Property Loss Case Close - PA
Reference Guide

Homepage	GFP Module	Property Loss	My Workload

Roles	Roles that will have the ability to Close a Property Loss Case	• Property Administrator
Closing a Property Loss Case	Log into PIEE as Property Administrator and access the GFP module. In the GFP module go to **Property Loss > Property Administrator > My Workload**	**GFP** Property Loss ▾ Lookup ▾ Documentation ▾ Property Administrator ▸ 📁 My Workload Welcome to Government F 🔍 Search Click this button to view your workload. System Messag 📊 Reporting (2017-APR-06 00:00) System: **All** Subject: Build Info **Action Required!** Message F
My Workload – Search Results	Cases in the Pending Closure status will be displayed	**Property Administrator - My Workload - Search Results** Show 10 ▾ entries Previous 1 Next Case Number / Contract Number / Contract Order Number / Prime CAGE Code / Property Loss Location CAGE Code / Contractor Reference Number / Case Status / Date Established / Processing Days / Action(s) Filter / Filter / 88 / Filter / Filter / Filter / Filter / Filter / Filter S0512A190202 / SP470116D2001 / 8880 / 1QU78 / 0HC11 / CRN2019-08-19-14;55;00 / Pending Closure / 2019-09-30 / 2 / 👤 Open 🔁 Change Routing Showing 1 to 1 of 1 entries (filtered from 9 total entries) Previous 1 Next To act on a Property Loss Case, click the "Open" or "Change Routing" action link. The Open action will open the Property Loss Case for the Property Administrator to make their determination. The Change Routing action will allow the Property Administrator to send the Property Loss Case to another user.

| **Property Loss Case – Header** | The Property Administrator may update all Header information | |

The Date of Demand Letter field and Date of Reimbursement/Replacement fields are mandatory to close the Property Loss Case if the Contractor has been held Liable.

		Header Information Date of Incident * ⓘ Case Type * Property Type * ⓘ 2019-09-30 Destroyed Accident ▾ ○ CAP ● GFP Combat Loss * Contractual Coverage * ○ No ● Yes Post June 2007 - DFARS 252.228-700 ▾ Contractor Reference Number ⓘ Status Of System * **Date of Demand Letter** **Date of Reimbursement/Replacement** CRN2019-08-19- 14;55;00 Not Approved ▾ 2019-10-02 2019-09-30 Does the location where the property loss occurred have a CAGE code? * ● Yes ○ No Property Loss Location CAGE Code * 0HC11 The Property Loss Case until the Contractor has Reimbursed or Replaced the GFP.
Property Loss Case – Documentation	The Property Administrator may upload/download a Relief Letter, Upload a Demand Letter, or any other files required for the Property Loss Case	**Property Administrator - Property Loss Case** INFO: Property Loss Case saved as of: '2019-10-02 16:06:07'. Header Line Item Documentation History Contract Information ❯ Case Information ❯ **WARNING: GFP Application is designated for Sensitive Unclassified information ONLY. Do NOT enter classified information in this system.** There is a file size limit of 20MB, attachments over this size will be rejected. **Relief Letter** ⊕ Upload a Relief Letter ⬇ Download Relief Letter **Demand Letter** ⊕ Upload a Demand Letter **Documents** ⊕ Upload a File… ☑ Relieve ⬇ Close Case 💾 Save ⊕ Download PDF ⊕ Previous The Property Administrator may upload all files for the Property Loss Case. If the Contractor was held Liable a Demand Letter is mandatory. If the Contractor was Relieved a Relief Letter is mandatory.

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

Relief Letter

⊕ Upload a Relief Letter

⬇ Download Relief Letter

Demand Letter

Document Name	Submitted By	Submit Date	Actions
SP470116D2001_Demand_Letter.pdf	Quitzon, Joselyn	2019-10-02 16:08:26	👁 View | 🗑 Delete

Documents

⊕ Upload a File...

Document Name	Submitted By	Submit Date	Actions

The Property Administrator can view or delete the Uploaded Letter.

Property Loss Case – History

The History tab tracks all changes made to the Property Loss Case

| Header | Line Item | Documentation | History |

Contract Information ❯

Case Information ❯

Contractor Property Manager

Name	Title	Location Code	Date of Action	Action(s)
Bernadine Kris	Selenium Tester	1QU78	2019-09-30 16:30:14	Initiated

Phone Number	Email	Org Email	DSN
388.737.7074	bttestercc@gmail.com	wawfuser+gfp1QU78@gmail.com	211.757.6461

Comments

Industrial Property Management Specialist

Property Loss Case – Closing	The Property Administrator closes the Property Loss Case	 Click the "Close Case" button after the Contractor has been held Liable and the Contracting Officer has concurred to be held liable. If the Contracting Officer disagrees with the Property administrator, they can "Return" the case for further review. The Property Administrator will then have the option to "Relieve" the case or update and add comments before choosing to "Recommend Liable to CO/KO" again. The case cannot be "Closed" at this point because the PA and CO must come to an agreement on the CPM's liability If at this point the case has been determined to "Relieve" instead of Hold Liable, the option to "Relieve" the case is still available. This will relieve the Contractor of liability for the case and will require a Relief Letter be uploaded. Click the "OK" button to Confirm closing the Property Loss Case.
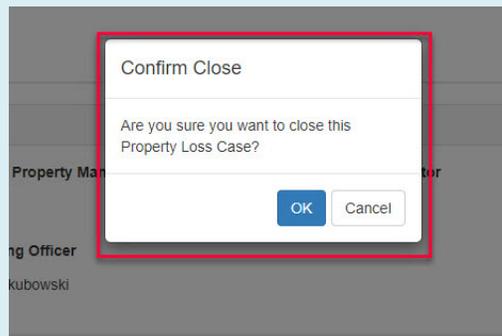
The Document must be signed by the Property Administrator to close. Enter required credentials and click the "Sign and Submit" button.

A Success screen will be displayed with Property Loss Case information and info messages for the emails being sent.