

Property Loss Case Review - PA

Reference Guide



Homepage

GFP Module

Property Loss

My Workload

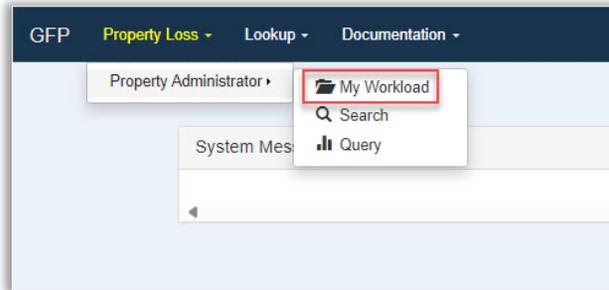
Roles

Roles that will have access to Review a Property Loss Case in Investigating status

- Property Administrator

Reviewing a Property Loss Case

Log into PISE as Property Administrator and access the GFP module. In the GFP module go to **Property Loss > Property Administrator > My Workload**



My Workload – Search Results

Cases in the Investigating status will be displayed

Property Administrator - My Workload - Search Results									
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)
S0512A190076	SP470116D2001	1669	1QU78	0HC11	CRN2019-08-20-14,09:53	Investigating	2019-08-20	43	Open Change Routing
S0512A190083	SP470116D2001	4547	1QU78	0HC11	CRN2019-08-21-07:58:03	Investigating	2019-08-21	42	Open Change Routing

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 Industrial Property Administrator may update all Header information

Property Administrator - Property Loss Case

Header Line Item Documentation History

Contract Information

Contract Number Type	Contract Number	Contract Order Number	Prime CAGE Code
DoD Contract (FAR)	SP470116D2001	8880	1QU78

Case Information

Case Number	Date Established	Processing Days	Date Relieved
S0512A190202	2019-09-30	2	

Total Acquisition Value	Total Contractor Portion	Total Government Portion
100.00	100.00	0.00

Header Information

Date of Incident * 2019-09-30

Case Type * Destroyed Accident

Property Type * CAP GFP

Combat Loss * No Yes

Contractual Coverage * Post June 2007 - DFARS 252.228-700

Save Download PDF Previous

Header Information

Date of Incident * 2019-09-30

Case Type * Destroyed Accident

Property Type * CAP GFP

Combat Loss * No Yes

Contractor Reference Number * CRN2019-06-19-14:55:00

Does the location where the property loss occur? Yes No

Property Loss Location CAGE Code * 0HC11

Contractual Coverage *

- Post June 2007 - DFARS 252.228-7001 Ground Flight Risk
- Post June 2007 - FAR 52.245-1 Alt I
- Post June 2007 - FAR 52.245-1 Alt II
- Post June 2007 - FAR 52.245-1 Government Property
- Post June 2007 - Government Property Installation Operation Services
- Post June 2007 - Other
- Pre June 2007 - 52.245-1 Property Records
- Pre June 2007 - 52.245-10 Government Property (Facilities Acquisition)
- Pre June 2007 - 52.245-11 Government Property (Facilities Use)
- Pre June 2007 - 52.245-2 Government Property (Fixed-Price Contracts)
- 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 - 52.245-2 Government Property (Fixed-Price Contracts) Alt III
- Pre June 2007 - 52.245-4 Government-Furnished Property (Short Form)
- Pre June 2007 - 52.245-5 Government Property (Cost-Reimbursement, Time-and-Material, or Labor-Hour Contracts)
- Pre June 2007 - 52.245-7 Government Property (Consolidated Facilities)
- Pre June 2007 - 52.245-8 Liability for the Facilities
- Pre June 2007 - DFARS 252.228-7001 Ground and Flight Risk
- Pre June 2007 - Other

GFR Review

Request GFR Review

decision is:

Save Download PDF Previous

Header Information:

- Date of Incident
- Case Type
- Property Type
- Combat Loss
- Contractual Coverage
- Contractor Reference Number
- Status Of System
- Date of Demand Letter
- Date of Reimbursement/Replacement
- Does the location where the property loss occurred have a CAGE code?
- Property Loss Location CAGE code

If the Contractual Coverage has been set to “Post June 2007 – DFARS 252.228-7001 Ground Flight Risk” or “Pre June 2007 – DFARS 252.228-7001 Ground and Flight Risk” then a Ground Flight Representative review will be needed.

The screenshot displays a web form with two main sections: "Header Information" and "GFR Review".

Header Information:

- Date of Incident ***: 2019-09-30
- Case Type ***: Destroyed Accident
- Property Type ***: CAP (selected), GFP
- Combat Loss ***: No (selected), Yes
- Contractual Coverage ***: Post June 2007 - DFARS 252.228-7001
- Contractor Reference Number ***: CRN2019-08-19- 14:55:00
- Status Of System ***: Not Approved
- Does the location where the property loss occurred have a CAGE code? ***: Yes (selected), No
- Property Loss Location CAGE Code ***: 0HC11

GFR Review:

- Request GFR Review** (button)
- The GFR has given their recommendation on the case externally and their decision is:**
- Decision dropdown menu (currently empty)

At the bottom of the form, there are buttons for "Save", "Download PDF", and "Previous".

A PA user may send the Request to the GFR to review the Property Loss Case. If the GFR has given their recommendation on the case externally the IPMS user may enter it here with the Ground Flight Representative's decision.

Request for GFR Review information:

- First Name
- Last Name
- Work Email
- Title
- Work Phone Number
- Comments

Click the "Submit" button to send the request to the Ground Flight Representative.

An Info message will display informing the user an email has been sent to the GFR to review the Property Loss Case to determine if it is a Ground Flight Risk.

Property Loss Case – Form of Payment

Form of Payment details must be completed by the Property Administrator when closing a liable case

When the **Property Administrator** closes a **Property Loss Case** and the contractor is **liable**, the **Form of Payment** field appears in the **Reimbursement** section near **the Date of Demand Letter** and **Date of Reimbursement** fields. The Property Administrator must select a payment method before submitting the case. If the field is left blank, a message displays and the case cannot be submitted.

The Form of Payment field only appears when both of the following are true:

- The case is being **closed**
- The contractor is **liable**

Dropdown options:

- Mail to Treasury
- Pay.Gov
- Contract Adjustment
- Replacement
- Other – see case comments

If "Other – see case comments" is selected, the **Property Administrator** must enter an explanation in the **Comments** section. The **Form of Payment** field does not display if the case is not being **closed** or if the contractor is not **liable**.

Header Information

Date of Incident * 2021-08-05

Case Type * Damaged

Property Type * CAP GFP

Combat Loss * No Yes

Contractual Coverage * Post June 2007 - Other

Contractor Reference Number

Status Of System * Disapproved

Date of Demand Letter 2025-06-09

Date of Reimbursement/Replacement 2025-06-08

Form Of Payment* Mail to Treasury

Does the location where the property loss occurred have a CAGE code? * Yes No

Property Loss Location CAGE Code *

Close Case Save Download PDF Previous

The **Form of Payment** field appears when closing a **liable case** and is **required** to submit the form.

Property Loss Case – Line Item

Line Item Details may be updated by the Industrial Property Administrator

Select the Line Item tab to access Line Item details.

The Property Administrator may select the **Recommend Hold Liable All**, **Recommend Relieve All**, **Add Line Item**, **View/Edit**, or **Delete** buttons.

Property Administrator - Property Loss Case

INFO: Property Loss Case saved as of: 2025-06-02 19:19:38

Header Line Item Documentation History

Contract Information

Case Information

Line Item Details

Show 25 entries

Recommend Hold Liable All Relieve All + Add Line Item

Line No.	Item Name	Item Desc.	NSN	Mfr. CAGE	Part No.	Model No.	Unit of Measure	Qty.	Unit Acq. Cost	Total Acq. Cost	U/I Count	ISN Count	Pre Populated	Action(s)
1	pistol	007				wathler ppk	each	1	500.00	500.00			No - Manual	View/Edit Delete
2	MANUALLY ENTERED ITEM	MANUALLY ENTERED ITEM	2023022714250	1QU78	PART-02272023-1425	MODEL-02272023-1425	PACK (PAK)	1	100.00	100.00			Yes - Receipt	View/Edit Delete
3	SWITCH	24 10/100/1000 ETHERNET PORTS (350W) STAC	2022090617160	28480	WSC3750X24TE		EACH	2	100.00	200.00	1	1	Yes - Receipt	View/Edit Delete
4	RAM 32GB	Kingston ValueRAM 32GB (1 x 32GB)	2022083011510			32GB DDR4 2400	EACH	3	100.00	300.00			Yes - Receipt	View/Edit Delete

Recommend Liable to COKO Relieve Save Reject Download PDF Previous

Line Items can be exported to view in an excel sheet.

Yes - GFR Attachment View/Edit | Delete

Previous 1 Next

Export Line Items

Export Excel Sample Columns:

- Contract Number
- Order Number
- Prime CAGE Code
- Case 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						

To view Line Item data, select the **View/Edit** link in the Action column of the applicable Line Item.

Count	Pre Populated	Action(s)
Filter	Filter	
	No - Manual	View/Edit Delete
	Yes - Receipt	View/Edit Delete
1	Yes - Receipt	View/Edit Delete
	Yes - Receipt	View/Edit Delete

Line Item information is displayed on the Edit Line Item page. If the information was prepopulated, fields from **Line Number** to **Model Number** will be populated and read-only; if the information was entered manually, those fields will be editable. The **Pre-Populated** field will display the source of any prepopulated data.

1. Select the **Save/Clone** button to save the current entry and clone fields for the next entry.
2. Select the **Save/Clear** button to save all changes and clear fields for the next entry.
3. Select the **Save/Close** button to save all changes and return to the Property Loss Case screen.
4. Select the **Cancel** button to discard all changes and exit the Edit Line Item page.

Edit Line Item

Line Number	Item Name *	Item Description *	Pre Populated
1	item 1	test	NO

National Stock Number †	Manufacturer CAGE †	AND	Part Number †	Model Number †
999999999999				

Unit of Measure *	Quantity *	Unit Acquisition Cost *	Total Acquisition Cost
100 Board Feet	1	530	530

Contractor Portion * ⓘ	Government Portion *	Liability Value *
20	510	530

Repair or Replacement Cost	Required (Safety) Repairs *	Not Required (Non-Safety) Repairs *
	1	0

<table style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 10%;">Index</th> <th style="width: 40%;">Serial Number</th> <th style="width: 50%;">Action</th> </tr> <tr> <td></td> <td></td> <td style="text-align: center;">+ Add Serial Number</td> </tr> </table>	Index	Serial Number	Action			+ Add Serial Number	<table style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 10%;">Index</th> <th style="width: 80%;">UII (Unique Item Identifier)</th> <th style="width: 10%;">Action</th> </tr> <tr> <td></td> <td></td> <td style="text-align: center;">+ Add UII</td> </tr> </table>	Index	UII (Unique Item Identifier)	Action			+ Add UII
Index	Serial Number	Action											
		+ Add Serial Number											
Index	UII (Unique Item Identifier)	Action											
		+ Add UII											

* - Required, † - At Least One

1
2
3
4

Save/Clone
Save/Clear
Save/Close
Cancel

Line Item Information:

- Line Number
- Item Name
- Item Description
- Pre Populated
- National Stock Number
- Manufacture CAGE
- Part Number
- Model Number
- Unit of Measure (Unit of Measure List is available for review in the GFP module.)
- Quantity
- Unit Acquisition Cost
- Total Acquisition Cost
- Contractor Portion
- Government Portion
- Liability Value
- Repair or Replacement Cost
- Required (Safety) Repairs
- Not Required (Non-Safety) Repairs
- Serial Number
- UII (Unique Item Identifier)

Property Loss Case – Documentation

The Property Administrator may upload/download a Relief 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 10:30:42'.

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

Documents

Upload a File...

* = Required Fields.

Save Download PDF Previous

Property Loss Case – History

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

The screenshot shows the 'History' tab of the 'Property Administrator - Property Loss Case' interface. At the top, there is a navigation bar with tabs for 'Header', 'Line Item', 'Documentation', and 'History'. Below this, there are sections for 'Contract Information', 'Case Information', and 'Contractor Property Manager'. The 'Contractor Property Manager' section contains a table with columns for Name, Title, Location Code, Date of Action, and Action(s). The table has one row with the following data: Name (redacted), Title 'Selenium Tester', Location Code '1QU78', Date of Action '2019-09-30 16:30:14', and Action(s) 'Initiated'. Below the table are fields for Phone Number, Email, Org Email, and DSN, all of which are redacted. There is also a 'Comments' section with a text area. At the bottom of the interface, there are buttons for 'Save', 'Download PDF', and 'Previous'.

Property Loss Case – Save

If the Property Administrator is waiting on the GFR review they may save the Property Loss Case

The screenshot shows the 'Save' tab of the 'Property Administrator - Property Loss Case' interface. It displays 'Case Information' and 'Header Information'. The 'Case Information' section includes a table with the following data:

Case Number	Date Established	Processing Days	Date
S0512A190202	2019-09-30	2	

Total Acquisition Value	Total Contractor Portion	Total Government Portion
100.00	100	0.00

The 'Header Information' section includes fields for 'Date of Incident *' (2019-09-30), 'Case Type *' (Destroyed Accident), and 'Property Type *' (CAP and GFP radio buttons, with GFP selected). At the bottom, there are buttons for 'Save', 'Download PDF', and 'Previous', with the 'Save' button highlighted by a red box.

Property Loss Case – After GFR Review

After a GFR has made their determination of the Property Loss Case the Property Administrator may continue to work the case.

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)
<input type="text" value="Filter"/>	<input type="text" value="Filter"/>	880	<input type="text" value="Filter"/>	Open Change Routing					
S0512A190202	SP470116D2001	8880	1QU78	0HC11	CRN2019-08-19-14:55:00	Investigating	2019-09-30	2	

Showing 1 to 1 of 1 entries (filtered from 9 total entries) Previous 1 Next

As a Property Administrator return to the My Workload of the GFP module for Property Loss. Click Open to continue to work the Property Loss Case.

Property Administrator - Property Loss Case

Header Line Item Documentation History

Contract Information

Contract Number Type	Contract Number	Contract Order Number	Prime CAGE Code
DoD Contract (FAR)	SP470116D2001	8880	1QU78

Case Information

Case Number	Date Established	Processing Days	Date Relieved
S0512A190202	2019-09-30	2	

Total Acquisition Value	Total Contractor Portion	Total Government Portion
100.00	100.00	0.00

Header Information

[Recommend Liable to CO/KO](#) [Relieve](#) [Save](#) [Reject](#) [Download PDF](#) [Previous](#)

GFR Review

The Property Administrator has determined that DFARS 252.228-7001 (Ground and Flight Risk) and the applicable deductible applies to this property loss case.

Concur

Routing Information

Property Administrator DoDAAC S0512A Industrial Property Management Specialist Property Administrator .Joselyn Quitzon

The GFR's determination will be displayed.

Routing Information

Property Administrator DoDAAC S0512A Industrial Property Management Specialist Property Administrator Joselyn Quitzon

Contracting Officer DoDAAC

Contracting Officer

Comments

* = Required Fields.

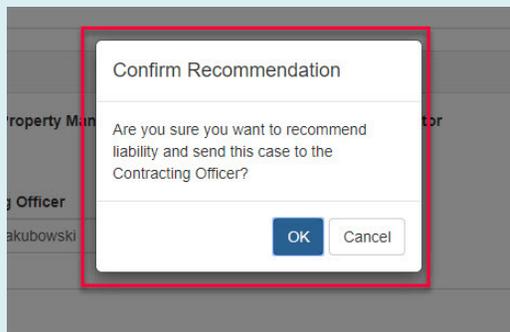
Enter the Contracting Officer DoDAAC, the Contracting Officer pick list will populate with available Contracting Officers.

The Property Administrator will submit the Property Loss Case.

Property Loss Case – Submit

The Property Administrator may "Recommend Liable to CO/KO" or "Relieve"

If the Property Administrator "Relieves" the Contractor of liability then the Property Loss Case is closed. Otherwise, if the the Property Administrator "Recommend Liable to CO/KO" then the Property Loss Case is sent to a Contracting Officer for review.



Click the "OK" button to send the Property Loss Case to a Contracting Officer.

Property Administrator - Property Loss Case

The Property Loss Case was successfully held liable and submitted to the Contracting Officer.

Contract Number	Contract Order Number	Prime CAGE Code	Case Number	Date Established
SP470116D2001	8880	1QU78	S0512A190202	2019-09-30

INFO: Email sent to Property Administrator: b [redacted]
INFO: Email sent to Property Administrator Organizational Email: wa [redacted]
INFO: Email sent to Property Administrator Organizational Email: wa [redacted]
INFO: Email sent to Contracting Officer: bl [redacted]
INFO: Email sent to Contracting Officer Organizational Email: wa [redacted]
INFO: Email sent to Contracting Officer Organizational Email: wa [redacted]

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