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SECRETARY OF THE AIR FORCE**

**DEPARTMENT OF THE AIR FORCE
MANUAL 23-119**



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Materiel Management

**GOVERNMENT FURNISHED
PROPERTY**

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This manual implements Air Force Policy Directive (AFPD) 23-1, *Supply Chain Materiel Management*, and works in conjunction with Department of Defense Manual (DoDM) 4140.01, *DoD Supply Chain Materiel Management Procedures* and Department of Defense Instruction (DoDI) 5000.64, *Accountability and Management of DoD Equipment And Other Accountable Property*. It provides guidance and procedures for furnishing government property to non-government entities. This manual applies to agreements to provide government furnished property (GFP) under a Federal Acquisition Regulation (FAR) government contract, grant, cooperative agreement or cooperative research and development agreement. This publication applies to all civilian employees and uniformed members of the Regular Air Force, Air Force Reserve, and Air National Guard and the United States Space Force (USSF) and those who are contractually obligated to comply with Department of the Air Force publications. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate functional chain of command. This publication may be supplemented at the major command (MAJCOM)/field command (FLDCOM) levels, but all supplements that directly implement this publication must be routed to the OPR for coordination prior to certification and approval. The authorities to waive wing/unit level requirements in this publication are identified with a Tier (“T-0, T-1, T-2, T-3”) number following the compliance statement. See Department of the Air Force (DAF) Instruction (DAFI) 33-360, *Publications and Forms Management*, for a description of the authorities associated with the Tier numbers. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the requestor’s commander for non-tiered compliance items. Ensure all records generated as a

result of processes prescribed in this publication adhere to Air Force Instruction 33-322, *Records Management and Information Governance Program*, and are disposed in accordance with the Air Force Records Disposition Schedule, which is located in the Air Force Records information management system (IMS). The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force. Compliance with the attachments in this publication is mandatory.

SUMMARY OF CHANGES

Major changes include a distinct program for supplying government property to non-federal activities; guidance and procedures for making replenishment spare parts available to domestic business concerns for design replication or modification; materiel management responsibilities and procedures for providing property to programs implemented by Scientific Research and Development (61 series) and Contracting (64 series) publications; materiel management responsibilities for implementing leases to friendly foreign governments; and guidance for the management and accountability of GFP, to include integration labs, bench mock-ups, and simulators owned by the Department of the Air Force. Notify Air Force Logistics, Engineering and Force Protection, Logistics Readiness Division (AF/A4LR) of guidance conflicts between this manual and any other DoD, Air Force guidance or Technical Orders (TO). Pending case resolution, DoD directives or TOs will take precedence. Information that is collected from other DoD components or federal agencies must be approved by DoD and licensed with a report control symbol.

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Chapter 1

GUIDING PRINCIPLES

Section 1A—General Instruction Information

1.1. Overview, Purpose, and Scope.

1.1.1. Overview. This publication establishes Department of the Air Force (DAF) guidance for managing, providing, and accounting for GFP to acquisition and sustainment programs authorized by legislation. In addition, this manual includes examples of agreements that provide GFP under a Federal Acquisition Regulation (FAR) government contract, grant or cooperative agreement. Users must refer to all attachments for guidance. GFP will be used, managed, and protected in accordance with DoDI 5000.64 and DoDM 4140.01. **(T-0)**. Government property will not be sold, loaned, exchanged, donated, leased, or disposed of unless specifically authorized by this manual. **(T-0)**.

1.1.2. Purpose. This manual provides direction for determining materiel requirements, cataloging, ordering sourcing, delivering, and return or disposal of materiel as identified and approved by Headquarters Air Force (HAF).

1.1.2.1. Supports the Integrated Life Cycle Management Enterprise chain.

1.1.2.2. Providing applicable materiel management guidance to ensure the warfighter receives the right support at the right place and the right time.

1.1.3. Scope. DAF guidance and procedures require all government-owned property to be under the control of a responsible accountable property officer at all times. This manual applies to the following:

1.1.3.1. DAF organizations under the direct jurisdiction of the Chief of Staff of the Air Force (CSAF) and Chief of Space Operations (CSO).

1.1.3.2. DAF organizations under the jurisdiction of overseas commands instructed to maintain formal stock record accounts.

1.1.3.3. Designated agencies accessing the Air Force materiel management system, unless specifically exempted by the CSAF.

1.1.3.4. Materiel Management Supply Chain guidance specific to security assistance processes and procedures.

1.2. Applicability. This guide is applicable to all MAJCOMs, FLDCOMs, to include United States Space Force, Program Executive Offices, and Air Force Materiel Command (AFMC) complexes requiring property be furnished to a contractor for the performance of a contract.

Section 1B—Roles and Responsibilities

1.3. Headquarters Air Force.

1.3.1. The Assistant Secretary of the Air Force for Acquisition, Technology and Logistics (SAF/AQ) will follow policies and processes as outlined in AFPD 23-1.

1.3.2. Establish procurement source management controls to include the process for selection, evaluation, approval, and removal of procurement sources.

1.4. Deputy Chief of Staff for Logistics, Engineering and Force Protection (AF/A4). Responsible for organizing, training, and equipping personnel for all facets of logistics, engineering and force protection within AF/A4's purview needed to assist in the execution of any power, duty or function of the Secretary or the Chief of Staff. Supporting and assisting the Secretariat with product support planning in DAF weapon systems acquisitions, maintaining insight into life cycle product support, and representing Department of the Air Force Logistics, Engineering and Force Protection equities in product support. Additional overseeing logistics reporting systems for data collection and feedback to be used to address logistics considerations, control, and readiness issues.

1.4.1. Logistics Readiness Division (A4LR).

1.4.1.1. Provides implementing materiel management guidance that provides the direction and oversight necessary to meet Department of the Air Force supply chain objectives.

1.4.1.2. Develops policy and implementing guidance that provides the direction and oversight necessary to meet end-to-end supply chain requirements.

1.4.1.3. Exercises enterprise oversight of materiel management, requirements, and stockage direction.

1.4.1.4. Advocates for logistics resource requirements to the Department of the Air Force Corporate Structure.

1.4.1.5. Ensures development of Department of the Air Force workforce competencies for materiel management.

1.4.1.6. Develops policies and procedures for Contractor-Inventory Control Point (C-ICP) in coordination with AFMC/A4RM and USSF/S4.

1.4.2. Approves or disapprove requests to establish a C-ICP.

1.4.2.1. Develops the processes to establish and close a C-ICP.

1.4.2.2. Serves as the Information Owner with approval authority on DD Form 2875, *System Authorization Access Request*, and other required forms for access to the Air Force Accountable Property System of Record (APSR), Defense Property Accountability System (DPAS).

1.4.2.3. Approves the C-ICP (ED), storage warehouse (EB), and program office (FQ) Department of Defense Activity Address Code (DoDAAC) requests submitted from the program office.

1.5. Air Force Material Command (AFMC) Functions.

1.5.1. AFMC Logistics, Civil Engineering, Force Protection and Nuclear Integration (AFMC/A4/10/A4R) will:

1.5.2. Develop procedures for GFP loan requests to include the return of equipment provided by a MAJCOM/FLDCOM.

1.5.3. Designate Loan Control Officer (LCO) to execute, manage, and maintain oversight of all GFP loans. The LCO will maintain GFP loan folder. The folder should include, as a minimum, the front page of the contract, GFP attachment, the approved loan request, and documentation when the item has returned to the Government. The folders will be maintained for 10 years after the return of the loan in accordance with Air Force Records Disposition Schedule.

1.5.4. Develop procedures to assist the LCO in the return or extension of overdue loans.

1.5.5. Develop procedures to conduct a semi-annual reconciliation between the loan record, the LCO folder, the requesting activity, and the contractor to ensure accuracy of the GFP loan.

1.5.6. Ensure the LCO provides notification to AFMC/A4 of overdue loans greater than 30 calendar days.

1.5.7. Oversee centralized execution of AF enterprise materiel management operations and asset redistribution.

1.5.8. Assist AF/A4LR in developing GFP policies.

1.5.9. Coordinate on all requests to establish a C-ICP prior to forwarding to AF/A4LR.

1.5.10. Make management decisions about terminating contracts and disposing of potential reutilization and disposal inventory methods.

1.5.11. Conduct periodic reviews at the wholesale level. These reviews will include detailed analysis of individual item computation worksheets, procurement histories, repair schedules, and other documentation used to support management actions.

1.5.12. Evaluate and verifies data and factors used in determining stock requirements.

1.5.13. Ensure terminations of contracts occur only after determining that termination is cost-effective and in the best interest of the Government.

1.5.14. Conduct periodic materiel management reviews within their respective subordinate units.

1.5.15. Assigns a materiel manager to oversee government inventory that is managed by contract in accordance with DoDM 4140.01, Volume 6, *DoD Supply Chain Materiel Management Procedures: Materiel Returns, Retention, and Disposition*. (T-0).

1.6. Air Force Sustainment Center.

1.6.1. Maintains an automated system to disseminate allowance and catalog data to the MAJCOM/FLDCOM.

1.6.2. Technically advises and assist MAJCOM/FLDCOM equipment management functions in matters affecting the equipment management system. (T-1).

1.6.3. Implements Department of the Air Force policy and procedural changes through supporting published guidance, data system designs, and operations and maintenance techniques. (T-1).

Chapter 2

REPLENISHMENT PARTS PURCHASE OR BORROW PROGRAM (RPPOB)

2.1. Overview. This chapter outlines the procedures to allow domestic businesses the opportunity to participate in the DoD RPPOB Program. See Department of Defense Directive (DoDD) 5230.25, *Withholding of Unclassified Technical Data from Public Disclosure* and DoDM 4140.01, Volume 9, *DoD Supply Chain Materiel Management Procedures: Materiel Programs*.

2.2. Objectives of the Air Force RPPOB.

2.2.1. Permit domestic businesses to examine, borrow, or buy Department of the Air Force managed replenishment parts for design replication or modification.

2.2.2. Develop new producers for items having limited sources.

2.2.3. Reduce replenishment parts costs through the use of competition and product simplification.

2.3. Requirements.

2.3.1. Sample parts shall be made available to domestic contractors when it is in the best interests of the government and all other requirements of DoDM 4140.01, Volume 9 and this manual. **(T-0)**.

2.3.2. The Item Manager (IM) is the final authority for determining materiel availability and releasing materiel to support requests from potential suppliers for sample items and shall approve materiel release only when all of the following criteria are met. **(T-1)**.

2.3.2.1. The item has limited sources of supply because it lacks the technical data package (TDP), has an incomplete TDP, or a TDP containing limited rights data. **(T-1)**.

2.3.2.2. The item has an annual buy requirement in excess of \$10,000. **(T-1)**.

2.3.2.3. Lease or sale of the item will not deplete or adversely affect the asset position. **(T-1)**.

2.3.2.4. The item is not classified and will not disclose military or space applications technology as a result of developing the TDP. **(T-1)**.

2.3.2.5. There is a high probability of subsequent acquisition. **(T-2)**.

2.3.2.6. The IM shall limit sample parts quantities to the minimum required to meet program objectives and shall establish controls to prevent exploitative ordering. **(T-1)**.

2.4. Requirement Alternatives. In order to reduce Department of the Air Force administrative and management costs, to the extent possible, the IM shall give preference to sales in lieu of lease or inspection. **(T-1)**.

2.4.1. A warranted contracting officer shall execute all sales. **(T-2)**.

2.4.2. Pricing will comply with the provisions of DoD 7000.14-R, *DoD Financial Management Regulation (DoD FMR)*, Volume 12. **(T-0)**.

2.5. Sample Parts Request. Requests for sample parts must:

2.5.1. Only be provided to domestic business contractors and must be in writing from domestic business contractors. **(T-1)**.

2.5.2. State the intent of the purchase or lease (modification or replication) and subsequent sale of replenishment parts to the Department of the Air Force. **(T-1)**.

2.5.3. Identify the national stock number (NSN) of the item desired. **(T-1)**.

2.5.4. Specify the improvement to be offered by a proposed modification. **(T-1)**.

2.5.5. Specify the duration of time the item will be leased when requesting lease. **(T-1)**.

2.6. Sales, Lease, and Inspection Agreements. The agreements will include all of the following statements:

2.6.1. Materiel or information received under the RPPOB is intended solely for meeting United States (US) Government requirements. **(T-1)**.

2.6.2. Retransfer of the parts or technical data to other parties or firms within the US or to foreign parties, firms, or governments is not authorized. **(T-1)**.

2.6.3. Approval of the contracting officer is required prior to the sale to a non-US government entity of any item produced from parts or data acquired under the RPPOB. **(T-1)**.

2.6.4. Lease Agreement. If sale is not possible, a lease agreement (**Attachment 2**) shall be prepared. **(T-1)**.

2.6.4.1. A warranted contracting officer will execute all lease agreements. **(T-1)**.

2.6.4.2. Leases will be assessed costs in accordance with DoD 7000.14-R, Volume 12. **(T-0)**.

2.6.4.3. Leased parts will not be subjected to destruction or irreversible disassembly. **(T-1)**.

2.6.4.4. Leased parts shall not be provided to potential suppliers unless such parts can be re-inspected and validated by the Government. **(T-0)**.

2.6.4.5. If neither sale nor lease is possible, potential suppliers may inspect parts for the purpose of familiarization in Department of the Air Force designated display areas. **(T-1)**.

2.6.4.6. The US Government will maintain visibility of the bailed asset's material condition and location status in the event of an emergency and the US Government requires the asset. **(T-0)**.

2.7. The purchaser or lessee must:

2.7.1. Not be currently debarred, suspended, or otherwise prohibited from engaging in government procurement. **(T-0)**.

2.7.2. Demonstrate to the Department of the Air Force their ability to replicate the part and to comply with established performance, quality reliability, testing, and inspection standards. **(T-1)**.

2.7.3. Furnish information, at a minimum, to include company location, facility size, primary type of business, years in business, prior year's gross sales, in addition to the written request. **(T-1)**.

2.7.4. Submit reimbursement as required by the lease. **(T-1)**.

2.8. The Small Business Office. This activity is responsible for source development in coordination with the competition advocate's office. The Small Business Office will:

2.8.1. Identify candidate items for the RPPOB. **(T-1)**.

2.8.2. Encourage contractors to participate. **(T-1)**.

2.8.3. Be the single point of contact with prospective purchaser or borrowers and receive all RPPOB requests. **(T-1)**.

2.8.4. Verify the purchaser or lessee is not debarred, suspended or otherwise prohibited from engaging in government procurement. **(T-1)**.

2.8.5. Submit RPPOB requests to the item and logistics managers for review and approval. **(T-1)**.

2.8.6. Ensure only warranted contracting officers execute program sales and lease agreements and only after the IM furnishes approval and information required by Exhibits A and B (**Attachment 2**). **(T-1)**.

2.8.7. Ensure the purchaser, borrower or inspector complies with the terms and conditions of the agreement. **(T-1)**.

2.8.8. Accept reimbursement from the purchaser or borrower and provide a fund cite number to the appropriate Air Logistics Complex (ALC) finance office. **(T-1)**.

2.8.9. Designate a display area for viewing the asset when the IM determines asset position prevents sale or lease of the item. **(T-1)**.

2.9. Item Management. IMs will:

2.9.1. Review RPPOB program requests. **(T-1)**.

2.9.2. Coordinate with materiel management engineering representatives to determine if all required item criteria are met. **(T-1)**.

2.9.3. Notify the competition advocate the request is approved or disapproved. **(T-1)**.

2.9.4. Provide justification for all disapprovals and identify what criteria was not met. **(T-1)**.

2.9.5. Complete Exhibits A and B (**Attachment 2**) for inclusion in contracting's sales file for all approved item sales. **(T-2)**.

2.9.6. Complete Exhibits A and B (**Attachment 2**) for all items approved for lease and provide to the appropriate system program manager or logistics officer for action. **(T-1)**.

2.9.7. Ensure the appropriate system program manager or logistics officer completes Exhibit B (**Attachment 2**) and forwards the exhibits to the contracting officer. **(T-2)**.

2.9.8. Release sold or leased items to the purchaser or lessee only after receiving a copy of the sales or lease agreement from Contracting. **(T-1)**.

2.9.9. Establish a suspense file to ensure timely return of items released for lease or inspection. **(T-2)**.

2.9.10. Notify the appropriate contracting officer when items are not returned in the condition or the date required by applicable agreement. **(T-2)**.

Chapter 3

EXCHANGE OR SALE OF NON-EXCESS PERSONAL PROPERTY CONCURRENT WITH AN ACQUISITION

3.1. Exchange or Sales Authority.

3.1.1. Ensures leased property is managed in accordance with procedures in AFI 64-103, *Leasing Non-Excess United States Air Force (USAF) Aircraft, Aircraft-Related Equipment and Other Personal Property to Non-Government Organizations*.

3.1.2. Permits the Department of the Air Force to reduce funding requirements when acquiring replacement personal property by applying the exchange allowance or sales proceeds from property being replaced to the acquisition of similar replacement property.

3.1.3. Enables agencies to avoid the costs associated with holding and processing property through the normal disposal cycle.

3.1.4. Enables the Department of the Air Force to retain exchange allowances or sales proceeds in lieu of having disposal sales proceeds sent to the miscellaneous receipts account at the US Treasury.

3.2. Guidance. Department of the Air Force (DAF) organizations will follow the guidance outlined in DoDM 4140.01 to apply the exchange or sales proceeds from eligible non-excess items when acquiring replacement items. **(T-0)**.

3.3. Waivers.

3.3.1. Requests for deviation must be routed through the appropriate MAJCOM A4R, FLDCOM/S4 and forwarded to the Logistics, Engineering and Force Protection, Logistics Readiness Division (AF/A4LR). **(T-1)**. Waiver requests are required to provide economic justification that demonstrates proposed deviation is for the benefit of the US Government. **(T-1)**.

3.3.2. Waivers are not permitted for requirements established by statute, such as the requirement that property exchanged or sold may not be excess and the requirement that acquired property must be similar to the property exchanged or sold.

3.3.3. Requests for exception to demilitarization or trade security requirements must be routed through the Air Force Demilitarization Program Manager, AFMC/A4R. **(T-1)**.

Chapter 4

DOMESTIC TECHNOLOGY TRANSFER PROGRAMS COOPERATIVE RESEARCH AND DEVELOPMENT AGREEMENTS (CRADAS)

4.1. Program Objective. The Public Law 99-502 (Federal Technology Transfer Act of 1986), authorized CRADAs as a means to help improve the way federal agencies transfer commercially useful technologies to the private sector. This section provides guidance for AFMC to provide temporary custody of Department of the Air Force property to CRADA applicants.

4.2. Authority. 15 USC § 3710a, Cooperative research and development agreements; DoDD 5535.03, DoD Domestic Technology Transfer (T2) Program; and DoDI 5535.08, DoD Technology Transfer (T2) Program, provide overarching guidance for CRADAs. AFI 61-301, *The Domestic Technology Transfer Process and The Offices of Research and Technology Applications Cooperative Research and Development Agreements* establishes DAF policy and procedures for executing CRADAs. **Note:** Guidance for non-domestic CRADAs (i.e. a Department of the Air Force laboratory and a non-government foreign entity collaborator) is located in AFMAN 16-114, *Participation in International Armaments Cooperation (IAC) Programs*.

4.3. General Guidance.

4.3.1. A military-use CRADA is defined in accordance with DoDI 5535.08, *DoD Technology (T2) Program*. In this manual, "laboratory" is defined as any facility or group of facilities that is owned, leased, or otherwise used by DoD and funded by the Government, whether operated by the Government or by a contractor.

4.3.2. Under a CRADA, the laboratory or technical organization may provide personnel, services, facilities, equipment, or other resources with or without reimbursement, but not funds, to the non-federal party.

4.3.3. The non-federal party may provide funds, personnel, services, facilities, equipment, and other resources toward the conduct of specific Research & Development efforts that are consistent with the missions of the laboratory.

4.3.4. A CRADA, as provided in 15 USC § 3710a(d), is not a "procurement contract" or a "cooperative agreement" as those terms are used in Title 31 USC § 6303 et seq. FAR procedures will not be used in providing materiel to CRADA collaborators. **(T-0)**.

4.3.5. The Department of the Air Force will not make monetary payments to the collaborating party under a CRADA. **(T-0)**.

4.4. Laboratory.

4.4.1. Determine which laboratory property is suitable and available for temporary and exclusive use by a CRADA collaborator. **(T-2)**.

4.4.2. Ensure property is available within the DoD laboratory or scientific community to determine whether there are other immediate government requirements for the property. **(T-2)**.

4.4.3. Ensure proper controls are applied to prevent unauthorized release of property having environmental regulations, US Department of State or Commerce export license restrictions, demilitarization requirements or trade and security control risks. **(T-0)**.

4.4.4. Ensure property provided by custodial transfer is managed in accordance with procedures in AFI 61-301. (T-1).

4.4.5. Ensure leased property is managed in accordance with procedures in AFI 64-103. (T-1).

4.4.6. Ensure the laboratory retains title and accountability for property provided to collaborators, accomplishes required Chief Financial Officer (CFO) reporting, and ensure, after termination or expiration of the agreement or lease, that the property is returned in the condition in which it was provided, normal wear and tear excepted. (T-1).

4.4.7. Ensure all reporting is accomplished as required by DoDI 5535.08. (T-0).

4.5. Laboratory Supply Organization. The laboratory supply organization will:

4.5.1. Use WEBFLIS in accordance with DoDM 4100.39, *Federal Logistics Information System (FLIS) Procedures*, and DAFMAN 23-122, *Materiel Management Procedures*, to obtain item characteristics for stock-listed property to identify items requiring controls. (T-0).

4.5.2. Obtain item characteristics and controls data from manufacturer for nonstock-listed property. (T-1).

4.5.3. Contact the Department of Defense Demilitarization Coding Management Office to obtain assistance identifying security and trade control requirements for property being considered for lease or custodial transfer under a CRADA. (T-1).

4.5.4. Ensure property is not released to the collaborator until the CRADA document is formalized and the laboratory director, or representative, has authorized release of the property. (T-1).

4.5.5. Maintain accountable records, accomplish CFO reporting, and inspect the property upon return by the collaborator. (T-1).

4.6. Air Force Inventory Control Point (ICP). The ICP will not be involved in educational partnership property transactions as the property is laboratory-owned and on the laboratory's accountability records. (T-1). Requests for ICP involvement in CRADA property transactions will be referred to AFMC/A4RM. (T-1).

4.7. Educational Partnerships.

4.7.1. Program Objective. The educational partnership is a vehicle whereby Department of the Air Force laboratories undertake joint tasks with educational institutions for the purpose of encouraging and enhancing study in scientific disciplines of interest to the Department of the Air Force. Such partnership agreements provide educational institutions access to laboratory resources (laboratory equipment, personnel, facilities, etc.) and provide a unique opportunity for students to work on projects and equipment not otherwise available within the educational institution. This section provides guidance for Department of the Air Force activities to authorize the use of Department of the Air Force property in conjunction with an educational partnership agreement.

4.7.2. Authority. 10 USC § 2194, Education partnerships authorizes the Secretary of Defense to allow defense laboratories to enter into one or more educational partnership agreements and to transfer excess laboratory equipment to participating educational institutions at all levels of education. 15 USC §§ 3701-3724 also provides transfer authority for a laboratory, agency, or

department to donate excess research equipment to educational institutions and non-profit organizations for technical, scientific education, and research activities. DoDD 5535.03 and DoDI 5535.08 provide overarching guidance for these partnerships. The Air Force Tech Transfer Handbook (September 2020) provides more detailed guidance for EPAs. The handbook is available at <https://www.aft3.af.mil>.

4.7.3. General Guidance.

4.7.3.1. Property shall be available to public and private nonprofit educational institutions located in the US by means of a lease, custodial transfer agreement or donation agreement. **(T-1)**.

4.7.3.2. Property provided by custodial transfer agreement or lease shall be non-excess. **(T-1)**.

4.7.3.3. If property is surplus, it may be provided by donation in accordance with DoDM 4160.21, Volume 1, *Defense Materiel Disposition*. **(T-0)**.

4.8. Educational Partnership Laboratory Procedures. The head of the laboratory will:

4.8.1. Determine which laboratory property is suitable for custodial transfer, lease, or donation. **(T-2)**.

4.8.2. Ensure property is reviewed within the DoD laboratory or scientific community to determine whether there are other government requirements for the property. **(T-1)**.

4.8.3. Ensure proper controls are applied to prevent unauthorized release of property having environmental regulations, US Department of State or Commerce export license restrictions, demilitarization requirements or trade and security control risks. **(T-0)**.

4.8.4. Ensure property provided by custodial transfer is managed in accordance with procedures in AFI 61-301. **(T-1)**.

4.8.5. Ensure leased property is managed in accordance with procedures in AFI 64-103. **(T-1)**.

4.8.6. Ensure the laboratory retains title and accountability for property provided through custodial transfer or lease, accomplish required CFO reporting, and, after termination or expiration of the agreement or lease, that property is returned in the condition in which it was provided with normal wear and tear accepted. **(T-1)**.

4.8.7. Ensure all reporting is accomplished as required by DoDI 5535.08. **(T-0)**.

Chapter 5

LEASE OF NON-EXCESS PERSONAL PROPERTY TO FRIENDLY FOREIGN GOVERNMENTS

5.1. General Guidance: Department of the Air Force organizations will follow guidance for lease of non-excess personal property to friendly foreign governments in accordance with AFMAN 16-101, *Security Cooperation (SC) and Security Assistance (SA) Management* and AFI 64-103. (T-1).

5.2. Leases. Leases are written and managed by Air Force Security Assistance and Cooperation Directorate (AFSAC-D) International Logistics Branch, (AFLCMC/WFAL). AFSAC-D determines the rental cost. Lease data and files are maintained and managed through Defense Security Assistance Management System (DSAMS) in accordance with AFMAN 16-101.

Chapter 6

MANAGEMENT OF GFP ON LOAN TO A CONTRACTOR

6.1. Program Objective . This chapter provides guidance for the management of GFP owned by the Air Force.

6.2. MAJCOM/A4 or FLDCOM/S4.

6.2.1. Develops procedures to supplement this DAFMAN, as required. **(T-1)**.

6.2.2. Ensures steps in the GFP Process Guidance (**Attachment 3**) are followed. **(T-1)**.

6.2.3. Ensures GFP requests for contractor's on-base services contracts and contracts providing operations and maintenance functions are supported by the Logistics Readiness Squadron. **(T-1)**. Contractors providing depot level support are required to utilize the loan control officer (LCO) process as provided in their contract (**Attachment 3**). **(T-1)**.

6.2.4. Ensures proper Allowance Identification, and the associated contract number are assigned in Defense Property Accountability System (DPAS). **(T-1)**.

6.2.4.1. Ensures the due back date is annotated in the Master Jacket File and monitored by the Equipment Accountability Element (EAE). **(T-1)**.

6.2.4.2. Ensures the EAE monitors allowance identification requests and coordinates with requesting organizations on overdue loans. **(T-1)**.

6.2.4.3. Ensures the EAE reviews all loans that are due back at the 30 calendar day period. **(T-1)**.

6.2.4.4. Ensures the EAE reviews overdue loans on a monthly basis and provides status to the requesting organization's point of contact. **(T-1)**. Notify the wing Logistics Readiness Squadron Commander (LRS/CC) of overdue loans greater than 30 calendar days. **(T-1)**. The LRS/CC will contact the using organization's CC to determine the status of the equipment. **(T-1)**.

6.2.5. Ensures all vehicle requests are submitted for approval in accordance with AFI 24-302. **(T-1)**.

6.3. Requesting organizations.

6.3.1. Ensures steps in the GFP Process are followed when established. **(T-1)**.

6.3.2. Submit requests for GFP in accordance with the GFP Process Guide for contractors not supported through LRS using the GFP Attachment to identify property requested in accordance with PGI 245.103-72, *Government-Furnished Property Attachments to Solicitations and Awards*. **(T-0)**.

6.3.3. When the authorization and approval is granted, ensure GFP is under a base services contract with justification listing the contract numbers and expiration in order to gain proper accountability in DPAS. **(T-1)**. Requisitions will be submitted in accordance with Defense Logistics Manual (DLM) 4000.25, *Defense Logistics Management Standards (DLMS)*. **(T-0)**.

6.3.4. Ensures GFP is returned by the due back date or provide a contract modification. **(T-1)**.

6.3.5. Provides the appropriate fund code when requesting GFP. Ensure the contractor has the capability to place an electronic requisition to the DoD supply system. **(T-1)**. The program office will provide the correct signal and fund codes to the contractor in accordance with DLM 4000.25. **(T-0)**.

6.3.6. Disposition of GFP will be conducted with the appropriate IM prior to executing FAR 52.245-1 clauses. **(T-0)**. Disposition of GFP will be conducted in accordance with the disposition team outlined in [Figure A3.3](#) of this document. **(T-0)**.

6.4. GFP Provided by a MAJCOM/FLDCOM.

6.4.1. MAJCOMs/FLDCOM may direct the temporary loan of in-use items to support requirements outside of base facilities, per the request of AFMC/A4. **(T-1)**.

6.4.2. The designated AFMC representative will coordinate loan request with the Centralized Equipment Management Flight (CEMF) for approval or disapproval. **(T-2)**. Information will include contractor's Department of Defense Activity Address Code (DoDAAC), contract number, national stock number, quantity, expiration date of loan and transportation account code. **(T-1)**.

6.4.3. CEMF will coordinate approval or disapproval with the appropriate Weapons System Manager. **(T-1)**. The CEMF will respond to the requesting organization in regards to loan approval or disapproval within three (3) business days. **(T-2)**.

6.4.4. The CEMF will direct the EAE of the lending base to establish an authorized in-use detail record. **(T-2)**.

6.4.5. The losing organization supporting EAE will transfer the equipment from the original detail to the established GFP detail. **(T-2)**.

6.4.5.1. The EAE will follow instructions provided by AFMC/A4. **(T-2)**.

6.4.5.2. EAE will file all documentation and correspondence in the Tab C, Information File of the Master Jacket File in accordance with DAFMAN 23-122. **(T-1)**.

6.4.5.3. When the equipment is no longer needed, follow procedures provided by AFMC when returning loaned equipment. **(T-2)**.

6.5. Loan Criteria.

6.5.1. The following criteria applies to all loan requests:

6.5.1.1. The property will be returned in the same condition as when the property was furnished by the government, unless specified in the GFP request. **(T-1)**.

6.5.1.2. The property will be returned to the Government unless approved by the IM. **(T-1)**.

6.5.1.3. DPAS will account for all government furnished equipment loan records. **(T-1)**.

6.5.1.4. The Stock Control System (D035A) will account for all Government Furnished Materiel (GFM) loan records. **(T-1)**.

6.5.1.5. The GFP must be available to the wholesale IM for redistribution. **(T-1)**.

6.5.1.6. The GFP must be on a contract or written agreement, such as Basic Ordering Agreements or Master Agreement for Repair and Alteration of Vessels. **(T-1)**.

6.5.1.7. The contractor must have a valid DoDAAC in accordance with AFMAN 23-230, *Maintaining Air Force DoD Activity Address Codes (DoDAAC)*. **(T-1)**.

6.5.2. Loan Extensions. The requiring activity must provide a copy of the contract modification to the applicable LCO for GFP released by the IM. **(T-1)**.

Chapter 7

CONTRACTOR- INVENTORY CONTROL POINT (C-ICP)

7.1. Program Objective. This Chapter provides requirements for program offices to integrate C-ICPs into the Department of the Air Force's logistics structure with the overall goal of achieving combat readiness and sustaining operations during peacetime and wartime. The C-ICP is responsible for the full spectrum of supply chain management for peculiar spare parts and, in some instances, support equipment for a Department of the Air Force System. The primary goal is to ensure the logistics business processes are standardized throughout the Department of the Air Force whether in garrison or at deployed locations.

7.2. Program Offices. The program offices will:

7.2.1. Ensure the Life Cycle Sustainment Plan includes the inventory control point decision (government vs contractor). **(T-1)**.

7.2.2. Submit memorandum to establish a contractor as a C-ICP to AFMC/A4RM or USSF/S4. **(T-1)**.

7.2.3. Ensure each C-ICP has an IMS capable of interfacing with DoD and Department of the Air Force systems through the Defense Logistics Agency (DLA) Defense Automated Addressing System using Defense Logistics Management Standards (DLMS) transactions. **(T-0)**.

7.2.4. Ensure each C-ICP maintains accountability and financial information in the Air Force Accountable Property System of Record (APSR), Defense Property Accountability System (DPAS), for property in the contractor's possession. **(T-1)**.

7.2.4.1. Ensure the C-ICP submits the quarterly CFO template, provided by AF/A4LR, using the approved program name, until establishing accountability and financial reporting in DPAS. **(T-1)**.

7.2.4.2. Ensure the C-ICP submits the quarterly report by the 5th calendar day at the end of the quarter. **(T-1)**.

7.2.5. Ensure each C-ICP that does not have an IMS capable of interfacing with DPAS can use the Self Service module to maintain accountability and financial information. **(T-1)**.

7.2.6. Ensure each C-ICP establishes and maintains wholesale warehouses and provide wholesale level supply support. **(T-1)**.

7.2.7. Ensure each C-ICP supports any DoD customer that becomes a user of any property managed by the C-ICP. **(T-1)**.

7.2.7.1. Verify and validate other DoD customer's requests prior to approving the C-ICP to support the new DoD customer. **(T-1)**.

7.2.7.2. Coordinate with the new user's program office to obtain funding for the support. **(T-1)**.

7.2.7.3. Ensure the C-ICP initiates a logistics reassignment to organic (AF or Defense Logistics Agency) support within five (5) business days after the new user is identified. **(T-1)**.

- 7.2.7.4. Ensure the C-ICP can support customer requirements 24 hrs/day, 365 days a year, as required. **(T-2)**.
- 7.2.7.5. Ensure the C-ICP performs all necessary materiel management responsibilities. **(T-1)**.
- 7.2.7.6. Ensure the C-ICP is knowledgeable of DoDM 4140.01, Volume 2, *DoD Supply Chain Materiel Management Procedures: Demand and Supply Planning*. **(T-0)**.
- 7.2.7.7. Ensure DoD materiel management processes are followed under public-private partnerships for product support. **(T-0)**.
- 7.2.7.8. Ensure that the program manager or designee within the program office serves as supervisor approval authority on DD Form 2875, for DPAS access. **(T-0)**.
 - 7.2.7.8.1. Inform AF/A4LR of all supervisor approval authority delegations by name. **(T-2)**.
 - 7.2.7.8.2. Inform AF/A4LR of personnel changes that impact user roles and access. **(T-2)**.
- 7.2.7.9. Ensure the contracting officer submits requests for ED, EB, and FQ DoDAACs for each program requesting to establish a C-ICP. **(T-1)**.
- 7.2.7.10. Ensure all actions outlined under the Contractor-Inventory Control Point (C-ICP) are included in the contract. **(T-1)**.

7.3. Contractor- Inventory Control Point (C-ICP).

- 7.3.1. Performs materiel management duties as defined in DoDM 4140.01, Volume 2. Performs other duties identified in the signed contract with the government. **(T-0)**.
- 7.3.2. Performs receipt processing.
 - 7.3.2.1. Process receipts within five (5) business days of date property received in accordance with DoDM 4140.01, Volume 5, *DoD Supply Chain Materiel Management Procedures: Delivery of Materiel*. **(T-0)**.
 - 7.3.2.2. The C-ICP's IMS will process a receipt acknowledgement 24 hours after processing the receipt in accordance with DoDM 4140.01, Volume 5. **(T-0)**.
- 7.3.3. Inventories.
 - 7.3.3.1. Physical inventories will be performed in accordance with DoDM 4140.01 Volume 11, *DoD Supply Chain Materiel Management Procedures: Inventory Accountability And Special Management And Handling*. **(T-0)**.
 - 7.3.3.2. Stock records will be adjusted in accordance with DLM 4000.25, Volume 2, *Supply Standards and Procedures*, Chapter 6. **(T-0)**.
 - 7.3.3.3. Causative research to support adjustments will be in accordance with DoD FMR 7000.14-R, Volume 12, Chapter 7. **(T-0)**.
 - 7.3.3.4. Submit data to complete the semi-annual inventory stratification in accordance with DoDM 4140.01, Volume 10, *DoD Supply Chain Materiel Management Procedures: Supply Chain Inventory Reporting and Metrics*. **(T-0)**.

7.3.3.5. Ensure inventory adjustments comply with DLM 4000.25, Volume 2, Chapter 6. **(T-0)**.

7.3.4. Cataloging.

7.3.4.1. Catalog all property with a valid National Stock Number (NSN). **(T-1)**.

7.3.4.2. Ensure all data elements for each NSN is current and valid. **(T-1)**.

7.3.5. Provide supply support to retail supply activities. **(T-2)**.

7.3.5.1. The IMS must be able to accept and process DLMS transactions from the Integrated Logistics System-Supply (ILS-S) and Depot Retail (D035K) Supply Systems. **(T-1)**.

7.3.5.2. The IMS must be able to provide electronic responses, i.e., status updates, modes of shipment, cancelations, in a DLMS transaction. **(T-1)**.

7.3.5.3. The IMS must compute and electronically push retail stock levels using the Readiness Based Leveling methodology to ILS-S and D035K. **(T-1)**.

7.3.5.4. IMS must have the capability to provide electronic DLMS re-distribution orders to ILS-S and the Defense Logistics Agency's Warehouse Management System. **(T-1)**.

7.3.5.5. C-ICP provide shipping location for reparable property through the Reparable Item Movement and Control System. **(T-1)**.

7.3.6. Shipments.

7.3.6.1. Process a shipment transaction for all property leaving the storage warehouse, regardless of location, unless issued over the counter. **(T-1)**.

7.3.6.2. Process a Report of Shipment (REPSHIP) in accordance with AFI 24-602 V2, *Cargo Movement* to the receiving location for all classified shipments. **(T-1)**.

7.3.6.3. The IMS must be able to accept and process a DLMS receipt acknowledgement transaction from the receiving location system. **(T-1)**.

7.3.6.4. The IMS must maintain an accountability record until the DLMS receipt acknowledgement transaction is processed to close the record. **(T-1)**.

7.3.7. Depot Partnering.

7.3.7.1. Support the depot partnering arrangement with the depot maintenance organization at the Air Logistics Complex (ALC). **(T-2)**.

7.3.7.2. The IMS will process a DLMS shipment transaction for all property being provided for repair or storage. **(T-1)**.

7.3.8. Logistics Reassignments.

7.3.8.1. Support logistics assignments in accordance with DoDM 4140.26, Volume 2, *DoD IMM for Consumable Items: Logistics Assignments*. **(T-0)**.

7.3.8.2. Support other DoD customers requesting C-ICP managed parts after approval is received from the program office. **(T-1)**.

WARREN D. BERRY, Lt General, USAF
DCS/Logistics, Engineering & Force Protection

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

Public Law 99-502 –Federal Technology Transfer Act of 1986, 20 October 1986

Title 10 USC § 2371, Research projects: Transactions other than contract and grants, 26 December 2021

Title 10 USC § 2194, *Education partnerships*, 5 February 2022

Title 10 USC § 2667, Leases: non-excess property of military departments and Defense Agencies, 5 February 2022

Title 10 USC§ 2320, Rights in technical data, 5 February 2022

Title 22 USC Chapter 39, Arms Export Control

Title 31 United States Code Sections 6303, et seq., Using Procurement Contracts

DFARS 245.103-70, Furnishing Government Property to Contractors, 11 November 2021

DFARS 211.274.6, Contract Clauses, 12 December 2021

DFARS 245.107, Contract Clauses, 30 December 2021

DLM 4000.25, Defense Logistics Management Standards (DLMS), all volumes, current edition

DoD 7000.14-R, DoD Financial Management Regulation, Various Volumes, current edition

DoDD 5230.25, Withholding of Unclassified Technical Data From Public Disclosure, 6 November 1984

DoDD 5535.03, DoD Domestic Technology Transfer (T2) Program, 21 May 1999

DoDI 5535.08, DoD Technology Transfer (T2) Program, 14 May 1999

DoDI 5000.64, Accountability and Management of DoD Equipment And Other Accountable Property, 27 April 2017

DoDM 4100.39, Federal Logistics Information System (FLIS) Procedures, 3 June 2019

DoDM 4140.01, DoD Supply Chain Materiel Management Regulation, Various Volumes

DoDM 4140.26, Volume 4, DoD Integrated Material Management For Consumable Items: Supply Support Requests, 10 June 2021

DoDM 4160.21, Volume 1, Defense Materiel Disposition: Disposal Guidance and Procedures, 22 October 2015

AFI 33-322, Records Management and Information Governance Program, 23 March 2020

AFI 61-301, The Domestic Technology Transfer Process and The Offices of Research and Technology Applications Cooperative Research and Development Agreements, 16 September 2019

AFI 63-101_20-101, Integrated Life Cycle Management, 30 June 2020

AFI 64-103, Leasing Non-Excess United States Air Force (USAF) Aircraft, Aircraft-Related Equipment and Other Personal Property to Non-Government Organizations, 19 August 2020

AFMAN 16-101, Security Cooperation (SC) and Security Assistance (SA) Management, 2 August 2018

AFPD 23-1, Supply Chain Material Management, 7 September 2018

DAFI 33-360, Publications and Forms Management, 21 July 2021

DAFMAN 23-122, Materiel Management Procedures, 27 October 2020

AFMAN 23-230, Maintaining Air Force DoD Activity Address Codes (DoDAAC), 31 January 2019

AFMAN 16-114, Participation in International Armaments Cooperation (IAC) Programs, 23 October 2018

AFMAN 17-1203, Information Technology (IT) Asset Management (ITAM), 18 May 2018

MIL-STD-280, Definitions of Item Levels, Item Exchangeability, Models, And Related Terms, 7 July 1969

Adopted Forms

AF Form 847, Recommendation for Change of Publication

DD Form 2875, System Authorization Access Request (SAAR)

DD Form 250, Material Inspection and Receiving Report

Abbreviations and Acronyms

AF—Air Force

AFMC—Air Force Materiel Command

AFPD—Air Force Policy Directive

ALC—Air Logistics Complex

APSR—Accountable Property System of Record

CC—Commander

CEMF—Centralized Equipment Management Flight

CFO—Chief Financial Officer

C-ICP—Contractor Inventory Control Point

CRADA—Cooperative Research and Development Agreement

CSAF—Chief of Staff of the Air Force

DAF—Department of Air Force

DFARS—Defense Federal Acquisition Regulation Supplement

DLA—Defense Logistics Agency

DLMS—Defense Logistics Management System
DoD—Department of Defense
DoDD—Department of Defense Directive
DoDACC—DoD Activity Address Codes
DoDI—Department of Defense Instruction
DoDM—Department of Defense Manual
DPAS—Defense Property Accountability System
EAE—Equipment Accountable Element
EB—Air Force Contractor Inventory Control Point Storage Location
ED—Air Force Contractor Inventory Control Point
FAR—Federal Acquisition Regulation
FLDCOM—Field Command
FQ—Air Force Contractor Inventory Control Point Program Office
GFE—Government Furnished Equipment
GFP—Government Furnished Property
GFM—Government Furnished Material
HAF—Headquarters Air Force
ICP—Inventory Control Point
ILS-S—Integrated Logistics System-Supply
IM—Item Manager
IMS—Information Management System
IUID—Item Unique Identification
LCO—Loan Control Officer
LRS—Logistics Readiness Squadron
MAJCOM—Major Command
NSN—National Stock Number
OPR—Office of Primary Responsibility
PM—Program Manager
TDP—Technical Data Package
USSF—United States Space Force
WEBFLIS—Web Federal Logistics Information System

Terms

Accountability—The obligation imposed by law or regulation on an individual to keep accurate property records.

Acquire—To procure or otherwise obtain personal property, including by lease.

Annual Buy Quantity—The forecast quantity of an item required for the next 12 months.

Annual Buy Requirement—The annual buy quantity multiplied by its unit price.

Causative Research—An investigation of discrepancies (i.e., gains and losses) consisting of (as a minimum) a complete review of all transactions to include supporting documentation: catalog change actions, shipment discrepancies, and unposted or rejected documentation occurring since the last completed inventory; the last location reconciliation which included quantity; or back one year whichever is sooner. The purpose of causative research is to identify, analyze, and evaluate the cause of inventory discrepancies with the aim of eliminating repetitive errors. Causative research ends when the cause of the discrepancy has been discovered or when, after review of the transactions, no conclusive findings are possible.

Centrally Managed Item—Any item that is assigned an Acquisition Advice Code of other than G (GSA managed), L (local purchase), T (Condemned), V (Terminal - stocked) or Y (Terminal – non-stocked).

Competition—A contract action where the government solicits two or more responsible sources, acting independently, to satisfy the government's requirement. Leases involving only personal property, exceeding one year duration, and a fair market value of \$100,000, shall use competitive procedures and be reported to Congress at least 45 days prior to selection of the lessee.

Contract—Any enforceable agreement, including rental and lease agreements and purchase orders, between an agency and a business concern for the acquisition of property or services.

Contractor Acquired Property (CAP)—Any property acquired, fabricated, or otherwise provided by the contractor for performing a contract, and to which the Government has title. CAP that is subsequently delivered and accepted by the Government for use on the same or another contract is considered GFP.

Custodial Transfer—Temporary conveyance of the right to possess and use property to a lessee or other recipient under a lease or other legal agreement. Title to the property remains on the accountable records of the conveying activity.

Excess property—Property under the control of the Department of the Air Force that is no longer needed to support Department of the Air Force missions. Authority for making excess determinations is contained in DAFI 23-101.

Exchange or Sale—To exchange or sell non-excess personal property and apply the exchange allowance or sale proceeds in whole or in part payment for the acquisition of similar property.

Government-Furnished Equipment (GFE)—Equipment that is owned by the government and delivered to, or made available to a contractor.

Government Furnished Property (GFP)—Property in the possession of, or directly acquired by, the Government and subsequently furnished to the contractor (includes sub- contractors and

alternate locations) for performance of a contract. It does not include consumable or material items or items held as inventory as defined by DoD 7000.14-R.

Inventory Control Point (ICP)—An activity within the DoD supply system assigned the primary responsibility for the materiel management of a group of items for the DoD. In addition to materiel management functions, an ICP may perform other logistics functions in support for a particular end item (e.g., establish and use support goals that apply as an integral part of the process to accomplish centralized computation of retail requirements levels, asset allocation, and engineering tasks associated with weapon system components).

Lease (To Domestic Business Concerns or Law Enforcement Agencies, 10 USC. §2667, *Leases: non-excess property of military departments and Defense Agencies*)—A contract granting use of personal property for a fixed period in exchange for monetary consideration. The government retains title to the property. Lessee provides payment as required by the legal authority cited in the lease.

Lease (To Foreign Governments or International Organizations, 22 USC. Chapter 39, *Arms Export Control*)—An agreement for temporary transfer, with or without a rental charge, of the right of possession and use of a defense article to a foreign military sales eligible foreign government or international organization, with the transferee agreeing to maintain, protect, repair, or restore the article.

Lease (Replenishment Parts Purchase of Borrow Program, 10 USC. §2320(d) *Rights in technical data*)—An agreement to provide replenishment parts on a temporary basis to business concerns for the purpose of design replication. Also, referred to in DoDM 4140.01, Vol. 9 as “bailment.” The government retains legal title to such material even though the borrowing agency has possession during the stated period. Lessee provides payment as required by the legal authority cited in the lease.

Loan—Temporary conveyance for a fixed period of property to a lessee or other recipient under a lease or other legal agreement. Title to the property remains on the accountable records of the conveying activity. Lessee provides payment in cash or kind as required by the legal authority cited in the lease or other legal agreement.

Loan Control Officer (LCO)—The liaison for GFP to be provided from the Department of the Air Force on an awarded contract or approved agreements between the requesting activity, IM, and contractor.

Materiel Manager—Any DoD activity or Defense Agency that has been assigned materiel management responsibilities for the DoD and participating federal agencies. The term includes responsibilities performed by either wholesale materiel managers or retail materiel managers: managing, cataloging, demand and supply planning, requirements determination and definition, procurement, distribution, overhaul and repair of reparable materiel, and disposal of materiel.

Non-excess property—Property under the control of the Department of the Air Force which continues to be required for its needs and the discharge of its responsibilities, but which is for the time not needed. Non-excess property must be on the account of the Department of the Air Force sponsor prior to execution of the CRADA or educational partnership lease.

Personal Property—Property of any kind or of any interest except real property and records of the federal government.

Replenishment Part—A part, repairable or consumable, purchased after provisioning of that part for: replacement; replenishment of stock; or use in the maintenance, overhaul, and repair of equipment such as aircraft, engines, ships, tanks, vehicles, guns and missiles, ground communications and electronic systems, ground support, and test equipment. Except when distinction is necessary, the term "part" includes subassemblies, components, and subsystems as defined by the current version of MILSTD 280.

Temporary Custody—Physical possession of materiel for a limited and defined period. Temporary custody must be documented in a written agreement that cites the legal or regulatory authority for giving temporary custody. Title does not transfer to the possessing activity, but remains with the accountable owner.

Attachment 2**(APPLIES TO CHAPTER 2) SAMPLE LEASE AGREEMENT****DEPARTMENT OF THE AIR FORCE REPLENISHMENT PARTS
LEASE NUMBER**

Whereas, the Department of the Air Force, hereinafter referred to as “bailer” or “government”, under the authority of 10 USC. § 2320 (d) and Department of Defense Manual (DoDM) 4140.01, *DoD Supply Chain Materiel Management Procedures: Materiel Programs, Volume 9* desires to grant to [insert company name], a domestic business organized and incorporated under the laws of the state of _____, hereinafter referred to as “borrower,” a lease for the use of certain parts, hereinafter referred to as “the property”; and

Whereas, the property is more particularly described in Exhibit A, attached hereto and incorporated herein; and

Whereas, the property is to be used by the borrower for the purpose of design replication or modification in the submission of subsequent offers to sell the same or like parts to the United States; and

Whereas, bailer has determined that this lease is in the best interests of the government, having considered national security requirements, inventory needs, and the probability of future purchases of the property by the bailer,

Now therefore, the bailer hereby grants the property to the borrower, subject to all terms and conditions contained herein.

THIS LEASE is granted subject to the following conditions:

Parties. The bailer and the borrower, when referred to together, are hereinafter referred to as the “Parties.”

Term. This lease shall be effective when signed by all the parties and the consideration has been tendered. It shall remain effective for a period of 30 days, unless sooner revoked or terminated by the bailer. At the end the 30 days, the lease may, at the request of the borrower and at the discretion of the bailer, be renewed for an additional 30-day period. The borrower shall submit a written request to the bailer if an extension is requested.

Consideration. The borrower shall pay the bailer \$_____, which costs have been assessed in accordance with DoD 7000.14-R, DoD Financial Management Regulation (FMR), Volume 11A, *Reimbursable Operations Policy*. The borrower shall also pay all charges associated with the delivery of the property to the borrower and all charges for the return of the property to the bailer at the end of the term.

1. Liability. The borrower shall assume full liability for any damage to the property itself, or any other property damage or loss, personal injury, death, or costs resulting from the

borrower's use of the property while on lease, including, but not limited to, movement, activation, conversion, and operations involving the property.

2. Proprietary and Patent Rights. The borrower shall protect all the government's proprietary, patent, and industrial rights in and to the property, and all information furnished with or derived from the property.

3. Receipt and Return of the Property.

A. Receipt of the property. The borrower shall furnish the contracting officer (CO), OC-ALC PK, 3001 Staff Dr., Tinker AFB OK 73145-3055, with a copy of a signed receipt for the property. If the borrower receives the property in a condition unsuitable for the intended use, the borrower shall notify the CO, detailing the facts, and, as directed by the CO, return the property to the bailer immediately.

B. Return of the property. Upon completion of the project or at the end of the term, the borrower shall request disposition instructions for return of the property from the CO. The property shall not be shipped from the borrower's facility without prior instructions from the CO. An advance copy of the shipping document shall be furnished to the CO upon occurrence of the shipping action. The property shall be returned to the bailer in as good a condition (less fair wear and tear) as when provided. The borrower shall bear all expenses necessary to place the property in such condition. The Department of the Air Force reserves the right to inspect the property upon its return to validate its condition.

4. Limitations on Use and Transfer of the Property.

A. Destruction or Disassembly. Under no circumstances shall the property or any part thereof, be subjected by the borrower to destruction or irreversible disassembly. In the event the borrower, or others acting on its behalf, do destroy or irreversibly disassemble the property or any part thereof, the borrower agrees to promptly pay the bailer, as compensation, the full value of the property, or part thereof, as listed in Exhibit A.

B. Retransfer to Third Party. All property and information provided under this agreement are intended solely for the purpose of meeting government requirements. The borrower shall not retransfer the property, or technical data related to the property, to any other parties or firms within the United States or to foreign firms or governments. Prior written approval of the bailer is required before the sale of any item produced from the property or data provided under this agreement to a non-US government entity.

5. Title to the Property. Title to the property shall remain with the bailer.

6. Revocation. The bailer reserves the right to revoke all or any part of this agreement when it is in the best interests of the government.

7. Nondiscrimination. The borrower agrees that no person(s) will be discriminated against in connection with the borrower's use of the property on the grounds of race, color, religion, sex, or national origin, nor will any person(s) be denied the benefits of or be subject to discrimination under any program or activity held, conducted, or sponsored by the Borrower and that any

activity, program, or use made of the property by the borrower will be in compliance with the provisions of Title VI of the Civil Rights Act of 1964 (42 USC. §2000d).

In Witness whereof, I have hereunto set my hand by authority of the Secretary of the Air Force, this
day of _____, XXXX.

(Contracting Officer -name)
(Title)
(Address)

In Witness whereof, borrower hereunto sets its hand, this ____ day of _____, XXXX.

(Borrower’s Name and Address)

This lease agreement has been reviewed and found legally sufficient.

Air Force Reviewing Attorney

Name (Print or Type) Office Symbol & Ext Date

EXHIBIT A

THE PROPERTY

Lending Organization: Oklahoma City Air Logistics Center Tinker Air Force Base, OK 73145

Parent Command: Air Force Materiel Command (AFMC)

A. Property Identification:

NSN:

Source of Supply:

Part Number:

Noun:

Quantity:

B. Property Value:

Unit Cost:

Quantity Requested:

Unit Cost x Quantity Requested:

C. National Security Considerations or Limitations (if any).

Exhibit B

Availability of the Property in Exhibit A for Parts Replenishment Program

IM's Sample Parts Determination.

I have reviewed the request to obtain the sample parts in Exhibit A (the Property) on lease and I have determined that all the following criteria have been met, as required by DoDM 4140.01, Volume 9. (**Note:** approval for lease of engineering critical or unstable parts, as defined in DoDM 4140.01, must be obtained from Department of the Air Force Component with technical cognizance of the part).

The part has limited or reduced sources of supply due to the unavailability in the US of the Technical Data Package (TDP), an incomplete TDP, or a TDP that contains limited rights data; and

The annual buy value of the part exceeds \$10,000 as defined in Defense Federal Acquisition Regulation Supplement PGI 217.7506, Spare Parts Break Out Program, Part **1,1-103**; and

Lease of the part will not adversely affect or deplete required supply quantities; and

Potential life cycle cost saving exceed the cost of making the part available; and

The part's TDP, once developed, would not disclose critical technology with military or space applications, as determined in accordance with DoD Directive 5230.25, *Withholding of Unclassified Technical Data from Public Disclosure*.

IM's Signature

Name (Type or Print)
Office Symbol & Ext
Date

System Program Manager’s or Logistics Officer’s Statement (Choose proper statement):

1. This lease will have no effect on Department of the Air Force programming requirements and system programs.

2. This lease will have the following effect(s) on Department of the Air Force programming requirements and systems programs (include national security if applicable) and attach comments on separate page.

System Program Manager’s or Logistics Officer’s Signature

Name (Type or Print)	Office Symbol & Ext	Date
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Attachment 3

PROCESS GUIDE FOR ACCOUNTABILITY OF GFP

A3.1. Description, Purpose and Scope

A3.1.1. This process guide provides references and guidance and identifies the steps for properly accounting for GFP. The process guide defines the roles and responsibilities of each functional area and all stakeholders involved in the accountability process.

A3.1.2. GFP is property in the possession of, or directly acquired by, the government and subsequently furnished to the contractor (includes sub- contractors and alternate locations) for the performance of a contract. It does not include consumable or material items or items held as inventory as defined by DoD 7000.14-R. Government furnished property includes, but is not limited to, spares and property furnished for repairs, maintenance, overhaul, or modification. Government furnished property also includes contractor acquired property if the contractor acquired property is a deliverable under a cost contract when accepted by the government for continued use under the contract. Reference: “*FAR, Subpart 45.101, Definitions.*”

A3.1.3. GFE is equipment that is owned by the government and delivered to, or made available to a contractor. GFE consists of property, special tooling, or special test property provided to the contractor for activities such as research and development, acquisition, repair, maintenance, overhaul, or modification.

A3.1.4. GFM is another form of government-owned property that is sometimes provided to contractors. Examples include, raw titanium for use in ship construction, nuts, bolts, washers, screws, and other consumable items. GFM does not include equipment, special tooling, and special test equipment. Unlike GFE, GFM is consumed or expended by the contractor during the performance of a contract. The cost of GFM is included in the cost of the contract end-item to be delivered. Contractors establish and maintain records of GFM in accordance with FAR requirements (reference Federal Acquisition Regulation, [Part 45](#)). **(T-0)**.

A3.1.5. AFMC/A4 is the central point for providing and managing all DAF property and government furnished property in the AF inventory. **(T-1)**. Therefore this guide is applicable to all MAJCOMs, to include United States Space Force (USSF), program executive offices (PEOs), and AFMC complexes requiring property be furnished to a contractor for the performance of a contract. **(T-1)**.

A3.2. GFP Process Flow

A3.2.1. Entry Criteria. GFP required for contract. See reference Defense Federal Acquisition Regulation Supplement (DFARS) PGI 245.103-70 *Furnishing Government Property to Contractors*.

A3.2.2. Requiring activity or program management OPR is required to identify the property. **(T-2)**. If the property is a centrally funded, centrally managed item or items, including those identified, as sensitive property as identified in this publication, the requiring activity or program management OPR will formally coordinate in writing with the product team or inventory management specialist regarding the availability of the item(s). **(T-1)**. This coordination is provided along with the rest of the justification for providing it to the

contracting office in accordance with the elements in FAR 45.102. **(T-1)**. If it is not included or if there is a non-concur from the product team or inventory management specialist, the contracting officer will reject the request for GFP. **(T-1)**.

A3.2.3. Existing contracts enter the GFP process flow when applicable GFP process activities occur, such as contract modifications affecting GFP or disposition of GFP at contract completion. **(T-0)**.

A3.2.4. Inputs. Complete identification and documented justification of GFP. **(T-1)**. GFP clauses will be included in the contract, pursuant to FAR 45.107, DFARS 211.274.6, and DFAR 245.107. **(T-0)**.

A3.2.5. Outputs. Establish accountability in the Accountable Property System of Record (APSR) and provide completed inventory reports. **(T-1)**.

A3.2.6. Exit Criteria. See **Table A3.3** GFP process flow return.

A3.2.6.1. GFP is removed from the contract when no longer required for the performance of that contract. In accordance with Federal Acquisition Regulation (FAR) Part 45 and FAR 52.245-1, the contractor will promptly perform and report to the property administrator, contract property closeout, to include reporting, investigating, and securing closure of all loss of government property cases. **(T-0)**. Also, physically inventorying all property upon termination or completion of contract; and disposing of items at the time determined by the government to be excess to the contract. **(T-0)**.

A3.2.6.2. FAR Subpart 45.6, *Reporting, Reutilization, and Disposal*, establishes policies and procedures for the reporting, reutilization, and disposal of contractor inventory excess to contracts and of property that forms the basis of a claim against the Government (e.g., termination inventory under fixed-price contracts).

Figure A3.1. GFP Process Flowchart – Standardize and Manage Processes.

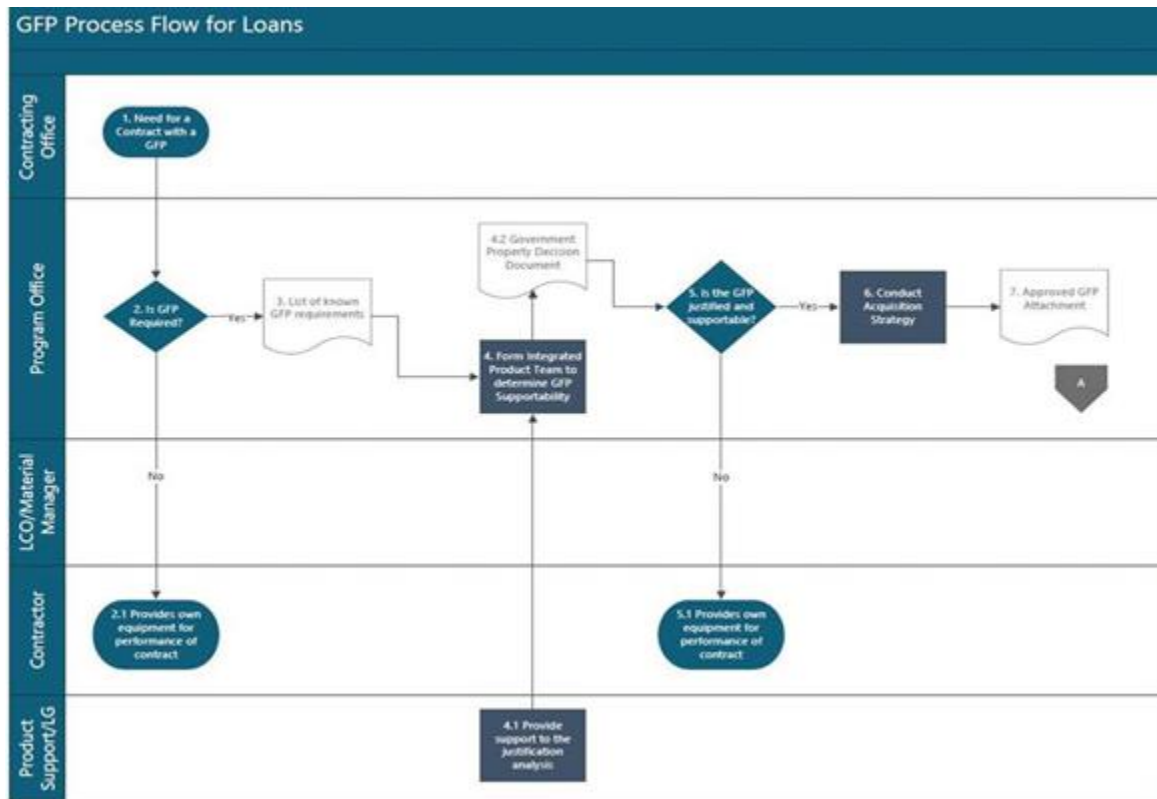


Figure A3.2. GFP Process Flow for Asset Loans.

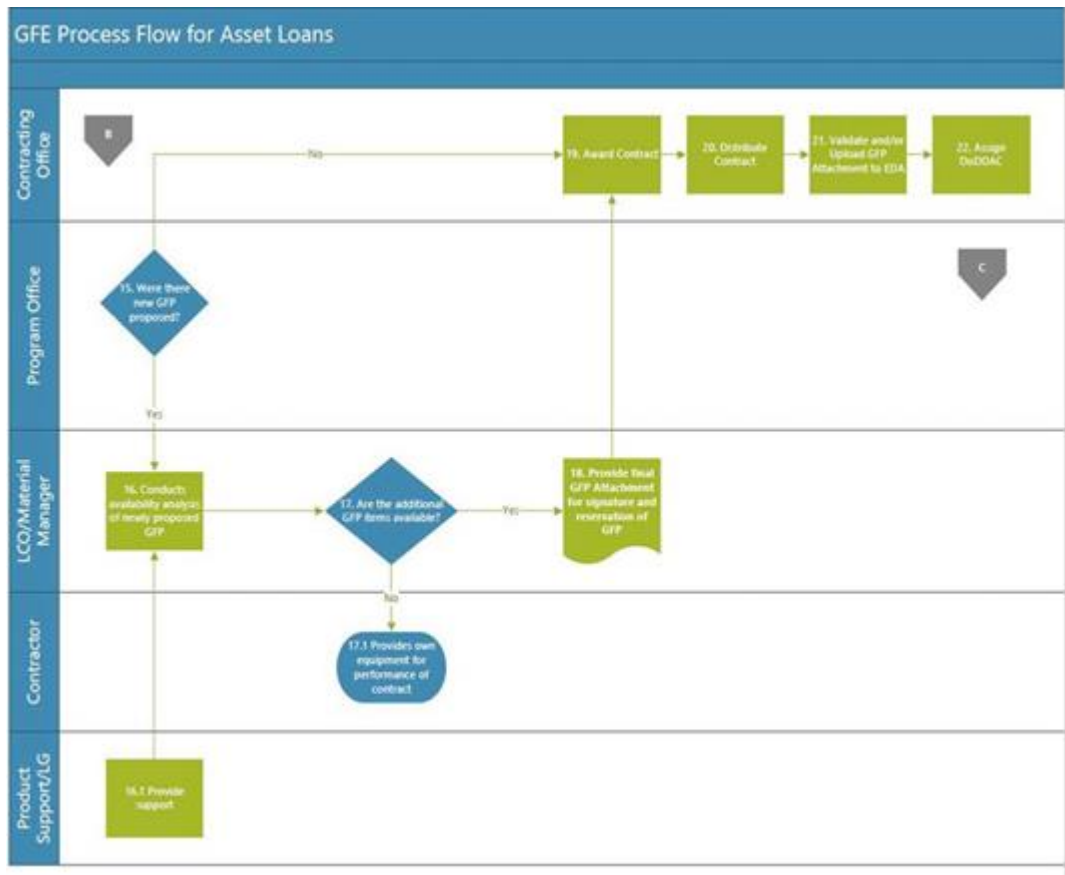


Figure A3.3. Process Flow Return Activities.

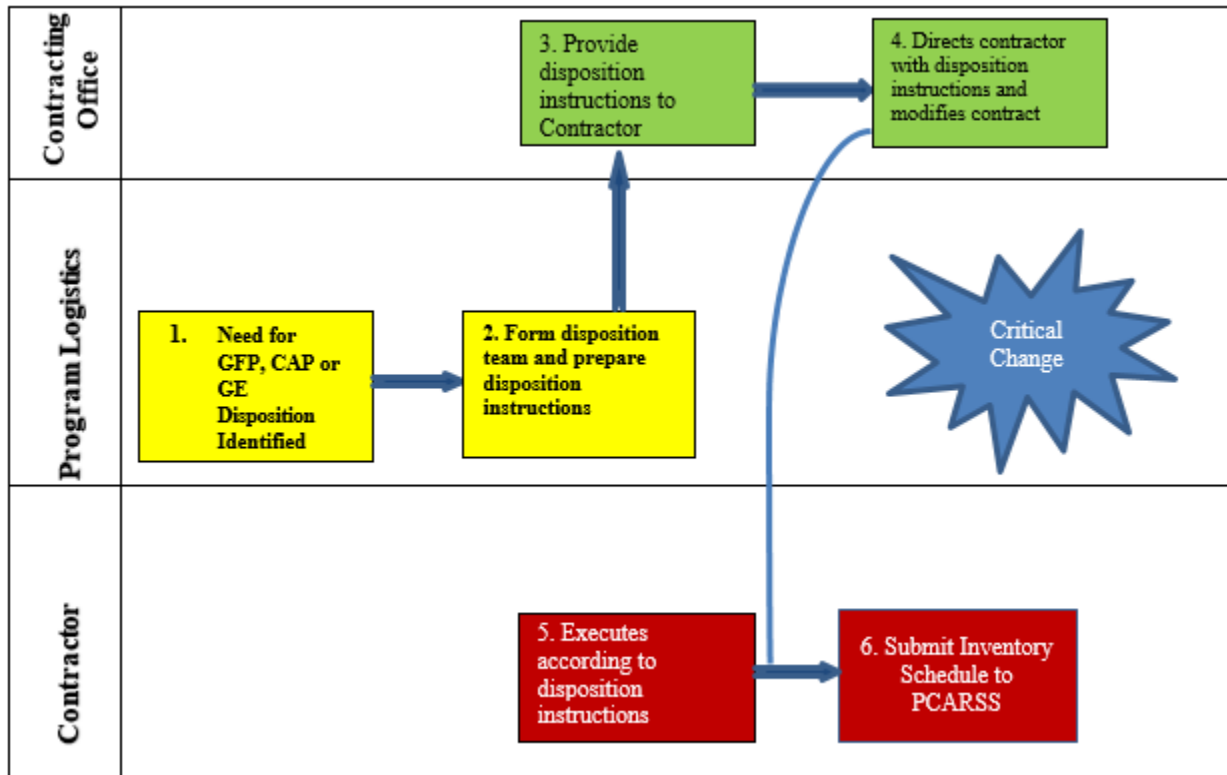


Table A3.1. GFP Process Flow Activities.

Step	Activity	Description	OPR
1	The Need for a contract	Requestor has established a new requirement that requires a contract.	Program Office (Contracting)
2	GFP Required; yes or no?	When yes, continue to step 3. When no, the contractor is responsible for providing all property for the performance of the contract. Begin the Contractor Acquired Property (CAP) process (Reference Table A3.3) in accordance with FAR Part 45. (T-0). Also, the contractor may furnish the required property for the performance of the contract. When GFP is found to be applicable at a later date, proceed to step 3.	
3	Identify known GFP requirements	Program Office prepares a list of all known GFP requirements in accordance with <i>AFI 63-101_20-101 – Integrated Life Cycle Management</i> ; <i>AFMAN 17- 1203, Information Technology (IT) Asset Management (ITAM)</i> .	Program Office (Program Management)

4	Form Integrated Product Team (IPT) and determine GFP Supportability and Conduct Justification Analysis and Include Disposition Instructions in Draft performance work statement (PWS) or statement of work (SOW)	<p>Program Manager (PM) or Logistics Management Specialist (LMS) forms an IPT of all stakeholders to include at a minimum: the contracting officer, resource manager, the engineer, the equipment specialist, and, if required, the requestor or major/field command. (T-1). This IPT determines if the known list of GFP is supportable and provides documentation to the contracting officer.</p> <p>The Program Office develops the Government Property Decision Document and ensures it addresses each element required by DFARS PGI 245.103-70, <i>Furnishing Government Property to Contractors</i>. Program Office provides the Decision Document to the contracting officer as part of the Requirements Package. (T-0).</p>	Program Office (Program Management)
4.1	Product Support Manager or Logistics (LG) Involvement	<p>Product Support Manager provides support to the justification analysis as required. (T-1).</p> <p>Provide access to DoD cataloging systems. Help develop the wording that could be added to dispositions.</p>	Product Support Manager or LG
5	GFP Justified and Supportable; yes or no?	<p>When GFP is determined to be justified and supportable, move to step 6. (T-1). When GFP is determined not to be supportable, begin the CAP process (Reference Table A3.3). (T-1). When GFP is determined not to be justified, the contractor provides the property at no cost to the government. (T-1).</p>	Program Office (Program Management)
		<p>When GFP is found to be applicable at a later date, return to step 3.</p>	
5.1	Contractor must provide; enter the CAP process	<p>The contractor must provide the property when GFP is determined not to be supportable for the performance of the contract. (T-0).</p>	Contractor

6	Conduct Acquisition Strategy Panel	<p><i>FAR 7.105 -- Contents of Written Acquisition Plans - Government-Furnished Property.</i></p> <p>Indicates any government property to be furnished to contractors, and discuss any acquisition objectives with any applicable considerations that will control the acquisition process.</p> <p>References policy on requirements that must be met to furnish property to contractors. (See FAR 45.102)</p> <p><i>DFARS PGI 245.103-70- Furnishing Government Property to Contractors.</i></p> <p>The requiring activity (project or program manager, or purchase request generator), as part of its responsibility for acquisition planning (FAR part 7, Acquisition Planning), is the decision point whether or not to furnish government property to contractors.</p> <p>The basis for any decision to provide government property is documented per Table A3.1, Step 4.</p>	Program Office (Program Management)
7	Submit approved initial GFP Attachment to contracting	The GFP attachment is prepared using DoD's mandatory GFP Attachment format, in accordance with DFARS PGI 245.103-72, for inclusion in the draft Request for Proposal (RFP). (T-0).	Program Office (Program Management)
8	Draft RFP; yes or no?	<p>When the program is releasing a draft RFP, then include the GFP attachment in the draft RFP for industry review and comment. (T-1). Move on to step 9.</p> <p>When the program is not releasing a draft RFP, move to step 12.</p>	Program Office (Program Management or Contracting)
9	Conduct Industry Day Event	Program Office conducts an Industry Day, as required, and discusses GFP with all interested parties. (T-1).	Program Office (Program Management or Contracting)
Step	Activity	Description	OPR
10	Produce a revised GFP Attachment	Program Office revises, as required, GFP attachment based on input from Industry. (T-1).	Program Office (Program Management)
11	Conduct GFP Supportability Analysis	Program Office coordinates with IPT to determine if revised list of GFP is supportable. (T-1).	Program Office (Program Management)

11.1	Product Support Manager or LG Supportability Analysis	The PM or LMS provides the revised GFP attachment to determine supportability. (T-1) .	Product Support Manager or LG
12	Write RFP	Contracting develops RFP and includes the GFP attachment that is formatted in accordance with PGI 245.103-72 for release to industry. The RFP must include the clauses prescribed in FAR 45.107 , DFARS 211.274-6 , and DFARS 245.107 . (T-0) .	Contracting
13	Release Solicitation	Contracting releases RFP to industry.	Contracting
14	Receive Proposal and Provide GFP Attachment to PM	Contracting receives the proposal(s) from industry and forwards the GFP attachment to the requirements generator.	Contracting
14.1	Proposed GFP Attachment Review	The program team reviews the proposed GFP attachment and identifies differences.	Program Office (Program Management)
14.2	Product Support Manager or LG Support	The Product Support Manager or LG supports as required.	Product Support Manager or LG
Step	Activity	Description	OPR
15	New GFP proposed; yes or no?	When the offerors proposed new GFP items on the attachment, submit to AFMC/A4. If the contractor did not propose new GFP items on the attachment, proceed to step 19.	Program Office
16	Proposed GFP Attachment Availability Analysis	AFMC/A4 conducts availability analysis and returns the proposed GFP attachment to the program office with availability or non-availability status of proposed differences within 10 working days.	Program Office
16.1	Supports Availability Analysis	Product Support Manager or LG supports in determining the availability of proposed GFP as required.	Product Support Manager or LG
16.2	Non- availability mission impact	Notifies AFMC/A4 of the impact if the asset is not available. AFMC/A4 will take any required action if necessary.	Program Office or Program Management and AFMC/A4

17	Additional GFP Items Available; yes or no?	<p>When the additional items to the GFP attachment are available, move on to step 18.</p> <p>When the additional items to the GFP attachment are not available, the contractor is responsible for providing the non-available property for the performance of the contract.</p>	Program Office or Program Management
17.1	Contractor must provide; enter the Contractor Acquired Property process	The contractor must provide non-available property for the performance of the contract through a cost reimbursement contract line item (i.e., CAP) unless the item is commercially available.	Contractor
18	Provide final GFP for final signature and reservation of GFP	<p>No earlier than 90 days prior and no later than 30 days prior to anticipated contract award date, the program office provides the final GFP Attachment to AFMC/A4 for final review and approval. The program office provides the contracting office the final GFP Attachment using the GFP format, reference <i>DFARS PGI 245.103-72. (T-0).</i></p> <p>AFMC/A4 along with the LG stakeholders makes a firm commitment to provide GFP and returns the final signed GFP attachment using the required format per <i>DFARS PGI 245.103-72</i> to the program office. (T-0).</p> <p>The LCO reserves the approved GFP items on the attachment.</p>	Program Office AFMC/A4 and LG GFP Community
19	Award Contract	<p>Contract is awarded with an adequately justified list of GFP that is formatted per DFARS PGI 245.103-72 and certified as available by the required need date. (T-0).</p> <p>The contract includes the applicable property clauses in accordance with the prescriptions in FAR 45.107, DFARS 211.274-6 and 245.107. (T-0).</p>	Contracting Office and Requiring Activity (i.e., PM, Base Organization)
20	Distribute Contract	<p>Contracting distributes all contractual documents and attachments per</p> <p><i>FAR Subpart 4.2</i> and <i>DFARS subpart 204.2. (T-0).</i></p>	Contracting Office

21	Validate and Upload GFP Attachment to Procurement Integrated Enterprise Environment (PIEE)	Contracting validates that all properly formatted GFP attachments are posted to Electronic Data Access (EDA). When necessary, contracting manually uploads the GFP attachment into EDA in order to meet the requirements of DFARS 204.270-1(a). (See also Addendum A - Manual Upload of GFP Attachments to the Electronic Document Access (EDA)).	Contracting Office
Step	Activity	Description	OPR
22	Assign DoDAAC	The contracting office requests a DoDAAC for awarded contract in accordance with AFFARS 5304.7003-90 - "Maintaining DoD Activity Address Codes (DoDAAC)."	Contracting Office
23	Notification to AFMC/A4 with signed GFP Attachment and DoDAAC; Notification to contractor to place requisition	The program office provides AFMC/A4 with the awarded GFP Attachment and the assigned DoDAAC.	Program Office
24	Establish Management Control Activity (MCA)	Upon receiving notification from AFMC/A4 that the contract has been awarded, the LCO establishes an MCA for the loan.	LCO
25	Contractor submits requisitions	The contractor submits requisition through MILSTRIP or DLA Logistics Management Standards (DLMS) for authorized GFP in accordance with the contract no earlier than 10 days after the program office provides AFMC/A4 with the awarded GFP Attachment.	Contractor
26	LCO Releases Requisition	The LCO releases requested GFP for shipment to contractor. D035A electronically provides a notification to Wide Area Workflow (WAWF).	Material Manager or LCO
27	Accountability established in APSR	D035A electronically updates Air Force Equipment IT System. Equipment IT System establishes and updates the accountability record.	Material Manager or LCO

28	Contractor receives requisition in PIEE (Procurement Integrated Enterprise Environment)	The Contractor acknowledges receipt of requested GFP in WAWF, in accordance with DFARS 252.211-7007. References update to IUID Registry. Note: If PIEE is not required by the contract, and the contractor is not using WAWF, follow the procedures at http://dodprocurementtoolbox.com/site/uiidregistry/ .	Contractor
29	PIEE Updates D035A	PIEE provides receipt acknowledgment to D035A that contractor has received authorized GFP.	Material Manager or LCO
30	Request for contract change that affect GFP?	The contracting office receives a request to change contract affecting authorized GFP.	Contracting Office
31	New or additional GFP requested	When new GFP is required, conduct an availability analysis (Step 16) for requested GFP.	Program Office
32	Contract Modification	The contracting office prepares a contract modification affecting authorized GFP.	Contracting Office

Table A3.2. GFP Process Flow Return Activities.

Step	Activity	Description	OPR
1	Need for GFP Disposition Identified	Requiring activity establishes GFP is no longer required for contract performance. This can happen in a variety of ways: 1. Program office identifies GFP on the contract that is no longer required. 2. The end of the period of performance for the contract to which the GFP is accountable is imminent. 3. The end of the loan for an authorized piece of GFP is imminent. 4. The contractor identifies GFP no longer required for the contract and sends a request for disposition into the program office	Program Office

2	Form disposition team and prepare disposition instructions	<p>Program Office forms a team to develop disposition instructions for GFP no longer required for contract performance. Program Manager or Logistics Management Specialist will form an IPT to include at a minimum: the contracting officer, resource manager, product support manager, LCO, AFMC A4, and, if required, the requestor, major command, equipment specialist, and engineering.</p> <p>Note: AFMC/A4 notifies the program office via email when GFP is due within 60 calendar days and follow-up when not resolved within 30 calendar days and again when overdue.</p>	Program Office (Program Management)
3	Provide disposition instructions to Contracting	Contracting receives disposition instructions from Program Office.	Program Office (Contracting)
4	Directs Contractor with disposition instructions and modifies contract	Contracting provides contractor with disposition instructions and modifies contract, as required.	Program Office (Contracting)
5	Execute according to disposition instructions	Contractor executes disposition instructions.	Contractor
6	Verify physical return of GFP to Gov't accountability and close loan record	Loan Control and Accountability records in D035A and APSR must be cleared upon return of GFP.	LCO
7	Submit Inventory Schedule to Plant Clearance Automated Reutilization Screening System (PCARRS)	Contractor submits inventory schedules into PCARRS.	Contractor

Table A3.3. GFP Process Flow CAP.

Step	Activity	Description	OPR
1	Potential for CAP identified	Contractor acquires property titled to the Government, by virtue of contract type, financing provisions, specific requirements of the contract, or by the identification of property as a deliverable item.	Program Office (Program Management/ Contracting)
2	Potential for delivery and acceptance; yes or no? Reference PGI 245.402-71(3) (ii)(B)	The requiring activity GFE IPT assesses management and disposition of CAP during contract performance. The requiring activity bases the assessment on program history or knowledge of requirements to include, ST and STE with special storage requirements; or equipment meeting or exceeding the DoD capitalization threshold; and the mandate to deliver and accept CAP before (1) transferring CAP to another contract for use as GFP (to include the follow-on contract), (2) transitioning CAP to GFP under the current contract, or (3) delivering CAP to the DAF as government property. When yes, move to step 3. When no, continue with GFE process and address unanticipated delivery of CAP, as needed.	Program Office (Program Management)
3	Develop CAP management approach	The requiring activity decides on a CAP management approach, considering the potential need for reporting requirements, the type of CAP to be delivered (Equipment, ST/STE), any specific marking requirements, or delivery instructions, known at the time. The requiring activity provides any unique CAP management requirements to the contracting office.	Program Office (Program Management)
4	Incorporate CAP requirements into contract	The Contracting Officer ensures solicitation and contract reflect CAP management approach developed by requiring activity, the line item structure and descriptive data, IUID marking requirements, and any other specific instructions needed to facilitate the delivery of CAP on a contract line item of the contract.	Contracting
5	Immediate need for CAP delivery; yes or no?	When no, continue with GFE process until delivery requirement arises. When yes, proceed to step 6.	Contracting
6	Initiate CAP Delivery	Requiring activity reviews CAP information received from the contractor via an ad hoc request in accordance with <i>FAR 52.245-1</i> , CDRL deliverable, or inventory disposal schedule, and then solicits IPT	Program Office (Program Management)

	and Acceptance	involvement to determine disposition instructions. Return to Table A3.3, Step 2, " <i>Form Disposition Team</i> ".	
7	Execute CAP Delivery Instructions	Contracting ensures each individual CAP item required for delivery, is delivered and accepted under a line item with the data elements required by <i>DFARS PGI 245.402-71</i> , not-separately priced, marked in accordance with IUID requirements and requiring activity instructions stated in the contract, and delivered to the desired location.	Contracting
8	Execute according to disposition instructions	The Contractor executes disposition instructions.	Contractor
9	Compile CAP records	Requiring activity compiles all records of delivered CAP, to include DD Form 250 (PIEE)), property data reported by the contractor, contract line item descriptive data, etc., and provide to logistics.	Program Office (Program Management)
10	Record delivered CAP in APSR	Product Support Manager/ LG ensures an accountable record exists for CAP delivered as GFE or General Equipment.	Program Office (Product Support Manager)

Table A3.4. GFP Policy Document and Guidance.

Item	Description
DoD Instruction https://www.esd.whs.mil/Directives/issuances/dodm/	<u>DoDI 4140.01 DoD Supply Chain Materiel Management Policy</u> Establishes policy, assigns responsibilities and prescribes procedures for management of materiel across the DoD supply chain including materiel in the possession of contractors.
	<u>DoDI 5000.64 Accountability and Management of DoD Equipment and Other Accountable Property</u> Establishes policy and procedures and outlines requirements reflecting the accountability perspective of property management; Establishes policy, assigns responsibilities, and provides procedures for DoD-owned property and other accountable property, assists DoD property managers, accounting and financial managers, and other officials; Complements the accounting and financial reporting requirements contained in DoD 7000.14-R (Reference (e)).
	<u>DoDI 8320.04 Item Unique Identification</u>

	(IUID) Standards for Tangible Personal Property. Establishes the IUID Registry as the master data source for GFP.
	<p><u>DoDI 4161.02 Accountability and Management of Government Contract Property</u></p> <p>Establishes policy, assigns responsibilities, and prescribes procedures for management and accountability of Government-Furnished Property (GFP) in the custody of defense contractors.</p>
FAR	<p><u>Part 45 - Government Property –</u> Subpart 45.1 - 45.101 Definitions (see "Government Furnished Property")</p> <p><u>Part 52 - Solicitation Provisions and Contract Clauses –</u> Subpart 52.245-1 Government Property Subpart 52.245-2 Government Property Installation Operation Services Subpart 52.245-9 Use and Charges</p>
DFARS	<p><u>DFARS 211.274-6 Contract Clauses</u> Describes contract clauses to include in GFP requirements.</p> <p><u>DFARS 252.211-7007 Reporting of Government Furnished Property</u> Provides definitions of GFP-related terms and requirements of reporting GFP to the IUID Registry; Includes data to report to the IUID Registry and reporting procedures.</p> <p><u>DFARS 252.245-7000 Government Furnished Mapping, Charting, and Geodesy Property</u> Outlines the definition and reporting instructions.</p> <p><u>DFARS 252.245-7001 Tagging, Labeling, and Marking of Government-Furnished Property</u> Establishes definition of serially-managed items and requirement of tagging, labeling and marking of GFP.</p> <p><u>DFARS 252.245-7002 Reporting Loss of Government Property</u> Defines loss of Government Property; Provides contractors with procedures on how to report the loss of Government property.</p> <p><u>DFARS 252.245-7003 Contractor Property Management System Administration</u> Provides guidance for acceptable contractor system or systems for managing and controlling Government property.</p>

	<p><u>DFARS 252.245-7004 Reporting, Reutilization, and Disposal</u></p> <p>Outlines procedures for inventory disposal schedules; sales of surplus property proceed; demilitarization, mutilation, and destruction; contractor inventory and disposal of scrap.</p>
<p>Defense Federal Acquisition Regulation Supplement (DFARS) and (PGI)</p>	<p><u>PGI Subpart 245.1 Government Furnished Property-General</u></p> <p>Guidance on GFP policy; furnishing of GFP to contractors; transferring Government property accountability; GFP attachments to solicitations and awards; and contracting office responsibilities.</p> <p><u>PGI Subpart 245.103-70 Furnishing Government property to contractors</u></p> <p>Guidance to determine if government property should furnish property to contractors.</p> <p><u>PGI 245.103-72 GFP Attachments to solicitations and Awards</u></p> <p>Provides guidance for implementation of PGI 245.201-71; Introduces electronic formats for two GFP attachments (reporting GFP as data).</p> <p><u>PGI subpart 245.2 Solicitation and Evaluation Procedures</u></p> <p>Outlines the solicitation and evaluation procedures and detailed instructions for GFP attachments.</p>
<p>Defense Federal Acquisition Regulation Supplement (DFARS) and (PGI)</p>	<p><u>PGI 245.402-70 Policy and PGI 245.402-71 Delivery of contractor-acquired property</u></p> <p>Policy and delivery of contractor acquired property guidance.</p> <p>*** Please note the change affecting contractor-performed logistics support and performance-based logistics support contracts at 245.402-71(4) ***</p>
<p>AFI or AFMAN</p>	<p><u>-DAFI 23-101 Materiel Management</u></p> <p><u>- AFMAN 23-230 Maintaining Air Force DoD Activity Address Codes (DoDAAC)</u></p> <p><u>-AFI 63-101/20-101 Acquisition/Logistics Integrated Life Cycle Management</u></p> <p><u>- DAFMAN 23-122 Material Management Procedures</u></p>

Table A3.5. IUID Polices, Documents and Guides.

Item	Description
DoD Instructions	<p><u>DoDI 4140.01 DoD Supply Chain Materiel Management Policy</u></p> <p>Requires unique item level traceability for DoD serially managed items that are sensitive or pilferable, DoD serially managed controlled inventory items (CII), nuclear weapons-related material (NWRM), depot level reparables, and any item that the DoD materiel manager decides requires unique item level traceability using a unique item identifier (UII) assigned to each individual item.</p>
	<p>DoDI 4140.67 DoD Counterfeit Prevention Policy</p> <p>Assigns responsibility to apply IUID using UII in accordance with DoDI 8320.04 for critical materiel identified as susceptible to counterfeiting to enable authoritative life-cycle traceability and authentication.</p>
	<p>DoDI 4151.19 Serialized Item Management (SIM) for Life-Cycle Management of Materiel</p> <p>Establishes a serialized item management program.</p>
	<p>DoDI 4161.02 Accountability and Management of Government Contract Property</p> <p>Establishes policy, assigned responsibilities, for implementing Serialized Item Management (SIM) in support of the life-cycle management of materiel.</p>
DoD Instructions	<p>DoDI 4165.56 Relocatable Buildings</p> <p>Requires relocatable buildings purchased as property to be inventoried and accounted for with an IUID in accordance with DoDI 8320.04 and maintained in accordance with DoDI 5000.64.</p>
	<p>DoDI 3020.45, Mission Assurance (MA) Construct</p> <p>DoD establishes the MA construct as the DoD-wide process to ID, assess, manage and monitor the risks to strategic missions.</p>
	<p>DoDI 5000.64 Accountability and Management of DoD-Owned Property and Other Accountable Property</p> <p>Establishes policy, assigns responsibilities and provides requirements and procedures for accounting for tangible DoD</p>

	<p>equipment and other accountable property in accordance with Title 40, United States Code (USC.) and Section 901 of Title 31, USC.</p> <p>Outlines requirements that reflect the accountability perspective of property management; this supports the lifecycle management of items including the documentation of lifecycle events and transactions.</p> <p>Does not apply to intellectual property, software (including internal use software), real property, operating materials and supplies, or property and materiel for which accountability and inventory control requirements are prescribed in DoD Instruction 4165.14, DoD Manual 4140.01 and Defense Logistics Manual 4000.25-2 unless otherwise expressed in applicable issuances.</p>
	<p>DoDI 5200.44 Protection of Mission Critical Functions to Achieve Trusted Systems and Networks (TSN)</p> <p>Requires the application of risk management practices include TSN process, tools, and techniques to implement IUID for national level traceability of critical components in accordance with DoDI 8320.04.</p>
	<p>DoDI 6430.02 Defense Medical Logistics Program</p> <p>In accordance with DoDD 6000.12E and DoDD 6200.04, the Military Departments and Defense Agencies participate in and support collaborative DML programs and initiatives to promote jointness, fiscal sustainability, and readiness to support globally integrated health services. Within reasonable limits of Service-unique missions, the Military Departments must adopt standardized medical materiel, business processes, enabling information technology (IT), and data standards that measurably improve joint interoperability and sustainability of medical capabilities.</p> <ul style="list-style-type: none"> - Establishes the Defense Medical Materiel Standardization Program (DMMSPP). - Establishes the Defense Medical Logistics Proponent Committee (DMLPC).
	<p>DoDI 8320.04 Item Unique Identification (IUID) Standards for Tangible Personal Property</p> <p>Reissues DoD Instruction (DoDI) 8320.04 (Reference (b)) to establish policy and assign responsibilities for the process of uniquely identifying tangible personal property and their associated selected attributes. The unique item identifier (UII) will be used globally as the common data key in financial,</p>

	<p>property accountability, acquisition, and logistics (including supply and maintenance) automated information systems to enable asset accountability, valuation, life-cycle management, and counterfeit materiel risk reduction.</p> <p>-Under the authority of DoDI 8320.03</p> <p>--Assigns responsibilities and prescribes procedures to enable accountability and acquisition value for uniquely identified items of tangible personal property through use of transaction-derived data in a net-centric environment.</p> <p>-- Prescribes standards for constructing the UII and marking both the item and its packaging.</p> <p>-- Promotes correlation of data, and information sharing on items with UIIs between users in a net-centric environment throughout the DoD Components.</p> <p>-- Assigns responsibilities and establishes procedures for operation and maintenance of the DoD IUID Registry.</p> <p>DoDI 8320.03 Unique Identification (UID) Standards for Supporting the DoD Information Enterprise</p> <p>Establishes policy and prescribes the criteria for creation, maintenance, and dissemination of UID data standards to account for, control, and manage DoD assets and resources; establishes policy and assigns responsibilities for establishment of the DoD's integrated enterprise-wide UID strategy.</p>
DoDD Publications	<p>DoDD 3150.08 DoD Response to Nuclear and Radiological Incidents</p> <p>This Directive reissues DoD Directive (DoDD) 3150.8 to establish policy and assign responsibilities for the DoD consequence management response to US nuclear weapon incidents and other nuclear or radiological incidents involving materials in DoD custody in accordance with Presidential Policy Directives (PPDs)-25 and -35, the National Response Framework, the DHS Nuclear/Radiological Incident Annex to the Response and Recovery Federal Interagency Operational Plans and the National Incident Management System.</p>
DLMS Publications	<p>DLM 4000.25 Defense Logistics Management System (DLMS)</p> <p>Integrates IUID requirements in to the DLMS processes and relevant transaction sets.</p>
DoD Publications	<p>DoD Manual 5100.76 Physical Security of Sensitive Conventional Arms, Ammunition, and Explosives (AA&E)</p>

	<p><u>Requires unit-level personnel to perform 100% monthly physical count and installation personnel to perform 100% semi-annual physical count of security risk category (SRC) I missiles and rockets and SRC II-IV arms by serial number or UII; Requires unit-level personnel to perform 100% quarterly physical count and installation personnel to perform 100% semi-annual physical count of SRC II and III missiles and rockets by serial number or UII.</u></p>
	<p>DoD Manual 8260.03, Volume 1 Global Force Management Data Initiative (GFM DI) Implementation: Unique Identification (UID) for GFM</p> <p>Establishes responsibilities and procedures for UID of force structure data in software application programs known as GFM organization servers (OS); Requires personal property or real property chosen by GFM components for inclusion in OSs be uniquely identified as specified in DoDD 8320.03, DoDI 8320.04, and DoDI 4165.14.</p>
DFARS	<p>211.274 Item Identification and Valuation Requirements</p> <p>Provides policies for unique item identification, valuation, reporting of Government-furnished property, and assignment of Government-assigned serial numbers; Identifies the contract clauses to include in solicitations and contracts for each of these policies.</p>
	<p>252.211-7003 Item Unique Identification and Valuation</p> <p>Provides definitions of IUID-related terms and IUID requirements for identified items; Requires IUID requirements to be included in subcontracts, if applicable.</p>
	<p>252.211-7007 Reporting of Government Furnished Property</p> <p>Provides definitions and requirements for IUID Registry; Includes data to report procedures.</p>
	<p>252.211-7008 Use of Government Assigned Serial Numbers</p> <p>Provides requirements for marking major end items with Government-assigned serial numbers and registration of Government-assigned serial numbers with UII.</p>
DAFPAM	<p>63-128 Acquisition Integrated Life Cycle Management</p> <p>Provides a single source for descriptive, vice directive, guidance. It expands upon the directive requirements in AFI 63-101/20-101 and instead conveys expectations, best practices, lessons learned and other descriptive information to help a Program Manager (PM) initiate and expedite the development and delivery of systems.</p>

Military Standards	MIL-STD 129 Department of Defense Standard Practice Military Marking for Shipment and Storage Provides minimum requirements for uniform military marking for shipment and storage; Provides identification linear (Code 39) and 2D (PDF417) bar code content and marking requirements, including UIIs, for non-ammunition containers, unit packs, intermediate containers, and exterior shipping containers; Provides special marking requirements for components of disassembled items with UIIs; Provides requirements for IUID data in DD1348-1A.
	MIL-STD 130 Department of Defense Standard Practice Identification Marking of US Military Property Provides item marking criteria for development of specific marking requirements and methods for identification of items of military property produced, stocked, stored, and issued by or for DoD, including criteria and data content for free text and machine-readable information (MRI) applications, including IUID.