MEMORANDUM FOR COMMANDER, UNITED STATES SPECIAL OPERATIONS
COMMAND (ATTN: ACQUISITION EXECUTIVE)
COMMANDER, UNITED STATES TRANSPORTATION
COMMAND (ATTN: ACQUISITION EXECUTIVE)
ASSISTANT SECRETARY OF DEFENSE, LOGISTICS AND
MATERIEL READINESS
DEPUTY ASSISTANT SECRETARY OF THE ARMY
(PROCUREMENT)
DEPUTY ASSISTANT SECRETARY OF THE NAVY
(AQCUISITION AND PROCUREMENT)
DEPUTY ASSISTANT SECRETARY OF THE AIR FORCE
(CONTRACTING)
DIRECTORS OF THE DEFENSE AGENCIES
DIRECTORS OF THE DOD FIELD ACTIVITIES

SUBJECT: Implementation of Government-Furnished Property Attachments to Solicitations and Awards

The Defense Federal Acquisition Regulation Supplement (DFARS) Procedures, Guidance, and Information (PGI) 245.201-71 titled “Government Furnished Property attachments to solicitations and awards” requires all Department of Defense (DoD) Components to begin identifying Government-Furnished Property (GFP) information using a specific format. This memorandum provides guidance for implementation of the PGI 245.201-71 and introduces electronic formats for the two GFP attachments at PGI 245.201-71 which shall be used by all DoD Components and contractors to provide the required GFP data.

With the implementation of the provision, DoD embarks upon its initial phase to effectively report GFP as data. Tracking GFP, from the identification of reimbursable and non-reimbursable items to contractor access of such items, will significantly enhance the visibility of GFP across the DoD.

To begin the collection of the requirements, a GFP data schema, Version 1.0, has been established by the Defense Procurement and Acquisition Policy (DPAP) office. In addition, machine readable, fillable Adobe portable document formats (PDFs) have been developed for each of the GFP attachments. Contracting Officers will use these electronic formats to capture required GFP information as an attachment to contracts generated by both existing and future Contract Writing Systems (CWS). Using the schema and the PDFs, components’ business systems handling GFP data will be able to electronically send or receive the required GFP data. The GFP data schema, the PDFs [Requisitioned Government-Furnished Property (RGFP) and Scheduled Government Furnished Property (SGFP)] can be viewed and downloaded from the DPAP website at the following:
Use of the PDFs enables:

- Capture of data over time
- Reuse of the Procurement Data Standard’s elements, enhancing DoD clause to data initiative
- Requires no change to legacy CWSs
- Enables capture of data throughout the process

Components shall incorporate the schema and the PDFs into their CWSs and other business systems handling GFP data. Contracting Officers shall download the PDFs and include the formats in each appropriate solicitation (e.g. when the resulting contract will include GFP) and as attachments when posting contracts to Electronic Document Access. In solicitations, Contracting Officers shall require contractors to respond using these formats.

The GFP process flow from the solicitation stage to the storage and retrieval of GFP data from the database is attached. These procedures will be published in a PGI case within ninety days of the signature of this memorandum. When fully implemented, these changes will improve GFP data visibility and the integrity and enforcement of the GFP process.

Questions and comments on the contents of this memorandum may be directed to my lead for this effort, David Guinasso, david.guinasso@osd.mil or 703-588-0754.

Richard Ginnan
Director, Defense Procurement
and Acquisition Policy

Attachment:
As stated
ATTACHMENT 1

GOVERNMENT-FURNISHED PROPERTY
ATTACHMENT PROCESS FLOW

When the resulting contract will include Government-Furnished Property, Contracting Officers shall download, from the DPAP website and include in all solicitations, the PDF versions of the Requisitioned Government-Furnished Property (RGFP) and Scheduled Government-Furnished Property (SGFP).

1. GOVERNMENT-SPECIFIED GFP TERMS. When the Government specifies the terms of the GFP, the Contracting Officer shall:

   a) Complete the Attachment Number, Contract Number (or Enterprise Identifier Number), Year, Procurement Instruction Code, Serialized Identifier, Order Number and Non-DoD Number data elements on each attachment.

   b) Send each attachment electronically to the contractor.

   i. Requisitioned Government-Furnished Property (RGFP): Advise the contractor to complete the remaining sections of the RGFP to include the following:

      | If Non-Reimbursable: | If Reimbursable: |
      |----------------------|------------------|
      | Item#                | Item#            |
      | Description          | Description      |
      | CAGE Code            | $ Limit Authorized|
      | Marking Instrument   | Marking Instrument|
      | NSN                 | NSN              |
      | Nomen               | Nomen            |
      | Part or Indent#      | Part or Indent#  |
      | Quantity             | Quantity         |
      | Type Designator      | Use As Is        |
      | Unit Acquisition Cost|                 |
      | Unit of Measure      |                 |
      | Use As Is            |                 |

   ii. Scheduled Government-Furnished Property (SGFP): Advise the contractor to complete the remaining data elements of the SGFP to include the following:

      | If Serialized Items List: | If Non-Serialized Items List: |
      |---------------------------|-------------------------------|
      |                           |                               |
Item#  Description  Item#  Description
CAGE  CAGE
Marking Instrument  Marking Instrument
Model#  Model#
NSN  NSN
Nomen  Nomen
Part#  Part#
Part or Indent#  Part or Indent#
Quantity  Quantity
Serial#  Type Designator
Type Designator  Unit Acquisition Cost
Unique Item#  Unit of Measure
Unit Acquisition Cost  Use As Is
Unit of Measure
Use As Is

c) Advise the contractor to return an electronic copy of both attachments to the Government.

1) The completed RGFP shall be returned at time of the contract award.

2) The completed SGFP shall be returned at the time of the contract award or at the time of delivery of the GFP.

2. UPLOADING RGFP AND SGFP FORMS. When the completed attachments are returned at the time of the contract award, the Contracting Officer shall:

a) Upload a paper copy of the attachments to Electronic Document Access (EDA) or

b) Upload the electronic copy of the attachments to EDA to the “Attachment Folder”