

Contractor Acquired Property Pre-screening Review - CO

Reference Guide



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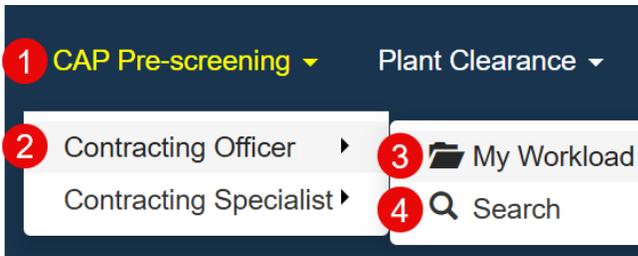
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Roles

To review a CAP Pre-screening Document in order to either concur or non-concur with a Contractor’s pre-screening request, the **Contracting Officer** role is required.

Reviewing a CAP Pre-screening Document

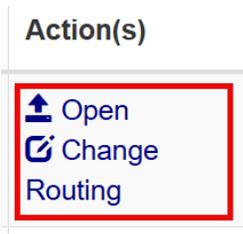
Log into PIEE as a Contracting Officer and access the GFP module. In the GFP module go to **CAP Pre-screening Document (1) > Contracting Officer (2)**. From here, choose either **My Workload (3)** or **Search (4)**.



My Workload

If you choose **My Workload**, you will see all cases in the *Pending – Contracting Officer Determination* status.

To act on a CAP Pre-screening Document, click either *Open* or *Change Routing*.



- The *Open* action will open the CAP Pre-screening Document for the Contracting Officer to make their determination.
- The *Change Routing* action will allow the Contracting Officer to send the CAP Pre-screening Document to another Contracting Officer.

Search Criteria

If you choose **Search**, you will be able to fill out the following fields to find the appropriate documents:

- Losing Contract Number
- Losing Contract Order Number
- Losing Prime CAGE Code
- Gaining Contract Number
- Gaining Contract Order Number

- Gaining Prime CAGE Code
- CAP Document Number
- Contracting Officer First Name
- Contracting Officer Last Name
- Document Status
 - *All Documents*
 - *Draft*
 - *Pending – Contract Officer Determination*
 - *Rejected*
 - *Void*
 - *Recalled*
 - *Complete*
- Submit Date Start
- Submit Date End

When you are done, click *Search* to view matching CAP Pre-screening Documents.

After the Contracting Officer has selected to Open a CAP Pre-screening Document, they may update the Request Type on the *Header* information tab.

Header

The Contracting Officer may the update “Request Type” on the *Header* information tab.

If the CAP Pre-screening Document is being rejected, please see the “Contracting Officer Rejecting” training on the Contracting Officer Role page.

Header Information

Losing Contract Information

- Contract Number Type
- Contract Number
- Contract Order Number
- Prime CAGE

CAP Document Information

- CAP Document Number
- Total Document Value

Request Type Information*

- Buy back CAP in accordance with FAR 52.245-1(j)(1)(I or ii)
- Convert CAP to GFP (after Delivery) in accordance with FAR 52.245-1(j)(1)(i)
- Donation of CAP in accordance with FAR 45.602-2(b)

Gaining Contract Information

- Contract Number Type
- Contract Number*
- Contract Order Number
- Prime CAGE Code*

Routing Information

- Contracting Officer DoDAAC
- Contracting Officer

Comments

NOTE: Donation of CAP is only applicable for contracts with FAR 52.245-1 Alt II.

NOTE: The asterisk symbol () indicates a **mandatory** field.*

Line Item

The *Line Item* section is where the Contracting Officer can add, edit, update, or delete Line Items.

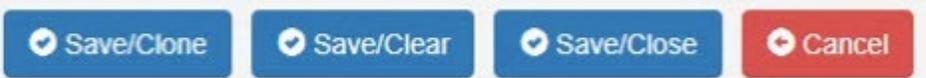
Line Item Information

- Line Number
- Item Name *
- Item Description *
- National Stock Number
- Manufacturer CAGE (*If entered, Party Number is also required*)
- AND**
- Party Number (*If entered, Manufacturer CAGE is also required*)
- Model Number
- Unit of Measure * (Unit of Measure List is available for review in the GFP module.)
- Quantity *
- Unit of Acquisition Cost *
- Total Acquisition Cost
- Serially Managed
- Notes

Options after Entering Line Item Information

After entering the Line Item information there are four options:

- Save/Clone Save the current entry and copy the fields for the next entry.
- Save/Clear Save the current entry and clear the fields for the next entry.
- Save/Close Save the current entry and return to the view screen.
- Cancel Cancel adding the current entry.



The Contracting Officer marks each Line Item with “Concur” or “Non-Concur”. You can select Line Items individually, or to make a decision for all Line Items at once, click “Concur All” or “Non-Concur All”.



Legend

- * Required on Submit
- ** Required on Submit, Saving draft document, and Tabbing.
- † At Least One Required

Documentation

The *Documentation* section is where the Contracting Officer may view, upload, or delete any files required for the CAP Pre-screening document.

NOTE: Individual attachments must be 20MB or less.

Contracting Officer - CAP Pre-screening Document

Header Line Item Documentation History

Losing Contract Information ▼

Contract Number Type Contract Number

CAP Document Information ▼

CAP Document Number Total Document Value

There is a file size limit of 20MB, attachments over this size will be rejected.

Documents

Upload a File...

* = Required Fields.

History

The *History* section tracks who has taken action on the CAP Pre-screening Document. To see the history of the document, click the *History* tab.

Contractor Property Manager

Name	Title	Location Code	Date of Action	Action(s)
[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]

Phone Number	Email	Org Email
[Redacted]	[Redacted]	[Redacted]

Comments

[Redacted]

Contracting Officer

Name	Title	Location Code	Date of Action	Action(s)
[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]

Phone Number	Email	Org Email
[Redacted]	[Redacted]	[Redacted]

Comments

[Redacted]

Determination

The Contracting Officer must determine if they concur with the Contractor Property Manager regarding the CAP items.

To sign and close the determinations on the CAP pre-screening request document, click *Complete*.

Contracting Officer - CAP Pre-screening Document

Header Line Item Documentation History

Losing Contract Information ▼

Comments

Complete Save Previous Reject

If the document will be rejected, please see the [Rejection](#) section. Otherwise, to confirm determination, click **OK**.

Confirm Complete

Are you sure you want to complete this CAP Pre-screening document?

OK Cancel

Verify your User ID is correct. Then, to sign the document, click *Sign And Submit*.

Sign Document

i The PIEE signature requirement has changed to allow support for all the major browsers. Click [here](#) for more information.

User ID

Signature of Authorized Contracting Officer

✓ Sign And Submit

Cancel

A Success screen will be displayed with CAP Pre-screening Document information and info messages for the emails being sent.

Contracting Officer - CAP Pre-screening Document

The CAP Pre-screening document was successfully completed.

Losing Contract Number	Losing Contract Order Number	Losing Prime CAGE Code	Gaining Contract Number	Submit Date
				2022-05-03

INFO: Email sent to
INFO: Email sent to
INFO: Email sent to
INFO: Email sent to

Rejecting a document returns it to the CPM, either 1) because the Contracting Officer disagrees or 2) because the Contracting Officer requires more information from the CPM. Please see the “Contracting Officer Rejecting” training on the Contracting Officer Role page.

To reject the document, click *Reject*.

Rejection

Contracting Officer - CAP Pre-screening Document

Header | Line Item | Documentation | History

Losing Contract Information ▼

Comments

Complete Save Previous **Reject**