



DEPARTMENT OF THE NAVY  
OFFICE OF THE ASSISTANT SECRETARY  
RESEARCH, DEVELOPMENT AND ACQUISITION  
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APR 30 2012

MEMORANDUM FOR DISTRIBUTION

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

The attached Director of Defense Procurement and Acquisition Policy (DPAP) memorandum provides guidance for implementing the Defense Federal Acquisition Regulation Supplement Procedures, Guidance, and Information (PGI) 245.201-71 and introduces electronic formats for the two Government-Furnished Property (GFP) attachments [Requisitioned Government-Furnished Property (RGFP) and Scheduled Government-Furnished Property (SGFP)] to be used by all Department of Defense Components and contractors for the required GFP data.

The GFP attachments are machine readable and fillable Adobe portable document formats that the Contracting Officers will use to capture required GFP information as an attachment to contracts generated by both existing and future Contract Writing Systems. Further details and guidance are provided in the DPAP memo and its attachment.

My point of contact is Molli Thacker at [marlene.thacker@navy.mil](mailto:marlene.thacker@navy.mil) or 703-693-2939.

  
Althea H. Coetzee  
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Attachment: As stated

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ACQUISITION,  
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## OFFICE OF THE UNDER SECRETARY OF DEFENSE

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WASHINGTON, DC 20301-3000

APR 11 2012

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  
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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:

RGFP:

<http://www.acq.osd.mil/dpap/pdi/pc/docs/RequisitionedGovernmentFurnishedPropertyFORM.pdf>

SGFP:

<http://www.acq.osd.mil/dpap/pdi/pc/docs/ScheduledGovernmentFurnishedPropertyFORM.pdf>

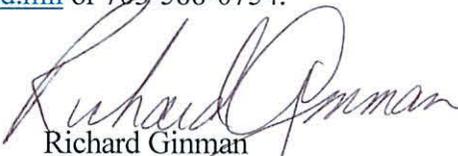
Use of the PDFs enables:

- 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](mailto:david.guinasso@osd.mil) or 703-588-0754.

  
Richard Ginman  
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:**

Item#  
Description  
CAGE Code  
Marking Instrument  
NSN  
Nomen  
Part or Indent#  
Quantity  
Type Designator  
Unit Acquisition Cost  
Unit of Measure  
Use As Is

**If Reimbursable:**

Item#  
Description  
\$ Limit Authorized  
Marking Instrument  
NSN  
Nomen  
Part or Indent#  
Quantity  
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  
CAGE  
Marking Instrument  
Model#  
NSN  
Nomen  
Part#  
Part or Indent#  
Quantity  
Serial#  
Type Designator  
Unique Item#  
Unit Acquisition Cost  
Unit of Measure  
Use As Is

Item#  
Description  
CAGE  
Marking Instrument  
Model#  
NSN  
Nomen  
Part#  
Part or Indent#  
Quantity  
Type Designator  
Unit Acquisition Cost  
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"