

Transfer PLC Documents – GFP SAM

Training Document

Homepage

GFP Module

Admin

Search Plant Clearance

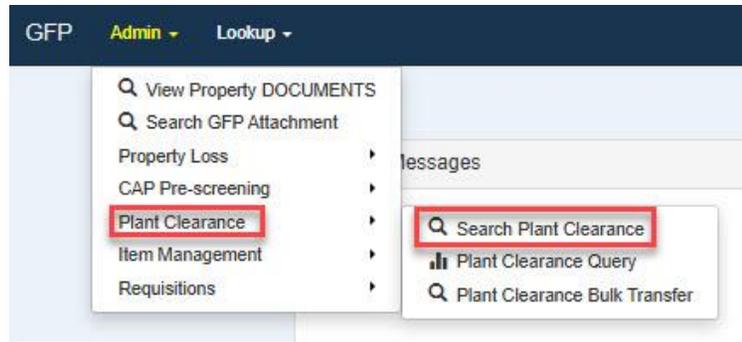
This guide demonstrates how to Transfer Plant Clearance Inventory Schedules as a GFP SAM from a Plant Clearance Officer (PLCO) to another active Plant Clearance Officer (PLCO). Inventory Schedules in the Accepted and Submitted statuses may be transferred. This process will benefit the time sensitive Plant Clearance process for when a PLCO is unavailable, a GFP SAM will be able to transfer the Inventory Schedules to another active PLCO.

Roles

The Admin role required to Transfer Plant Clearance Inventory Schedules in the GFP Module.

- GFP SAM

Log into PIEE as a GFP – GFP SAM and access the GFP module. In the GFP module go to **Admin > Plant Clearance > Search Plant Clearance**.



GFP – GFP SAM – Navigation

Search Criteria:

On the Search Criteria screen check the Inventory Schedule and enter at least one input field then click the Search button.

Inventory Schedule

- Contract Number
- Contract Order Number
- Prime CAGE
- Case Number
- Schedule Reference Number
- Alternative Schedule Reference Number
- DoDAAC
- Property Location CAGE Code
- Schedule Status
- Plant Clearance Officer First Name
- Plant Clearance Officer Last Name
- Date Submitted Start
- Date Submitted End

GFP - GFP System Administrator (GFP and Help Desk Personnel only) - Search Criteria

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

Inventory Schedule

Case

Transfer Request

Contract Number Contract Order Number Prime CAGE

Case Number Schedule Reference Number Alternative Schedule Reference Number

DoDAAC Property Location CAGE Code Schedule Status

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.

The **Search Results** will display all Inventory Schedules assigned to the PLCO users.

GFP - GFP System Administrator (GFP and Help Desk Personnel only) - Search Results - Inventory Schedules

Show entries

Previous ... Next

Schedule Reference Number	Case Number	Contract Number	Contract Order Number	Prime CAGE Code	Property Location CAGE Code	Property Location State	Line Item Count	Total Acquisition Cost	Termination	Plant Clearance Officer	Document Status	Submitted Date	Processing Days	Action(s)
<input type="text" value="Filter"/>														
06481-101200101414		101200		06481	1QU78	VA	1	500	No	Kelli Fuller PCLO	Recalled	2020-10-12	34	View
06481-101900		1019		06481	1QU78	VA	1	5000	Yes	Olivene PLCO	Recalled	2020-10-19	27	View
06481-1020		1020	1020	06481	1QU78	VA	3	24123450	No	Bebop Bebop	Accepted-Established to Case	2020-10-20	0	View
1QU78-SRN0929		N6095118D1021		1QU78	1QU78	VA	3	286400	No	Ernst Pons	Accepted-Established to Case	2020-10-21	0	View
06481-MYSCHEDULEREFNO		TESTSCREENER		06481	1QU78	VA	1	81	No	Paul Giacchetto	Accepted-Established to Case	2020-10-26	0	View
06481-102600		102600		06481	1QU78	VA	2	100	No	Olivene PLCO	Accepted	2020-10-26		View

Clicking the View link under the Action(s) column for Inventory Schedule documents in Accepted or Submitted status. The document will open in view only mode with a Transfer button at the bottom of the screen.

After opening the Inventory Schedule click the Transfer button at the bottom of the screen to change the assigned PLCO to another PLCO user.

Transfer - Schedule Header

GFP - GFP System Administrator (GFP and Help Desk Personnel only) - View Plant Clearance Inventory Schedule

Header | Line Item | Documentation | History

Contract Information

Contract Number Type	Contract Type	Contract Number	Contract Order Number	Prime CAGE
Cooperative Agreement	LEASE	FA488517P0002		2AAE1

Inventory Schedule

Total Acquisition Value
500.00

Header Information

Schedule Reference Number	Alternative Schedule Reference Number
2AAE11234567890	

Program Title	Scrap List	Termination	Termination Docket Number
This is my Program Title	No	No	

Download Excel | Previous | **Transfer**

On the Transfer screen the GFP SAM may change the assigned PLCO by changing the Plant Clearance Officer DoDAAC and selecting a PLCO from the new DoDAAC. The GFP SAM can also transfer to a new PLCO within the existing Plant Clearance Officer DoDAAC.

Transfer - Transfer Screen

Transfer

Schedule Information

Schedule Reference Number	Update Date
2AAE11234567890	2020-11-15

Routing Information

Plant Clearance Officer DoDAAC *	Plant Clearance Officer *
S0512A	[Dropdown]

Comments *

Transfer | Return to Inventory Schedule

The Plant Clearance Officer * field is populated based on available active PLCO users registered with the input Plant Clearance Officer DoDAAC *.

The screenshot shows a form titled "Routing Information". It contains a text input field for "Plant Clearance Officer DoDAAC *" with the value "S0512A". Below it is a "Comments *" text area. A red box highlights a dropdown menu for "Plant Clearance Officer *". The dropdown menu is open, showing a list of names: "Ba", "Be", "Ge", "ha", "PL", "Po", "Sr", "Te", "Tu", and "W".

Select a new PLCO and enter Comments *.

After selecting a new PLCO click the Transfer button at the bottom of the Transfer screen.

The screenshot shows a "Transfer" screen. It has a blue header with the word "Transfer". Below the header is a "Schedule Information" section with a table:

Schedule Reference Number	Update Date
2AAE11234567890	2020-11-15

Below the table is a "Routing Information" section with two fields: "Plant Clearance Officer DoDAAC *" (text input with "S0512A") and "Plant Clearance Officer *" (dropdown menu). Below that is a "Comments *" text area. At the bottom of the screen, there are two buttons: "Transfer" (highlighted with a red box) and "Return to Inventory Schedule".

A Success Screen will be displayed with Inventory Schedule Document information and info messages for the emails being sent. Emails will be sent to the CPM and the PLCOs involved in the Transfer. The Inventory Schedule will be available in the new PLCO's Schedule Workload folder located: **Plant Clearance > Plant Clearance Officer > Schedule Workload** tab in GFP.

**Transfer –
Success**

GFP - GFP System Administrator (GFP and Help Desk Personnel only) - Plant Clearance Inventory Schedule

The Plant Clearance Inventory Schedule was successfully transferred.

Contract Number	Contract Order Number	Prime CAGE	Schedule Reference Number	Update Date
FA488517P0002		2AAE1	2AAE11234567890	2020-11-15

INFO: Email sent to Contractor Property Manager: k[REDACTED]
INFO: Email sent to Contractor Property Manager Organizational Email: w[REDACTED]
INFO: Email sent to Plant Clearance Officer: qa[REDACTED]
INFO: Email sent to Plant Clearance Officer: alt[REDACTED]