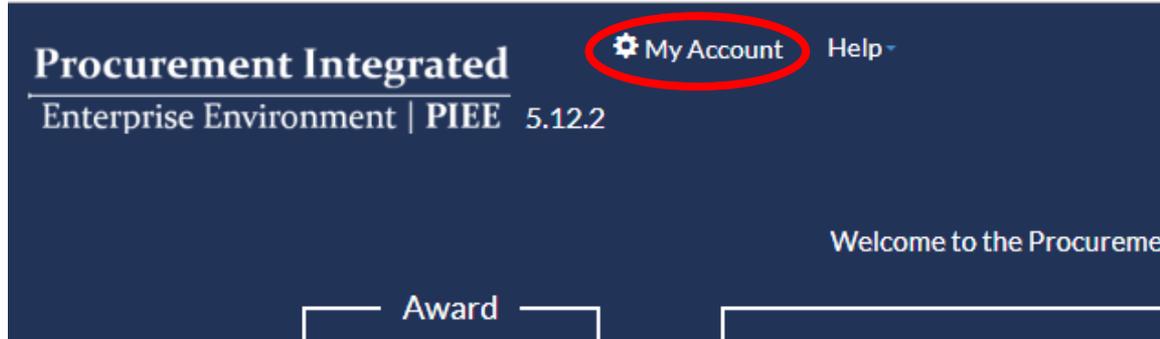
**Logistics, Management Control Activity (MCA), Property Officer**

**Contracting Officer, ACO, Contract Specialist**



# Register for GFP Module Access

- Self-register for requested role on the WAWF home page (after log in)\*:

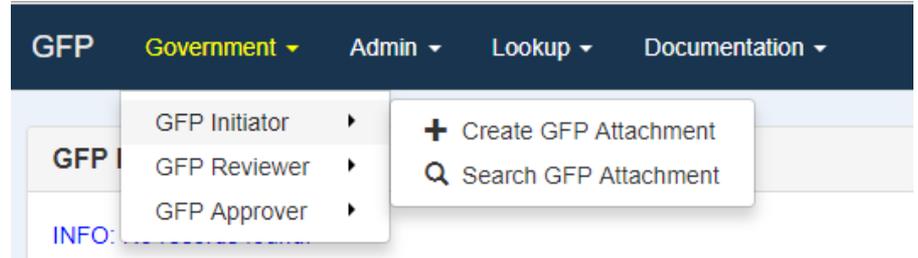


\*If this is the first WAWF role, go to [wawf.eb.mil](https://dodprocurementtoolbox.com/cms/sites/default/files/resources/2018-03/Register%20for%20GFP%20Module%20Roles_0.pdf) and select “Register”. See [https://dodprocurementtoolbox.com/cms/sites/default/files/resources/2018-03/Register%20for%20GFP%20Module%20Roles\\_0.pdf](https://dodprocurementtoolbox.com/cms/sites/default/files/resources/2018-03/Register%20for%20GFP%20Module%20Roles_0.pdf) for step-wise instructions

# User Actions

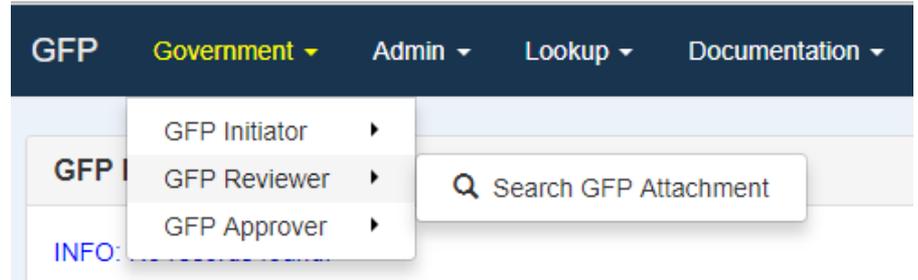
- Initiator and Approver can:

- Create Attachment
- Search for Attachment



- Reviewer can:

- Search for Attachment



# Search and Action Folders

- **View Only** – All Approved Attachments with EDA match
- **Saved Folder** – Attachments that were worked on and saved within the role in the DoDAAC
- **History Folder** – Attachments that have been worked on and moved forward or backward in the workflow; actions completed
- **Returned Folder** – Attachments that have been returned to the Initiator by a Reviewer or Approver
- **Review/Approval Folder** – Attachments that are awaiting action within the DoDAAC

# Initiate the Attachment

- Initiation methods
  - Manual web entry (small number of items)
  - Download, populate, and upload Excel
    - Similar to previous version, but cannot reuse
      - No SN or Ull fields on Serially Managed tab
      - Version 2.0 and Version 2.1
  - Reuse an existing GFP Module Attachment
    - Especially helpful for contract mods, follow-on contracts, and awards from solicitations
  - IT system transmits XML
    - *Many thanks to Military Sealift Command for their efforts to implement this method!*



# Initiator Defines Routing

GFP Government Lookup Documentation

### GFP Initiator - Create GFP Attachment - Manual Data Entry

**Routing Information**

GFP Initiator Location Code \*

GFP Approver Location Code \*

[+ Add GFP Reviewer\(s\)](#)

**GFP Reviewers**

Review Order	Location Code	Office Name	Reviewer Name	Action
1	S0512A	DCMA LOS ANGELES	Pam Rooney	<a href="#">✕ Remove</a> <a href="#">⬇ Move Down</a>
2	M67004	TRAFFIC MANAGEMENT OFFICE		<a href="#">✕ Remove</a> <a href="#">⬆ Move Up</a>

Initiator, Approver required  
Reviewer(s) optional

# Initiator Defines Contract Info

## GFP Initiator - Create GFP Attachment

Header   Serially Managed Items   Non-Serially Managed Items   Requisitioned Items   Routing   Document History

### GFP Attachment Information

Attachment Description \*\*

Contract Award

Contract Award

Contract Modification

Solicitation

Solicitation Amendment

Attachment Number \*

3

Attachment Date \*

2019-04-10

Pre-stage? (Contract Number Unknown)

No

### Contract Information

Contract Number Type \*

DoD Contract (FAR)

Contract Number \*\*

Contract Order Number

Program Title

If you don't know the contract number, pre-stage=Yes and Program Title is required

Comments

# Initiator Enters GFP Item Data – Serially Managed, Non-serially Managed, and Requisitionable Items

GFP Government - Lookup - Documentation -

### Add Serially Managed Item

<b>Line Number</b> 1240	<b>Item Name *</b> Tank, M1A1	<b>Item Description *</b> Heavy duty tracked tank with specialized armor		
<b>National Stock Number †</b>	<b>Manufacturer CAGE †</b> 0LFY7	<b>AND</b>	<b>Part Number †</b> 56-28A1	<b>Model Number †</b>
<b>Quantity *</b> 10	<b>Unit of Measure *</b> el	<b>Unit of Acquisition Cost</b> 475000	<b>Use As Is *</b> false	
<b>Delivery Date</b>	Each Each Per Month Eight-Pack Electron Volt Electronic Mail Boxes	<b>Delivery Unit</b> Months	<b>AND</b>	<b>Delivery Event</b> Award Date
<b>Notes</b>				

\* - Required, † - At Least One

Save/Clone Save/Clear Save/Close Cancel

# Initiator “Creates” the GFP Attachment

**GFP Initiator - Create GFP Attachment**

Header   Routing   Serially Managed Items   Non-Serially Managed Items   Requisitioned Items   Document History

**GFP Attachment Information**

Attachment Description \*\*   Attachment Number \*   Attachment Date \*

Contract Modification   11   2018-02-06

**Contract Information**

Contract Number Type \*   Contract Number \*\*   Contract Order Number   Modification Number

DoD Contract (FAR)   M6700418D0206   M6700418F0026   P00007

Program Title

Comments

Create   Save   Purge   Previous   Download PDF   Download Excel

# Reviewer Actions

Retrieve pending Attachment from Review Folder; review and change if needed, click “Review”

## GFP Reviewer - Review Folder - Search Results

Show 10 entries

Previous 1 Next

Attachment Desc.	Pre-stage ID	Contract / Solicitation No.	Contract Order No.	Modification / Amendment No.	Attachment No.	Attachment Date	GFP Reviewer DoDAAC	Action
<input type="text" value="Search Attachment Desc."/>	<input type="text" value="Search Pre-stage ID"/>	<input type="text" value="Search Contract / Solicitation No."/>	<input type="text" value="Search Contract Order No."/>	<input type="text" value="Search Modification / Amendment No."/>	<input type="text" value="Search Attachment No."/>	<input type="text" value="Search Attachment Date"/>	<input type="text" value="Search GFP Reviewer DoDAAC"/>	
Contract Award	1000004	SUK12A18D1072			1	2018-02-06	S0512A	<a href="#">Open</a>
Contract Modification		M6700418D0206	M6700418F0026	P00007	11	2018-02-06	S0512A	<a href="#">Open</a>
Solicitation		W911S118D1070		1040	1	2018-02-06	S0512A	<a href="#">Open</a>
Solicitation		W911S118D1071		1040	1	2018-02-06	S0512A	<a href="#">Open</a>

Showing 1 to 4 of 4 entries

Previous 1 Next

# Approver Actions

Select Pending Attachment from Approval Folder. View all Attachments inbound to the Approval DoDAAC. If necessary, modify routing to expedite review/approval process.

## GFP Approver - Approval Folder - Search Results

Show  entries

Previous **1** Next

Attachment Desc. 	Pre-stage ID 	Contract / Solicitation No. 	Contract Order No. 	Modification / Amendment No. 	Attachment No. 	Attachment Date 	GFP Approver DoDAAC 	Action
<input type="text" value="Search Attachme"/>	<input type="text" value="Search Pre-si"/>	<input type="text" value="Search Contract / So"/>	<input type="text" value="Search Contract C"/>	<input type="text" value="Search Modification / #"/>	<input type="text" value="Search Attachme"/>	<input type="text" value="Search Attachme"/>	<input type="text" value="Search GFP Appr"/>	
Contract Award		M6700415C001B			12	2018-02-07	M67854	<a href="#">View</a> <a href="#">Change Routing</a>
Contract Modification		M6700418D0206	M6700418F0026	P00007	11	2018-02-06	M67854	<a href="#">Open</a> <a href="#">Change Routing</a>

# Approver Actions

Review, make any changes, and click “Approve” to Approve the GFP Attachment

Header   Routing   **Serially Managed Items**   Non-Serially Managed Items   Requisitioned Items   Document History

[+ Add Serially Managed Item](#)   [Check All Items on Page](#)   [Uncheck All Items on Page](#)   [Edit Selected](#)   [Delete Selected](#)

Selected	Line Number	Item Name	Item Description	National Stock Number	Manufacturer CAGE	Part Number	Model Number	Quantity	Unit of Measure	Unit Acquisition Cost	Use As Is	Delivery Date	Duration	Time Unit	Delivery Event
<input type="checkbox"/>	1240	Tank, M1A1	Heavy duty tracked tank with specialized armor		0LFY7	56-28A1		10	Each	475000	false		6	Months	Award Date
<input type="checkbox"/>	1241	Truck, heavy duty	6 passenger configurable truck	4565676787898				12	Each	55000	false	2018-12-25			
<input type="checkbox"/>	1242	Tank Engine	Heavy duty, 8 cylinder, GE engine	2435003498745			T700-1	10	Each		false				

[Save](#)   **[Approve](#)**   [Return](#)   [Previous](#)   [Download PDF](#)   [Download Excel](#)

# Approved GFP Attachment

- When the Approve button is clicked for Contract Award or Mod, the system checks EDA to see if the Contract/Order/Mod is there
- If the matching contract/order/mod is not found in EDA:
  - GFP Module status is “Approved – Not in EDA”
  - A nightly process runs looking for the corresponding entry in EDA
    - When found, Attachment uploaded and status changed to Approved
    - The unmodifiable PDF is uploaded
  - An “Aging” report is available that captures the amount of time an Attachment has been waiting for the corresponding EDA entry

# Approved GFP Attachment in EDA

- When the Approve button is clicked for Contract Award or Mod, if the matching artifact is in EDA
  - The status becomes “Approved”
  - The GFP Attachment is updated with the effective date of the contract action and the prime CAGE
  - Over night, the GFP Attachment will be uploaded to the contract/order/mod EDA Attachment type of “Government Furnished Property Attachment”

Department of Defense  
Electronic Document Access  
UNCLASSIFIED - For Official Use Only

Upload Contract Attachment

Document Selection > Contracts Search > Query > Query Results > Attachments

Contract Number [FA855318P0006](#) Displaying Page 1 of 1 @ 500 Records per page.  
2 records returned (1 to 2 shown)

Click on the Attachment Type to view the file

Attachment Type	Description	Issue Date	Load Date	Loaded By
<a href="#">Government Furnished Property Attachment (10K)</a>	GFP Attachment	20180404	20180426	<a href="#">Automated Attachments</a>
<a href="#">Signature Page (132K)</a>	Signed Front Page	20180404	20180405	<a href="#">Marcus R Green</a>

[Return to Contract List](#)

Contract Details:  
DO/TO  
ACO Mod  
PCO Mod  
Signature Date 20180404  
Obligated Amount 394258.85  
Admin DoDAAC S1504A  
Issue DoDAAC FA8553  
Pay DoDAAC HQ0337  
CAGE Code 63005  
D-U-N-S Number  
Load Date 20180405

# Unmodifiable GFP Attachment Uploaded to EDA

## GFP Attachment

Status: Initiated and Approved via Web

### GFP Attachment Information:

Attachment Description	Attachment Number	Attachment Date
Contract Award	4	2018-07-09

### Contract Information:

Contract Number Type	Contract Number	Contact Order Number
DoD Contract (FAR)	M6700415C001B	
Contract CAGE Code	Contract Effective Date	
03538	2016-06-07	

### Program Title

M1A1 Tank repair

### Comments

### Serialized Item(s):

Serialized Item - Line Number: 1					
Item Name	Item Description	NSN	CAGE Code	Part Number	Model Number
Tank, tracked	M1A2 with special features		0LFY7	14-6457-33	
Quantity	Unit Of Measure	Unit Acquisition Cost	Use As-Is		
10	Each	475000	false		
Delivery Date	Duration	Time Unit	Delivery Event		
Notes					
Serialized Item - Line Number: 2					
Item Name	Item Description	NSN	CAGE Code	Part Number	Model Number
Tank tracks	Heavy duty tracks for M1A2 tank	456501674563 2			
Quantity	Unit Of Measure	Unit Acquisition Cost	Use As-Is		
20	Each	14500	false		
Delivery Date	Duration	Time Unit	Delivery Event		
	6	Months	Award Date		
Notes					
Local number 4565AA1122334; will arrive new in box					

# GFP Resources

- DoD Procurement Toolbox  
([www.dodprocurementtoolbox.com](http://www.dodprocurementtoolbox.com))
  - GFP Module Transition information
  - General GFP Information
  - Sign up for updates and ask questions (“Contact Us”)

## GFP Resources

Information regarding the DoD GFP processing and tracking environment.

Name	Date	
CDRL for reporting Government Inventory	Current Version	<a href="#">View &gt;&gt;</a>
Data Item Description DI-ILSS-80727 - Government Furnished Material by National Stock Number	Current Version	<a href="#">View &gt;&gt;</a>
GFP Module Reports Provides guidance on access to and content of GFP Module reports	3/2019	<a href="#">View &gt;&gt;</a>
GFP Operating Guide - SOP – describes the overall DoD GFP ecosystem including process and data flows	10/2018	<a href="#">View &gt;&gt;</a>
Reporting Government Furnished Property: Vendor Guide – describes vendor GFP reporting processes and methods in accordance with DFARS 252.211-7007.	7/2018	<a href="#">View &gt;&gt;</a>
Register for GFP Module Roles Provides guidance on registering for GFP Attachment and Property Transfer roles for both government and contractor users	6/2018	<a href="#">View &gt;&gt;</a>

# GFP Module Training Slides and Recorded Sessions

## Government Furnished Property (GFP)

- Policy
- Attachment Information
- GFP Module Transition
- Resources
- Training
- FAQs

Training available on  
the DoD Procurement  
Toolbox

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

## GFP Training General GFP Topics

Name	Date	
GFP Property Transfer for Contractors Describes the contractor roles, processes, and procedures to ship, receipt, and view GFP	4/2019	<a href="#">View &gt;&gt;</a>
GFP Module Attachment Training This training describes the workflow concepts and execution steps to create, review, and approve GFP Attachments in the GFP Module.	2/2019	<a href="#">View &gt;&gt;</a>
GFP Property Transfer for DoD Describes the DoD roles, process, and procedures to ship, receipt, and view GFP	2/2019	<a href="#">View &gt;&gt;</a>
GFP Module Training for DCMA	2/2019	<a href="#">View &gt;&gt;</a>
GFP Process Training Provides overview of the end-to-end GFP Process including policy, GFP Attachment, GFP Receipt and Reconciliation. Information systems and DoD and Contractor roles and responsibilities are addressed.	10/2018	<a href="#">View &gt;&gt;</a>
GFP Module Property Transfer Training This training describes the Contractor and Government actions to report property transfer in the GFP Module. This capability replaced the iRAPT property transfer functionality in July 2018.	9/2018	<a href="#">View &gt;&gt;</a>
Contractor Acquired Property Training Provides background related to CAP and describes the treatment of CAP in various contract types and scenarios	3/2018	<a href="#">View &gt;&gt;</a>

