

**Government Personal and Real Property
In the Possession of the Contractor (PIPC)**

**Guidance for Industry
Transition from the DD Form 1662 in Support of
Defense Federal Acquisition Regulation Supplement
(DFARS) 245.505-14**

**Office of the Under Secretary of Defense
Acquisition, Technology and Logistics**

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Government Personal and Real Property In the Possession of the Contractor (PIPC)

Guidance for Industry:

Transition from the DD Form 1662 in Support of DFARS 245.505-14

I. BACKGROUND

A. Purpose

The Defense Federal Acquisition Regulation Supplement (DFARS) to the Federal Acquisition Regulation (FAR) governs purchases and contracts by DoD contracting activities. DFARS Subpart 245.505-14, describes rules for the annual reporting of DoD property in the custody of contractors. Over the last several years, contractors have been reporting property annually using the DoD Form 1662, DoD Property in the Custody of Contractors, as prescribed by DFARS 252.245-7001 and 245.505-14(a). The requirement, as stated on Form 1662, is as follows:

“The prime contractor shall report all DoD property (as indicated) in its custody or in that of its subcontractors as of September 30 to the Government Property Representative by October 31 of each year. Also report zero end of period balances when no DoD property remains accountable to the contract. Report data from records maintained in accordance with FAR Subpart 45.5 and DFARS Subpart 245.5.¹”

On October 1, 2005, DoD will phase out manual reporting using the DD Form 1662 and migrate to electronic reporting. This will be accomplished through incorporating an approved substitute reporting requirement, in accordance with DFARS 252.245-7001, Reports of Government Property (MAY 1994). Effective January 1, 2006, a DFARS Rule for electronic reporting of all Government property will permanently replace the DD Form 1662.

The purpose of this guidance is to prescribe the transition process for personal and real property, identify the government and contractors' roles and responsibilities, and identify DoD contact personnel for additional support and assistance.

¹ “DoD Property in the Custody of Contractors (DFARS 245.505-14, Approved, OMB No. 0704-0246, Expires February 28, 2006.

B. Personal Property

On May 12, 2005, the Under Secretary of Defense for Acquisition, Technology and Logistics, signed a policy update for Item Unique Identification (IUID) of tangible personal property, including Government Property In the Possession of Contractors (PIPC). As part of that policy, the UID Program Management Office (PMO) was tasked with publishing detailed guidance for transitioning from the DD Form 1662, DoD Property in the Custody of Contractors, to (industry) electronic submission of master IUID data for PIPC into the IUID registry.

The purpose of this guidance is to prescribe the transition process and roles; identify the contractors' responsibilities for use, management and reporting of PIPC; and refine the concept of one central DoD electronic PIPC capability as an integral function of the IUID registry. These guidelines supersede the approach proposed in the May 12, 2005 policy.

Any questions regarding this guidance or the May 12, 2005 policy regarding PIPC should be forwarded to Lydia Dawson at: lydia.dawson@osd.mil, (703) 695-1098.

C. Real Property

On May 11, 2005, the Under Secretary of Defense for Acquisition, Technology and Logistics, signed a policy update for unique identification (UID) of real property sites and assets. As part of that policy, the Office of the Deputy Under Secretary of Defense (Installations & Environment) (ODUSD (I&E)) was tasked with implementing the real property UID. Beginning FY06, all contractors managing Real Property in the Possession of Contractors (RPPC) will be required to electronically enter relevant information into the appropriate Military Service real property inventory system.

Section VII prescribes the transition process and roles for migration of RPPC information, and identifies the contractors' responsibilities for use, management and reporting of RPPC.

Any questions regarding this guidance or the May 11, 2005 policy should be forwarded to Mr. Craig Adams, Craig.Adams@osd.mil, (703) 604.5580. For Military Service real property inventory specific questions, please contact the appropriate real property inventory lead within each Military Service or the Washington Headquarters Service (WHS), listed below:

- Army – Ms. Audrey Ormerod, Audrey.Ormerod@hqda.army.mil, 703.601.2520
- Navy – Mr. Gregory Nishimura, Gregory.Nishimura@navy.mil, 703.685.9192

- Air Force – Ms. Lynne Hunter, Lynne.Hunter@pentagon.af.mil, 703.604.5275

II. TERMS OF REFERENCE

The IUID registry provides storage of, and access to, data that identifies and describes Government personal property, including PIPC. The IUID registry receives input from both industry and Government sources.

Government Property (GP) means all real and personal property owned or leased by the Government, regardless of whether the property is located at a Government or contractor facility.

Real Property includes land and improvements to land, known as facilities (buildings, structures, or linear structures). It includes equipment affixed and built into the facility as an integral part of the facility (such as heating systems), but it does not include movable equipment (such as plant equipment, industrial equipment, or systems furniture).

Personal Property is property of any kind or any interest therein, except real property.

Government Furnished Property (GFP) is defined as property that is held by, or directly acquired by, the Government and then subsequently made available to the contractor for performance of a contract and to which the Government has title.

Contractor Acquired Property (CAP) is defined as property acquired or otherwise provided by the contractor for performing a contract and to which the Government has title.

Property In the Possession of Contractors (PIPC) is defined as tangible personal property to which the Government has title, which is in the stewardship, possession, or controlled by, the contractor for performance of a contract. PIPC consists of both tangible GFP and CAP, and includes -

- Equipment – A tangible article of personal property that is complete in-and-of-itself, durable, nonexpendable, and needed for the performance of a contract. Equipment generally has an expected life of one year or more, and does not ordinarily lose its identity or become a component part of another article when put into use.
- Material - Property that may be consumed or expended during the performance of a contract, component parts of a higher assembly, or items that lose their individual identity through incorporation into and

end-item. Material does not include equipment, special tooling, special test equipment, or unique federal property.

Real Property in the Possession of Contractors (RPPC) is DoD real property under the stewardship and control of a government contractor.

Low Value Property (LVP), for PIPC, is defined as special tooling, special test equipment, plant equipment, and agency-peculiar property with an acquisition cost less than \$5,000.

A Repairable is an item of supply subject to economical repair for which repair (at either depot or field level) is considered in satisfying computed requirements at any inventory level. Examples include, but are not limited to, aircraft engines, rotors, guidance systems, and electronic circuit boards.

For additional terms refer to the Integrated List of Existing Item Unique Identification (IUID) Definitions and Acronyms, available at the IUID website at: <http://www.acq.osd.mil/dpap/UID/attachments/Integrated%20List%20of%20Existing%20IUID%20Definitions.doc>

III. BUSINESS RULES

A. Personal Property Business Rules

- 1) Initial load of PIPC into the IUID registry will include all tagged or marked items, i.e., items requiring asset identification in accordance with FAR 45.506, with a value of \$5,000 or more. Likewise, property that does not require marking or tagging, in accordance with FAR 45.506, does not have to be loaded into the IUID registry for the initial load.
- 2) LVP is not required for the initial load of PIPC into the IUID registry, but may be required during later phases of implementation.
- 3) PIPC that is going through the disposition process² as of September 30, 2005, is not required for the initial load of PIPC into the IUID registry.
- 4) Contractor Acquired Property (CAP) is excluded from the IUID registry. Should CAP be delivered to the Government as GP, or transferred by contract modification or other contract provision/requirement to another contract as GFP (including items that are transferred in place), it is to be reported to the IUID registry in accordance with the business rules defined herein.

²For example, items that have been submitted to the Plant Clearance Automated Reutilization Screening System (PCARSS) or Lost, Damaged, Destroyed (LDD) system for disposition.

- 5) Repairables and serialized Government Furnished Material (GFM) are optional for the initial load of PIPC into the IUID registry.
- 6) Government Furnished Material (GFM) is not required for the initial load of PIPC into the IUID registry, but may be required during later phases of implementation.
- 7) Parent/Child relationships for equipment and item master data for DoD serially managed embedded items will not be reported on the initial load of PIPC into the IUID registry.
- 8) A concatenated Unique Item Identifier (UII) should be created for existing PIPC using UII Construct #1, Construct #2, or a DoD recognized IUID equivalent.
- 9) The asset identification number, or other unique property control number, used to track the item may be used in place of the item's serial number to assign the UII for existing PIPC, i.e., Construct #1.
- 10)The UII for existing PIPC will use the enterprise identifier of the enterprise establishing the serial number or, alternatively, the unique property control number, of the item³.
- 11)Virtual UIIs⁴ may be assigned to existing PIPC that can be accurately and uniquely identified using existing innate serialized identity until a trigger event occurs requiring physical marking with the DoD compliant two-dimensional (2D) data matrix.⁵ A virtual UII is the UII data elements for an item that have been captured in the IUID registry, but not yet physically marked on an item with a DoD compliant 2D data matrix symbol. Examples of innate serialized identity marks that may reside on existing PIPC are shown in Attachment 1.
- 12)The assigned virtual UII becomes the permanent UII and the eventual physical mark using the DoD compliant 2D data matrix symbol when a trigger event occurs that will require marking the item.
- 13)MIL-STD-130 applies when physically marking existing PIPC with the compliant 2D data matrix symbol at a trigger event. The accountable custodian or the person who has possession of the PIPC shall use due

³ See the Department of Defense Guide to Uniquely Identifying Items, Version 1.5, June 7, 2005, for methods and rules for constructing the UII, available at <http://www/acq.osd.mil/UIID/guides.htm>.

⁴ See the Department of Defense Guidelines for the Virtual Unique Item Identifier (UII), Version 1.0, December 29, 2004, for the process and rules for constructing, assigning and registering the virtual UII and for identifying trigger events when items must be physically marked, available at <http://www/acq.osd.mil/UIID/guides.htm>.

⁵ A DoD compliant data matrix symbol is encoded using the syntax of ISO/IEC 15434 and the semantics of ISO/IEC 15418 or the Air Transport Association Common Support Data Dictionary.

diligence to maintain the integrity of the UII, and replace a damaged, destroyed or lost mark with a replacement mark that contains the same UII data elements, if necessary.

- 14) Prime contractors are responsible for ensuring that all personal property that falls under this set of guidelines that is in the custody of subcontractors is recorded in the IUID registry.

B. Real Property Business Rules

- 1) Contractors will manage RPPC using the official Real Property Inventory (RPI) system of the Military Service that is responsible for the real property.
- 2) The Military Services will provide access to their respective RPI systems (and the necessary user training) to all contractors with custody or control over their real property.
- 3) Real property should only be tracked in one property accountability system at a time

IV. IUID REGISTRY FUNCTIONALITY

The functionality of the IUID registry has been expanded to provide storage of and access to data that identifies and describes PIPC. The prime contractor responsible for Government personal property in their stewardship possession or control, as of September 30, 2005, has the responsibility to assign and register the Unique Item Identifier (UII) and item level⁶ master data for PIPC to the IUID registry.

The UIIs for PIPC may be entered into the IUID registry, *effective immediately*. The load process will accommodate multiple sequential loads from an individual contractor. Prior to September 30, 2005, contractors should only enter data into the IUID registry for PIPC that is expected to be reported on their FY05 DD Form 1662, i.e., PIPC that will still be in their stewardship possession or control as of September 30, 2005.

A. IUID Data Submission

The IUID registry is maintained by the Defense Logistics Information Service (DLIS). The UII and the associated item level master data for PIPC can

⁶ Master data for DoD serially managed embedded items in a PIPC item are not required to be initially loaded in the IUID Registry. An embedded item is a subassembly, component, or part that is an integral part of a complete item. DoD serially managed means a tangible item used by DoD, *which is designated by a DoD, or Service Item Manager* to be uniquely tracked, controlled or managed in maintenance, repair and/or supply by means of its serial number.

currently be transmitted to the IUID registry in an XML format or by online web entry.

An additional flat file format will be available as a data submission alternative effective November 1, 2005. The flat file format to the IUID registry has the same capability as the XML format. The detailed requirements and instructions to process the IUID flat file are published on the IUID website at <http://www.acq.osd.mil/dpap/UIID/>.

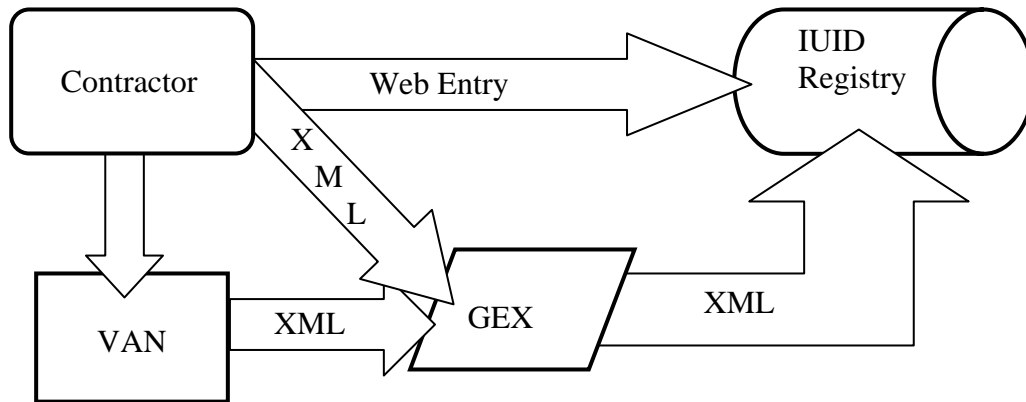


Figure 1 – Data Handling Process

Each IUID XML file, as well as all direct file submissions, must be sent to the GEX either directly or via a VAN, which will transmit the information to the IUID registry. If a contractor has an existing connection, they must contact the GEX Administrator. If there is no existing connection, the contractor must complete the account setup process at: <http://ec.ogden.disa.mil/ecip.htm>.

Registration is required prior to gaining access for web entry. The processes are outlined in Figure 2, below.

Submission Method	Action Criteria	Action
IUID XML	Currently connected to GEX via a VAN (VAN sends X12 to GEX)	Contact GEX administrator to coordinate XML connection
	Currently connected directly to GEX	Contact GEX administrator to coordinate XML connection
	No GEX connection, either directly or via a VAN	Complete account setup process at http://ec.ogden.disa.mil/ecip.htm
Web Entry		Access https://www.uid.bpn.gov
IUID Flat File	Currently connected to GEX via a VAN (VAN sends X12 to GEX)	Contact GEX administrator to coordinate XML connection
	Currently connected directly to GEX	Contact GEX administrator to coordinate XML connection
	No GEX connection, either directly or via a VAN	Complete account setup process at http://ec.ogden.disa.mil/ecip.htm

Figure 2 – Registration Processes

Data submission methods will provide feedback denoting the success or failure of the data entry action. In the case of an error, the message will provide enough information for the submitter to take corrective action.

B. IUID Registry Access

Only registered users shall be allowed to enter and/or review the IUID data for PIPC, in accordance with the role(s) and access assigned to them. There are currently three basic levels of access to the IUID registry – contractor, Government, and public.

1. Contractor Access –

All contractors are required to be registered in the Central Contractor Registry (CCR) prior to gaining access to the IUID registry.

Contractors may register in CCR directly at: <http://www.ccr.gov/>, or concurrent with their registration for access to the IUID registry at the website: <https://www.bpn.gov/iuid/>.

From the home page, select, “controlled access” followed by, “register”.

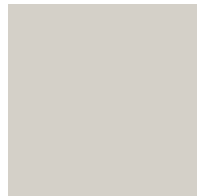


Figure 3 – Controlled Access Screen

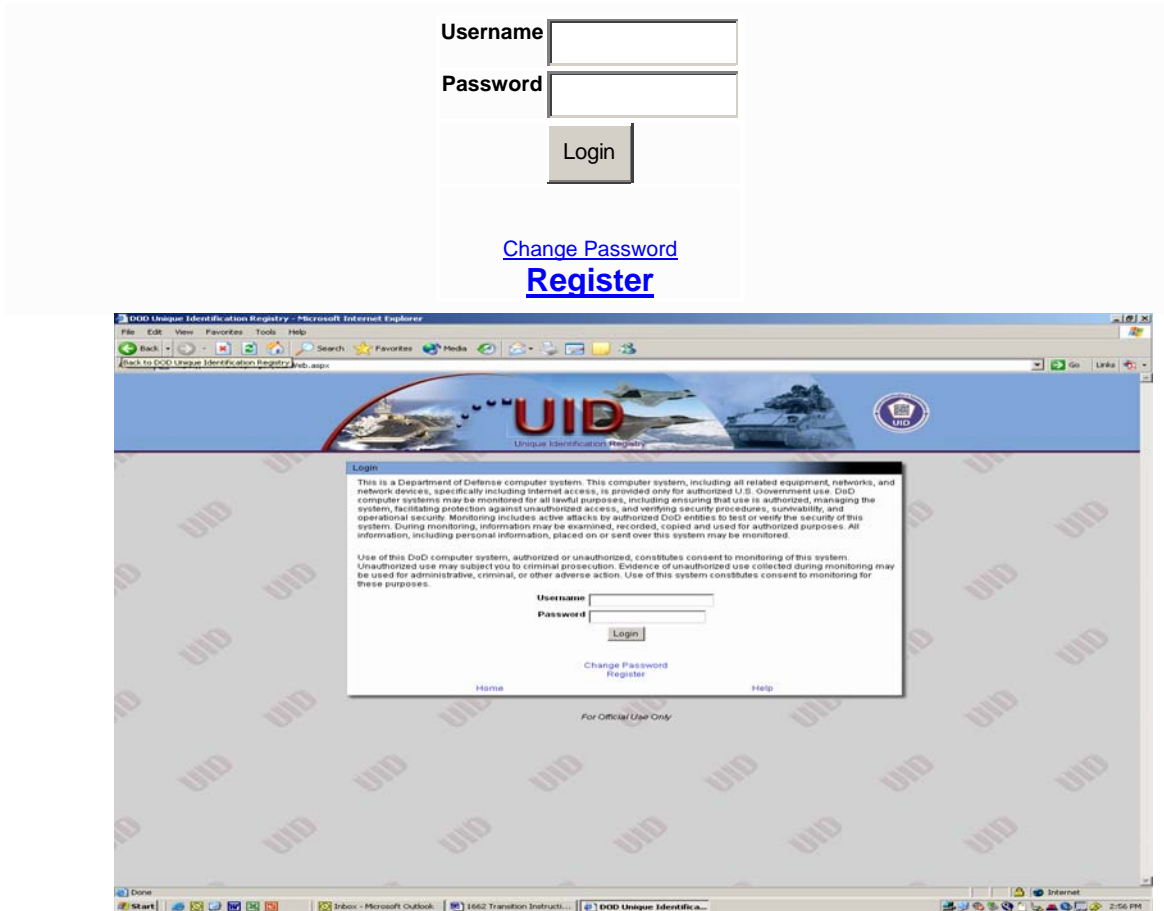


Figure 4 – Registration Input Screen

At this phase in the registration, contractors will have an opportunity to register in CCR before proceeding with their registration for access to the IUID registry. A Dun and Bradstreet (D&B), Data Universal Numbering System (DUNS) number is required to proceed with the on-line registration for access to the IUID registry, and contractors will also have an opportunity to obtain a DUNS number electronically during the preregistration process.

UID Preregistration

To register to use UID, commercial manufacturers and Government manufacturing activities must be registered in [Central Contractor Registration \(CCR\)](#).

Please enter your DUNS number. [Obtain a DUNS Number.](#)

DUNS Number:

Figure 5 – Preregistration Access Screen

The registration process is completed electronically and access is typically granted within 1 business day of the registration. Once registered, the contractor shall have access to data for records of PIPC items under contracts assigned to their CAGE and DUNS based on the Prime Contractor Identifier for the accountable contract for the existing PIPC⁷.

The contractor shall have access to PIPC data for records for which they are the enterprise that assigns the UII based on their CAGE and DUNS on the Prime Contractor Identifier. For assignment of virtual UIIs, refer to the “Guidelines for the Virtual Unique Item Identifier (UII)”, version 1.0, dated December 29, 2005, available at the IUID website at:

<http://www.acq.osd.mil/dpap/Docs/uid/Virtual%20UII%20Guide%20ver1.0.doc>

Contractors accountable for PIPC for which they did not assign the UII shall also have access to descriptive (non-sensitive data) for those items under their contractual stewardship possession or control. They shall not, however, have access through the IUID registry, to the acquisition value for PIPC for which they did not assign the UII⁸. To access incoming PIPC with an assigned UII will require a shipping document listing the incoming UII, the ability to read the UII on the incoming item, or a search and recovery of the record from the IUID registry.

2. Government Access –

Currently, Government personnel who require access to the IUID registry, must complete the Business Partner Network Support Environment (BPNse) form 1007B, External User Access Request Form, and the Non-Disclosure Acknowledgement, and mail them to:

BPN Security
ATTN: Brenda Rombaugh
74 Washington Ave N
Battle Creek, MI 49017-0384

The website will soon allow electronic registration for Government users. Access is granted for approved Program Management Teams, Legacy Submitters and DCMA Offices. Until further notice, users should contact the following persons for approval:

Program Management Teams – Bruce Propert, bruce.propert@hqda.army.mil

⁷ In addition to PIPC on existing contracts, registered contractors also have access to data for records of new items produced under acquisition contracts assigned to their CAGE and DUNS.

⁸ The Government will furnish the acquisition value of PIPC that has an assigned and registered UII, when it is provided a contractor as GFP.

Legacy Submitters – Charlie Lord, charles.lord@hqda.army.mil
Rob Leibrandt, robert.leibbrandt@osd.mil
Bruce Propert, bruce.propert@hqda.army.mil

DCMA – Information will be provided directly to DCMA personnel regarding IUID registry access.

The External User Access Request Form and the Non-Disclosure Acknowledgement, which are required for Government access are included as Attachments 2A and 2B, respectively.

3. Public Access –

Public access is available without formal registration, by accessing the website at: <https://www.bpn.gov/iuid/>. Users with this access will be capable of accessing a limited set of data on a read only basis, by entering a UII, or the elements of the UII.

For further information on access to the IUID registry, contact BPNse Account Support at: bpnseaccounts@dlis.dla.mil or (269) 961-4567.

C. IUID Initial Load Mandatory and Optional Data

In order to capture the master record for the PIPC items, the following data elements are required⁹:

- UII Type (e.g., Construct 1, Construct 2, a DoD Recognized Equivalent, or other)
- UII (the concatenated UII)
- Issuing Agency Code (designates which code is used in the enterprise identifier, e.g., D=CAGE, UN=DUNS, LD=DoDAAC, etc. Required if UII Type is Construct 1 or Construct 2)
- Enterprise Identifier (i.e., the CAGE, DUNS or EAN.UCC number of the enterprise assigning the UII to existing PIPC. Required if UII Type is Construct 1 or Construct 2)
- Original Part Number¹⁰ (not required if UII Type is Construct 1, or if UII Type is Construct 2 using the Batch/Lot Number)
- Batch/Lot Number (not required if UII Type is Construct 1, or if UII Type is Construct 2 using the Original Part Number)
- Serial Number (e.g., the asset identification number or other unique property control number for existing PIPC. Required if UII Type is Construct 1 or Construct 2)

⁹ See the Item Unique Identification (IUID) Data Submission Information and the IUID Data Elements Structure Document, Version 3.0, available at <http://www.acq.osd.mil/dpap/UID/DataSubmission.htm>.

¹⁰ If the original part number is unknown or not readily available, the current part number may be used for existing PIPC.

- Item Description
- Foreign Currency Code (from ISO 4217, USD=United States Dollars)
- Unit of Measure (EA)
- Acquisition Cost¹¹ (the current recorded cost or value for existing PIPC)
- Mark Information (*used to describe the physical marking(s) on the item and whether or not the mark is a compliant 2D data matrix*)
 - Bagged or Tagged Code (Yes or No, for PIPC items too small to tag or mark individually)
 - Contents (what is recorded on or with the item, e.g., “internal control” number)
 - Effective Date (the date the virtual UII is assigned for existing PIPC)
 - Added or Removed Flag (A=a mark is added to the item, R=a mark is removed)
 - Marker Code (designates which code is used in the marker identifier, e.g., D=CAGE, UN=DUNS, LD=DoDAAC, etc.)
 - Marker Identifier (the CAGE, DUNS, etc. of the entity marking the item)
 - Medium Code (the conduit for the value of the mark, e.g., barcode, human readable, contact memory button (CMB), etc.)
 - Value (e.g., the barcode number or human readable ID tag number)
- Custody Information (*used to record custody, accountability, or PIPC status*)
 - Prime Contractor Identifier (CAGE, DUNS or DoDAAC for the accountable contract for existing PIPC)
 - Contract Number (the accountable contract for existing PIPC)
 - Category Code (E=equipment, M=material)
 - Received Date (the acquisition date or contract date for existing PIPC)
 - Status Code (K=PIPC in the custody of the contractor, G=PIPC returned/delivered to the Government)

Desired data elements, if known:

- Contract Number (of the acquisition contract for existing PIPC)
- CLIN/SLIN/ELIN (of the acquisition contract for existing PIPC)
- Contract CAGE or DUNS (the acquisition contract for existing PIPC)

¹¹ The acquisition cost is the amount identified in the contract, or in the absence of such identification, the fair market value attributed to the item by the contractor.

- Current Part Number (required if known, and only if different from Original Part Number)
- Current Part Number Effective Date (required if Current Part Number is provided)
- Acceptance Location (of the acquisition contract for existing PIPC)
- Acceptance Date (of the acquisition contract for existing PIPC)
- Ship to Code (DoDAAC or other code where the items was delivered under the acquisition contract for existing PIPC)
- Sent Date (the date the item is sent to the contractor)
- Manufacturer Code (required if Manufacturer Identifier is provided)
- Manufacturer Identifier (if different from the Enterprise Identifier)
- Parent UII¹² (for embedded items)

D. IUID Registry On-Line Queries and Reports

The IUID registry provides the capability for authorized users to correct data that is inaccurate within 30 days of the data entry of the record. Records may be deleted in part or in total. Records may also be changed to correct specific data elements within the record.

Effective, December 1, 2005, the IUID registry will allow authorized users to conduct several online queries and send the results to a printer or save the results to a file. While accessing the IUID registry, the available queries will be specified as the user navigates through the screens. Queries may be executed by the UII; by the contract number; by the CAGE or DUNS number; by a combination of serial number, part number, enterprise identifier, and batch/lot number; or by combinations of mark content and value.

The IUID registry will provide the capability for authorized users to request data as of the date of the request or as of a specified effective date, when performing online queries or generating reports.

Reports will be displayed on the screen where the request was generated and they can be saved or printed at the user's discretion.

A "GFP Summary by Contract" report will be available, which can be generated by contract number and date. The "GFP Summary by Contractor" report will be generated by contractor identifier (CAGE or DUNS) and date. Both reports will provide the total number of items and their total value by category code (equipment or material), for all active PIPC as of the selected report date.

¹² Reporting parent/child relationships is not required for existing PIPC.

V. THE REAL PROPERTY UNIQUE IDENTIFIER (RPUID) REGISTRY

The Real Property Unique Identifier (RPUID) registry provides storage of, and access to, data that uniquely identifies and describes Government real property sites and assets (land, buildings and structures). The RPUID registry will be interfaced with all of the Military Service real property inventory systems.

VI. TRANSITIONING FROM THE DD FORM 1662 TO THE IUID REGISTRY

A. Transitioning Personal Property

All contractors will submit a year-end DD Form 1662 to report the quantity and value of all GP in their custody as of September 30, 2005, in accordance with the current contractual requirements. However, the FY 05 report will be the last DD Form 1662 completed by contractors who transition PIPC that falls under the guidelines herein into the IUID registry by May 31, 2006.

A contractor's decision to transition from the DD Form 1662 reporting requirement by implementing the IUID requirements for PIPC will result in no consideration for elimination of the DD Form 1662 nor any increase in the contract price/funding.

Effective immediately and through May 31, 2006, contractors may submit the item level master data for all equipment PIPC, with a value of \$5,000 or more, into the IUID registry¹³. Bulk loads may be submitted in an XML format. Individual items may be added directly to the IUID registry via web entry. Both alternatives are discussed in Section IV, A through C. After November 1, 2005, a flat file format will also be available as an alternative data submission method. The requirements for processing the IUID flat file, when available, are published on the IUID website at <http://www.acq.osd.mil/dpap/IUID/>.

Upon completion of the data submission, the contractor should run any necessary reports for all PIPC in the IUID registry, validate the information against their internal records, accounting for all PIPC as of September 30, 2005, and finalize any necessary corrections prior to initiating the final transition. IUID registry query and reporting capabilities are discussed in Section IV, D.

After December 1, 2005 and any time prior to May 31, 2006, the contractor may run the reports from the IUID registry for purposes of reconciling to the DD Form 1662. It is recommended that any new GFE, requiring IUID, that is received effective October 1, 2005 through the date that the reports are run from the IUID registry, not be added into the

¹³ PIPC with a value of \$5,000 or more that is going through the disposition process as of September 30, 2005, is not required as part of the initial IUID registry PIPC submission.

registry, until after the necessary registry reports are run and validated. Likewise, no change should be made to PIPC in the IUID registry prior to running the reports for reconciliation purposes, unless the item is removed from the contractor's contractual responsibility, in which case it must be recorded and accounted for in the summary reconciliation report to the cognizant contracting officer. However, if the contractor chooses to enter PIPC received after September 30, 2005 and prior to completing the reconciliation process into the IUID registry, the contractor must identify and remove all PIPC in the registry that was not included on the DD Form 1662 as of September 30, 2005, prior to completing the reconciliation report. In addition, a list of any PIPC added to the registry between October 1, 2005 and the date that the registry reports were run must be attached to the final reconciliation report. In all circumstances, the date that the registry reports are run must be reported as part of the reconciliation report to the cognizant DoD contracting officer. The format for the reconciliation report is included as Attachment 3.

In addition to validating that all required PIPC is in the IUID registry, contractors will be required to confirm that all non-IUID qualified items are still accounted for in their property records, as follows:

- Once the IUID registry data submission is completed and validated, the contractor must notify the cognizant contracting officer (Administrating Contracting Officer (ACO) or Procurement Contracting Officer (PCO)) in writing, requesting a modification to the affected contract(s), to replace the DD Form 1662 reporting requirement contained in the Defense Federal Acquisition Regulation Supplement (DFARS) 252.245-7001 with the substitute requirement for managing and reporting PIPC utilizing the UII and the IUID registry. Contractors not assigned ACO administration should submit the notice to their cognizant contracting officer.
- The written request must be accompanied by a reconciliation report that validates that the value and quantity of the ending balances on the DD Form 1662, as of September 30, 2005, are accounted for in the IUID registry or in the contractor's property system (including items going through the disposition process), or have been removed from the contractor's contractual responsibility.
- The written request and reconciliation report must be submitted to the cognizant DoD contracting officer by May 31, 2006.

Concurrent with submitting the notice to the contracting officer, an electronic copy must be forwarded to the IUID Program Office to info@uniqueid.org, with the subject, DD Form 1662 Reconciliation and Modification Request.

Electronic submission is preferred; however, the IUID Program Office copy may also be mailed to:

USD(AT&L), UID PMO
3E1044
3060 Defense Pentagon
Washington, DC 20301-3060

Prior to September 15, 2006, the cognizant contracting officer will execute a modification, replacing the DD Form 1662 reporting requirement with the approved substitute utilizing the IUID registry, into affected contracts. The process for contractors keeping records in the IUID registry updated is discussed in Section VI.

1. Step One –

Complete the DD Form 1662 for all DoD Property in the Custody of Contractors, as of September 30, 2005 (no change in current contractual requirement):

- The starting balance for the acquisition cost and quantity in each property category will be the FY 2004 ending balance.
- The ending balances will reflect any additions and/or deletions and will be associated with the traditional property categories –
 - Land
 - Other Real Property
 - Other Plant Equipment
 - Industrial Plant Equipment
 - Special Test Equipment
 - Special Tooling
 - Military Property (Agency-Peculiar)
 - Government Material (Government Furnished)
 - Government Material (Contractor Acquired)

NOTE: It is advisable to collect the data elements required to support the PIPC upload to the IUID registry when generating the DD Form 1662.

2. Step Two –

Submit the UII and associated master data for all equipment PIPC, with a value of \$5,000 or more¹⁴, into the IUID registry through bulk loads in XML format or for individual item level data via online web entry, following the instructions

¹⁴ Register only GFE PIPC items that were in the custodial contractor's stewardship, and reported on the DD Form 1662, as of September 30, 2005, except PIPC going through the disposition process as of September 30, 2005.

outlined in Section IV, A through C. [Effective November 1, 2005, a flat file format will be available as a data submission alternative.]:

- All required PIPC data must be submitted to the IUID registry by May 31, 2006.
- Prime contractors must verify that all DoD property in their custody, as of September 30, 2005, is accounted for in the IUID registry or in their property records no later than May 31, 2006 and prior to contacting the cognizant contracting officer, formally requesting a block change modification.

3. Step Three –

On or before May 31, 2006, submit a written request to the cognizant DoD contracting officer requesting a block change modification to replace the DD Form 1662 reporting requirement cited in DFARS 252.245-7001 and incorporate the approved substitute reporting requirement utilizing the IUID registry, into affected contracts. The written request must also validate the reconciliation between the IUID registry, the contractor's property records, and the DD Form 1662, as of September 30, 2005.

The reconciliation report must include:

- The prime contract number(s) that are the subject of the request.
- The total quantity and value of the GP ending balances on the DD Form 1662 for each contract, as of September 30, 2005.
- The quantity and value of the GP, as of September 30, 2005, that is not in the IUID registry, by contract, classified as:
 - Land
 - Other Real Property
 - Other Plant Equipment
 - Industrial Plant Equipment
 - Special Test Equipment
 - Special Tooling
 - Military Property (Agency-Peculiar)
 - Government Material (GFM)
 - Government Material (CAM)
- The total quantity and value of the GP going through the disposal process as of September 30, 2005, by contract, classified as:
 - Other Plant Equipment
 - Industrial Plant Equipment
 - Special Test Equipment
 - Special Tooling
- The total quantity and value of the PIPC, as of September 30, 2005, in the IUID registry, by contract, classified as:

- Other Plant Equipment
- Industrial Plant Equipment
- Special Test Equipment
- Special Tooling
- The total quantity and value of any PIPC in the IUID registry that was removed from the contractor’s contractual responsibility prior to completing the reconciliation, classified as:
 - Other Plant Equipment
 - Industrial Plant Equipment
 - Special Test Equipment
 - Special Tooling
- The effective date of the IUID registry reports used for reconciliation purposes, i.e., the date the necessary IUID registry reports were run and validated.
- A statement that the submission has been validated, and confirmation that the sum of the total quantity and value of the PIPC in the IUID registry and the GP not in the IUID registry, equals the total quantity and value of the GP submitted on their DD Form 1662, as of September 30, 2005.
- If applicable, a list of all PIPC added to the IUID registry between October 1, 2005 and the date that the registry reports were run.

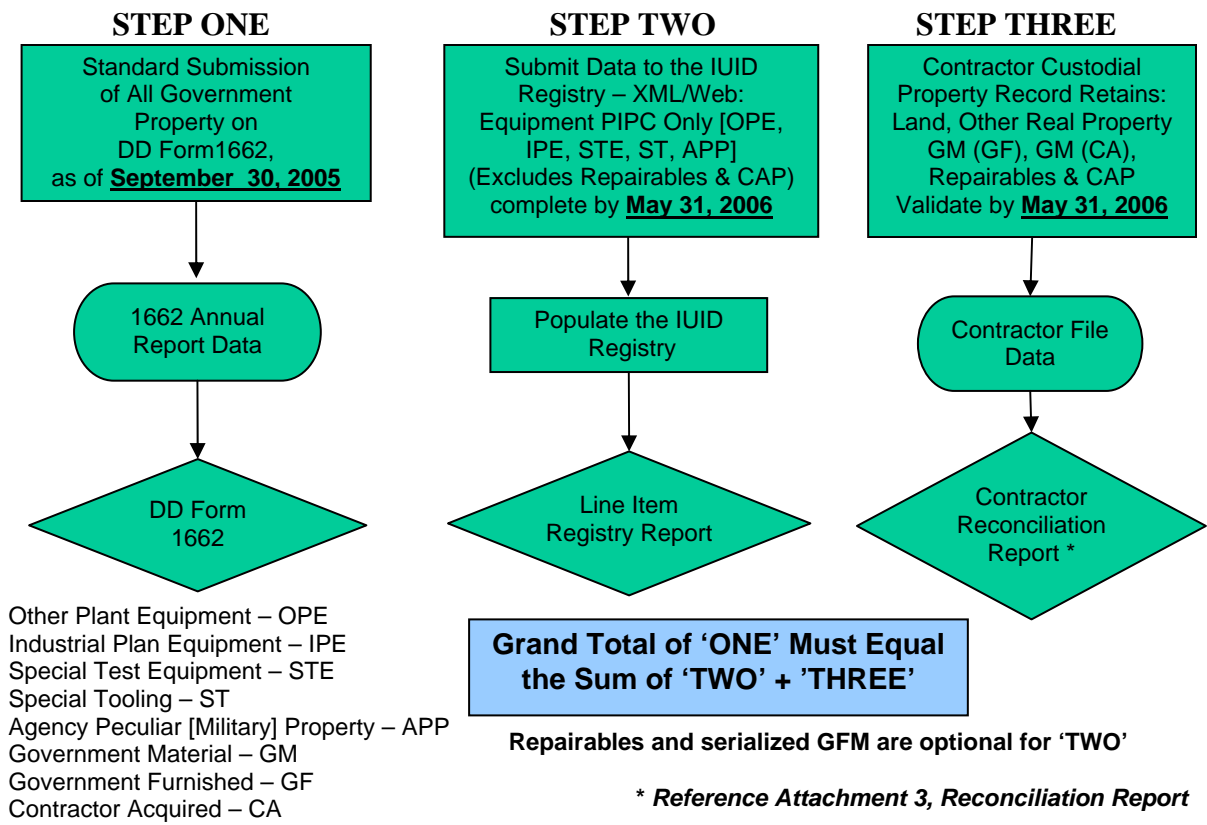


Figure 6 – Contractor Process Flow for Transitioning PIPC from DD Form 1662

B. Transitioning Real Property

1. All contractors who normally submit a year-end DD Form 1662 to report the quantity and value of all GP (real property) in their custody as of September 30 of each year will submit a year-end DD Form 1662 for September 30, 2005, in accordance with the current contractual requirements. However, the FY05 report will be the last DD Form 1662 completed by contractors. Beginning October 1, 2005, contractors will record all information on real property in their possession in the appropriate Military Service's RPI system.

All contracts awarded prior to 1 October 2005 must be modified to incorporate the changes in this document. All contracts awarded on or after 1 October 2005 will incorporate the requirements as stated in this document.

2. Effective January 1, 2006, the DFARS Rule for electronic reporting of all Government property will address reporting requirements for real property in the custody of contractors as a permanent replacement for the DD Form 1662¹⁵.

VII. MANAGING/MAINTAINING/UPDATING RECORDS IN THE IUID REGISTRY

A. Personal Property

The transition to the DoD electronic PIPC capability, utilizing the IUID registry will be accomplished in phases, beginning with equipment PIPC, as defined in Section III, Business Rules. Remaining PIPC, classified as material, will be transitioned as transactions are migrated to Wide Area Workflow (WAWF) as a PIPC gateway.

The order of precedence for the load of PIPC into the IUID registry is:

- a. Crated or out-of-use equipment in storage
- b. Stationary equipment on large manufacturing programs
- c. Support equipment, including computer hardware

Contractor Acquired Property (CAP) will only be added to the IUID registry if it becomes Government Furnished Property (GFP) or if DoD takes custody of the property. Beginning in Fiscal Year (FY) 2007, it is the intent that all DoD PIPC acquisition valuation data will be obtained from the IUID registry. The IUID registry will provide the central enterprise-wide DoD capability for electronic

¹⁵ Many of the existing contracts assigning responsibility for DoD real property to contractors have already been modified to require the use of the affected Military Service's RPI system.

management of PIPC, to ensure accurate stewardship and accountability of PIPC, through the use of electronic forms and processing of transactions and approvals.

The following principles for electronic property management apply:

- Property should only be accountable in one property accountability system at a time;
- Acquisition value will be recorded and updated in the IUID registry; enabling the elimination of the DD Form 1662, DoD Property in the Custody of Contractors;
- The IUID registry will –
 - Not be a property accountability system; but will provide the audit trail of property in current and previous accountability systems.
 - Maintain master IUID data.
 - Be updated with key transaction events; pointing to the current and previous property accountability system(s) but not maintaining detailed transactional data.

While the IUID registry will contain data about PIPC, contractors shall continue to maintain accountability records in their property management systems on PIPC in the IUID registry as well as PIPC not in the IUID registry.

All legacy data systems in use by the Military Departments and DoD Components, as well as all future data systems, must accommodate IUID as the basis for integrated management of assets, including PIPC, and facilitate the correlation and sharing of information in a net-centric environment.

Development of an electronic PIPC management capability will include modification of Wide Area Workflow (WAWF) as an alternative to capturing property transfers. Modification of WAWF will be accomplished in three (3) phases.

Phase 1 will include shipment and receipt of property as it moves between DoD and contractors. New contractor and Government roles will be added to WAWF to enable this functionality. Phase 1 will assume that required approvals and contract modifications for the transfer of PIPC have occurred outside of WAWF prior to the creation of a WAWF transaction. This functionality will be available in January 2006.

Phase 2 of the WAWF modifications will integrate the capability to connect component property accountability systems to the IUID registry. Phase 2 is expected to be completed in July 2006.

Phase 3 of the WAWF modifications will enhance the integrated capability for industry to requisition from DoD sources. Phase 3 is expected to be completed in January 2007.

Later phases will incorporate Government program office approval processes and contracting office interfaces.

As the WAWF modifications become operational, contractors will be able to update PIPC records in the IUID registry for changes in the status, mark, custody or disposition of the PIPC, as they occur. Prior to September 30, 2006, however, contractors who have transitioned from the DD Form 1662 process to the PIPC reporting requirements utilizing the IUID registry will be required to update any changes to records, via direct submission to the IUID registry, as follows:

- PIPC delivered or shipped from the contractor's plant, under Government instructions, except when shipment is to a subcontractor or other location of the contractor;
- PIPC consumed or expended, reasonably and properly, or otherwise accounted for, in the performance of the contract as determined by the Property Administrator, including reasonable inventory adjustments;
- PIPC disposed of¹⁶; or
- PIPC transferred to a follow-on or other contract.

At a minimum, all PIPC in the IUID registry must be updated semi-annually so that it is synchronous with the information that is recorded in the contractors' property records for all PIPC in their stewardship, possession, or control by March 31 and September 30 of each year.

Items that are not in the IUID registry will be maintained in the responsible contractor's property records for items in their stewardship possession or control.

Effective January 1, 2006, all new contracts that furnish Government Property, will include the new DFARS Rule for electronic Reports of Government Property in the Possession of Contractors (PIPC).

In addition, effective FY 2007 all existing contracts with PIPC, which still include the DD Form 1662 reporting requirements, will be modified to replace the DD Form 1662 requirement with the new PIPC reporting requirements, utilizing the IUID registry. The DD Form 1662 will be eliminated after the September 30, 2006 submission for all remaining contracts.

¹⁶ PCARSS and LDD are being modified to automatically update the IUID registry when either the plant clearance case or the lost, damaged, and destroyed case are closed, i.e., final disposition of the item. When this functionality is available, contractors will no longer be required to manually update the IUID registry for final disposition status.

B. Real Property

Electronic records already exist in the official Military Service real property inventory systems for all RPPC. The contractor will be required to update and maintain these records in the owning Military Service's real property inventory system in accordance with published Military Service guidance, recording all changes as they occur. All Military Department financial and non-financial real property reporting will then be generated from the information in the official real property inventory systems.

Innate Serialization Examples

Innate marks are existing marks on legacy items; they are not created to support UII. In any given case, adequate innate marks and serialization may not exist.

Listed below are some "possible examples among many" of innate marks that appear to be reasonable candidates for use in assigning virtual UIIs. They may or may not be compliant with any prior version of MIL-STD-130 or industry standard, and they require the enterprise that is assigning the virtual UII to be responsible for the uniqueness of the innate serialization/markings within the relevant domain.



Property Control Tag
Human Readable



Property Control Tag
Code 39 Symbology
Human Readable Content



Property Control Tag
Code 39 Symbology
Human Readable Content



Property Control Tag
Human Readable

Attachment 1

MFR CAGE 1U2R7
PART NO F100200300400AP
SER NO MH80312

Human Readable



1234567890-ABCD

Code 39 Symbology

Property Control Number



(17V)1U2R7



(1P)F100200AP



(S)MH80312

Code 39 Symbology

Data Identifiers

Human Readable Content Under Barcode



MFR (17V)1U2R7



PART NO (1P)F100200AP



SER NO (S)MH80312

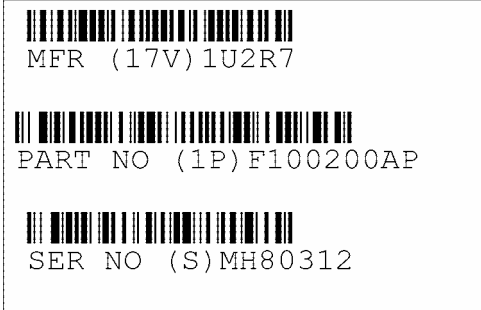
Code 39 Symbology

Data Identifiers

Human Readable Content Under Barcode

Human Interpretable Content Added

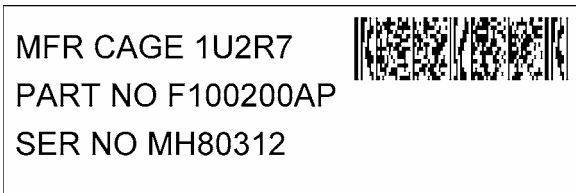
Attachment 1



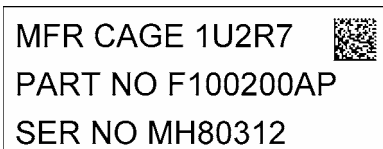
Code 128 Symbology
Data Identifiers
Human Readable Content Under Barcode
Human Interpretable Content Added



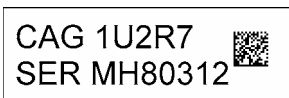
PDF 417 Symbology
Data Identifiers
Human Interpretable Content Added



MicroPDF 417 Symbology
Data Identifiers
Human Interpretable Content Added



Data Matrix Symbology
Data Identifiers
Human Interpretable Content Added



Data Matrix Symbology
ATA Syntax
Human Interpretable Content is Text Element Identifiers

Attachment 1