	Property	Loss (Case Cre erence Guide	eate -	CPM			
	Homepage		GFP Module		Property Loss		Create Document	
Roles	Roles that will have access to Create a Property Loss Case in GFP Module.	• Con	tractor Property Ma	nager				
Creating a Property Loss Case	Log into PIEE as a Contractor Property Manager and access the GFP module. In the GFP module go to Property Loss > Contractor Property Manager > Create Document.	GFP Prope	System Messages	roperty Manager ∙		Irnisheri Propertyl to create a Property Loss Transf For: All Users	fer Case.	

Two Create Options	There are two ways to begin creating a Property Loss Case: • Manual Data Entry • Property Loss Case Excel Upload	Contractor Property Manager - Create Property Loss Case	
Contract Information	Enter the contract Information for the Property Loss Case. Click the "Next" button.	Contractor Property Manager - Create Property Loss Case Contract Information Contract Number Type Contract Number Type Contract Preds. Proves Image: Contract Number Type Contract Information: Contract Number Type Contract Order Number * Contract Order Number * Contract Order Number * Prime CAGE Code * (Prepopulated from user profile)	

		Contractor Property Manager - Prope	rty Loss Case			
		Header Line Item Documentation				
		Contract Information				*
		Contract Number Type DoD Contract (FAR)	Contract Number SP470116D2001	Contract Order Number 8880	Prime CAGE Code	
		Case Information				~
		Total Acquisition Value				
		0.00				
		Header Information				
		Date of Incident * 1	Case Type *	Property Type * 🚺		
		YYYY-MM-DD				
		Combat Loss *	Contractual Coverage *	Ţ		
		Submit 🎽 Save 😵 Void 🤇	Download PDF			•
	The user will now	Header Information				
Property Loss	enter all	Date of Incident *	Case Type *	Property Type * 🚺		
Case has been	necessary	Combat Loss *				
created –	information for	No Yes	Contractual Coverage *	¥		
Header	the Property Loss	Contractor Reference Number ()				
	Case.					
		Does the location where the property lo Yes No	ss occurred have a CAGE code? *			
		Property Loss Location CAGE Code *				
		Routing Information				
		Property Administrator DoDAAC *	Property Administrator *	T		
		Contracting Officer DoDAAC	Contracting Officer			
				Ŧ		
		Comments				
		Submit 💾 Save 😣 Void 🕘	Download PDF			
						•
		Header information:				
		 Date of Incider 	nt *			
		Date of InciderCase Type *				
		 Date of Incider 				

- Contractor Reference Number •
- Does the location where the property loss occurred have a CAGE code?*
 Property Loss Location CAGE code *

Routing Information:

- Property Administrator DoDAAC *
 Property Administrator *
- Contracting Officer DoDAAC
 Contracting Officer

2019-09-30		Property Type * 🚺
	Destroyed Accident	V CAP ® GFP
Combat Loss *	Damaged	
No 🖲 Yes	Destroyed Accident Destroyed Combat	
Contractor Reference Number 🕕	Lost Theft	
CRN2019-08-19- 14;55;00		
Does the location where the property loss o	ccurred have a CAGE code? *	
● Yes ○ No		
Property Loss Location CAGE Code *		
0HC11		
GIGH		
Routing Information		
Property Administrator DoDAAC *	Property Administrator *	
S0512A	Tim Norman	Ŧ
Contracting Officer DoDAAC	Contracting Officer	
		•
mments		

2019-09-30 Destroyed Accident • CAP • GFP Combat Loss* • No • Yes Contractual Coverage* Contractor Reference Number • CRN2019-08-19-14;55;00 Post June 2007 - DFARS 252:228-7001 G Does the location where the property loss occurre • Yes • No Post June 2007 - FAR 52:245-1 Alt I Post June 2007 - FAR 52:245-1 Alt I Post June 2007 - FAR 52:245-1 Alt I Post June 2007 - FAR 52:245-1 Alt I Post June 2007 - FAR 52:245-1 Alt I Post June 2007 - FAR 52:245-1 Property Installation Operation Services Post June 2007 - 52:245-1 Property Records Property Loss Location CAGE Code * Por June 2007 - 52:245-1 Property Records Projune 2007 - 52:245-2 Government Property (Facilities Acquisition) Pre June 2007 - 52:245-2 Government Property (Facilities Acquisition) Pre June 2007 - 52:245-2 Government Property (Fixed-Price Contracts) Alt II Pre June 2007 - 52:245-2 Government Property (Short Form) Pre June 2007 - 52:245-3 Government Property (Cossclidated Facilities) Pre June 2007 - 52:245-3 Government Property (Cossclidated Facilities) Pre June 2007 - 52:245-3 Government Property (Cossclidated Facilities) Pre June 2007 - 52:245-3 Gover	Date of Incident * 🕕	Case Type *	Property Type * 🕕
No • Yes Contractor Reference Number Post June 2007 - DFARS 252 228-7001 G CRN2019-08-19-14/55,00 Post June 2007 - FARS 254-51 Alt I Does the location where the property loss occurre Post June 2007 - FARS 254-51 Alt I Post June 2007 - FARS 254-51 Alt I Post June 2007 - FARS 254-51 Alt I Post June 2007 - FARS 254-51 G vernment Property Post June 2007 - FARS 254-51 G vernment Property • Yes No Pre June 2007 - 62 245-1 Overnment Property • Property Loss Location CAGE Code * Pre June 2007 - 52 245-2 Government Property (Facilities Acquisition) Pre June 2007 - 52 245-2 Government Property (Fixed-Price Contracts) Pre June 2007 - 52 245-2 Government Property (Fixed-Price Contracts) Pre June 2007 - 52 245-2 Government Property (Fixed-Price Contracts) Pre June 2007 - 52 245-2 Government Property (Fixed-Price Contracts) Pre June 2007 - 52 245-2 Government Property (Cost-Reimburstement, Time-and-Material, ori Pre June 2007 - 52 245-2 Government Property (Cost-Reimburstement, Time-and-Material, ori Pre June 2007 - 52 245-2 Government Property (Cost-Reimburstement, Time-and-Material, ori Pre June 2007 - 52 245-2 Government Property (Cost-Reimburstement, Time-and-Material, ori Pre June 200	2019-09-30	Destroyed Accident	▼ ○ CAP [®] GFP
Contractor Reference Number Interview CRN2019-08-19-14;55;00 Post June 2007 - DFARS 252 228-2001 Ground Flight Risk Does the location where the property loss occurre Post June 2007 - FAR 52 245-1 Att I Post June 2007 - FAR 52 245-1 Att I Post June 2007 - FAR 52 245-1 Att I Post June 2007 - FAR 52 245-1 Att I Post June 2007 - FAR 52 245-1 Att I Post June 2007 - FAR 52 245-1 Att I Post June 2007 - FAR 52 245-1 Att I Post June 2007 - Covernment Property Installation Operation Services Post June 2007 - Government Property Installation Operation Services Property Loss Location CAGE Code * Pre June 2007 - 52 245-1 Ocvernment Property (Facel Frice Contracts) Pre June 2007 - 52 245-1 Ocvernment Property (Fixed-Price Contracts) Pre June 2007 - 52 245-2 Government Property (Fixed-Price Contracts) Att I Pre June 2007 - 52 245-2 Government Property (Fixed-Price Contracts) Att II Pre June 2007 - 52 245-2 Government Property (Constracts) Att II Pre June 2007 - 52 245-2 Government Property (Cost-Reinbursement, Time-and-Material, or Pre June 2007 - 52 245-2 Government Property (Cost-Reinbursement, Time-and-Material, or Pre June 2007 - 52 245-2 Government Property (Cost-Reinbursement, Time-and-Material, or Pre June 2007 - 52 245-3 Covernment Property (Cost-Reinbursement, Time-and-Material, or Pre June 2007 - 52 245-1 Sublity for the Facilities Pre June 2007 - 52 245-3 Covernment Property (Cost-Reinburset)<	Combat Loss *	Contractual Coverage *	
CRN2019-08-19-14;55;00 Post June 2007 - FAR 52.245-1 Alt I Does the location where the property loss occurre Post June 2007 - FAR 52.245-1 Government Property Installation Operation Services Image: Property Loss Location CAGE Code * Property Loss Location CAGE Code * OHC11 Pre June 2007 - 52.245-1 Government Property (Facilities Acquisition) Pre June 2007 - 52.245-1 government Property (Facilities Acquisition) Pre June 2007 - 52.245-1 Government Property (Facilities Acquisition) Pre June 2007 - 52.245-1 Government Property (Facilities Acquisition) Pre June 2007 - 52.245-2 Government Property (Facilities Acquisition) Pre June 2007 - 52.245-2 Government Property (Fixed-Price Contracts) Alt I Pre June 2007 - 52.245-3 Government Property (Fixed-Price Contracts) Alt I Pre June 2007 - 52.245-4 Government Property (Cost-Reimbursement, Time-and-Material, or I Pre June 2007 - 52.245-5 Government Property (Cost-Reimbursement, Time-and-Material, or I Pre June 2007 - 52.245-5 Government Property (Cost-Reimbursement, Time-and-Material, or I Pre June 2007 - 52.245-5 Government Property (Cost-Reimbursement, Time-and-Material, or I Pre June 2007 - 0FARS 252.228-7001 Ground and Flight Risk Pre June 2007 - OTHer S0512A Tim Norman	No • Yes	Post June 2007 - DFARS 252.228-7001 G	•
CRN2019-08-19-14;55;00 Post June 2007 - FAR 52:245-1 4Rt it Does the location where the property loss occurre Post June 2007 - FAR 52:245-1 Government Property Installation Operation Services Image: State St	Contractor Reference Number 🕕		und Flight Risk
Does the location where the property loss occurred Post June 2007 - Government Property Installation Operation Services • Yes • No Prosenty Loss Location CAGE Code * • Property Loss Location CAGE Code * Pre June 2007 - 52,245-10 Government Property (Facilities Acquisition) • OHC11 Pre June 2007 - 52,245-10 Government Property (Facilities Acquisition) • Pre June 2007 - 52,245-10 Government Property (Facilities Acquisition) Pre June 2007 - 52,245-2 Government Property (Face-Price Contracts) Alt I Pre June 2007 - 52,245-2 Government Property (Fixed-Price Contracts) Alt I Pre June 2007 - 52,245-2 Government Property (Fixed-Price Contracts) Alt I Pre June 2007 - 52,245-2 Government Property (Fixed-Price Contracts) Alt I Pre June 2007 - 52,245-3 Government Property (Fixed-Price Contracts) Alt I Pre June 2007 - 52,245-4 Government Property (Fixed-Price Contracts) Alt I Pre June 2007 - 52,245-5 Government Property (Cost-Reimbursement, Time-and-Material, or Pre June 2007 - 52,245-5 Government Property (Cost-Reimbursement, Time-and-Material, or Pre June 2007 - 52,245-5 Government Property (Cost-Reimbursement, Time-and-Material, or Pre June 2007 - 52,245-5 Government Property (Cost-Reimbursement, Time-and-Material, or Pre June 2007 - 52,245-5 Government Property (Cost-Reimbursement, Time-and-Material, or Pre June 2007 - 52,245-5 Government Property (Cost-Reimbursement, Time-and-Material, or Pre June 2007 - 02,245-8 Lobity for the Facilities Property Administrator DoDAAC * Pre June 2007 - 0FARS 252,228-7001 Ground and Fl	CRN2019-08-19- 14;55;00	Post June 2007 - FAR 52.245-1 Alt II	
Yes No Property Loss Location CAGE Code * Pre June 2007 - 52:245-1 Property Records 0HC11 Pre June 2007 - 52:245-2 Government Property (Facilities Acquisition) Pre June 2007 - 52:245-2 Government Property (Facilities Use) 0HC11 Pre June 2007 - 52:245-2 Government Property (Facilities Acquisition) Pre June 2007 - 52:245-2 Government Property (Facilities Acquisition) Pre June 2007 - 52:245-2 Government Property (Facilities Acquisition) Pre June 2007 - 52:245-2 Government Property (Facilities Acquisition) Pre June 2007 - 52:245-2 Government Property (Facilities Acquisition) Pre June 2007 - 52:245-2 Government Property (Facilities Acquisition) Pre June 2007 - 52:245-2 Government Property (Facilities Acquisition) Pre June 2007 - 52:245-3 Government Property (Facilities) Pre June 2007 - 52:245-4 Government Property (Consolidated Facilities) Pre June 2007 - 52:245-5 Government Property (Consolidated Facilities) Pre June 2007 - 52:245-5 Government Property (Consolidated Facilities) Pre June 2007 - 05:245-4 Government Property (Consolidated Facilities) Pre June 2007 - 05:245-5 Government Property (Consolidated Facilities) Pre June 2007 - 05:245-5 Government Property (Consolidated Facilities) Pre June 2007 - 05:245-5 Government Property (Consolidated Facilities) Pre June 2007 - 05:245-5 Government Property (Consolidated Facilities) Pre June 2007 - 05:245-5 Government Property (Consolidated Facilities) <td>Does the location where the property loss oc</td> <td></td> <td></td>	Does the location where the property loss oc		
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OHC11 Pre June 2007 - 52 245-2 Government Property (Fixed-Price Contracts) Alt I Pre June 2007 - 52 245-2 Government Property (Fixed-Price Contracts) Alt II Pre June 2007 - 52 245-4 Government Property (Short Form) Pre June 2007 - 52 245-4 Government Property (Consolidated Form) Pre June 2007 - 52 245-5 Government Property (Consolidated Facilities) Pre June 2007 - 52 245-8 Government Property (Consolidated Facilities) Pre June 2007 - 52 245-8 Government Property (Consolidated Facilities) Pre June 2007 - 52 245-8 Liability for the Facilities Pre June 2007 - 52 245-8 Liability for the Facilities Pre June 2007 - OFARS 252 228-7001 Ground and Flight Risk Pre June 2007 - Other S0512A Tim Norman	Property Loss Location CAGE Code *		
Pre-June 2007 - 52:245-4 Government-Fungished Property (Short Form) Pre-June 2007 - 52:245-5 Government Property (Consolidated Facilities) Pre-June 2007 - 52:245-8 Liability for the Facilities Pre-June 2007 - 0FARS 252:28-7001 Ground and Flight Risk Pre-June 2007 - Other	0HC11		
Routing Information Pre June 2007 - 52.245-7 Government Property (Consolidated Facilities) Pre June 2007 - 52.245-8 Liability for the Facilities Property Administrator DoDAAC* S0512A			
Property Administrator DoDAAC * Pre June 2007 - 02,243-6 clability for the Pachines Property Administrator DoDAAC * Pre June 2007 - 07ARS 252 228-7001 Ground and Flight Risk Pre June 2007 - Other S0512A Tim Norman	Beeffers before a firm		
S0512A Tim Norman •	Routing information		
	Property Administrator DoDAAC *		
Contracting Officer DoDAAC Contracting Officer	S0512A	Tim Norman	×
▼	Contracting Officer DoDAAC	Contracting Officer	
			T
	Commente		
Community	Comments		
Comments		nload PDF	

Combat Loss * Contractual Coverage * No Yes Proct. Line 2007_DEARS 252 228.7001.G Contractor Reference Number Proct. Line 2007_DEARS 252 228.7001.G Contractor Reference Number Out User; 510 Does the location where the property loss occurred Gov USer; 510 Prose No No Prose No Kyle IPMS_User Property Loss Location CAGE Code * Louvenia Kessler Unicole Raine Nik Raine Paul Glacchetto SeleniumFirstNameGov SeleniumLastNameGov Property Administrator DoDAAC * Tim Norman S0512A Tim Norman	Date of Incident * 🕕	Case Type *	Property Type * 🕕	
No Yes Post_lune 2007_DEARS 252 228-7001 G Anthony IPMS Darren King Gov DOB 611 Gov DOB 611 Gov User_510 Hubert Weber Industrial Property Joses the location where the property loss occurred Yes No Yes No Yes No Vers No Kyle IPMS_User Kyle PADemoUser Louvenia Kessler Lynn Schiller Mark Smith Nic Raine Paul Glacchetto Paul Glacchetto Paul Glacchetto Paul HMS2 Glacchetto Sob12A	2019-09-30	Destroyed Accident	CAP GFP	
Contractor Reference Number CRN2019-08-19-14;55;00 Does the location where the property loss occurred Yes No Property Loss Location CAGE Code * Unc11 OHC11 Nik Raine Paul Giacchetto Paul Giacchetto Property Administrator DoDAAC * S0512A	Combat Loss *	Contractual Coverage *		
Contractor Reference Number i Darren King Gov DOD 611 Gov DOD 611 CRN2019-08-19-14;55;00 Hubert Weber Industrial Property Joselyn Quitzon Ves No Yes No Property Loss Location CAGE Code * Louvenia Kessler Lynn Schiller Mark Smith Nicole Raine Nik Raine Paul IPMS2 Glacchetto Paul IPMS2 Glacchetto Routing Information Ron Cert SeleniumFirstNameGov SeleniumLastNameGov SeleniumLastNameGov Shoft2A Tim Norman	No 🖲 Yes	Post June 2007 - DEARS 252 228-7001 G	•	
CKN2019-00-19-14,00,00 Hubert Weber Industrial Property Joselyn Quitzon Kyle IPMS_User Kyle PADemoUser Louvenia Kessler Louvenia Kessler Lyn Schiller Mark Smith Nicole Raine Nicole Raine Nik Raine Paul Glacchetto Routing Information Property Administrator DoDAAC * S0512A	Contractor Reference Number 🕕	Darren King		
Does the location where the property loss occurred Joselyn Quitzon Yes No Property Loss Location CAGE Code * Louvenia Kessler UhC11 Mark Smith Nicole Raine Paul Giacchetto Paul Giacchetto Paul Giacchetto Property Administrator DoDAAC * Tim Norman S0512A Tim Norman	CRN2019-08-19- 14;55;00			
Property Loss Location CAGE Code * Louvenia Kessler Louvenia Kessler Lynn Schiller 0HC11 Mark Smith Nicole Raine Nik Raine Paul Giacchetto Routing Information Paul IPMS2 Giacchetto Ron Cert SeleniumFirstNameGov SeleniumLastNameGov Sheree Harris Property Administrator DoDAAC * Tim Norman S0512A Tim Norman	Does the location where the property loss occurred			
Property Loss Location CAGE Code * Lynn Schiller 0HC11 Mark Smith Nicole Raine Nicole Raine Nik Raine Paul Giacchetto Paul Giacchetto Ron Cert SeleniumFirstNameGov SeleniumLastNameGov Sheree Harris Tim Norman Tim Norman	Yes No			
0HC11 Mark Smith Nicole Raine Nik Raine Paul Giacchetto Routing Information Paul IPMS2 Giacchetto Ron Cert SeleniumFirstNameGov SeleniumLastNameGov Sheree Harris Property Administrator DoDAAC* Tim Norman S0512A Tim Norman	Property Loss Location CAGE Code *	Louvenia Kessler		
Nik Raine Paul Giacchetto Paul IPMS2 Giacchetto Routing Information Property Administrator DoDAAC* S0512A	0HC11			
Paul IPMS2 Giacchetto Ron Cert SeleniumFirstNameGov SeleniumLastNameGov Property Administrator DoDAAC* S0512A		Nik Raine		
SeleniumFirstNameGov SeleniumLastNameGov Property Administrator DoDAAC * SeleniumFirstNameGov S0512A Tim Norman		Paul IPMS2 Giacchetto		
Property Administrator DoDAAC * Tim Norman S0512A Tim Norman	Routing Information	SeleniumFirstNameGov SeleniumLastNameGov		
	Property Administrator DoDAAC *		v	
Contracting Officer DoDAAC Contracting Officer	S0512A	Tim Norman 🔹		
	Contracting Officer DoDAAC	Contracting Officer		
The second se				
	omments			
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mments	Submit 📙 Save 📀 Void 💿 Download	PDE		

		Contractor Property Manager - Property Loss Case
		INFO: Property Loss Case saved as of. '2019-09-00 16:23:52'.
		Header Line Item Documentation
		Contract Information
		Case Information
		Populate Line Items
		No receipted items were found for the given contract information.
		An approved GFP Attachment was not found for the given contract information.
		Line Item Details
		+ Add Line Item
		Show 25 v entries
		Line Item Mfr. Model Unit of Acq. Acq. Uli ISN
		No. II Name II Desc. II NSN II CAGE II Part No. II No. II Measure II Qty. II Cost II Cost II Count II Action(s)
		Filter Filter<
		Submit. M Save O Void O Download PDF
		Add Line Item
		Line Number Item Name "Item Description "
	Enter information	1
Property Loss	for the Line	National Stock Number Manufacturer CAGE † Part Number † Model Number
Case - Line item	Item(s). Click the "Add Line Item"	
lielli	button.	Unit of Measure " Quantity " Unit Acquisition Cost " Total Acquisition Cost
		Repair or Replacement Cost
		Index Serial Number Action Index UII (Unique Item identifier) Action Action Action Action Action Action
		* - Required, † - AL Least One
		Line Item Information:
		Line Number
		Item Name *
		Item Description *
		National Stock Number
		Manfacture CAGE and Party NumberModel Number
		• Unit of Measure * (Unit of Measure List is availble for review in the GFP module.)
		Quantity *
		Unit of Acquisition Cost *
		Total Acquisition Cost Denair or Penlagement Cost
		Repair or Replacement Cost
		 Repair or Replacement Cost Serial Number Ull (Unique Item Identifier)

	Action	Index UII (Unique Item Identifier)
	+ Add Serial Number	
1	Delete Serial Number	
<u></u>		
	*	
	*	

After entering the Line Item information there are four options:

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

D: Succes	SSIUI	ily added	ntem	with the Nu	iber i																
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ontract	t Info	ormatic	on																		
ase Info	orm	ation																			
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n approve ine Item how 25 Line	n De	FP Attac	hmen		nd for t	he given co		lt	Part No. 1	Model No.	Unit of Measure 1	Qty.	Unit Acq. Cost	11	Total Acq. Cost	11	UII Count	11	ISN Count	+ A 11	
n approve ine Item how 25 Line	n De	etails	chmen	t was not fou	nd for t	ne given co	Mfr.					Qty.	Acq.		Acq.	II		ţţ			dd Line Iter Action(s)

The Line Items will now be viewable on the Line Items Details view screen.

Property Loss Case – Documentation	Upload any files that are needed for the Property Loss Case.	Contractor Property Manager - Property Loss Case INFO: Successfully added Item with Line Number '1'. Header Line Item Documentation Case Information Case Information WARNING: GFP Application is designated for Sensitive Unclassified information ONLY. Do NOT There is a file size limit of 20MB, attachments over this size will be rejected. Documents Image: Contract File. * = Required Fields.
Property Loss Case - Submit	After entering all information click the "Submit" button.	

oss - Lookup	Co	nfirm Submission						
erty Loss Case	Are	you sure you want to subm e Property Administrator?	it this case					
n		ОК	Cancel					
Con	tract Number	Contra	act Order Number		P			
SP4	70116D2001	8880			1			
A Confirm	Submission windo	w will popup. C	Click the "O	K" button to sub	nit the Prop	perty Loss C	ase to the PA.	
	Submission windo	w will popup. C	Click the "O	K" button to sub	nit the Prop	oerty Loss C	ase to the PA.	
Contractor Property Ma		w will popup. C	Click the "O	K" button to sub	nit the Prop	oerty Loss C	ase to the PA.	
Contractor Property Ma	nager - Property Loss Case	ow will popup. C	Click the "O	K" button to sub	nit the Prop	oerty Loss C	ase to the PA.	
Contractor Property Ma	nager - Property Loss Case				nit the Prop	oerty Loss C	ase to the PA.	