

The Property Manager's Guide to IUID Compliance

You've been told that the government property in your possession has to be compliant with the Federal Acquisition Regulation (FAR) and Defense Federal Acquisition Regulation Supplement (DFARS) clauses that mandate Item Unique Identification (IUID). Now what?

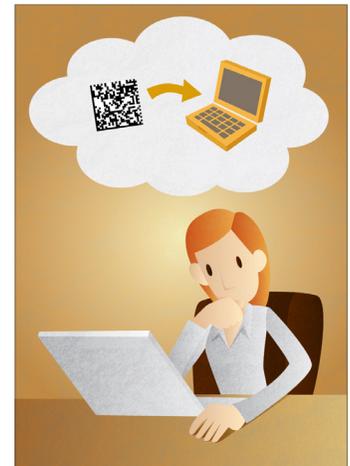
A2B Tracking is the largest Department of Defense (DoD) IUID program partner. We know what property managers in possession of government-furnished property need to do to get up to speed quickly and easily. In fact, we helped shape DoD policies regarding IUID compliance and we've established best practices in how to implement it. Follow these steps to total IUID compliance for your government-furnished property:

1. Understand what IUID is.

Item Unique Identification (IUID) is a barcode – a type of Automatic Identification Technology. Barcodes hold critical data about the item on which they're attached. You may be familiar with linear barcodes, which are comprised of a sequence of vertical stripes and typically associated with product packaging or seen on retail shelves. Every time the product's barcode is scanned at the checkout, its identifying data is recorded.

An IUID barcode operates on the same principle as a linear barcode but takes the shape of a two-dimensional (2D) Data Matrix – a collection of small squares that make up a larger square. This type of barcode is capable of holding much more data and so it is used on critical assets to store item-unique information – the asset's condition, status, custody, availability, origin, maintenance history and more. With a simple scan of an item's IUID tag at any point in its lifecycle (from manufacture through disposition), item-unique data is updated and stored in a database known as the IUID Registry.

Special web-based software manages this data so that, at any time, asset managers can access data on any specific item using a handheld scanner, laptop or smart device, and track the item from anywhere in the world. This global "visibility" allows the government to know exactly what it has and where it is at any time. This keeps the government from unnecessary spending by eliminating duplicate ordering of an item it already has. It allows asset managers to move surplus items from one area to another location where they are most needed. It also makes sure that assets are fully functional and available to keep the nation's fighting forces equipped and at a state of readiness. What's more, IUID keeps counterfeit items from entering the government and defense supply chain.



2. Know why you need to implement IUID.

Reason 1:

Thou shalt implement IUID.

Because of the wide-ranging economic, security and warfighter preparedness benefits that the IUID 2D Data Matrix barcode offers, the government has mandated that certain critical assets must be marked with an IUID tag. These are clearly stated in the following FAR and DFARS clauses:



FAR 52.245-1 – states that “Government Property” data elements must satisfy the requirements placed upon contractors.

DoD Instruction 5000.64 – deals with standard minimum data elements required for an accountable equipment record.

DFARS 252.245-7001 – directs that government-furnished property be tagged, labelled or marked with an IUID.

DFARS 252.211-7007 – addresses “Reporting of Government-Furnished Property”

November 2008: Contractors required to report Government-Furnished Equipment: Special Tooling, Special Test Equipment and Equipment valued at \$5K or more; excludes items for repair.

Revised August 2012: Immediate contractors required to report Government-Furnished Property that is: Serially managed (\$5K or more).

As of January 2014: Property that is serially managed regardless of value; non-serially managed (receipts only); includes items for repair.

Reason 2:

By having each item properly marked and scanned, the DoD can achieve continuous reporting via their Wide Area Workflow (WWAF) system into the IUID Registry. The DoD mandates that IUID 2D Data Matrix barcodes be attached to existing legacy personal property items in inventory and in operation. Property managers need to scan, interpret, and report not only their own IUIDs, but also those generated by the DoD and barcodes from other agencies (these will include one of many language types or a commercial equivalent that will require a scan, interpretation, and final report to the IUID Registry).

3. Get senior management on board.

As a property manager on the front lines, you may know what internal steps need to be taken to ensure your government-furnished property is in IUID compliance. But unless you're calling all the shots, you need to get the top brass involved. We suggest that you create and deliver a presentation of sorts that will inform and motivate key decision makers to act as soon as possible on this urgent new IUID mandate for government-furnished property.



This may be easier than you think. You can use the information in sections 1 and 2 of this guide as a starting point for creating a slide presentation that conveys the rationale for meeting the government's IUID compliance directives, and serves as a jump-off for meaningful discussion of what needs to happen next in your organization. You can also use information in the following sections as a framework for how you – and others in your organization – will proceed.

A2B Tracking provides consulting services to help you fashion, adhere to, and complete your IUID implementation plan.

4. Identify which DoD contracts require IUID.

Prepare a listing of all active DoD contracts that have the FAR and DFARS clauses incorporated as well as a listing of all government-furnished property. Identify all items that meet the new definition for GFP:

"Property in the possession of, or directly acquired by, the Government and subsequently furnished to the contractor for performance of a contract. Government furnished property includes, but is not limited to, spares and property furnished for repairs, maintenance, overhaul or modification. Government furnished property also includes contractor acquired property if the contractor acquired is a deliverable under a cost contract when accepted by the Government, for continued use under the contract."



List the GFP by contract, type and unit cost. Determine a total quantity of GFP for each contract. Then compile a grand total of all contract government property from there. Obviously, knowing exactly what government property you have, and where it is, will determine the full scope of your IUID implementation process and allow you to decide on what human and other resources you will need to marshal in order to complete it.

5. Form a Tiger Team to get the job done.

Pull together a core group of dedicated team members to serve as the planning, monitoring and evaluating body for your IUID implementation process. Consider enlisting senior managers from the areas of property, procurement, finance, contracts, IT, program or project management, or other functions that should contribute to the successful completion of the effort.

The Tiger Team should establish a “Process Improvement Methodology” (PIM) based on a number of key stages within the process that focus on:

Requirements – what specific FAR and DFAR contract clauses relate to your specific GFP?

System Analysis – do you have the system infrastructure and methodologies in place to achieve compliance?

Process Solutions – how will you utilize personnel, systems and other resources to develop a workable IUID implementation process solution?

Documentation – how will you show that various aspects of the implementation process have been satisfied, both internally and as auditable evidence?

Implementation Phases – who will identify, plan and evaluate completion of the various stages of IUID implementation?

Compliance Validation – is your IUID implementation project on track to ultimately fulfill all GFP compliance requirements?



6. Vet your vendors for IUID compliance.

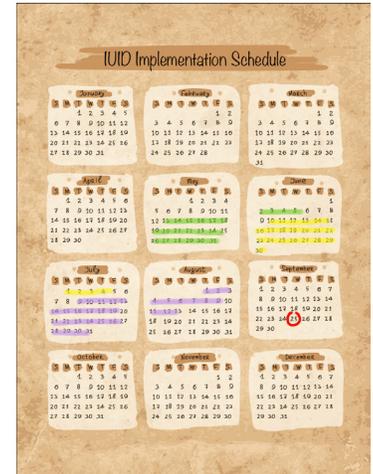
As your IUID implementation process rolls out, it’s important for property and procurement managers to review potential vendors. Vendors will need to comply with their own specific GFP requirements for implementing the IUID process. The government aims to have seamless property accountability between vendors and contractors, and from one contract to a follow-on contract. Once property and procurement personnel on your IUID implementation team selects vendors, have each of the vendors present their solution for IUID implementation to the entire Tiger Team.



7. Establish a timeline for completion.

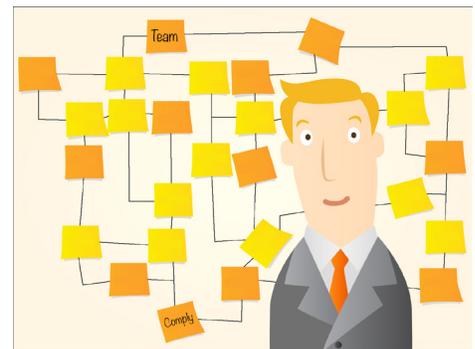
Create a schedule for completing your IUID implementation process, taking into consideration the full scope of the project. The timeline will be determined by how many IUID asset tags would need to be created, applied and entered into the IUID Registry. You may have already started down this road in section 4 of this guide, which suggests examining the types of contracts that will be affected by the new FAR and DFARS clauses.

Consider the availability of those who will interface with the IUID Registry over the full implementation timeline. What specific data elements of each asset need to be added or revised with the current property system? How does this impact the schedule? You'll need to create the IUID 2D Matrix tags for GFP. Do you have the systems, personnel and bandwidth to do this in house? It may be best to outsource label and plate manufacturing. A2B Tracking, for example, has an ISO-compliant label production plant capable of generating large volumes of IUID tags and labels. Our service offering also includes mobilizing marking teams to attach IUID tags and labels to government-furnished or other assets anywhere in the world. We can also scan and transmit IUID data directly to the DoD IUID Registry for you.



8. Create a flowchart with team responsibilities.

The property manager should create a "Process Flow Chart" to see what organizations within the company would be responsible for certain aspects of the IUID implementation process. A visual map of the entire process from stem to stern helps make communicating and assigning responsibility easier up front and provides a big-picture perspective of the project. Flow chart functions should include property management system dating, form creation for tag requests, tag production, data accuracy verification, label application, IUID validation and data upload to the IUID Registry. There may be other complementary steps in the flow chart. It all depends on the nature of your assets and the scope of the project.



9. Get started with A2B Professional Services.

Your operations are only as effective as the systems and processes you use. A2B's professional services are designed to help you select, implement and sustain highly efficient Auto-ID solutions and sharpen your processes and operations to ensure your workflow is aligned with the needs of your organization.



Business Process Assessment & Consulting – we collaborate with your internal teams to improve productivity and seek opportunities to lower costs and improve efficiencies in Auto-ID compliance, property management and maintenance.

Process & Policy Development for Property Managers – our property management experts help you write processes, policies and procedures that produce results that meet property management best practices.

Marking & Data Capture – our asset marking and data capture teams ensure the accurate inventory data needed to effectively run your operation.

Program Management – we help you take control of your program by developing IUID strategies, implementation plans, process documentation, process models and workflow diagrams.

Data Analytics & Reporting – our analytics services ensure your data is accurate by monitoring syntax errors and incorrect characters, and by providing proper data adjudication.

Data Cleansing – we provide data cleansing services that ensure your data is precise right from the start.

System Implementation – we give you valuable assistance in implementing our cloud-based or self-hosted UC! Web™ asset tracking and data management software.

Training – we partner with you to help your team maximize the productivity of UC! Web software, hardware and mobile devices.

System Integration – we help you leverage your existing enterprise systems by integrating our asset tracking and IUID compliance solutions into your other applications using accurate, automated data transfer.

If you're a property manager wondering how you're going to meet the new IUID compliance standards for GFP, you don't have to go it alone. We can help. Hopefully, this guide gives you a great start. But if you need more information, please contact us at **800-733-7592** or email us at **sales@a2btracking.com**.