

PLCO – Case Closure

Reference Guide

GFP Homepage

Plant Clearance

Plant Clearance Officer

Case Workload Folder

This user guide provides instructions for closing a Plant Clearance Case document. A Plant Clearance Case may be closed when all Line Item quantities on the Case have been dispositioned, and all Disposition Codes have been marked complete. Closing a Case will remove the Case from the PLCO/Support PLCO's Case Workload folder.

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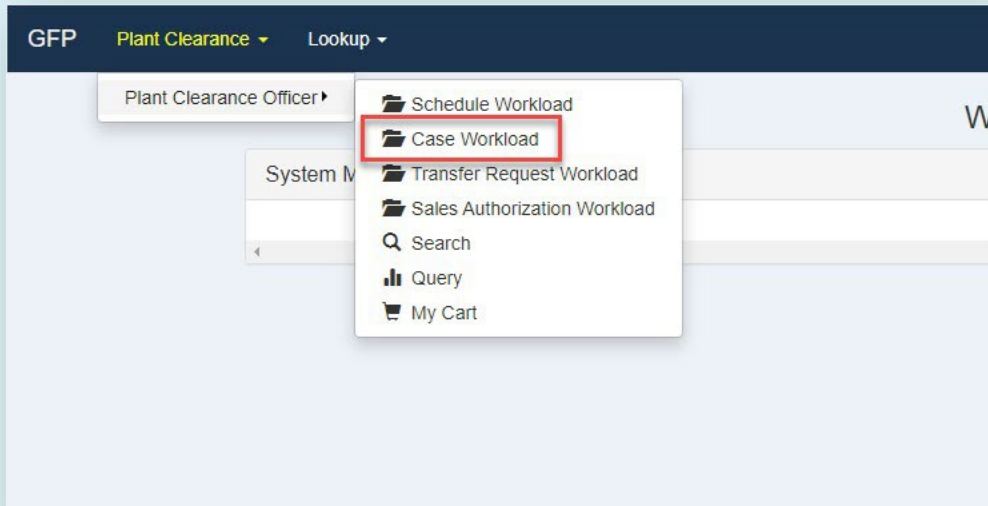
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GFP Role Access

The following GFP user roles have the ability to close a Plant Clearance Case in the GFP module.

GFP User Role	Role Access
Plant Clearance Officer	<ul style="list-style-type: none">• Close a Plant Clearance Case Document• Reopen a Plant Clearance Case Document

Navigation



Within the GFP module, navigate to the Plant Clearance > Plant Clearance Officer dropdown menu and select the Case Workload folder.

Plant Clearance Officer - Case Workload - Search Results

Show 10 entries

Plant Clearance Officer - Case Workload - Search Results

Case Number	Schedule Reference Number	Contract Number	Prime Contractor Name	Prime CAGE	Line Item Count	Total Acquisition Cost	Termination	Case Status	Date Established	Processing Days	LI Count Remaining to be Dispositioned	Date of Last Disposition Action	Action(s)
<input type="text" value="Filter"/>	<input type="text" value="Filter"/>	<input type="text" value="Filter"/>	<input type="text" value="Filter"/>	<input type="text" value="Filter"/>	<input type="text" value="Filter"/>	<input type="text" value="Filter"/>	<input type="text" value="Filter"/>	<input type="text" value="Filter"/>	<input type="text" value="Filter"/>	<input type="text" value="Filter"/>	<input type="text" value="Filter"/>	<input type="text" value="Filter"/>	
S0512A-002824	06481-000567	S0512A22P0104	NORTHROP GRUMMAN SYSTEMS CORPORATION	06481	282	28,200,000.00	N	Established	2024-01-18	4	282	2024-01-19	View
S0512A-002624	13499-C0220240110	FA810216D0005	ROCKWELL COLLINS, INC.	13499	220	11,066,151.54	N	Established	2024-01-18	4	220	2024-01-19	View
S0512A-002524	81755-24GGFP0001	F3365702H2016	LOCKHEED MARTIN CORPORATION	81755	13	997,777.00	N	Established	2024-01-18	4	11	2024-01-19	View

Showing 1 to 3 of 3 entries

The Case Workload page is displayed with Cases in Established status. Cases in Pending status cannot be closed. Select the View link to open a Case for closure.

Closing a Case Document

Plant Clearance Officer - Plant Clearance Case

Header | Disposition | Documentation | History

Contract Information ▼

Contract Number Type	Contract Type	Contract Number	Contract Order Number	Prime CAGE
Cooperative Agreement	FIRM FIXED PRICE	WBT22222		1QU78

Case Information

Case Number	Case DoDAAC	Case Type
S0512A-003521	S0512A	
Service / Agency	Administrative Agency	
DEPT OF THE AIR FORCE	FA3030	
Remarks		

Close Case | Previous

The Case Header tab is displayed. Select the Close Case button to proceed with Case closure.

Close Case - Proceeds Collected and Remarks

Return to Suppliers

Scrap per Contractor Procedures

Recycle

Destroy / Scrapped / Recycled

Sales

Remarks

Enter all relevant Proceeds information of the Case closure. Proceeds will be captured within the Aggregation Summary section of the Case Summary PDF.

The screenshot shows a 'Sign Document' modal window. At the top, it displays a timestamp: 'As of 2021/10/31 22:31:46 UTC, an email was sent to your email account with a One-Time Password (OTP). This password will expire in 200 seconds.' Below this, there are three informational messages: 1. An information icon followed by 'The PIEE signature requirement has changed to allow support for all the major browsers. Click here for more information.' 2. A gear icon followed by 'If you have not setup your Digital PIN, click on Manage Digital PIN link to setup your PIN.' 3. A clock icon followed by 'If you are having issue with receiving One-Time Password(OTP) via E-mail, you can also setup OTP on your mobile device by visiting Setup Time-Based One Time Password page.'

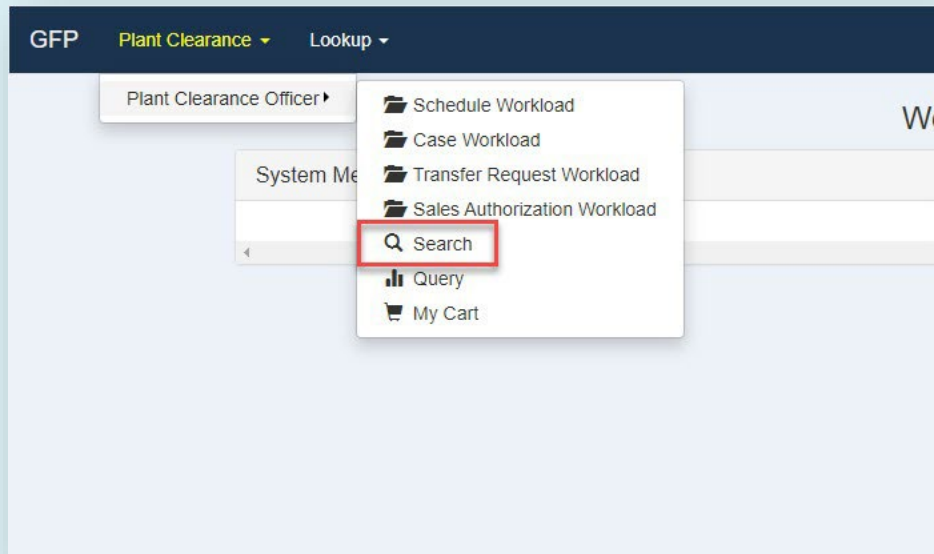
The form fields include: 'User ID' (blurred), 'PIN (Digital PIN)' (input field with a '1' callout), a 'Manage Digital PIN' link (callout '2'), 'OTP (One-Time Password)' (input field with a '4' callout), a 'Send OTP via E-Mail' link (callout '3'), a 'Signature of Authorized Plant Clearance Officer' text area, and a 'Sign And Submit' button (callout '5') next to a 'Cancel' button.

The digital signature modal is displayed. Signature is required upon Plant Clearance Case closure for historical and audit purposes.

1. Enter the user's established digital PIN.
2. If no PIN has been created, select the Manage Digital PIN link to create the PIN and return to the signature modal.
3. Select the Send OTP via E-Mail link to receive a temporary password to authorize signature.
4. Enter the One-Time Password sent to the user's email account registered in PIEE.
5. Select the Sign And Submit button to complete digital signature of the Case document.

Closing the Case document will remove it from the PLCO/Support PLCO's Case Workload folder and automatically upload the Case summary to EDA. The IUID Registry Lifecycle Event will be updated when a Line Item with a registered Ull leaves DoD inventory (not when transferred to other DoD) upon case closure. The Contractors Accountable Quantity will be updated for any item associated to a Closed Case with a disposition value, and the GFP Position Report will be updated to ensure that the report reflects the accurate Line Item information.

Reopening a Closed Case



To reopen a closed Plant Clearance Case, select the Search option in the Plant Clearance > Plant Clearance Officer dropdown menu.

Plant Clearance Officer - Search Criteria

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

1 Inventory Schedule

Case

Transfer Request

Sales Authorization

Contract Number

Contract Order Number

Prime CAGE

Case Number

Schedule Reference Number

Alternative Schedule Reference Number

PLCO DoDAAC

Property Location CAGE Code

Plant Clearance Officer First Name

Plant Clearance Officer Last Name

Date Submitted Start

Date Submitted End

Date Established Start

Date Established End

Case Status

2

All Documents

All Documents

Draft

Established

Closed

You are required to fill in at least one input field.

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1. Select the Case radio button to restrict the search to Case documents.
2. Select the 'Closed' option in the Case Status dropdown menu.
3. Select the Search button.

Plant Clearance Officer - Search Results - Cases

Show 10 entries

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Case Number	Schedule Reference 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	Case Status	Date Established	Processing Days	Action(s)
<input type="text" value="Filter"/>	<input type="text" value="Filter"/>	<input type="text" value="Filter"/>	<input type="text" value="Filter"/>	<input type="text" value="Filter"/>	<input type="text" value="Filter"/>	<input type="text" value="Filter"/>	<input type="text" value="Filter"/>	<input type="text" value="Filter"/>	<input type="text" value="Filter"/>	<input type="text" value="Filter"/>	<input type="text" value="Filter"/>	<input type="text" value="Filter"/>	<input type="text" value="Filter"/>	
S0512A-003421	1QU78-44152800	WBT11111	1111	1QU78	1QU78	VA	5	58,700.00	Yes		Closed	2021-10-22	7	View
S0512A-004121	1QU78-4560189665	WBT8888		1QU78	1QU78	VA	4	351,500.00	No		Established	2021-10-28	1	View
S0512A-004421	1QU78-5058294346	WBT9999		1QU78	06481	CA	5	1,894,000.00	No		Established	2021-10-28	1	View
S0512A-004221	1QU78-55471700239	WBT7777		1QU78	06481	CA	4	389,500.00	Yes		Established	2021-10-28	1	View
S0512A-003521	1QU78-5610182999704	WBT22222		1QU78	1QU78	VA	5	119,500.00	No		Established	2021-10-25	4	View
S0512A-003621	1QU78-8944185387213	WBT4444		1QU78	1QU78	VA	3	1,600,000.00	No		Established	2021-10-25	4	View

Showing 1 to 6 of 6 entries

Previous 1 Next

Previous

On the Case Search Results page, select the View link in the Action(s) column for the desired Case document.

The screenshot shows a web interface for case management. It features a 'Case Information' section with the following data:

Case Number	Case DoDAAC
S0512A-003421	S0512A
Service / Agency	Administrative Agency
DEPT OF THE AIR FORCE	FA3030

Below this is a 'Remarks' field which is currently empty. At the bottom of the form, there are three buttons: 'Reopen Case' (highlighted with a red box), 'Download PDF', and 'Previous'.

The user is navigated to the Plant Clearance Case document. Select the Reopen Case button to reopen the Case.

The screenshot shows a modal dialog titled 'Reopen Case - Remarks'. It contains a large text area for entering remarks. At the bottom right of the modal, there are two buttons: 'Cancel' and 'Reopen Case' (highlighted with a red box).

The Reopen Case – Remarks modal is displayed. Enter applicable remarks regarding reopening of the Case. Remarks entered will be displayed on the Case's History tab.

Reopened Cases will appear in the PLCO's Case Workload folder and will be ready for work. When a case is reopened, users will be permitted to change Disposition values on the Disposition tab.