Property Loss Case Review – CS

Training Document

Homepage	GFP	Property Loss	Search Property Loss Case

Table of Contents

This training is an overview of how to review a Property Loss Case by a CS for a Contracting Officer.	
Roles	The role(s) required to review a Property Lost Case is pending a Contracting Officers determination: • Contracting Specialist
Reviewing a Property Loss Case	In the GFP Navigation bar, expand the **Property Loss** drop-down menu on the navigation bar. Select **Contracting Specialist** and then **Search**.

Contracting Specialist Search	The **Contracting Specialist – Search Criteria** page displays. Enter search criteria to retrieve the desired Property Loss case.
	
	Search Criteria
	
	Contracting Specialist -- Search Criteria Fields:
	
	• Contract Number (*up to 19 alphanumeric characters*)
	• Contract Order Number (*up to 19 alphanumeric characters*)
	• Case Number (*up to 5 alphanumeric characters*)
	• Prime Cage (*up to 5 alphanumeric characters*)
	• Case Status (*drop-down*)
	    ○ All Documents (*default option*)
	    ○ Closed
	    ○ Draft
	    ○ Investigating
	    ○ Pending – Contract Officer Determination
	    ○ Pending – GFR Review
	    ○ Pending Closure
	    ○ Recalled
	    ○ Rejected
	    ○ Void
	• Contractor Reference Number (*up to 19 alphanumeric characters*)
	• Property Administrator First Name (*up to 40 alphanumeric characters*)
	• Property Administrator Last Name (*up to 40 alphanumeric characters*)
	• Date Established Start (*format: YYYY-MM-DD*)
	• Date Established End (*format: YYYY-MM-DD*)
	• Close Date Start (*format: YYYY-MM-DD*)
	• Close Date End (*format: YYYY-MM-DD*)

Contracting Specialist - Search Criteria

Contract Number

Contract Order Number

Prime CAGE

Case Number

Contractor Reference Number

Case Status

All Documents

Property Administrator First Name

Property Administrator Last Name

Date Established Start

Date Established End

Close Date Start

Close Date End

Buttons:

- Search

Click the **Search** button after entering the search criteria. The following page displays the search results.

Search Results

Contract Specialist – Search Results Columns:

- Case Number
- Contact Number
- Contact Order Number
- Prime Cage code
- Contractor Reference Number
- Property Administrator
- Case Status
- Date Established
- Actions
    - Open (*available for cases with a Case Status of "Pending – Contracting Officer Determination"*)
    - View

	Contracting Specialist - Search Results
	
	Show [10 ⌄] entries [Previous] [1] [Next]
	
	Buttons:
	
	   • Open
	   • View
	
	Click **View** to examine a Property Loss Case or **Open** to review and edit it. Each option opens the **Contracting Specialist – Property Loss Case** screen and displays the case's information.
	
	NOTE: All tabs are sortable.

Contracting Specialist - Search Results

Show [10 ⌄] entries

[Previous] [1] [Next]

Case Number	Contract Number	Contract Order Number	Prime CAGE	Contractor Reference Number	Property Administrator	Case Status	Date Established	Date Closed	Action(s)
Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	
S0512A210004	2651221W0412	3571	26512			Pending - Contracting Officer Determination	2021-04-12		⬆ Open 👁 View

Showing 1 to 1 of 1 entries

[Previous] [1] [Next]

Buttons:

- Open
- View

Click **View** to examine a Property Loss Case or **Open** to review and edit it. Each option opens the **Contracting Specialist – Property Loss Case** screen and displays the case's information.

NOTE: All tabs are sortable.

Contracting Specialist – Property Loss Cases Tabs

The user has access to the following tabs:

- Header
- Line Item
- Documentation
- History

Contracting Specialist - Property Loss Case

Header	Line Item	Documentation	History
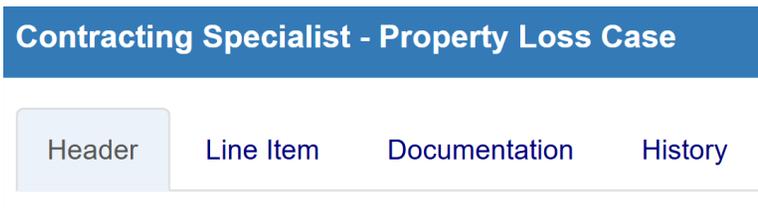
Each tab displays the **Contract Information** and **Case Information** at the top of the page. This information is used to locate the saved document via the Contracting Specialist – Search Criteria page.

Contract Information

Contract Number Type	Contract Number	Contract Order Number	Prime CAGE
DoD Contract (Non-FAR)	0648121W0408	3571	06481

Case Information

Case Number	Date Established	Processing Days
S0512A210003	2021-04-08	1632

Total Acquisition Value	Total Contractor Portion	Total Government Portion
18,705.00	265.00	0.00

Buttons:

- Save
- Download PDF
- Previous

NOTE: The **Save** button is available during the review and saves all information. During the Property Loss Case workflow process, the current status is maintained when clicking **Save**.

Header Tab

This section is Read-Only. The user can add comments to the case at the bottom of the page.

Header Information Fields:

- Date of Incident
- Case Type
- Property Type
- Combat Loss
- Contractually Converge
- Contract Reference Number
- Status of System
- Date of Demand Letter
- Date of Reimbursement/Replacement
- Form of Payment
- Does the location where the property loss occurred have a CAGE code?

- Property Loss Location CAGE code

Contracting Specialist - Property Loss Case

| Header | Line Item | Documentation | History |

Contract Information   >

Case Information   >

Header Information

| Date of Incident ⓘ | Case Type | Property Type ⓘ | | |
| 2021-04-08 | Lost | GFP | | |

| Combat Loss | Contractual Coverage | | | |
| No | Post June 2007 - Other | | | |

| Contractor Reference Number ⓘ | Status Of System | Date of Demand Letter | Date of Reimbursement/Replacement |
| | Approved | | |

Form Of Payment

Does the location where the property loss occurred have a CAGE code?
Yes

Property Loss Location CAGE Code
06481

The **Contractor Property Manager Comments** and **PA Comments section** contain all the comments made on the case by their respective roles.

| **Contractor Property Manager Comments** | ⌄ |

No Contractor Property Manager comments were found.
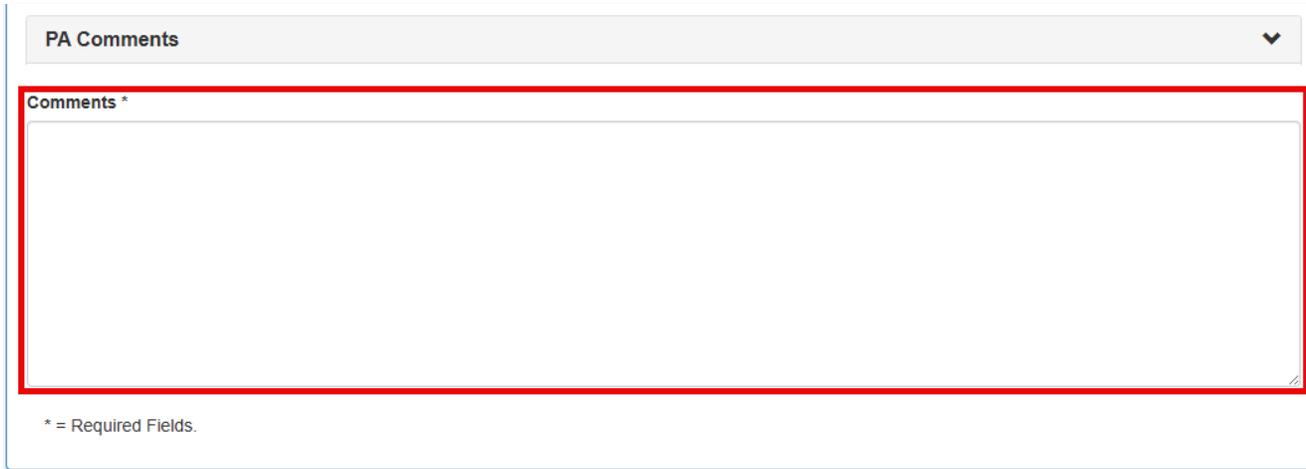
| **PA Comments** | ⌄ |

| 2025-07-10 17:56:07 | test |

| 2021-05-19 20:37:21 | Contracting Officer is mandatory when the recommendation is to hold the contractor liable. |

| 2021-05-19 20:26:56 | reassign to me... |

To leave a comment on the Property Loss Case, type your comment in the **Comments** field. Click **Save** when finished.

Line Item Tab

This section is Read-Only, no edits can be made to this page.

Line Item *Information Columns:*

- Line Number
- Item Name
- Item Description
- NSN
- Manufacturer CAGE Number
- Part Number
- Model Number
- Unit of Measure
- Quantity
- Unity Acquired Cost
- Total Acquired Cost
- UII Count
- ISN count
- Action(s)

Contracting Specialist - Property Loss Case

Header   Line Item   Documentation   History

Contract Information	❯

Case Information	❯

Line Item Information

Show [25 ⌄] entries

Line No.	Item Name	Item Desc.	NSN	Mfr. CAGE	Part No.	Model No.	Unit of Measure	Qty.	Unit Acq. Cost	Total Acq. Cost	UII Count	ISN Count	Pre Populated	Action(s)
Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	
1	1001	Line 1	1234567890123				Each	43	435.00	18705.00			No - Manual	👁 View

Showing 1 to 1 of 1 entries

Previous   **1**   Next

⊕ Export Line Items

* = Required Fields.

Buttons*:*

- Action(s)
  - o View
- Export Line Items

View Line Items

Click **View** to examine the information of a line item. The **View Item List** displays

Line Item Information

Show [25 ∨] entries

Line No.	Item Name	Item Desc.	NSN	Mfr. CAGE	Part No.	Model No.	Unit of Measure	Qty.	Unit Acq. Cost	Total Acq. Cost	UII Count	ISN Count	Pre Populated	Action(s)
Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	
1	1001	Line 1	1234567890123				Each	43	435.00	18705.00			No - Manual	👁 View

Showing 1 to 1 of 1 entries

[Previous] [1] [Next]

View Line Items Fields

- Line Number
- Item Name
- Item Description
- Pre Populated
- National Stock Number
- Manufacturer CAGE
- Part Number
- Model Number
- Unit of Measurement
- Quantity
- Unit Acquisition Cost
- Total Acquisition Cost
- Contractor Portion
- Government Portion
- Liability Value
- Repair or Replacement Cost

View Line Item			
Line Number	**Item Name**	**Item Description**	**Pre Populated**
1	1001	Line 1	

National Stock Number	**Manufacturer CAGE**	**Part Number**	**Model Number**
1234567890123		AND	

Unit of Measure	**Quantity**	**Unit Acquisition Cost**	**Total Acquisition Cost**
Each	43	435	18705

Contractor Portion ⓘ	**Government Portion**	**Liability Value**	
265	0	265	

Repair or Replacement Cost

Export Line Items

Click the **Export Line Items** button to export the Line Items to an excel sheet.

The system downloads the file to the local machine based on browser settings.

Export Excel Sample Columns:

- Contract Number

- Order Number
- Prime CAGE Number
- Case Status
- Date Established

Sample Export:

	A	B	C	D	E	F
1	Contract Number	Order Number	Prime CAGE Code	Case Number	Case Status	Date Established
2	SP470116D2001	8880	1QU78	S0512A190202	Pending - GFR Review	2019-09-30
3						
4						
5						

Documentation Tab

This tab allows the contracting specialist to upload a Demand Letter or any other files required for the Property Loss Case.
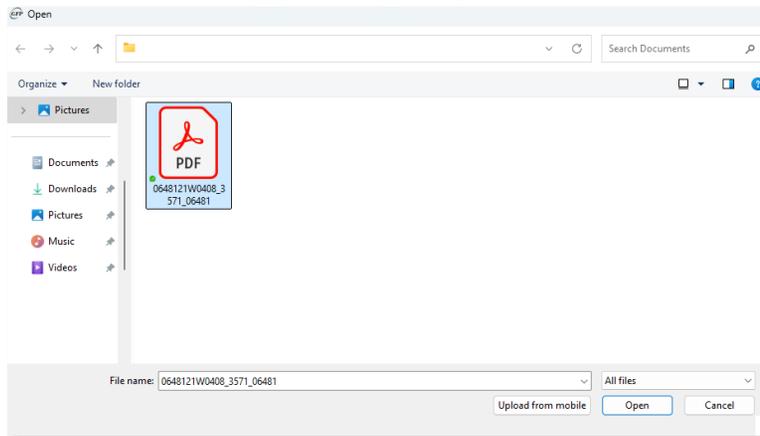

Buttons:

- Upload a Demand Letter
- Upload a File

Click the **Upload a Demand Letter** button to upload a Demand Letter, or the **Upload a File** to upload a general file to the Property Loss Case.

After selecting the desired file for upload, click the **Open** button.

Files uploaded successfully appear in either the **Demand Letter** or **Document** section.

Documents

[⊕ Upload a File...]

Document Name	Submitted By	Submit Date	Actions
0648121W0408_3571_06481.pdf	Adm510, Govt	2025-09-25 14:47:59	👁 View | 🗑 Delete

Buttons

- View
- Delete

History Tab

This History tab displays all actions taken on the Property Lost Case along with the following information:

History Tab Information

- Role
- Name
- Title
- Location Code
- Date of Action
- Action(s)
- Phone Number
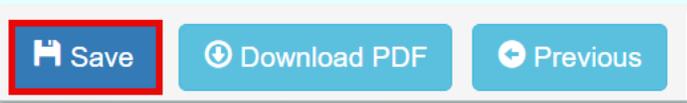- Email
- Org Email
- DSN
- Comments

	Contractor Property Manager	
		Name	Title	Location Code	Date of Action	Action(s)	
			QA	06481	2021-04-08 19:31:49	Initiated	
		Phone Number	Email	Org Email	DSN	
		904-596-WAWF				
		Comments				
Successful Save	After the information is reviewed, the document is ready for completion. Click the **Save** button to at the bottom of the **Contracting Specialist – Property Loss Case** page to finish Review the Property Loss Case.	
	[💾 Save] [⊕ Download PDF] [⟲ Previous]	
	A message displays after a successful save.	
	Contracting Specialist - Property Loss Case INFO: Property Loss Case saved as of: '2025-09-26 19:57:21'. INFO: The save action and user comments were added to the history tab. Header Line Item Documentation History	
Downloading Property	Click the **Download PDF** button at the bottom of the **Contracting Specialist – Property Loss Case** page to export the Property Loss Case as PDF. The system downloads the file to the local machine based on browser settings.	

Loss Case Information	 Click the **Previous** button to return to Contracting Specialist – Search Criteria page.