



DEPARTMENT OF THE AIR FORCE

HEADQUARTERS AIR FORCE MATERIEL COMMAND
WRIGHT-PATTERSON AIR FORCE BASE OHIO

AFI23-119_AFMCSUP_AFMCGM2016-01

4 November 2016

MEMORANDUM FOR AFMC CENTERS

FROM: HQ AFMC/A4
4375 Chidlaw Road, Room A-135
Wright-Patterson AFB, OH 45433-5006

SUBJECT: AFMC Guidance Memorandum for the Government Furnished Equipment (GFE) – Loan Process

RELEASABILITY: There are no releasability restrictions on this publication.

1. By Order of the Commander, Air Force Materiel Command, this AFMC Guidance Memorandum immediately implements GFE Loan Process requirements. Compliance with this memorandum is mandatory. To the extent its direction is inconsistent with other AFMC publications, the information herein prevails IAW AFI 33-360, *Publications and Forms Management*.
2. The attachment establishes AFMC GFE Loan Process guidance. It applies to the HQ AFMC staff, and all six AFMC Centers. This memorandum does not apply to the Air National Guard or Air Force Reserve.
3. Requests for waivers must be submitted through chain of command to the appropriate Tier waiver approval authority, or alternately, to the Publication OPR (HQ AFMC/A4RM) for non-tiered compliance items. Ensure all records created as a result of processes prescribed in this memorandum are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS).
4. This memorandum becomes void after one-year has elapsed from the date of this memorandum, or upon release of an AF publication incorporating the guidance, whichever is earlier.

DONALD E. KIRKLAND
Brigadier General, USAF
Director of Logistics, Civil Engineering and Force
Protection

GFE Loan Process

1. Program Objective.

1.1. This GM provides guidance for GFE loans managed by AFMC Centers. Foreign Military Sales (FMS) loans are not covered here. For leasing USAF non-excess personal property, refer to AFI 64-103; GFP loans are for the benefit of the government and must be returned in same condition. CRADA and EPA's are part of the loan process for RDT&E. All GFP loans are processed through the AFSC Loan Control Officer (LCO). **Note:** This GM is only applicable to GFE.

2. Responsibilities.

2.1. HQ AFMC A4R will:

2.1.6. Equipment items stays on the units AFEMS account for the duration of the loan.

2.1.7 Logistics Readiness Squadrons (LRS) will ensure the EAE reviews Base Contracted loans that are due back within 30 calendar days in accordance with AFMAN 23-122.

2.1.9 Ensure all GFE vehicle requests are submitted to the AF Vehicle Management Authority at the 441st Vehicle Support Chain Operations Squadron for approval.

2.1.10 Participate in the monthly HAF GFE call and coordinate Center participation. In addition send data call requests as required to ensure adequate updates are provided to HAF.

3. Air Force Materiel Command Centers will:

3.1.1. Designate Loan Control Monitor (LCM). Each center will have a representative to manage, and maintain oversight of all GFE loans records to assist getting information to the LCO. Designate LCM in writing and provide to HQ AFMC/A4RM.

3.1.2. The AFSC and AFLCMC/HNC LCO will reconcile folders with Stock Control System (SCS) monthly. AFSC/LG will reconcile AFEMS with SCS. AFSC/LG will generate a reconciliation report and provide copies to all LCOs and HQ AFMC/A4RM.

3.1.2.1 AFSC/LG must maintain signed report.

3.1.2.2 Report will have adjustments, variations and corrections.

3.1.2.3. Serve as the focal point for AF loans and act as liaison between the requestor and the IM for non-stock listed part numbers for AFRL, AFTC, and AFIMSC and participate in IPTs as required.

3.2. LCO Responsibilities: Serve as the focal point for AF loans. And serve as liaison between the requestor and the item manager (IM) or representative for non-stock listed part numbers, and participate in IPTs as required. LCOs will also coordinate with each other on loans effecting more than on center.

3.2.1. Review all loan requests and return the response to the requesting activity within 15 working days.

3.2.2. Assist in supportability analysis, if requested by Program Office or customer.

3.2.3. LCO will establish a Management Control Activity (MCA) and ensure transaction compliance on all loan requisitions.

3.2.4. Maintain a loan documentation folder for each loan. The folder will include, as a minimum:

3.2.4.1. The front page of the signed contract and/or contract modification (i.e., SF 30, SF 1449, DD Form 1155),

3.2.4.2. The [GFP attachment](#) (DFARS PGI 245.103-72),

3.2.4.3. All request forms, including extensions, special item documentation when applicable (i.e., SF 153, DD 254).

3.2.4.4. Disposition instructions, LOSS or disposal documentation i.e. scrap certificate (if applicable), and

3.2.4.5. Shipment/receipt documentation and return documentation.

3.2.5. Coordinate loan requests with the major command (MAJCOM) Command Equipment Management Office (CEMO) when GFE is provided by a MAJCOM.

3.2.6. Assist customers with required codes and rejects in the requisitioning/ordering process.

3.2.7. Validate and maintain a clear audit trail of loans and ensure loan balances, requests, and folders match for audit compliance.

3.2.8. Coordinate asset disposition instructions with the IM/LCM and PM/requesting activity until completion.

3.2.9. Provide loan reports to higher headquarters when requested.

3.2.10. Review and identify all loans coming due with the Program Manager/requesting activity for follow-up and action, as necessary.

3.3. The AFSC Part Number Cell will:

3.3.1. Perform all LCO related duties in the above paragraphs 3.2 for non-stock listed part number loans.

3.3.2. Stock list any part number with reoccurring demand IAW AFMCMAN 23-3, *Cataloging and Standardization*.

3.3.3. Collect GFE attachments for accountability.

3.4 The IM (or Part Number Cell) will:

3.4.1. Assist in the supportability analysis, if requested.

3.4.2. Complete the Availability Analysis within 10 working days of receipt of request.

3.4.3. Approve or disapprove loan final commitment requests within 10 working days of receipt of request.

3.4.4. Provide loan disposition instructions upon request.

4. Requesting Activities will:

4.1.1. Submit loan requests for GFE support to AFMC Government Furnished Property directly on AFSC SharePoint <https://cs4.eis.afmc.af.mil/sites/2080/default.aspx> to include AFMC Form 8. *GFM/Loan/Lease Availability/Supportability Request/Acquisition Assessment*.

5. Government Furnished Equipment (GFE) Provided By a MAJCOM

5.4.1.3 AFSC LCO will process exception to ensure asset is shipped from the base Materiel Management Activity account.

5.5.1. The AFSC LCO in coordination with the IM will provide disposition instructions to the PM Disposition IPT (requesting activity) instructing shipment of asset back to the MAJCOM provided DODAAC or disposal action.

5.5.1.1. The MAJCOM requesting return of the equipment will provide the document number for the disposition Instruction. The base will process the receipt as normal and the MAJCOM shall provide receipt documentation to the AFSC LCO to clear the loan accountability in the applicable system.

6. Loan Criteria.

6.1.2. The equipment will be returned (normal wear and tear) and/or contractor should bring the asset back to a condition acceptable to the Government unless approved by the IM (or equivalent at AFRL and AFTC).

6.1.5. The requesting activity contractor must be on a contract or Partnerships Agreement such as EPA and CRADAs. Reference AFI 61- 302, *Cooperative Research and Development Agreements* for more information.

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFI 23-119, *Exchange, Sale, or Temporary Custody of Nonexcess Personal Property*, 5 June 2001

AFI 61- 302, *Cooperative Research and Development Agreements*, 30 May 2001.

AFMCMAN 23-3, *Cataloging and Standardization*. 14 Sep 2010.

DLM 4000.25, *Defense Logistics Management System (DLMS)*, 5 June 2012

DoDM 4140.01, *DoD Supply Chain Materiel Management Procedures*, 10 February 2014.

SAF/AQX/AQC, HAF/A4L *Process Guide For Accountability of Government Furnished Equipment (GFE)*

<https://www.my.af.mil/gcssaf/USAF/ep/globalTab.do?channelPageId=s6925EC1332D20FB5E044080020E329A9>

Adopted Forms

AFMC Form 8. *GFM/Loan/Lease Availability/Supportability Request/Acquisition Assessment*.

Department of Defense Form 1155, *Order for Supplies or Services*.

Standard Form 26, *Award/Contract*.

Standard Form 30, *Amendment of Solicitation/Modification of Contract*.

Standard Form 1449, *Solicitation/Contract/Order for Commercial Items*.

Standard Form 1447, *Solicitation/Contract*.

Terms

Equipment - A tangible item that is functionally complete for its intended purpose, durable, nonexpendable, and needed for the performance of a contract. Equipment is not intended for sale, and does not ordinarily lose its identity or become a component part of another article when put into use.

Government Property - means all property owned or leased by the Government. Government property includes both Government-furnished property and contractor-acquired property. Government property includes material, equipment, special tooling, and special test equipment, and real property. Government property does not include intellectual property and software. FAR 45.

Loan Control Officer - A designated individual to execute, manage, and maintain oversight of all GFE loans.

Material - Property that may be consumed or expended during the performance of a contract, component parts of a higher assembly, or items that lose their individual identity through incorporation into an end-item. Material does not include equipment, special tooling, and special test equipment or real property.

Management Control Activities (MCA) - Establish control over all requisitions submitted to the DoD wholesale supply system by contractors and by DoD Component activities when such DoD Component activity requisitions indicate shipment to a contractor DODM 4140.01V9.