Inventory Schedule Accept/Reject – PLCO/Support PLCO

Training Document

Homepage → GFP Module → Plant Clearance → Schedule WorkLoad/Search

Table of Contents

|	
This training document shows how to accept or reject a Plant Clearance Inventory Schedule document as a Plant Clearance Officer (PLCO) or Support Plant Clearance Officer. Inventory Schedules are submitted to the PLCO from a Contractor Property Manager and may be reviewed, accepted, or rejected by the PLCOs and Support PLCOs.	
Roles	The role(s) required to access Inventory Schedules in the GFP Module: • Plant Clearance Officer • Support Plant Clearance Officer
Navigation	Log in to PIEE and Open GFP. Government Furnished Property Go to the navigation bar and expand the **Plant Clearance** drop-down menu. Select **Plant Clearance Officer**, then click **Schedule Workload** to access the **Plant Clearance Officer – Schedule Workload – Search Results** page. *NOTE: Support PLCOs cannot access the Schedule Workload page because inventory schedules are not directly assigned to them. To view and process inventory schedules, they perform an inventory using the **Support Plant Clearance Officer – Search Criteria** page. Refer to* search page navigation *section of the guide to learn how to navigate to this page.*
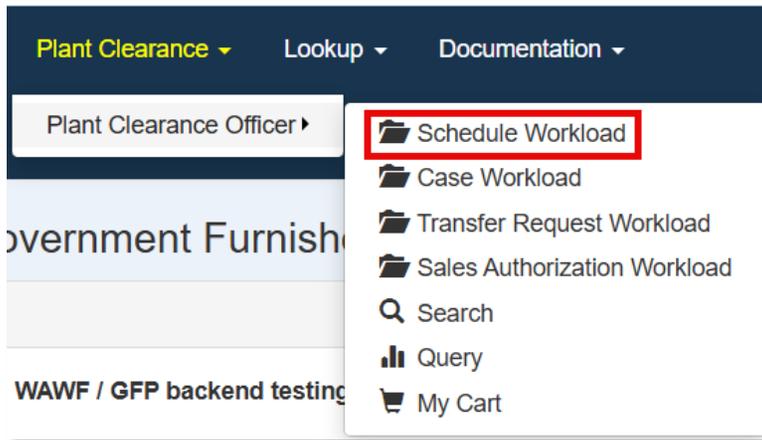
The **Plant Clearance Officer - Schedule Workload - Search Results** page shows a list of inventory schedules available for processing.

Inventory Schedule Search

This section provides instructions for navigating to the inventory schedule search page.

PLCO Navigation

Expand the **Plant Clearance** drop-down menu in the navigation bar. Select **Plant Clearance Officer**, then click **Search**. This displays the **Plant Clearance Officer – Search Request** page.
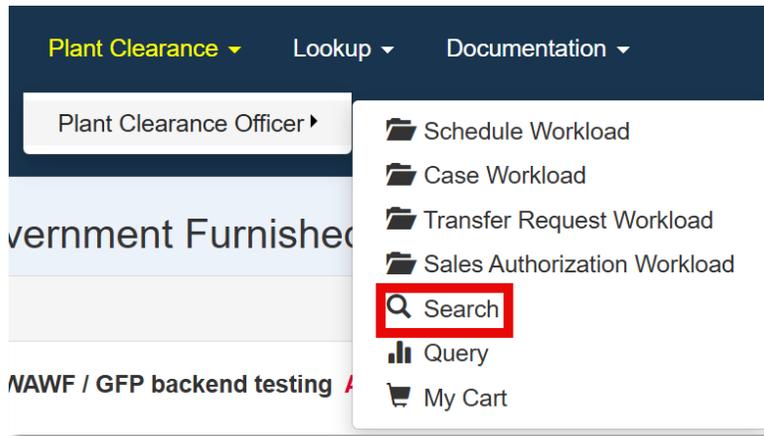
Support PLCO Navigation

Expand the **Plant Clearance** drop-down menu in the navigation bar. Select **Support Plant Clearance Officer**, then click **Search**. This displays the **Support Plant Clearance Officer – Search Request** page.
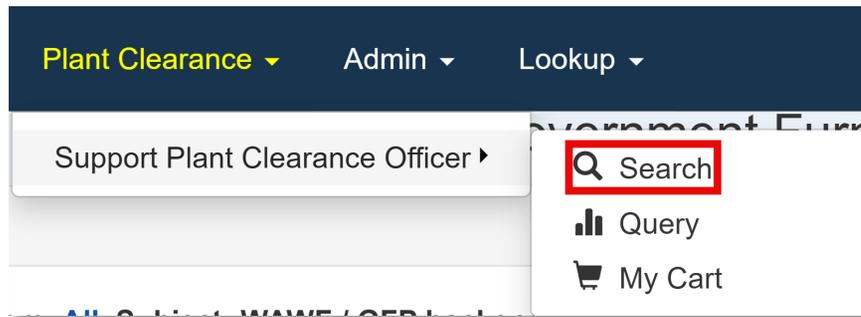
Inventory Schedule Search	The search criteria page allows users to find unassigned inventory schedules. This feature enables users to process these schedules by reviewing, accepting, or rejecting them. *NOTE: The following instructions illustrate the transfer request search process from a PLCO's perspective. Each role has its own search criteria page, but all search pages share the same buttons, search criteria, fields, and functionality.*

Search Criteria Fields:

- Please Select the type of Plant Clearance Document to search for * (*radial buttons*)
  - Inventory
  - Case
  - Transfer Request
  - Sales Authorization
- Contract Number (*up to 19 alphanumeric characters*)
- Contract Order Number (*up to 19 alphanumeric characters*)
- Prime CAGE (*5 alphanumeric characters*)
- Case Number (*up to 13 alphanumeric characters*)
- Schedule Reference Number (*up to 20 alphanumeric characters*)
- Alternative Schedule Reference Number (*up to 20 alphanumeric characters*)
- PLCO DoDAAC (*up to 6 alphanumeric characters*)
- Property Location CAGE Code (*up to 5 alphanumeric characters*)
- Schedule Status (*drop-down*)
  - All Documents
  - Draft
  - Submitted
  - Approved
  - Rejected
  - Canceled
- Plant Clearance Officer First Name (*up to 52 alphanumeric characters*)
- Plant Clearance Officer Last Name (*up to 52 alphanumeric characters*)
- Date Submitted Start (*format: YYYY-DD-MM*)
- Date Submitted End (*format: YYYY-DD-MM*)
- Date Established Start (*not available for input*)
- Date Established End (*not available for input*)

Buttons:

- Search

Plant Clearance Officer - Search Criteria

Please select the type of Plant Clearance Document to search for: *

◉ Inventory Schedule
○ Case
○ Transfer Request
○ Sales Authorization

Contract Number	Contract Order Number	Prime CAGE

Case Number	Schedule Reference Number	Alternative Schedule Reference Number

PLCO DoDAAC	Property Location CAGE Code	Schedule Status
		All Documents ⌄

Plant Clearance Officer First Name	Plant Clearance Officer Last Name

Date Submitted Start	Date Submitted End	Date Established Start	Date Established End

You are required to fill in at least one input field.

🔍 Search

Find Inventory Schedules

To find submitted inventory schedules, select the **Inventory Schedule** radial button under the **Please select the type of Plant Clearance Document to search for** * section. Use the rest of the fields to narrow the search further. One additional field is required before conducting a search.

After entering the search criteria, click the **Search** button to find matches. The results display on the **Plant Clearance Officer - Search Results - Inventory Schedules** page.

Search Results Columns:

- Schedule Reference Number
- Case Number
- Contract Number
- Contract Order Number
- Prime Cage Code
- Property Location CAGE Code
- Plant Clearance Officer
- Line-Item Count
- Total Acquisition Cost
- Termination

- Plant Clearance Officer
- Document Status
- Submitted Date
- Processing Days
- Action(s)
  - Open (*allows user to edit the inventory schedule*)
  - View (*allows user to view details about the inventory schedule*)

Plant Clearance Officer - Schedule Workload - Search Results

Show [10] entries

Previous | 1 | 2 | Next

Schedule Reference Number	Contract Number	Property Location State	Line Item Count	Total Acquisition Cost	Termination	DoDAAC	Document Status	Submitted Date	Processing Days	Action(s)
Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	
1HKQ6-03078	S0512A21D1004	CA	2	14.00	N	803112	Submitted	2022-08-04	1168 🕐	⬆ Open
06481-N200219C0025A	FA489007F0032	CA	3	23.64	N	803112	Submitted	2023-05-10	889 🕐	⬆ Open
06481-041522	80311222P0415	CA	1	100,000.00	N	803112	Accepted-Established to Case	2022-04-15		👁 View
06481-S0000012	S0512A21D1004	CA	2	11.00	N	803112	Accepted-Established to Case	2022-07-22		👁 View
36126-0518TEST	S0512A23C0516	CA	1	7.00	N	803112	Accepted-Established to Case	2023-05-31		👁 View

Click the **Open** button in the **Action(s)** column to begin processing the inventory schedule. This action displays the **Plant Clearance Officer - Plant Clearance Inventory Schedule** page with the inventory schedule's information and action options.

Inventory Schedule Tabs

The **Plant Clearance Officer – Plant Clearance Inventory Schedule** page displays transfer request information under these tabs:

- Header
- Line Item
- History

Plant Clearance Officer - Plant Clearance Inventory Schedule

Header | Line Item | History

- Accept
- Save
- Reject
- Reassign
- Download Excel
- Previous

Contract Information

At the top of each tab, there is a **Contract Information** section that displays key information about the Inventory Schedule. This information is used to locate the inventory schedule again in the future.

Contract Information Fields:

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

Contract Information				
Contract Number Type	Contract Type	Contract Number	Contract Order Number	Prime CAGE
DoD Contract (FAR)	TIME AND MATERIALS	S0512A21D1004		1HKQ6

*NOTE: * = Required, † = At Least One OR Conditional*

Header Tab

The Header Tab enables users to view and edit details of the inventory schedule, including data on the contractors involved, their addresses, property location, and routing information.

Header Tab Fields:

Header Information

- Schedule Reference Number * (*up to 15 alphanumeric characters*)
- Alternative Schedule Reference Number (*up to 15 alphanumeric characters*)
- Program Title * (*up to 50 alphanumeric characters*)
- Scrap List * (*options: No / Yes*)
- Termination * (*options: No / Yes*)
- Termination Docket Number † (*field is editable when "Yes" is selected in the 'Termination' field*)
- Final Schedule * (*options: No / Yes*)
- Property Type * (*options: No / Yes*)
- Is the property allocatable to a FMS contract/FMS portion of a contract? * (*options: No / Yes*)

Prime Contractor

- Prime Contractor CAGE Code * (*5 alphanumeric charters*)
- Prime Contractor Name * (*up to 120 alphanumeric characters*)
- Authorizing Official * (*up to 30 alphanumeric characters*)
- Authorizing Official Title * (*up to 30 alphanumeric characters*)
- Address (*sub-field*)
- POC Name * (*up to 120 alphanumeric characters*)
- POC Phone * (*up to 25 alphanumeric characters*)
- POC Email * (*up to 80 alphanumeric characters*)

Header Information

Schedule Reference Number *
1HKQ6 - 03078

Alternative Schedule Reference Number

Program Title *
Testing

Scrap List *
◉ No ○ Yes

Termination *
◉ No ○ Yes

Termination Docket Number †

Final Schedule *
○ No ◉ Yes

Property Type * ⓘ
○ CAP ◉ GFP

Is the property allocable to a FMS contract/FMS portion of a contract? *
◉ No ○ Yes

Prime Contractor ⌄

Prime Contractor CAGE Code *
1HKQ6

Prime Contractor Name *
LEIDOS, INC.

Authorizing Official *
John Doe

Authorizing Official Title *
Plant Clearance Officer

Address ✚

POC Name *
John Doe

POC Phone *
0123456789

POC Email *
John.Doe@gmail.com

1st Tier Subcontractor

- 1st Tier Subcontractor Contract Number (*19 alphanumeric characters*)
- 1st Tier Subcontractor CAGE Code (*5 alphanumeric characters*)
- 1st Tier Subcontractor Name (*up to 120 alphanumeric characters*)
- Address (*sub-field*)
- POC Name (*up to 120 alphanumeric characters*)
- POC Phone (*up to 25 alphanumerical character*)
- POC Email (*up to 80 alphanumeric characters*)

2nd Tier Subcontractor

- 2nd Tier Subcontractor Contract Number (*19 alphanumeric characters*)
- 2nd Tier Subcontractor CAGE Code (*5 alphanumeric characters*)
- 2nd Tier Subcontractor Name (*up to 120 alphanumeric characters*)
- Address (*sub-field*)
- POC Name (*up to 120 alphanumeric characters*)
- POC Phone (*up to 25 alphanumerical character*)
- POC Email (*up to 80 alphanumeric characters*)

Property Location

- Does the location of the property have a CAGE code? * (*radial button*)
  - Yes
  - No
- Property Location CAGE Code * (*5 alphanumeric charters*)
- Property Location Name * (*up to 120 alphanumeric characters*)
- Address (*sub-field*)
- POC Name * (*up to 120 alphanumeric characters*)
- POC Phone * (*up to 25 alphanumerical character*)
- POC Email * (*up to 80 alphanumeric characters*)

1st Tier Subcontractor

1st Tier Subcontractor Contract Number	1st Tier Subcontractor CAGE Code	1st Tier Subcontractor Name

Address +

POC Name	POC Phone	POC Email

2nd Tier Subcontractor

2nd Tier Subcontractor Contract Number	2nd Tier Subcontractor CAGE Code	2nd Tier Subcontractor Name

Address +

POC Name	POC Phone	POC Email

Property Location

Does the location of the property have a CAGE code? *

◉ Yes   ○ No

Property Location CAGE Code *

1HKQ6

Property Location Name *

LEIDOS, INC.

Address +

POC Name *	POC Phone *	POC Email *
John D	0123456789	John.Does@gmail.com

Routing Information

- Plant Clearance Officer DoDAAC (*auto-populates as read-only with the 'DoDAAC' from the assigned Plant Clearance Officer's PIEE Profile*)
- Plant Clearance Officer (*auto-populates as read-only with the assigned Plant Clearance Officer*)
- Plant Clearance Officer Phone Number (*auto-populates as read-only with the 'Commercial Phone' or 'Intl Country Code and Phone' (if entered) from the assigned Plant Clearance Officer's PIEE Profile*)
- Plant Clearance Officer Email (*auto-populates as read-only with the 'Email' from the assigned Plant Clearance Officer's PIEE Profile*)

Contractor Property Manager Comments

- Comments † (*up to 80 alphanumeric characters*)

Routing Information

Plant Clearance/PCARSS: The PLCO DoDAAC may be found under block 7 of your contract. If you are not sure of your PLCO DoDAAC, or do not see your PLCO listed, please contact your PLCO and/or Contracting Officer.

Plant Clearance Officer DoDAAC	Plant Clearance Officer
803112	Doe, John

Contractor Property Manager Comments ⌄

No Contractor Property Manager comments were found.

Comments †

[   ]

* = Required Fields, † = Conditional.

- FLIS Populated

Add an Address

The system automatically populates the **Address +** section with the address associated with the entered DoDAAC. For unpopulated addresses, click the **Address +** button in **Prime Contractor**, **1st Tier Subcontractor**, **2nd Tier Subcontractor**, or **Property Location** sections to display the address fields for manual entry.

Prime Contractor

Prime Contractor CAGE Code *
1HKQ6

Prime Contractor Name *
LEIDOS, INC.

Authorizing Official *
John Doe

Authorizing Official Title *
Plant Clearance Officer

Address +

POC Name *
John Doe

POC Phone *
0123456789

Address Fields:

- Address 1 * (*up to 150 alphanumeric characters*)
- Address 2 (up to 150 alphanumeric characters)
- Country * (*drop-down*)
- State * (*drop-down*)
- City * (up to 40 alphanumeric characters)
- Zip Code * (up to 50 alphanumeric characters)

Address −

Address 1 *

Address 2

Country *

State *

City *

Zip Code *

Line Item Tab

The Line Item tab shows the line items attached to the inventory schedule along with their respective information.

Line Item Details Columns:

- Line No.
- Item Name
- Item Name
- Item Desc.
- NSN/LSM
- FSC
- Mfr. CAGE
- Part No.
- Model No.
- Demil Code
- Demil Integrity Code
- Condition Code
- Qty.
- Unit Acq. Cost
- Total Acq. Cost
- Contractor Officer
- Screener Rules
- Pre Populated
- FLIS Data Populated
- Action(s)
    - View/Edit

NOTE: all fields are searchable.

Line Item Details

Show 10 entries

Line No.	Item Name	Item Desc.	NSN/LSN	FSC	Mfr. CAGE	Part No.	Model No.	Demil Code	Demil Integrity Code	Condition Code	Qty.	Unit Acq. Cost	Total Acq. Cost	Contractor Offer	Screener Rules	Pre Populated	FLIS Data Populated	Action(s)
Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	
1	stapler	Test items		8115	06481	00034542123243				A1	1	7.00	7.00			No - Manual	Yes	⌀ View/Edit
2	paper	Test items		6007	06481	00034542123245				A1	1	7.00	7.00			No - Manual	Yes	⌀ View/Edit

View Line Item

Click the **View/Edit** button in the **Action(s)** column to view and edit line item information. This action opens the **Edit Line Item** page**.**

FLIS Data Populated	Action(s)
Filter	
Yes	☑ View/Edit
Yes	☑ View/Edit

The **Edit Line Item** page displays the following information.

Line Item Detail Information Fields:

- Line Number
- Item Name * (*up to 48 alphanumeric characters*)
- Item Description * (*up to 250 alphanumeric characters*)
- Pre Populated
- National Stock Number † (*up to 13 alphanumeric characters*)
- Manufacture CAGE † (*5 alphanumeric characters*)
- Part Number † (*up to 48 alphanumeric characters*)
- Model Number † (*up to 48 alphanumeric characters*)
- FSC † (*searchable drop-down*)
- LSN (*searchable drop-down*)
- Unit of Measure * (*searchable drop-down*)
- Quantity * (*up to 10 digits*)
- Unit Acquisition Cost * (*up to 18-digit decimal*)
- Total Acquisition Cost (*the system calculates this by multiplying Quantity by Unit Acquisition Cost*)
- Estimate (*checkbox*)
- Manufacture Name (*up to 48 alphanumeric characters*)
- Manufacture Model Name (*up to 48 alphanumeric characters*)
- Manufacture Date (*format: YYYY-MM-DD*)
- Contractor ID (*up to 48 alphanumeric characters*)
- Contractor Officer (*up to 16 alphanumeric characters*)
- Condition Code * (*drop-down*)
- A1 – New/Unused
  - A4 – Used – shows some wear but can be used without significant repair
  - B1 – New/Unused – includes items with 3-6 month remaining shelf life
  - B4 – Used – includes items with 3-6 month remaining shelf life
  - D1 – New/Unused – includes items that require test, alteration, modification, conversion or disassembly

- o D4 – Used – include items that require test, alteration, modification, conversion or disassembly
- o F7 – Not usable in current condition – can be economically repaired
- o G7 – Not usable in current condition – requires additional parts or components
- o HX – Property is unserviceable and sides does not meet repair criteria
- SS – Scrap – no value except basic material content.
- Property Class * (*drop-down*)
- EQ – Equipment
  - o M – Material
  - o ST – Special Tooling
- STE Special Test Equipment
- Demil Code (*drop-down*)
- A – Non-USML – No DEMIL, MUT or end use certificate required.
  - o B – USML Items – Mutilation to the point of scrap required worldwide
  - o C – USML or CCL Military Items – DEMIL Required – Removed and demilitarize installed key point(s).
  - o D – USML or CCL Military Items – DEMIL Required – Destroy Items and components to prevent restoration or repair to a useable condition.
  - o E – DoD DEMIL Program Office reserves this code – DEMIL instructions will be furnished by DDPO.
  - o F – USML or CCL Military Items – DEMIL Required – Item/Technical Managers or Equipment/Product Specialist will furnish DEMIL instructions.
  - o G – USML or CCL Military Items – DEMIL Required – Ammunition and Explosive (A&E) – applies to unclassified AE items
  - o P – USML Items – DEMIL Required – Security classified items.
  - o Q – CCLI – Mutilation to the point of scrap required outside US – in the US mutilation determined by DEMIL integrity code
- Demil Integrity Code (*drop-down*)
  - o 0 – DEMIL code reviewed by DDCMO. Recommended DEMIL code and current ICP DEMIL code are not equal. Presently in collaboration cycle
  - o 1 – DEMIL code reviewed by DDCMO. Recommended DEMIL code adopted by ICP, or no DEMIL code change recommended
  - o 2 – DEMIL code reviewed by DDCMO and accepted by ICP (DEMIL IC = 1) however, ICP has since overridden
  - o 3 – Restricted items or sensitive CCLI. Requires MUT worldwide
  - o 4 – DEMIL code could not be validated – insufficient technical data available
  - o 5 – And item reviewed and coded by Service Agency ICP – without DDCMO collaboration; or a Service or Agency changed the DEMIL code prior to completion of IC-0 review/collaboration cycle.
  - o 6 – Non-Sensitive CCLI. Required MUT overseas
  - o 7 - Forced Concurrence. DDCMO has forced a DEMIL code change in FLIS. ICP has not responded to collaboration request (over 90 days old) or failed to update the DEMIL code in the ICP's legacy system
  - o 8 - ICP has non-concurred with a DDCMO recommended DEMIL code. Item DEMIL coding pending resolution
- Hazardous Material Code (*drop-down*)
  - o D - Indicates no information in HMIS; however, NSN is in a FSC in Table 1 of Federal Standard 313; MSDS should be available to user
  - o N - Indicates there is no data in the HMIS and the NSN is in a FSC not generally suspected of containing hazardous materials
  - o P - There is no information in the HMIS; however, the NSN is in an FSC in Table II of Federal Standard 313 and an MSDS may be required by the user. The requirement for an MSDS is dependent on a hazard determination of the supplier or the intended end use of the product
  - o Y - Indicates information is in the Hazardous Materials Information System (HMIS)
- Precious Material Code (*drop-down*)
  - o A - Item does not contain precious metal
  - o C - Item contains combination of two or more precious metals (silver, gold, platinum)

- o G - Item contains gold
- o P - Item contains platinum family metals
- o S - Item contains silver
- o U - Precious metal type is unknown
- o V - Precious metal type varies between manufacturers
- CIIC (*drop-down*)
  - o 7 - Item assigned a Demilitarization Code other than A, B or Q for which another CIIC is inappropriate. The loss, theft, unlawful disposition, and/or recovery of an item in this category will be investigated in accordance with DoD 4000.25-2-M and DoD 7200.10-M
  - o 9 - This code identifies an item as a Controlled Cryptographic Item (CCI). CCI is described as secure telecommunications or information handling equipment, associated cryptographic component, or other hardware item which performs a critical COMSEC function. Items so designated are unclassified but controlled, and will bear the designation "Controlled Cryptographic Item or CCI." NOTE: Codes for Department of Energy (DOE) Special Design and Quality-Controlled items under management control of the Defense Treat Reduction Agency (DTRA) (identified)
  - o A - Confidential - Formerly Restricted Data
  - o B - Confidential - Restricted Data
  - o C – Confidential
  - o D - Confidential – Cryptologic
  - o E - Secret – Cryptologic
  - o F - Top Secret - Cryptologic
  - o G - Secret - Formerly Restricted Data
  - o H - Secret - Restricted Data
  - o K - Top Secret - Formerly Restricted Data
  - o L - Top Secret - Restricted Data
  - o O - Item contains naval nuclear propulsion information; disposal and access limitations are identified in NAVSEAINST C5511.32. Store and handle in a manner which will preclude unauthorized access to this material
  - o S – Secret
  - o T - Top Secret
- U - Unclassified
- Comments (*up to 500 alphanumeric characters*)
- Serial Number (*sub-section that allows users to add additional serial numbers*)
- UII (unique Item Identifier) (*sub-section that allows users to add additional UIIs*)

Buttons:

- Populate FLIS (*auto-populate after a search using the National Stock Number, part number, and Manufacturer CAGE Code. If there is no match, the system returns an error message.*)
- Filter LSN (*filters LSNs that correspond to the selected FSCs in the LSN drop down menu*)

Edit Line Item

Line Number	Item Name *	Item Description *	Pre Populated
2	paper	Test items	NO

National Stock Number † ⓘ

Manufacturer CAGE † 06481 **AND** **Part Number †** 00034542123245

Model Number †

▼ **Populate FLIS**

FSC † ⓘ
6007 - Filters

LSN

▼ **Filter LSN**

Unit of Measure *	Quantity *	Unit Acquisition Cost *	Total Acquisition Cost	Estimate
10 Kilogram Drum	1	7.00	7.00	☐

Manufacturer Name

Manufacturer Model Name

Manufacture Date
YYYY-MM-DD

Contractor ID

Contractor Offer

Condition Code *
A1 - New/Unused

Property Class *
EQ - Equipment

Demil Code

Demil Integrity Code

Hazardous Material Code

Precious Metal Code

CIIC

Comments

Index	Serial Number	Action		Index	UII (Unique Item Identifier)	Action
		+ Add Serial Number				**+ Add UII**

* - Required, † - At Least One OR Conditional

 # - FLIS Populated

⊘ Save/Close **⊘ Cancel** **Prev-Item** **Next-Item** Item 2 of 2

Add a Serial Number

Click the **+ Add Serial Number** to add a new serial number to the line item. This action creates a new line item in the serial number subsection with a text box for the new serial number. Click the **Delete Serial Number** button to remove a line item.

Index	Serial Number	Action
		+ Add Serial Number
1		🗑 **Delete Serial Number**

Add an UII

Click the **+ Add UII** to add a new UII to the line item. This action creates a new line item in the UII subsection with a text box for the new UII. Click the **Delete UII** button to remove a line item.

Index	UII (Unique Item Identifier)	Action
		+ Add UII
1		🗑 **Delete UII**

History Tab

This tab keeps a record of edits and status updates to the transfer request. A history entry contains the following information:

- User role (PLCO, Support PLCO, DoD Screener)
- Name
- Title
- Location Code

- Date of Action (*format: YYYY-DD-MM HH:MM:SS*)
- Action(s)
  - Draft
  - Submitted
  - Approved
  - Rejected
  - Canceled
- Phone Number
- Email
- Org Email
- DSN
- Comments

Contractor Property Manager

Name	Title	Location Code	Date of Action	Action(s)
Jane Doe	Vendor	13499	2022-07-27 22:01:14	Submitted

Phone Number	Email	Org Email	DSN
222-222-2222	jane.doe@dla.mil	jane.doe@dla.mil	

Comments
Testing...

Accepting/Rejecting Inventory Schedules	After reviewing all the document's information and it is ready to be processed.

The following buttons are available at the bottom of the **Plant Clearance Officer – Plant Clarance Inventory Schedule** and the **Support Clearance Officer – Plant Clearance Inventory** page. They give the user the ability to accept or reject the inventory schedule.
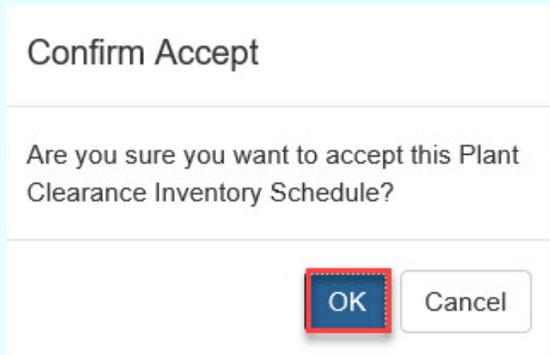
Buttons:

- Accept
- Save
- Reject
- Reassign
- Download Excel
- Previous

Accepting Inventory Schedule

Click the **Accept** button approve the inventory schedule. The **Confirm Accept** window pop-up appears with the message, "Are you sure too want to accept this Plant Clarance Inventory Schedule?" Click the **OK** button to accept the inventory schedule.

A **Success Screen** displays the following inventory schedule information:

- Contract Number
- Contract Order Number
- Prime CAGE
- Schedule Reference Number

Additionally, the **Success Screen** shows an info messages stating that approval emails have been sent to all Contractor Property Manager involved with the inventory schedule.

Plant Clearance Officer - Plant Clearance Inventory Schedule

The Plant Clearance Inventory Schedule was successfully Accepted.

Contract Number	Contract Order Number	Prime CAGE	Schedule Reference Number
20082011	20082011	2AAE1	2AAE1-064812020082011

INFO: Email sent to Contractor Property Manager: k⬛⬛⬛⬛⬛⬛
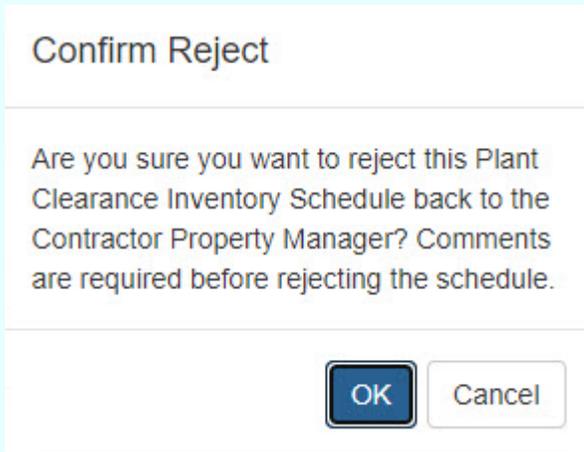INFO: Email sent to Contractor Property Manager Organizational Email: ⬛⬛⬛⬛⬛

Accepted inventory schedules are available in the by PLCOs in the **Schedule Workload** page.

Rejecting Inventory Schedule

Before canceling an inventory schedule, edit these fields under the **Header** tab:

- Change the **Termination** option to Yes.
- Input the **Termination Code.**
- Add **Comments** explaining why the inventory schedule is being canceled.

Once these criteria are met, click the **Reject** button at the bottom of the screen to reject the inventory schedule. The **Confirm Rejection** window will pop up with the message, "Are you sure you want to cancel this Plant Clearance Inventory Schedule?" Click the **OK** button to reject the inventory schedule.

Confirm Reject

Are you sure you want to reject this Plant Clearance Inventory Schedule back to the Contractor Property Manager? Comments are required before rejecting the schedule.

[OK] [Cancel]

A **Success Screen** displays with the following inventory schedule information:

- Contract Number
- Contract Order Number
- Prime CAGE
- Schedule Reference Number

Additionally, the **Success Screen** displays info messages stating that rejection emails were sent to all Contractor Property Manager connected to the inventory schedule.

Plant Clearance Officer - Plant Clearance Inventory Schedule

The Plant Clearance Inventory Schedule was successfully rejected.

Contract Number	Contract Order Number	Prime CAGE	Schedule Reference Number
FU441756PEG01		06481	06481-346534542

INFO: Email sent to Contractor Property Manager:
INFO: Email sent to Contractor Property Manager Organizational Email:

Rejected inventory schedules are available in the by PLCOs in the **Schedule Workload** page.