#### SUBJECT: PROJECT GPM QUICK REFERENCE

#### 1 PURPOSE

Provide a project quick reference guide to aid in Government Property Management (GPM) of Government property transferred to HART and Subcontract team members. This document is intended for referce only and the Government Property Management (PM.GPM) is the controlling process and should be referred to for detailed policy and actions.

#### 2 TYPES OF GOVERNEMENT PROPERTY

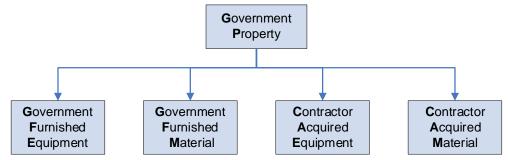


Figure 2-1 Types of Government Property

**Government Property (GP)**: All property owned by or leased to the Government or acquired by the Government under the terms of the contract. Government Property includes GFE, GFM, Contractor-Acquired Equipment and Contractor-Acquired Material.

**Government-Furnished Equipment (GFE)**: Non-consumable equipment in the possession of, or directly acquired by, the Government and subsequently made available to the contractor for use during the performance of a contract.

**Government-Furnished Material (GFM)**: Material in the possession of, or directly acquired by, the Government and subsequently made available to the contractor which will be consumed or materially transformed during the performance of a contract.

**Contractor-Acquired Equipment (CAE)**: Non-consumable equipment acquired or otherwise provided by the contractor for performing a contract and to which the Government has title.

**Contractor-Acquired Material (CAM)**: Material acquired or otherwise provided by the contractor to which the Government has title which will be consumed or materially transformed during the performance of a contract.

Controlling Process: HART PM.GPM Section 1.4

#### 3 KEY ROLES

- HART Property Manager (HPM): The HART employee, designated at each company location, if applicable, who is designated by management to ensure that HART's contracts and subcontracts are in compliance with Government regulations pertaining to Government property, while protecting HART's interests.
  - a) Refer to HART WFM Wiki and HART Teams portal for HPM Name and Contact information.
- Project Property Administrator (PPA) Project representative who supports the HPM to document and track the project Government Property including GFE and CAE tracked in the HART Property Tracking systems along with GFM and CAM tracked in project Material Requests (e.g. H30, BMS, etc.)

- a) Refer to HART WFM Wiki and HART Teams portal for PPA Name and Contact information by Project.
- 3) **GFE User**: Responsible for notifying HPM and PPA of any property received or of any change to property previously provided by Government (e.g. new computers or peripheral)
  - a) Primary method of communication: gfe@harttech.com
- 4) **Quality Control Board (QCB)**: Supports the HPM to review and verify Government Property Records

#### 4 GFE TRANSFER TO HART OR SUBCONTRACT TEAM MEMBERS

When an item is received by the GFE User it must be accompanied by a DD Form 1149, Requisition and Invoice/Shipping Document or another shipping document. See Figure 4-1 Example of DD Form 1149 transferring property to HART

- 1) The GFE User will forward or scan and email all GFE communication and forms to gfe@harttech.com
- 2) Project Property Administrator will:
  - Receives GFE via HART Incoming Receiving Record (IIR) generated using the "GFE/CFE IIR" quick-link on the Project Status record.

Controlling Process: HART PM.GPM Section 3.2

b) Documents GFE using HART Government Equipment tracking record generated using the "GFE/CFE Record" quick-link on the HART IIR.

Controlling Process: HART PM.GPM Section 4.1.2 Government Equipment Records

- c) Submits Property Record to HPM for review (e.g. transition ticket to "review reqd")
  - i) See Figure 4-2 Example of HART GFE/CFE Record awaiting HPM review
- d) Generates property tracking label and affixes label to the item, which identifies it as Government Property and shows the tracking form number that has been assigned.
  - i) See Figure 4-4 Example Government Property Marking Label (User Assigned GFE)

Controlling Process: HART PM.GPM Section 4.1.3 Government Equipment Identification

 HPM / Quality Control Board (QCB) will review incoming property record and documents and transition record to active if complete and accurate. Coordinates with PPA and GFE User to address any issues.

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#### Figure 4-1 Example of DD Form 1149 transferring property to HART

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Contract End Date:	02/28/2026		
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Description:	Model: Dell Precision M4800	Ancillary Equipment:	N/A
	IIR Ticket #594		
	Project Status Ticket #118		
Part Number:	M4800	Serial Number:	JPNNV52
MAC:	20:47:47:ba:51:45		
Owner Tracking ID:	00178-W6614		
Quantity:	1		
Primary User Type:	HART		
Owner Type:	Government	Property Type:	GFE
Transfer Documentation:	DD1149	Agency:	NSWCDD
Received:	10/04/2019		
Agency POC Name:	Mark Sizemore/Jason Boyd	Agency POC Email:	mark.sizemore@navy.mil
Property Value:	899.94		
HART User:	Derek Orban (dorban)	HART Facility:	Infantry Ridge
Where used:	telework office		
HART Property Manager:	Jon Peterson (jpeterson)	Project Property Administrator:	Tasia Smith (tsmith)

Figure 4-2 Example of HART GFE/CFE Record awaiting HPM review

4-3	HART Technologies (703) 366-2615 Program: N00178-17-F-3005 ID: CPT-181 Example of Government Property Marking Tag (Fixe
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Figure 4-4 Example Government Property Marking Label (User Assigned GFE)

#### 5 RETURN OF PROPERTY

Signed receipts must be obtained for all property turned over to the Government using a HART Bill of Materials / Product Delivery ticket (typical) or a Government DD1149 showing receipt of the GFE by the Government (*Controlling Process: HART PM.GPM Section 5 Return of Property*).

- 1) GFE User will:
  - a) Coordinate with PPA to obtain HART BOM
  - b) Coordinate with Government customer to obtain signed copy of BOM or DD1149
    - i) See Figure 5-1 Example of HART GFE BOM form with Government Signature and Figure 5-2 Example DD Form 1149 returning
  - c) Scan and email signed BOM and/or DD1149 to gfe@harttech.com
- 2) Project Property Administrator will:
  - a) Generate HART BOM using "GFP/CFP Transfer BOM" Quick-Link off Government Equipment tracking record
  - b) Document disposition of GFE on Government Equipment tracking record and transition ticket to 'property dispositioned'
- HPM / QCB will review dispositioned property record, supporting documents and transition record to closed if complete and accurate. HPM / QCB coordinates with PPA and GFE user to address any issues.

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Approver:	dhopp				
Deliver to:	Jenee Williams jenee.williams.ctr@na H-Dept Office 1042	ivy.mil			
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	HP ProBook Laptop 640 G2	5100632169	MXL6112C58	N0017892745627	Issued with 180W AC Adapter
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Figure 5-1 Example of HART GFE BOM form with Government Signature

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Figure 5-2 Example DD Form 1149 returning GFE

## Government Property Management Accountability & Transfer Job Aid

This reference guide is intended to provide users with a baseline understanding of Government Property Management process for HART government contracts



## Receiving GFE/GFM?



If you are offered any Government property, including any/all computers, accessories, peripherals, system components, etc., it <u>MUST</u> be properly documented and tracked by the contract <u>PRIOR</u> to removal from base.



## 1 - Notify

Contractor Prog. Mgmt & PPA should be notified when new property is required: <u>gfe@harttech.com</u> or as tailored by PM **Subcontractors:** Also notify your Admin/GPM team

### 2 - Request

Contractor Prog. Mgmt & PPA will help generate a request for the 1149

#### Employee provides:

- Manufacturer, Model #
- Service Tag / Serial #, Asset ID
- Purpose

## 3 - Receive & Sign

An 1149 is completed and signed by the issuing base organization.

Receiving Employee: Verify 1149 details match hardware, Sign, and Return to Mgmt & Admin.



### 4 - Track & Update

- Property tracked by HART is added to the WFM Property Tracking System.
- A HART GFE Label is generated and affixed to the property.
- **Employee:** While property is in your possession -- **Notify** Mgmt & Admin of updates, repairs, or when property is released from your possession for any reason.

Property <u>MUST NOT</u> be removed from the issuing government facility (e.g. NSWCDD) prior to receipt of the accompanying DD1149 signed by relevant Government personnel.

## Returning GFE/GFM?



If you're finished with equipment, or going through a tech refresh or upgrade, we must similarly track the return of the property and receipt by the government. Complete each step before



## 1 Notify

Contractor Prog. Mgmt & PPA should be notified before property is returned by emailing <u>gfe@harttech.com</u>

Subcontractors: Also notify your Admin/GPM team

### 2 Request

Prog. Mgmt & PPA will help generate request for the return 1149 or HART BOM (transfer form)

#### Employee provides:

- Manufacturer, Model #
- Service Tag / Serial #, Asset ID
- Purpose

### 3 Receive & Sign

An DD1149 or HART BOM transfer form is completed and signed by the issuing organization.

Receiving Employee:

Verify details match hardware, Sign, and Return to Mgmt & PPA.



GFE may now be returned

### **4 Obtain Signature**

Personnel accepting the return of the property should **sign or initial** transfer form to document delivery

### 5 Track

Provide signed transfer form to Prog. Mgmt & PPA for **contractor records**.

## Got Questions?



- Reach out to HART PPA via gfe@harttech.com
- Subcontractors: You may also reach out to you local company Government Property Management (GPM), admin support team, or Program Manager.

# Required content for DD1149 Government Property Transfer Forms



## DD149 – Minimum Required Fields

To ensure that Government Property transfers are appropriately documented and approved, the highlighted fields (yellow, blue, orange, green) must be correctly completed. Additional detail regarding specific fields are listed below:

- Cost Values Must be completed with the cost of the specified equipment (minimum reasonable values are listed on the next page)
- Contract Number Required to ensure that GFP is properly accounted to prime contract.
- Signature of relevant authority must be acquired before property is removed from base.

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## DD1149 – Minimum Reasonable Values



This table lists some examples of minimum reasonable values for various government assets based on previously received GFE.

Listed items are for generic categories - for example:

- A standard laptop is a lower end machine capable of normal office tasks
- An engineering laptop or workstation computer is a higher end machine capable of software or hardware development, design, or modeling work.

Item	Reasonable Minimum
Standard Laptop	\$500
Engineering Laptop/Workstation	\$1,200
Tablet	\$400
FIPS-120 Encrypted HDD w/Keypad	\$250
Docking Station	\$60
Monitor	\$100
Mouse	\$5
Keyboard	\$20
Headset	\$10

Note: Items with low values (i.e. \$0.01), will be challenged by the Defense Contract Management Agency (DCMA) during regular audits of the contractor's government property management system