GFP / Reparable Items

MIL-Comply Guide for

Shipping Government Furnished Property
Wide Area Workflow & UID Registry

Version 6

16 November 2018

MIL PAC
T E C H N O L O G Y

Reparable GFP Item Processing with MIL-Comply

GFP versus New Acquisition Items

Shipping Government Furnished Property (GFP) that has undergone maintenance, repair or overhaul (MRO) requires the use of a Reparable Receiving Report (RRR) instead of the standard Receiving Report (RR).   [Ref DFARS Appendix F-104(b)]

Use of the special Reparable Receiving Report (RRR) is especially important for shipping Unique Identifier (UID)-marked GFP items. This is because:

1. The Unique Item Identifier (UII) is already in the UID Registry, and a standard Receiving Report would result in an attempt to register it again

2. The UID Registry requires the original date and cost of acquisition rather than the date and cost of servicing the item.

Use of the RRR for MRO of non-UID GFP items is also required.   This is because these lifecycle costs are distinct from the cost of acquisition. For MIL-Comply users creating these RRRs is just a matter of designating items as GFP and supplying a couple of additional location codes. See *RRRs for Non-UID GFP* for more information.

The Defense Federal Aquisition Regulations (DFARS) Appendix F regulate the use of the standard and Reparable Receiving Report transactions:

> F-10. The WAWF RRR is the electronic equivalent of the DD Form 250 for repair, maintenance, or overhaul of Government-furnished property.

> F-104(b) *WAWF RRR or DD Form 250.* Use as in paragraph (a) of this section for delivery of services for repair, overhaul, or maintenance.

GFP Processing Methods

There are three distinct methods of GFP processing in MIL-Comply which result in submission of a Reparable Receiving Report to Wide Area Workflow (WAWF).

- GFP Processing with UID Registry Automation

- Manual UID Registry Transactioning

- Reparable Non-UID Items

GFP Processing with UID Registry Automation
1. Take Custody from UID Registry

Use Comply/UID-Manager to:
- Induct Received Item(s) into GFP Inventory
- Acknowledge custody to UID Registry

- Confirm UID Registry custody change

2. Prepare for Shipment

With Comply/Pack-2073:

- Package per Mil-Std-2073, or the contract-stipulated method

With Comply/Labeling:

- Label per Mil-Std-129

    o Select UID Items from GFP Inventory

    o Include RFID-tagging where required

3. Submit Reparable Receiving Report to WAWF

With Comply/Shipper:

- Create Reparable Receiving Report (RRR)

    o Select UID items marked Ready-To-Ship from GFP Inventory

    o Include RFID data

Reparable Receiving Reports without UID Registry Automation

Companies with lower volumes of GFP items may find it more cost effective to handle the UID Registry transactions online in the UID Registry while still using Comply/Shipper to submit the Reparable Receiving Report to WAWF. See *Reparable Receiving Reports with Manual Custody Transfer*.

Reparable Receiving Reports for Non-UID Items

DFARS Appendix F-104(b) requires use of the WAWF RRR for delivery of services for repair, overhaul, or maintenance. See *RRRs for Non-UID GFP* for instructions on preparing RRRs for those items.

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UID Registry Automation

MIL-Comply/UID Manager exchanges electronic transactions with the UID Manager to acknowledge custody of UID-marked GFP items. In some cases it needs to add items to the Registry or perfect their UIDReg records.

Receiving GFP Item for Repair

The first step in shipping repaired items is officially accepting custody of them from the Government.   This is done with a Direct (UID) Registry transaction that updates the status of each item.   Start by using Comply/UID-Manager to receive these items into your GFP Inventory.

Before you can receive GFP items, you must identify the contract number to which they are to be associated. If your database already has the contract simply [Open] it, otherwise, create one with [New Contract].
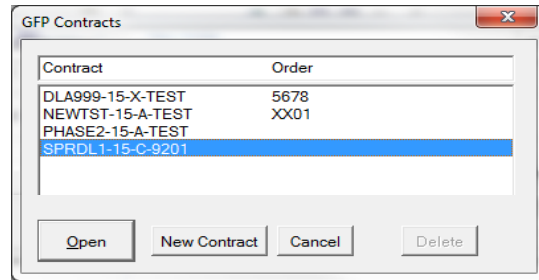
Complete the information in the dialog shown below in order to define a GFP contract. The Order number is optional, but all other fields are required. The ACO and PCO codes may be completed after receiving items, but are required for the WAWF Receiving Report.
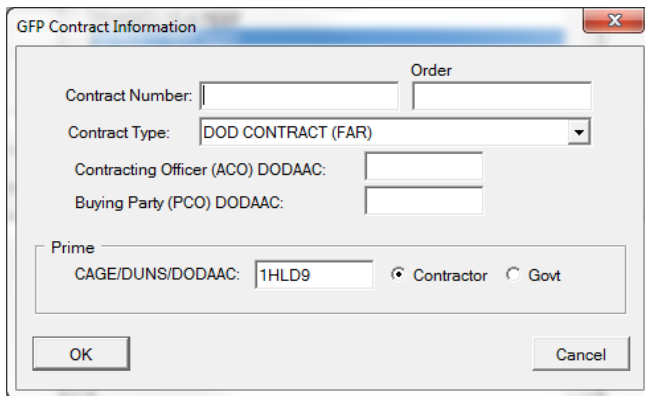
There are several contract types defined by the UID Registry. The DOD FAR Contract is the most typical.
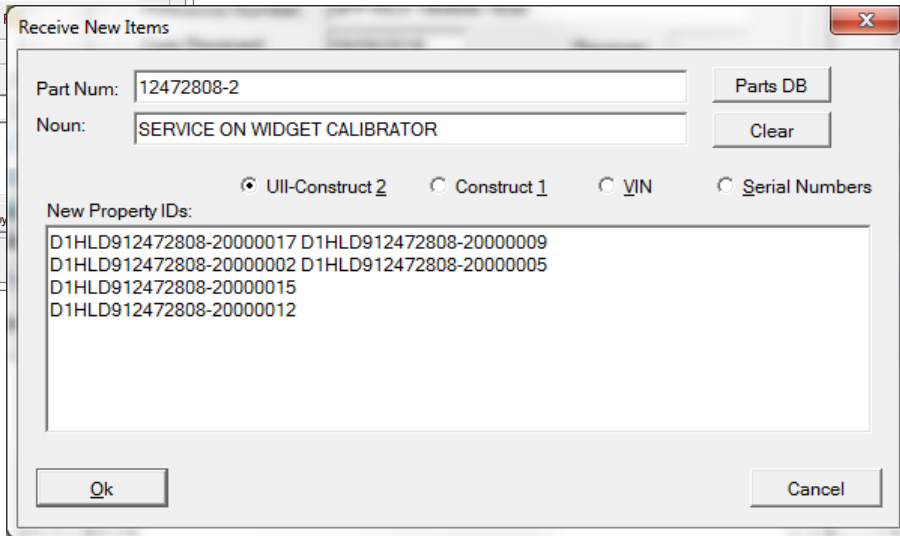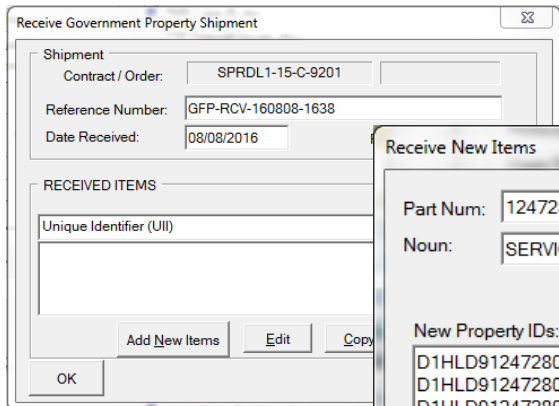
GFP Contract Dashboard

Once a contract/order has been opened, the UID Manager will present a GFP Dashboard, showing the operations that you can perform with GFP that involve interaction with the UID Registry. The next thing to do is click on the [Receive New GFP Items] button.
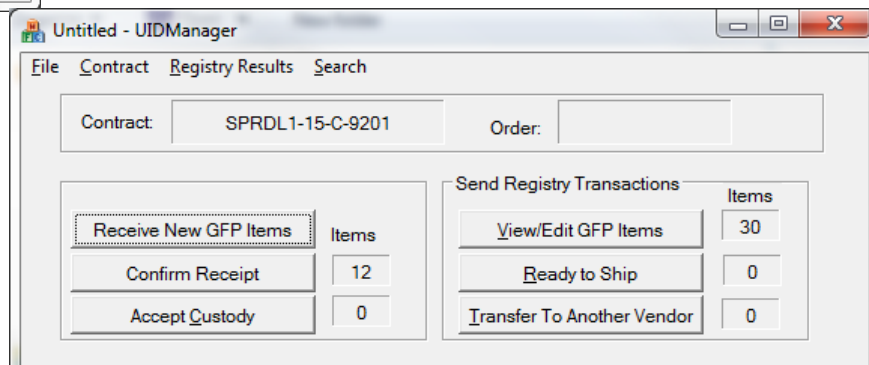
GFP Receiver Screen

A GFP Receiver is a collection of items that have been received at the same time. Comply/UID-Manager assigns an arbitrary ID to it, but you can use your own, such as a transportation tracking number. The date of receipt is also recorded.

Clicking on [Add New Items] brings up the Receive New Items dialog into which you can enter (paste) the UIIs or serial numbers of the items received. A part number and description is required. You may click on the [Parts Database] to pull down an already defined part. This is the same database used by Shipper and Labeling.
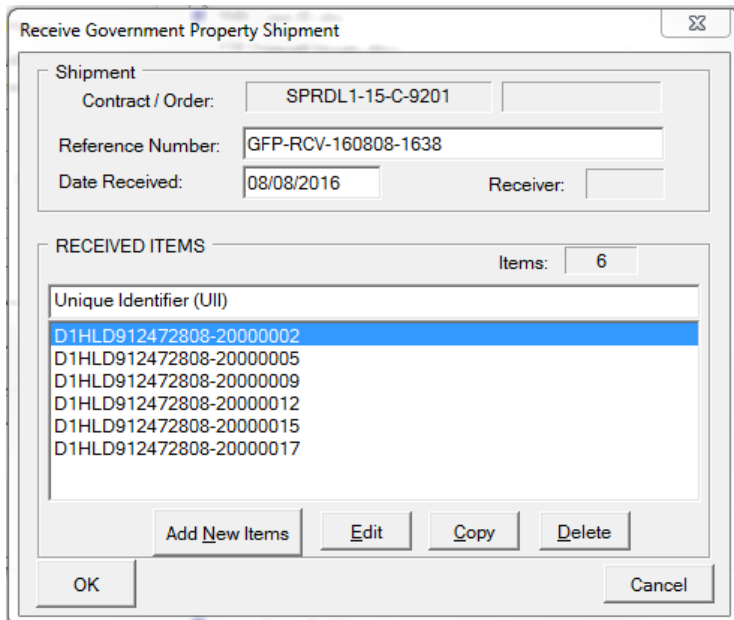
You may use [Add New Items] repeatedly to enter more GFPs or items with different part numbers and nomenclature.

Items that are already in your GFP inventory (database table) will be marked with an asterisk and ignored when the Receiver is saved.

Use the [Edit] button to make any corrections need to be made.

Once all items for this Receiver have been entered, click [Ok] to save it.

GFP Items List

The GFP Items Information dialog displays the items associated with the open contract/order. In some situations, it may show only those items associated with a specific shipment and CLIN.

The Editor is shown here after receiving the items described in the section above.

Once GFP is received you must send a Change of Custody request to the UID Registry, acknowledging that the items are now in your company's possession, under the proper contract/order numbers.

There are a number of buttons to set the status of GFP items. Use [Acknowledge Custody] to identify those items that you wish to confirm the receipt of to the UID Registry. Doing this changes their Registry Status to *Acknowledge Custody (AckCust)*. The next UID Registry transaction will include all such items. Click [Ok] to save the changes to the item status.
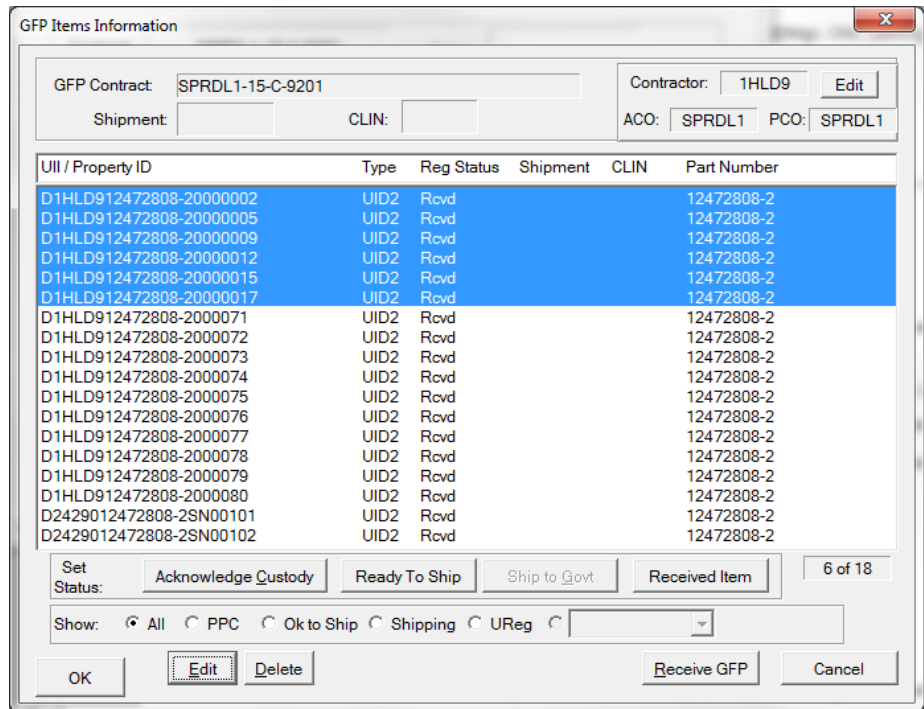
Upon returning to the GFP Dashboard, the items marked *AckCust* are reflected in the number shown next to the [Accept Custody] button. Click on it to create a UID Registry transaction and send it to the UID Registry via WAWF. (See *Sending Transactions to WAWF and UID Registry* section for more information.)
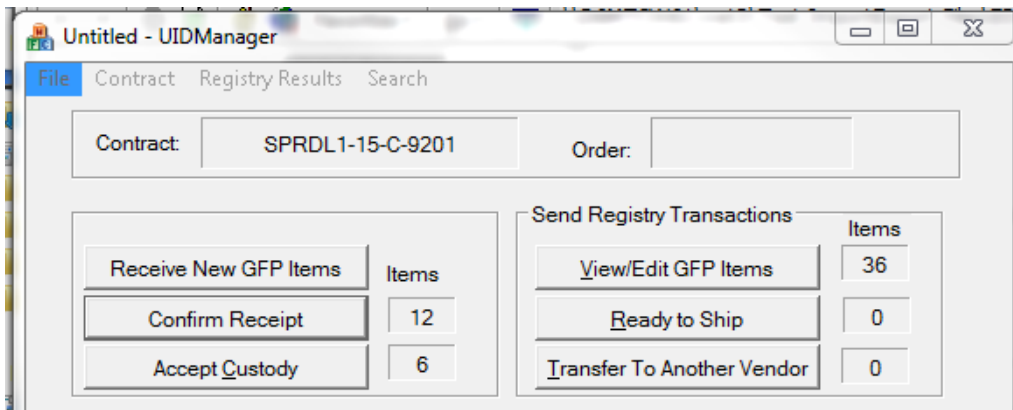
Responses from the UID Registry

The UID Registry (UReg) responds to electronic transactions by returning an XML file to the sender for each transaction file submitted. The Mil-Pac VAN will also generate an email to registered parties when processing these response files. After receiving the email, the UReg results may be downloaded and applied to the GFP items.

Retrieve UIDReg results by clicking on the Registry Results main menu command. If prompted to do so, Connect to the Mil-Pac VAN and retrieve waiting files. Should you have previously downloaded response files that have yet to be processed you may skip the download process.

For each Registry Response file, you will see a message like this one. Hopefully all updates will be accepted, in which case, the status of each item will change to *Property in Possession of Contractor (PPC)*. Such items can then be

transferred back to the government by including them on Reparables Receiving Report (RRR). In this case, two of the item updates were rejected as were three of the items that were intended to be added to the Registry.

> Able to Process:
>
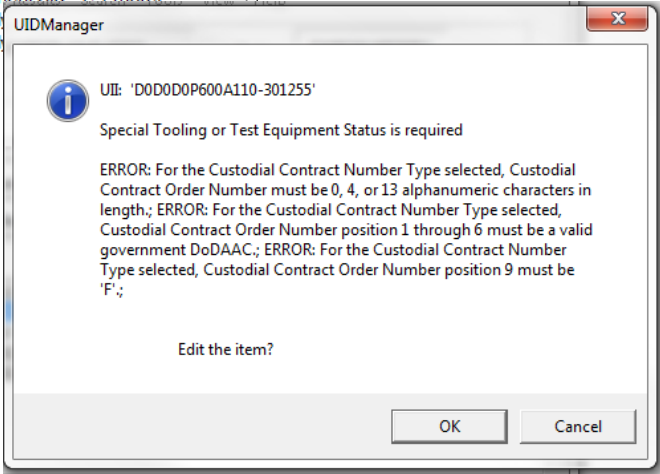> The feed has experienced errors: [2] updates rejected for UIIs in the database; [3] UII records rejected;
>
> Updates Entered: 0   Rejected: 2
> New UIDs Accepted: 0   Rejected: 3

As Registry Response files are processed its items will be listed on the Contract Dashboard view, as shown below. You can double-click on each of the item, which will list their errors and allow you to fix them.
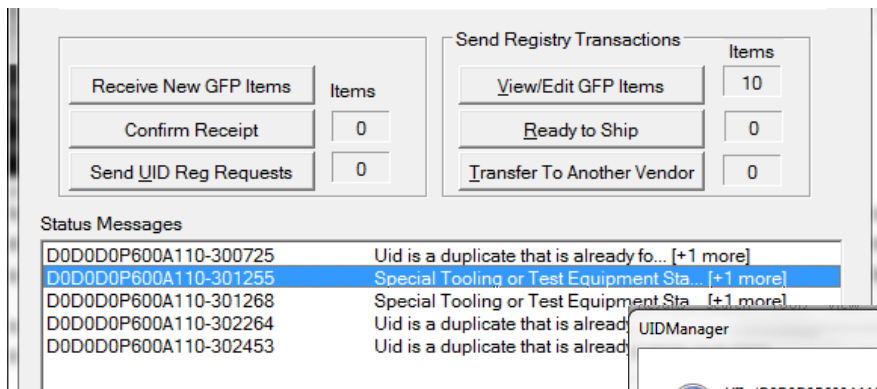
Double-clicking on an item will show

the full text of long or multiple error messages. It will also allow the item to be modified and resubmitted. To do so, just click [Ok] in response to the "Edit the item" prompt. Responding to error messages will be explained in more detail.

After making a change to an item during the Registry Responses review process the item status will change to reflect the change. You may correct as many or as few as would like, and then click [Send UID Reg Requests] to submit them.

To finish correcting errors later, open the Contract, and select [View/Edit GFP Items].   Then select an item.   If the error message is *Multiple Errors*, click on the error message to see the full text of it, or additional errors if there are more than one. Making corrections to the item will change its status to Acknowledge Custody (AckCust) so that you may submit it when ready.

Common Registry Response Errors

There are a few errors which occur somewhat frequently when servicing items that require UID registration.

UID Not Found in Registry

There are several reasons that this might occur, but that is beyond the scope of this document. Suffice it to say that a GFP item must exist in the Registry before one can take custody of it. Fortunately, the process of adding items to the Registry is very easy in UID Manager.

Note that the actual error message from the Registry is "Invalid entry - Uid was not found in the database or this XML file". In this context, it means that you tried to take custody of a non-existent item. To fix this problem, enter the acquisition cost of the item as shown below in the GFP Item record.

This will add the GFP item to the UID Registry, then take custody of it. Determining the acquisition cost of an item may be a challenge. Consult your contracting officer if it was not an item originally sold by your company.

UID Value Already Exists in the IUID Registry

This is the opposite of the Item Not Found in Registry error, caused by including the Acquisition Cost in the GFP Item record. This triggers UID Manager to attempt to add the item before taking custody, resulting in the error.

Special Tooling or Test Equipment Status is Required

The requirement to designate UID items as Special Tooling or Special Test Equipment (ST/STE) came about sometime after a large number of items were already placed into the UID Registry by the defense community. To correct that problem the Registry requires designation of ST/STE status the first time the UIDReg records such items are updated. That results in the error message above.

To respond to the error simply check the Update ST/STE Status option on the GFP Item Record editor.

Then, select the appropriate designation, which will generally be *Not ST/STE*.
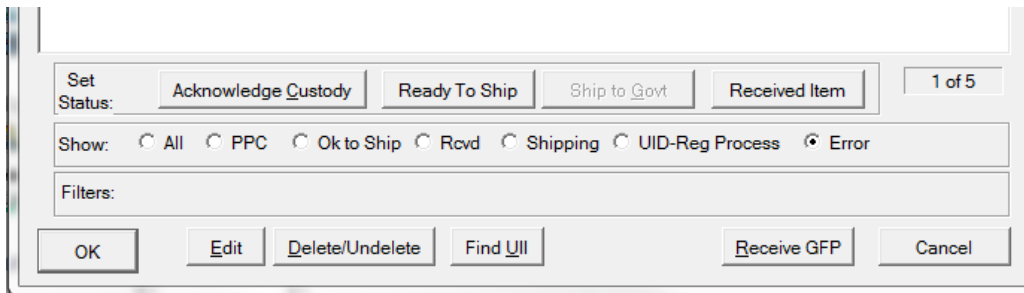
Managing GFP Across Contracts

It is often useful to view and manage all GFP items, without regard to the contract they are associated with. The View menu offers access to items without regard to their contract association. *View > All GFP Items* command will show the same view one gets from the Contract Dashboard, but for all items in the database. The other commands allow the user to drill down more specifically.

For example, *View > Registry Errors* shows all items that failed during custody updates and need attention.
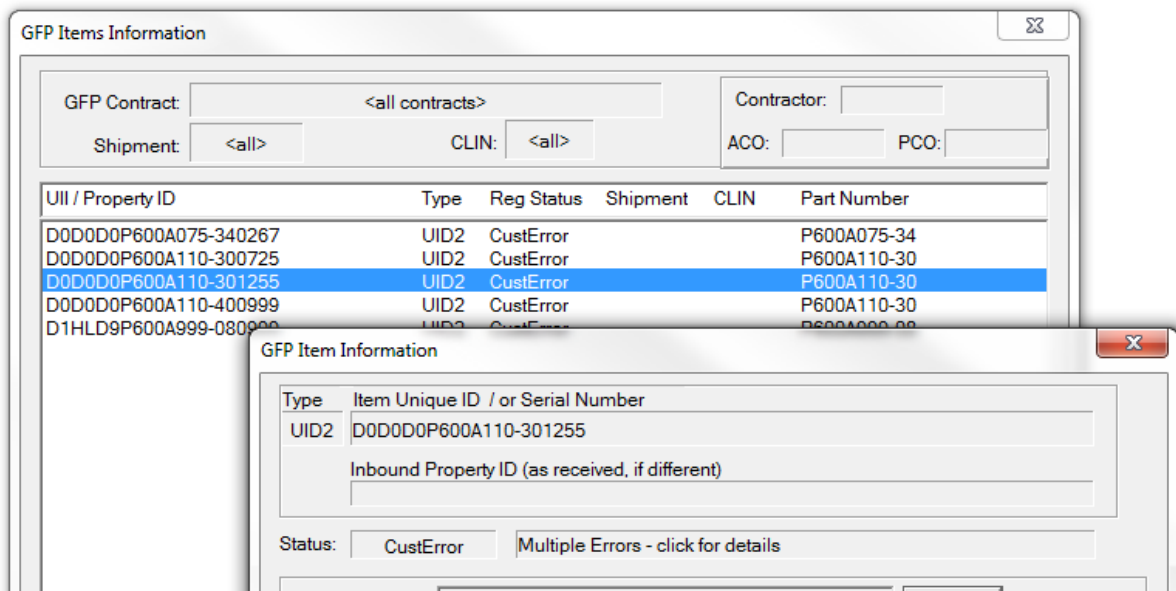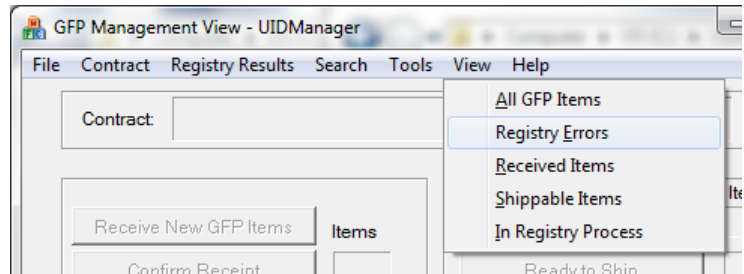
In most of the non-contract views you may change the filter to view by whatever status you choose, or simply view all items.

Labeling Items for Shipping

Labeling GFP items in accordance with Mil-Std-129 is little different in MIL-Comply than labeling new acquisition UID items. The difference is that new UIDs are added to the shipment as it is labeled, or as a part of a new Shipper Receiving Report. Because GFP items were previously loaded into the database in order to send Change of Custody to the UID Registry, you simply need to select the item(s) to be labeled for shipment.

Create a new shipment in Comply/Labeling (Advanced Mode). Add a CLIN, and check the GFP and UID boxes. Then [View] to see GFP items that are available for shipment.

Items which have been confirmed by the UID Registry to exist and be in your company's custody are shown as *PPC* (Property in Possession of Contractor). PPC items may be shipped, along with those that are marked as OkToShip (more about those later). Select the item(s) to ship and click [Ship

to Govt]. The status of these items will change to *Shipping*, as shown in the example. Note that the items have been assigned to the shipment number and CLIN that is currently being labeled. More items can be added in the same manner. Clicking on [Ok] returns to Labeling, which updates the *UID Count* and *Total CLIN Qty* fields. The item's Part Number has also been populated from the GFP data.

Clicking on [Part Number] will retrieve the item's NSN, Noun, etc from the Parts Database. At this point you simply need to click on the Preservation [Date] and create labels as you would for shipping new acquisition items. This includes RFID labels, which are handled in the normal manner.

Creating the Reparable Receiving Report

When submitting a Receiving Report (RR) to WAWF for acceptance of repairs on GFP the Reparable Receiving Report (RRR) must be used instead of the standard one.   This is because the standard RR sends UIIs to the UID Registry for initial registration, and the cost of the line item is recorded as the acquisition cost of the marked items. GFP should already be registered.   The RRR also changes custody of the GFP item(s) from the contractor to the Government or another contract.

Creating an RRR shipment in Comply/Shipper is simple if the containers have already labeled in Comply/Labeling, which populates much of the data necessary for creation of the RRR.   The following example is the line item data in Shipper for the GFP labeled in the previous section:

All that is left to be done is enter the price for the repair, add a couple of address DODAACs, then click on Submit to WAWF.   Click on [Edit UIDs] to see the items that have been selected for shipment:

Starting With the RRR

Your process might start by creating Receiving Reports before labeling.   No problem, the process is the same as described for Comply/Labeling: Create a line item, click on [Edit] UIDs, and select the GFP items to ship.   Then when Labeling is run, the CLIN and its GFP UIIs will be there waiting for labels to be created.

Reparable Receiving Reports with Manual Custody Transfer

Companies with lower volumes of GFP items may find it more cost effective to manually acknowledge custody of GFP items in the UID Registry web application. This can be done while still using Comply/Shipper to submit the Reparable Receiving Report to WAWF.

The process begins in Shipper with the Line Item Definition of a new shipment, like the one above. Checking the *GFP* option changes the Shipping Advice Code to Government Furnished Property and the UID edit box to a GFP Items selector. Reparable items are kept separate from UID items that are sold by your company because they may lack the pedigree

information that is association with the original sale, especially if sold by another company.

Clicking on the [Edit] button above will bring up a list of the UIDs to be included on the current shipment. The first time GFP items are added for a contract-order the user is asked for some information about the contract to be included in the WAWF RRR. That is explained in the section on adding ACO / PCO Location Codes.

The *Select Items to Ship* screen includes items that were already added. This was done by clicking on its [Receive GFP] button, which brings up a Receive Government Property Shipment screen, which is a scratch pad for collecting GFP UIDs.   We can add more UIDs to the shipment by clicking on [Add New Items]. This is discussed in the *GFP Receiver Screen* section.

UII / Property ID	Type	Reg Status	Shipment	CLIN	Part Number
D1HLD936YQW0000011	UID2	Shipping	MPT0002	0001	36YQW
D1HLD936YQW0000012	UID2	Shipping	MPT0002	0001	36YQW
D1HLD936YQW0000013	UID2	Shipping	MPT0002	0001	36YQW
D1HLD936YQW0000022	UID2	Rcvd			36YQW
D1HLD936YQW0000023	UID2	Rcvd			36YQW

Note that the items just added are placed in *Rcvd* status. When using UID Manager the next step would be to transmit those to the UID Registry to acknowledge custody of them.   Upon success their status would change to *PPC* (Property in Possession of Contractor), and be available to ship.

To make the *Rcvd* items available for shipment, select them then use *Set Status* [Ship to Govt]. This changes their status to *Shipping*, meaning they are in the process of being shipped, but have not yet be shipped.   They will be counted in the number of items to be shipped, and included in the Reparable Receiving Report (RRR) to be generated.

It is important that before submitting the RRR that the items are transferred to the custod of your company. This is done in the UID Registry web application (https://wawf.eb.mil).   Failing to do this will cause the RRR to fail when submitted to WAWF.

Reparable RRs for Non-UID GFP

Non UID-marked Items that have undergone maintenance, repair or overhaul (MRO) must be shipped on a Reparable Receiving Report (RRR) in accordance with DFARS Appendix F-104(b). For MIL-Comply[1] users creating these RRRs is just a matter of designating items as GFP and supplying a couple of additional location codes when the contract is first shipped.

To ship GFP items simply mark the item as GFP when editing the Line Item Details. That changes the Shipping Advice Code to Government Furnished Property (E).

Clicking on [Edit] or [Count] in the UIDs section will result in a message informing you that shipping UID-marked GFP requires such items to be formally taken into contractor custody in the UID Registry. That process may be accomplished in Comply/UID-Manager. Refer to the overview of the *GFP/Reparables Process* for details.

ACO / PCO Location Codes

One distinction between RRRs and standard RRs is the requirement for identifying the Contracting Office (ACO) and Buying Party (PCO) by their DODAAC. This is done on the GFP Contract Information dialog that you can get to via Tools > GFP > Contract Data. It has to be completed prior to WAWF submission, but only one time for all shipments on the contract.

Note that the *Buying Party* is the generally the same as *Issued By* found in the shipment data, particularly if the shipment was populated by an import of the contract-order via EDI.

Once a shipment is marked as having GFP items and includes the ACO and PCO location codes, creation of the Reparable RR is automatically done when MIL-Comply sends a Receiving Report to WAWF.

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[1] RRR generation for non-UID marked GFP requires MIL-Comply release 1.2.0200, or later.

General Information

GFP Registration Status

MIL-Comply uses a set of status points related to the WAWF and UIDReg processes to control the actions upon GFP items.

Rcvd	Received by Contractor
AckCust	Marked to Acknowledge Custody to the UID Registry
CustAckd	Custody Acknowledgement submitted to UID Registry
CustError	Error returned by UID Registry for Custody Request
PPC	Property in Possession of Contractor (acknowledged by UIDReg)
OkToShip	Ready for shipment
Shipping	Being prepared for shipment to Government via an WAWF RRR
ShpdGovt	Shipped to Government via an WAWF RRR
ReqXfer	Marked for transfer to a different contract (and/or vender)
Xfered	Shipped to another contract via WAWF RRR

GFP items start as *Rcvd* and generally progress to either *ShpdGovt* or *Xfered*, depending on the disposition of the item. There may be other states added as the software evolves.

As of version 1.4.040, the *PPC* state is the trigger indicating that an item is ready to be shipped. This state is achieved simply as a result of successful acknowledgement by UReg of change of custody to the contractor. It does not reflect the state of the repair process.

Users may choose to use *OkToShip* as a way of designating that the repair of the item has been completed. Use of *OkToShip* as a trigger for Shipper and Labeling may become formally enforced (after appropriate configuration) in future versions. For now, that will be left to customers to manage procedurally.

The MIL-Comply design includes hooks for Work-In-Process (WIP) status keeping. Management of items by their WIP status is a feature intended for future development.

Configuring UID Manager User

The user of the Comply/UID-Manager must be configured prior to submitting any transactions to the UID Registry. Get to the UID Registrar Dialog via the Tools > Options menu command.

The User ID is the same one as logged into the software.
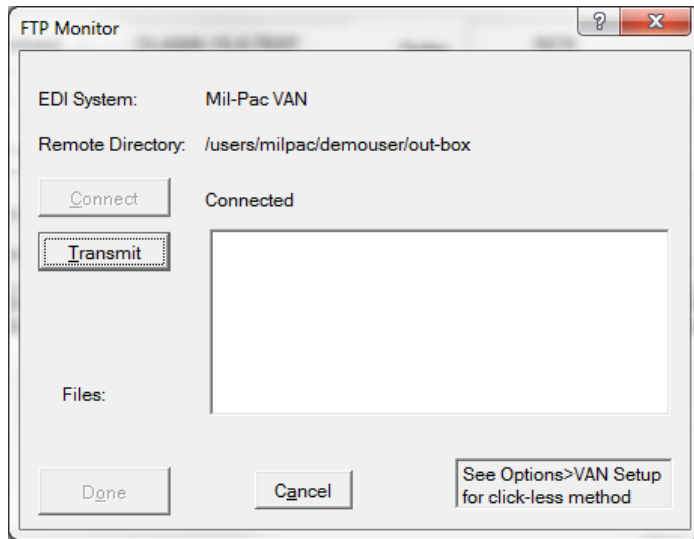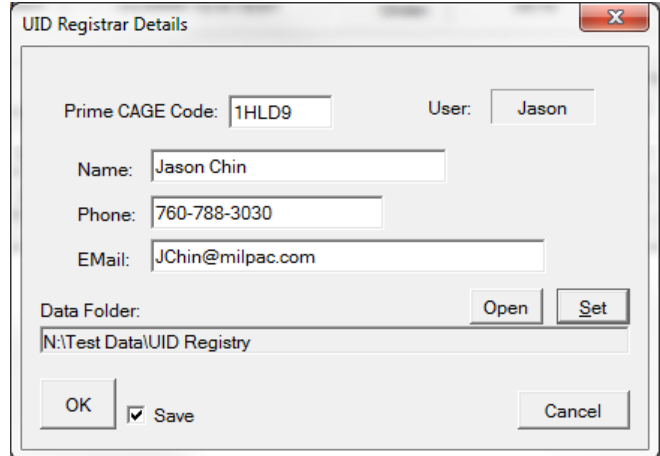
Sending Transactions to WAWF and UID Registry

Comply/UID-Manager supports the sending and receiving of Direct UID Manager transactions via the Mil-Pac Value-Added Network (VAN) or a customer-provided channel. See the WAWF web site for information on setting up the later.

VAN users will see this dialog pop up whenever a file is to be sent to the UID Registry. Just click on [Connect], [Transmit] then [Done]. You may try this using the default DemoUser configuration, which sends transactions to a non-functional test user account.

When configured for use of a customer-provided channel, outbound UID Registry transaction files are dropped into a designated folder and inbound responses picked up from a different one. The customer is responsible for SFTP/SSH communications with WAWF.

Mil-Pac VAN Configuration

Configuring the Comply/UID-Manager for Mil-Pac VAN use is described by instructions provided when the service is initiated. Copies of those are available upon request.

To configure for VAN use, first use the Tools > MP VAN Configuration menu command to bring up the EDI Communications dialog. Ignore the (non-WAWF) part, as this is left-over from before the integration of the UID Registry under the WAWF umbrella.

To use the Mil-Pac VAN, ensure that it is selected, and then click [VAN Setup].
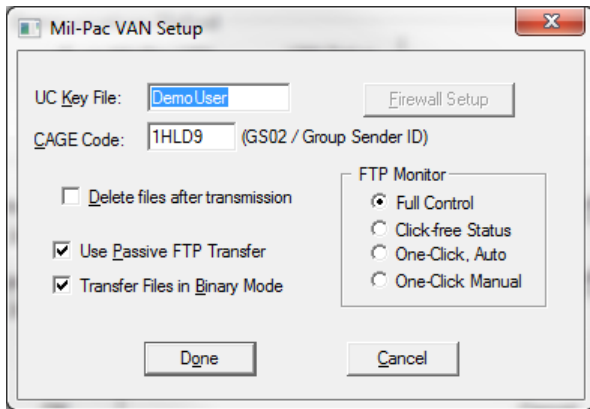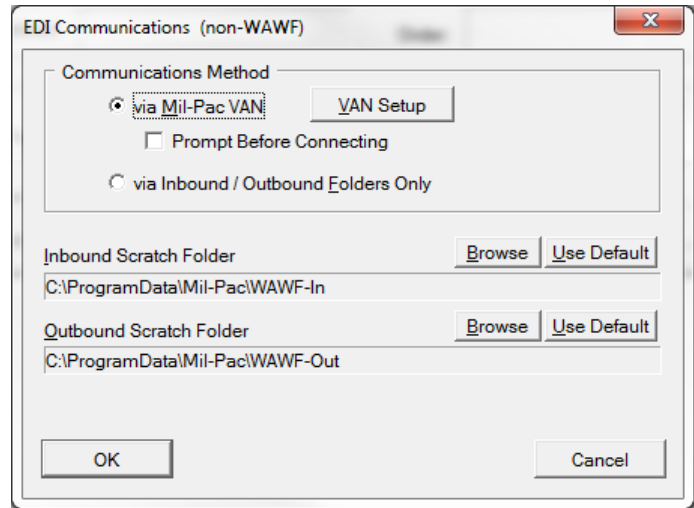
Enter the UCKey Filename provided by Mil-Pac when the service was initiated. Leave it as *DemoUser* to test use of the VAN. Enter your CAGE Code where indicated. You may leave the remainder of the controls in their default state (as shown).