

Inventory Schedule Accept/Reject – PLCO/Support PLCO

Reference Guide

Homepage

GFP Module

Plant Clearance

Schedule Workload/Search

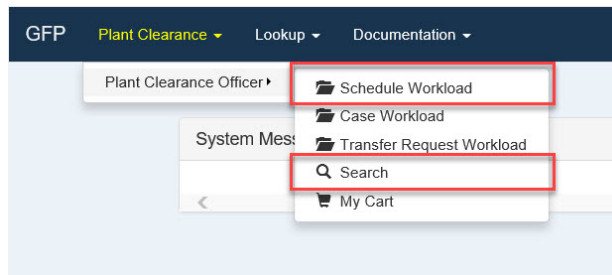
This guide demonstrates how to Accept or Reject a Plant Clearance Inventory Schedule document as a Plant Clearance Officer/Support Plant Clearance Officer. Inventory Schedules are submitted to Plant Clearance Officers (PLCO) from a Contractor Property Manager and may be Reviewed and Accepted/Rejected by PLCOs and Support PLCOs.

Roles

The role required to Accept the Inventory Schedule Document in the GFP Module.

- Plant Clearance Officer
- Support Plant Clearance Officer

Log into PIEE as a Plant Clearance Officer and access the GFP module. In the GFP module go to **Plant Clearance > Plant Clearance Officer > Schedule Workload**. Alternatively navigate to the GFP module go to **Plant Clearance > Plant Clearance Officer > Search**.



Schedule Workload Search Results:

The Schedule Workload displays all Inventory Schedules assigned to the PLCO user. Clicking the Open link under the Action(s) column will open the Inventory Schedule to be reviewed.

Inventory Schedules that have been accepted but have not had a case established within 1 days are displayed with a clock icon.

Schedule Reference Number	Contract Number	Property Location State	Line Item Count	Total Acquisition Cost	Termination	DoDAAC	Document Status	Submitted Date	Processing Days	Action(s)
2AAE1-064812020082011	20082011	CA	2	200	Y	S0512A	Accepted	2020-11-02	🕒	🔗 Open ➕ Create Case
06481-02008201034	20082010	CA	1	100	Y	S0512A	Submitted	2020-08-20	85 🕒	🔗 Open
06481-1012	1012	CA	1	50	N	S0512A	Accepted- Established to Case	2020-10-12		👁 View
06481-102800	102800	VA	0	100	N	S0512A	Submitted	2020-10-26	18 🕒	🔗 Open
06481-100900	100900	CA	1	50	N	S0512A	Submitted	2020-10-27	17 🕒	🔗 Open
06481-101301	101301	CA	0	60000000	N	S0512A	Submitted	2020-10-28	16 🕒	🔗 Open
06481-1112	1112	CA	0	100	N	S0512A	Submitted	2020-11-12	1	🔗 Open

PLCO - Navigation

Search Criteria:

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

Plant Clearance Officer - 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 user. Clicking the Open link under the Action(s) column will open the Inventory Schedule to be reviewed.

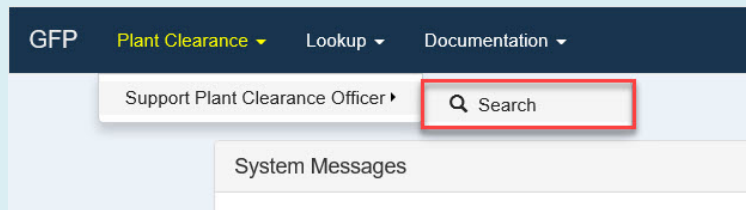
Plant Clearance Officer - Search Results - Inventory Schedules

Show entries Previous 1 2 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)
06481-102600		102600		06481	1QU78	VA	2	100	No	Olivene PLCO	Submitted	2020-10-26	9	Open
06481-09189865653476		1013		06481	06481	CA	0	30000000	No	Bebop Bebob	Submitted	2020-10-13	22	View
06481-1026		1026		06481	06481	CA	1	50	No	Bebop Bebob	Submitted	2020-10-26	9	View
06481-102601		102601		06481	06481	CA	2	100	No	Bebop Bebob	Submitted	2020-10-27	8	View
06481-100900		100900		06481	06481	CA	1	50	No	Olivene PLCO	Submitted	2020-10-27	8	Open
06481-101301		101301		06481	06481	CA	1	60000000	No	Olivene PLCO	Submitted	2020-10-28	7	Open
06481-102800		102800		06481	06481	CA	4	8090	No	Bebop Bebob	Submitted	2020-10-28	7	View
06481-SRN16071030		JUL25888C1030		06481	06481	CA	2	7552630	No	Ernst Pons	Submitted	2020-10-30	5	View
06481-110200		110200		06481	06481	CA	2	55	No	Anthony Barretta	Submitted	2020-11-02	2	View
06481-SRN14121102		FA303022D1102		06481	06481	CA	20	1402952.88	No	Ernst Pons	Submitted	2020-11-02	2	View

Showing 1 to 10 of 13 entries Previous 1 2 Next

Support Plant Clearance Officers are not directly assigned Inventory Schedules but are able to search and work them. Support PLCOs will only have access to the GFP Plant Clearance - Search folder. Log into PIEE as a Support Plant Clearance Officer and access the GFP module. In the GFP module go to the GFP module go to **Plant Clearance > Plant Clearance Officer > Search**.



Search Criteria:

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

A screenshot of the 'Support Plant Clearance Officer - Search Criteria' form. The form has a blue header with the title. Below the header, there is a prompt: 'Please select the type of Plant Clearance Document to search for: *'. There are three radio buttons: 'Inventory Schedule' (selected and highlighted with a red box), 'Case', and 'Transfer Request'. Below the radio buttons are several input fields: 'Contract Number', 'Contract Order Number', 'Prime CAGE', 'Case Number', 'Schedule Reference Number', 'Alternative Schedule Reference Number', 'DoDAAC', 'Property Location CAGE Code', and 'Schedule Status' (a dropdown menu with 'All Documents' selected). There are also two input fields for 'Plant Clearance Officer First Name' and 'Plant Clearance Officer Last Name'. At the bottom, there are four date input fields: 'Date Submitted Start', 'Date Submitted End', 'Date Established Start', and 'Date Established End'. A red box highlights the 'Search' button at the bottom left of the form. Below the form, there is a message: 'You are required to fill in at least one input field.'

Support PLCO -
Navigation

The **Search Results** will display all Inventory Schedules assigned to the PLCO user. Clicking the Open link under the Action(s) column will open the Inventory Schedule to be reviewed.

Support Plant Clearance Officer - Search Results - Inventory Schedules

Show entries Previous **1** 2 3 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"/>	<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"/>	
06481-102600		102600		06481	1QU78	VA	2	100	No	Olivene PLCO	Submitted	2020-10-26	9	Open
06481-doodledoo		KBFCON22R0001	0001	06481	13499	IA	2	2	Yes	Kelli Fuller PCLO2	Submitted	2020-10-09	26	View
06481202008241527		20082415	20082415	06481	06481	CA		100	Yes	Bebop Bebop	Submitted	2020-09-02	63	Open
064811		11111111111111111111		06481	06481	CA		8	No	Bebop Bebop	Submitted	2020-09-02	63	Open
064815387367376		070100		06481	06481	CA	1	1	No	Bebop Bebop	Submitted	2020-09-18	47	Open
0648156476463		0921		06481	06481	CA	1	20	No	Bebop Bebop	Submitted	2020-09-21	44	Open
06481-23456A84911111		W15P7T17D2180	1200	06481	06481	CA	1	1500	No	Bebop Bebop	Submitted	2020-09-22	43	Open
06481-333		12342		06481	06481	CA	1	5	No	Craig Godfrey PLCO	Submitted	2020-09-25	40	Open
06481-0000		TESTINGDASH		06481	06481	CA	1	4	No	Anthony	Submitted	2020-10-02	33	Open

Once the PLCO or Support PLCO has navigated to the Inventory Schedule, the process to review and Accept or Reject the Inventory Schedule document is the same.

On the Header tab of the Inventory Schedule the PLCO or Support PLCO will have the ability to edit all information except for the Routing Information fields. In order to change the routing to another PLCO click the Reassign button, for more information on the Reassign process visit the WBT PLCO/Support PLCO Training pages for Reassign training.

Inventory Schedule – Header Tab

Plant Clearance Officer - 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	BOA/BPA	20082011	20082011	2AAE1

Header Information

Schedule Reference Number * Alternative Schedule Reference Number

Program Title * Scrap List * No Yes Termination * No Yes Termination Docket Number †

Final Schedule * No Yes Property Type * CAP GFP Is the property allocable to a FMS contract/FMS portion of a contract? * No Yes

Prime Contractor

Prime Contractor CAGE Code * Prime Contractor Name *

Authorizing Official * Authorizing Official Title *

Actions available to the users will be:

- Editing Fields
- Accepting Document
- Saving
- Rejecting Document
- Reassigning to another PLCO
- Downloading the document as an Excel
- Returning to Previous Screen

Prime Contractor ▼

Prime Contractor CAGE Code * Prime Contractor Name *

Authorizing Official * Authorizing Official Title *

Address +

POC Name * POC Phone * POC Email *

1st Tier Subcontractor ▼

1st Tier Subcontractor Contract Number 1st Tier Subcontractor CAGE Code 1st Tier Subcontractor Name

Address +

POC Name POC Phone POC Email

2nd Tier Subcontractor ▼

2nd Tier Subcontractor Contract Number 2nd Tier Subcontractor CAGE Code 2nd Tier Subcontractor Name

Address +

Property Location ▼

Does the location of the property have a CAGE code? *
 Yes No

Property Location CAGE Code *

Property Location Name *

Address +

POC Name * POC Phone * POC Email *

Routing Information

Plant Clearance/PCARSS: The PLCO DoDAAC may be found under block 7 of your contract. If you are not sure of your PLCO DoDAAC, or do not see your PLCO listed, please contact your PLCO and/or Contracting Officer.

Plant Clearance Officer DoDAAC	Plant Clearance Officer
S0512A	PLCO, Olivene

Contractor Property Manager Comments ▼

No Contractor Property Manager comments were found.

As stated above the Routing Information fields will not be editable and will require the user to click the Reassign button to change the assigned PLCO user.

Contract Information will not be editable fields and will require the CPM user to create a new Inventory Schedule.

Contract Information:

- Contract Number Type
- Contract Type
- Contract Number
- Contract Order Number
- Prime CAGE

Header Information:

- Schedule Reference Number
- Alternative Schedule Reference Number
- Program Title
- Scrap List
- Termination
- Termination Docket Number
- Final Schedule
- Property Type (CAP/GFP)
- Is the property allocable to a FMS contract/FMS portion of a contract?

Prime Contractor:

- Prime Contractor CAGE Code
- Prime Contractor Name
- Authorizing Official
- Authorizing Official Title
- Address
 - Address 1
 - Address 2
 - Country
 - State
 - City
 - Zip Code
- Prime Contractor POC Name
- Prime Contractor POC Phone
- Prime Contractor POC Email

1st Tier Subcontractor:

- 1st Tier Subcontractor Contract Number
- 1st Tier Subcontractor CAGE Code
- 1st Tier Subcontractor Name
- Address
 - Address 1
 - Address 2
 - Country
 - State
 - City
 - Zip Code
- 1st Tier Subcontractor POC Name
- 1st Tier Subcontractor POC Phone
- 1st Tier Subcontractor POC Email

2nd Tier Subcontractor:

- 2nd Tier Subcontractor Contract Number
- 2nd Tier Subcontractor CAGE Code
- 2nd Tier Subcontractor Name
- Address
 - Address 1
 - Address 2
 - Country
 - State
 - City
 - Zip Code
- 2nd Tier Subcontractor POC Name
- 2nd Tier Subcontractor POC Phone
- 2nd Tier Subcontractor POC Email

Property Location:

- Does the location of the property have a CAGE code?
- Property Location CAGE
- Property Location Name
- Address
 - Address 1
 - Address 2
 - Country
 - State
 - City
 - Zip Code
- Property Location POC Name
- Property Location POC Phone
- Property Location POC Email

Routing Information:

- Plant Clearance Officer DoDAAC
- Plant Clearance Officer

**Inventory
Schedule –
Line Item Tab**

The information on the Line Item tab is editable by the PLCO or Support PLCO.

Plant Clearance Officer - Plant Clearance Inventory Schedule

Header **Line Item** Documentation History

Contract Information >

Line Item Details

Show 25 entries

Line No.	Item Name	Item Desc.	NSN/LSN	Mfr. CAGE	Part No.	Model No.	Demil Code	Demil Integrity Code	Condition Code	Qty.	Unit Acq. Cost	Total Acq. Cost	Contractor Offer	Screener Rules	Action(s)
1	Wheel	Round	0818081808180 / DSAIRGUN1	06481	PN0818	MN0818			A	1	100	100			View/Edit
2	Banks	Square	0818081855555 / DSAIRGUN1	06481	PN0818	MN0820			A	1	100	100			View/Edit

Showing 1 to 2 of 2 entries

Previous 1 Next

[Export Line Items](#)

[Accept](#) [Save](#) [Reject](#) [Reassign](#) [Download Excel](#) [Previous](#)

Edit Line Item

Line Number: 1

Item Name *: Wheel

Item Description *: Round

National Stock Number †: 0818081808180

Manufacturer CAGE †: 06481 AND Part Number †: PN0818

Model Number †: MN0818

FSC †: 1005 - Guns, through 30mm

LSN: DSAIRGUN1 - GUN, AIR

Unit of Measure *: 10 Kilogram Drum

Quantity *: 1

Unit Acquisition Cost *: 100

Total Acquisition Cost: 100

Estimate:

Manufacturer Name:

Manufacturer Model Name:

Manufacture Date: YYYY-MM-DD

Contractor ID:

Contractor Offer:

Condition Code *: A - SERVICEABLE (ISSUABLE WITHOUT QUALIFICATION)

Property Class *: EQ - Equipment

Demil Code:

Demil Integrity Code:

[Save/Close](#) [Cancel](#)

Line Item Information:

- Line Number
- Item Name *
- Item Description *
- National Stock Number †
- Manufacturer CAGE †
- Part Number †

- Model Number †
- FSC †
- Unit of Measure * (Unit of Measure List is available for review in the GFP module.)
- Quantity *
- Unit of Acquisition Cost *
- Total Acquisition Cost
- Estimate
- Manufacturer Name
- Manufacturer Model Name
- Manufacture Date
- Contractor ID
- Contractor Offer
- Condition Code *
- Property Class *
- Demil Code
- Demil Integrity Code
- Hazardous Material Code
- Precious Metal Code
- CIIC
- Comments
- Serial Number
- Ull

Note: * - Required, † - At Least One OR Conditional

The Documentation Tab will provide the document's Contract Information which is view only.

Plant Clearance Officer - 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	BOA/BPA	20082011	20082011	2AAE1

* = Required Fields, † = Conditional.

Accept Save Reject Reassign Download Excel Previous

Inventory Schedule – Documentation Tab

The History Tab will display the history of the document's life as individual entries per action taken against the document.

Inventory Schedule – History Tab

Plant Clearance Officer - Plant Clearance Inventory Schedule

Header Line Item Documentation **History**

Contract Information >

Contractor Property Manager

Name	Title	Location Code	Date of Action	Action(s)
Kyle CPM_user	BA	2AAE1	2020-11-02 16:52:53	Submitted

Phone Number	Email	Org Email	DSN

Comments

* = Required Fields, † = Conditional.

After reviewing all of the document's information and the document is ready to move forward, click the Accept button to continue.

Inventory Schedule - Accepting

Plant Clearance Officer - Plant Clearance Inventory Schedule

Header Line Item Documentation History

Contract Information

Contract Number Type	Contract Type	Contract N
Cooperative Agreement	BOA/BPA	20082011

Header Information

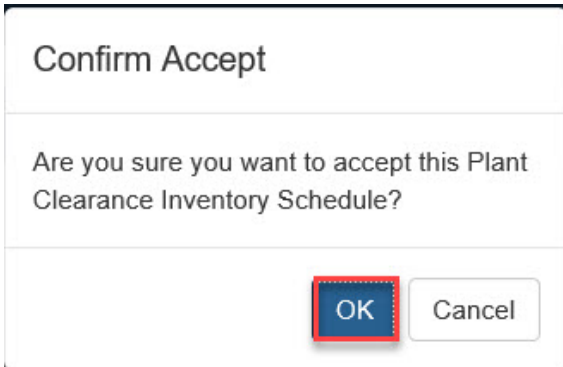
Schedule Reference Number * **Alternative Schedule Refere**

Program Title * **Scrap List *** No Yes

Final Schedule * No Yes **Property Type * i** CAP GFP **Is the property allocable to : contract? *** No Yes

Prime Contractor

After clicking the Accept button, a Confirm Accept window will pop-up.



Click the OK button to continue with Accepting the Inventory Schedule.

Plant Clearance Officer - Plant Clearance Inventory Schedule

The Plant Clearance Inventory Schedule was successfully Accepted.

Contract Number	Contract Order Number	Prime CAGE	Schedule Reference Number
20082011	20082011	2AAE1	2AAE1-064812020082011

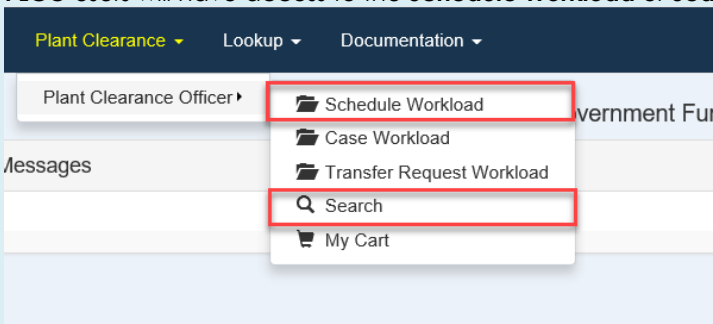
INFO: Email sent to Contractor Property Manager: k[REDACTED]
INFO: Email sent to Contractor Property Manager Organizational Email: [REDACTED]

A Success Screen will be displayed with Inventory Schedule Document information and info messages for the emails being sent. After the PLCO or Support PLCO has taken action an email will be sent to the CPM informing them of the document's acceptance or rejection. If the document has been Rejected, it will be available in the **Plant Clearance > Schedule Workload** tab in GFP for the CPM user.

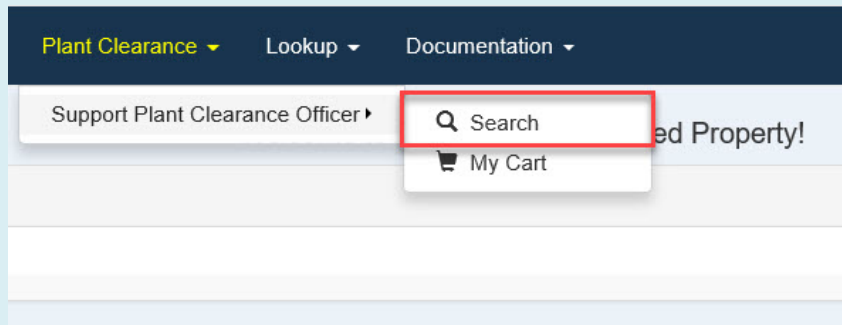
A Plant Clearance Officer/Support Plant Clearance Officer may Reject the Plant Clearance Document back to the Contractor Property Manager.

PLCO users will have access to the **Schedule Workload** or **Search** option under **Plant Clearance > Plant Clearance Officer** in the GFP module.

Inventory Schedule - Rejecting



Support PLCO users will have access to the **Search** option under **Plant Clearance > Support Plant Clearance Officer** in the GFP module.



On the Search Result screens, PLCO/Support PLCO users will be able to click the Open option in the Action(s) column.

Inventory Schedules that have been accepted but have not had a case established within 1 days are displayed with a clock icon.

Plant Clearance Officer - Schedule Workload - Search Results

Show 10 entries

Schedule Reference Number	Contract Number	Property Location State	Line Item Count	Total Acquisition Cost	Termination	DoDAAC	Document Status	Submitted Date	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"/>	
2AAE1-064812020082011	20082011	CA	2	200	Y	S0512A	Accepted	2020-11-02	🕒	🔗 Open + Create Case
06481-02008201034	20082010	CA	1	100	Y	S0512A	Submitted	2020-08-20	85 🕒	🔗 Open
06481-1012	1012	CA	1	50	N	S0512A	Accepted- Established to Case	2020-10-12		👁 View
06481-102600	102600	VA	0	100	N	S0512A	Submitted	2020-10-26	18 🕒	🔗 Open
06481-100900	100900	CA	1	50	N	S0512A	Submitted	2020-10-27	17 🕒	🔗 Open
06481-101301	101301	CA	0	60000000	N	S0512A	Submitted	2020-10-28	16 🕒	🔗 Open
06481-1112	1112	CA	0	100	N	S0512A	Submitted	2020-11-12	1	🔗 Open

Showing 1 to 7 of 7 entries

Once the Plant Clearance Document is open, the PLCO/Support PLCO will be able to click the Reject button at the bottom of the screen.

Plant Clearance Officer - Plant Clearance Inventory Schedule

Header Line Item Documentation History

Contract Information

Contract Number Type	Contract Type	Contract Number
Other Agreement	COST CONTRACT	FU441756PEG01

Header Information

Schedule Reference Number * Alternative Schedule Reference N

06481 - 346534542

Program Title * Scrap List *

Test program title No Yes

Final Schedule * Property Type * **i** Is the property allocable to a FMS contract? *

No Yes CAP GFP No Yes

Prime Contractor

Prime Contractor Name

Accept Save **Reject** Reassign Download Excel Previous

Clicking the Reject button will route the Plant Clearance Document to the initiating Contractor Property Manager. Comments are mandatory when rejecting.

Confirm Reject

Are you sure you want to reject this Plant Clearance Inventory Schedule back to the Contractor Property Manager? Comments are required before rejecting the schedule.

Clicking the Reject option will open a Confirm Reject window pop-up. Click the OK button to submit the rejection.

Plant Clearance Officer - Plant Clearance Inventory Schedule

The Plant Clearance Inventory Schedule was successfully rejected.

Contract Number	Contract Order Number	Prime CAGE	Schedule Reference Number
FU441756PEG01		06481	06481-346534542

INFO: Email sent to Contractor Property Manager: falcon@tomtom.com.

INFO: Email sent to Contractor Property Manager Organizational Email: casper@tomtom.com.

After confirming the rejection of the Plant Clearance Inventory Schedule Document, a success screen will be displayed. This screen will show the Plant Clearance Inventory Schedule Document's information and a list of emails being sent.