

# 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 reference 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

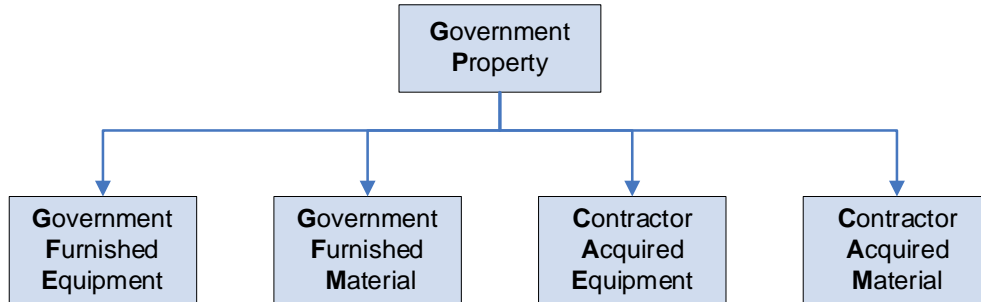


Figure 2-1 Types of Government Property

**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

- 1) **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.*
- 2) **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](mailto: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](mailto:gfe@harttech.com)
- 2) Project Property Administrator will:
  - a) 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*
- 3) 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.



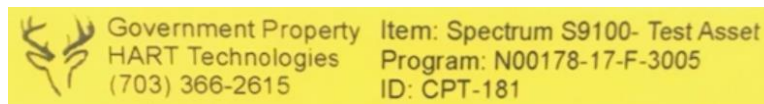


Figure 4-3 Example of Government Property Marking Tag (Fixed GFE)

This equipment is the US Government property issued to HART Technologies, Inc., CAGE CODE 1Q3J5, in support of contract N00178YFYFYYY.

HART Property Record:

**DO NOT RELEASE OR RETURN** the property to anyone for any reason (including government system maintenance) without informing your Project Property Administrator ([gfe@harttech.com](mailto:gfe@harttech.com)) and obtaining signed transfer documentation such as DD1149 (permanent transfer) or HART Bill of Materials (temporary maintenance release).

**ALL DATA on this system shall be considered CUI subject to the safeguarding requirements of 48 CFR 52.204-21.**

Failure to properly control and protect Government Property and CUI are reportable events under NISPOM 32 CFR SS117.8(c)(i).

User / Company: \_\_\_\_\_

Email: \_\_\_\_\_

Signature: \_\_\_\_\_

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](mailto: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'
- 3) 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.

10/15/2020 HART Project BOMs

HART Project BOM #920 (approved\_and\_certified)



HP ProBook 640 G2 - MBehre

Reporter: mthomason  
 Parent Ticket: HART GFE/CFE Records #132: HP ProBook 640 G2 - MBehre (active)  
 Contract Number: SCCI H40 S04-D-4127/Prime Contract N00178-04-D-4127-3002 Work Package:  
 SCCI H40  
 BOM Type: Property Transfer  
 Approver: dhopp  
 Deliver to: Jenee Williams  
 jenee.williams\_ctr@navy.mil  
 H-Dept Office 1042

Description:	Minor No	Serial No	Voucher No	Notes
HP ProBook Laptop 640 G2	5100632169	MXL6112C58	N0017892745627	Issued with 180W AC Adapter

Total # Items: 1  
 BOM Submitted for Approval Date: 10/15/2020  
 Approved/Certified Date: 10/15/2020 Approved/Certified By: dhopp

Certificate of Conformance: The systems as listed have been inspected and tested for compliance with the requirements defined in the above contract.

Finance: mthomason  
 Receiving Instructions: Received By: *Charles D. Miller*  
 Received Date: 10/16/2020

INSTRUCTIONS: Please FAX signed/dated copy to 703-662-6161 and retain original for your records.

Figure 5-1 Example of HART GFE BOM form with Government Signature

SHIPPING CONTAINER TALLY 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50

REQUISITION AND INVOICE/SHIPPING DOCUMENT

1. FROM: (Include ZIP Code)  
 HART Technologies  
 Attn: Mary Beth  
 6102 James Madison Pkwy  
 King George, VA 22485 US

2. TO: (Include ZIP Code)  
 NSWCDD  
 19008 Weymouth Dr.  
 Stuttgart, VA 22488 US

3. SHIP TO: MARK FISCER  
 WANDA SIKHARANAN  
 SHANGHAI 200001  
 Phone: (540)653-0101

4. APPROPRIATIONS DATA: DOCUMENTATION: Label: METFORMAL  
 Shipment Type: DD149-Hand Carry

ITEM NO.	FEDERAL STOCK NUMBER, DESCRIPTION, AND CAGE CODE OF MATERIAL, SERVICE NUMBER (S)	UNIT OF ISSUE (U)	QUANTITY REQUIRED (Q)	APPLY ACTION (A)	TYPE CODE (T)	COPY NUMBER (C)	UNIT PRICE (P)	TOTAL COST (TC)
01	MARK FISCHER FISCER COPY No: Code: EMAIL: Phone: (540)653-0828							

16. SIGNATURE: Lajay E Hernandez  
 17. VOUCHER NUMBER AND DATE (YYYYMMDD): N0017802005395  
 18. DATE SHIPPED (YYYYMMDD):  
 19. MODE OF SHIPMENT: Hand Carry  
 20. BILL OF LADING NUMBER:  
 21. AIR MOVEMENT DESIGNATOR OR PORT REFERENCE NO.:

DD FORM 1149, JAN 2006 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50  
 PREVIOUS EDITION IS OBSOLETE.

SHIPPING CONTAINER TALLY 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50

REQUISITION AND INVOICE/SHIPPING DOCUMENT (Continuation Sheet)

2. SHEET NO. 2 NO. OF SHEETS 2 3. REQUISITION NUMBER N0017802005395 4. VOUCHER NUMBER AND DATE N0017802005395 5. VOUCHER NUMBER AND DATE

ITEM NO.	FEDERAL STOCK NUMBER, DESCRIPTION, AND CAGE CODE OF MATERIAL, SERVICE NUMBER (S)	UNIT OF ISSUE (U)	QUANTITY REQUIRED (Q)	APPLY ACTION (A)	TYPE CODE (T)	COPY NUMBER (C)	UNIT PRICE (P)	TOTAL COST (TC)
10	HP ProBook 640 G2 Laptop Classification: MDSB Number: SERIAL NUMBER: MXL6112C58 OTHER TRACKING NUMBERS: 5100632169 Project Code:		1		Hand		\$ 600	\$ 600

REMARKS: Permanent Transfer of Property equipment being returned to DD HP ProBook 640 G2 Laptop Asset #: 5100632169 SN: MXL6112C58

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 **MUST** be properly documented and tracked by the contract **PRIOR** to removal from base.



GFE **MAY NOT** be removed from base without a **SIGNED** 1149

## 1 - Notify

Contractor Prog. Mgmt & PPA should be notified when new property is required: [gfe@harttech.com](mailto:gfe@harttech.com) 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.



GFE **may** now be removed from base.

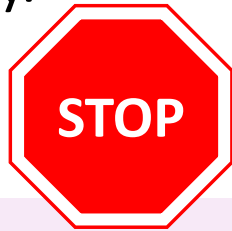
## 4 - Track & Update

- 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 **MUST NOT** 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 return property.



A **RETURN 1149** is required  
**BEFORE** property is returned

## 1 Notify

Contractor Prog. Mgmt & PPA should be notified before property is returned by emailing [gfe@harttech.com](mailto:gfe@harttech.com)

### 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](mailto: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.

REQUISITION AND INVOICE/SHIPPING DOCUMENT										FORM APPROVED OMB NO 0704-0246		
<small>Public reporting burden for this collection of information is estimated to average 1 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Washington Headquarters Services, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302, and to the Office of Management and Budget, Paperwork Reduction Project (0704-0246) in Washington, DC 20503</small> PLEASE DO NOT RETURN YOUR COMPLETED FORM TO EITHER OF THESE ADDRESSES. RETURN COMPLETED FORM TO THE ADDRESS IN ITEM 2												
<b>1. FROM:</b> (Include Zip Code) <b>NAVSURFWARREN DAHLGREN DIVISION</b> <b>18335 FRONTAGE RD. BLDG. 1405</b> <b>DAHLGREN, VA 22448-5100</b>				<b>SHEET NO.</b> 1	<b>NO OF SHEETS</b> 1	<b>5. REQUISITION DATE</b> 20210827	<b>6. REQUISITION NUMBER</b>					
<b>2. TO:</b> (Include Zip Code) <b>HART</b> <b>6103 James Maidson Parkway</b> <b>King George, VA 22485</b>				<b>7. DATE MATERIAL REQUIRED (YYMMDD)</b> 20210827			<b>8. PRIORITY</b> 3					
<b>3. SHIP TO-MARK FOR</b> <b>Tasia Smith</b> <b>Contract: N0017821F3004</b>				<b>9. AUTHORITY OR PURPOSE</b> Support Jira Development			<b>10. SIGNATURE</b> <small>SNOODGRASS.ROBERT.E.1258453421 Digitally signed by SNOODGRASS.ROBERT.E.1258453421 Date: 2021.08.27 15:13:20 -0400</small>					
<b>540-653-0000</b> <a href="mailto:tasia.smith_ctr@navy.mil">tasia.smith_ctr@navy.mil</a>				<b>11a. VOUCHER NUMBER &amp; DATE (YYMMDD)</b>			<b>11b. VOUCHER NUMBER &amp; DATE (YYMMDD)</b>					
<b>12. DATE SHIPPED (YYMMDD)</b>				<b>13. MODE OF SHIPMENT</b> Hand Carry			<b>15. AIR MOVEMENT DESIGNATOR OR PORT REFERENCE NO</b> 5					
<b>4. APPROPRIATIONS SYMBOL AND SUBHEAD</b>				<b>OBJECT CLASS</b>	<b>EXPENDITURE (from)</b>	<b>ACCOUNT (to)</b>	<b>CHANGEABLE ACTIVITY</b>	<b>BUREAU CONTROL ACTIVITY NO.</b>	<b>BUREAU CONTROL NO.</b>	<b>AMOUNT</b>		
<b>ITEM NO. (a)</b>	<b>FEDERAL STOCK NUMBER, DESCRIPTION, M AND CODING OF MATERIAL AND/OR SERVICES (b)</b>						<b>UNIT OF ISSUE (c)</b>	<b>QUANTITY REQUESTED (d)</b>	<b>SUPPLY ACTION (e)</b>	<b>TYPE CONTAINER (f)</b>	<b>UNIT PRICE (h)</b>	<b>TOTAL COST (i)</b>
1.	Dell Precision 7530 SN: B786ZW2 Minor: 00178-Y5349						ea	1	1		\$1500.00	\$1500.00
<b>16. TRANSPORTATION VIA MATS OR MSTs CHARGEABLE TO</b>							<b>17. SPECIAL HANDLING</b>					
<b>18. RECEIVING AUTHORITY</b> <b>ISSUED BY</b> <b>ASHER BENTZ</b> <b>3-6315</b> <b>H44</b> <b>CHECKED BY</b> <b>PACKED BY</b>	<b>TOTAL CONTAINERS</b>	<b>TYPE CONTAINER</b>	<b>DESCRIPTION</b>	<b>TOTAL WEIGHT</b>	<b>TOTAL CUBE</b>	<b>19. RECEIVING POINT</b>	<b>CONTAINERS RECEIVED EXCEPT AS NOTED</b>	<b>DATE (YYMMDD)</b>	<b>BY</b>	<b>SHEET TOTAL</b> \$1500.00		
							<b>QUANTITIES RECEIVED EXCEPT AS NOTED</b>	<b>DATE (YYMMDD)</b>	<b>BY</b>	<b>GRAND TOTAL</b> \$1500.00		
							<b>POSTED</b>	<b>DATE (YYMMDD)</b>	<b>BY</b>	<b>20. RECEIVER'S VOUCHER NO.</b>		
	<b>&lt; TOTAL &gt;</b>											

# 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