

Transfer Request Approve/Reject – PLCO/Support PLCO

Reference Guide

Homepage

GFP Module

Plant Clearance

Transfer Request Workload

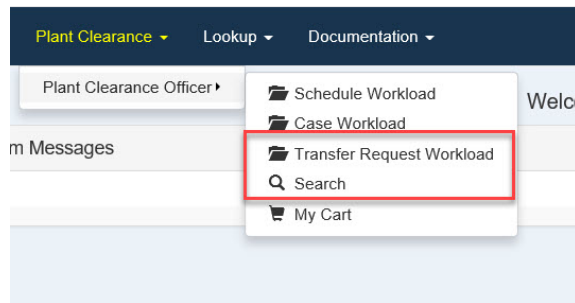
This guide demonstrates how to Approve/Reject a Transfer Request from Established Case line items as a Plant Clearance Officer/Support Plant Clearance Officer. Plant Clearance Officers (PLCO) will create Transfer Requests on behalf of GSA/NASA. DoD Screeners will create Transfer Requests on behalf of the DoD. Actions available to the PLCO for submitted Transfer Requests: Approve, Reject, and Cancel Request.

Roles

The role required to Approve/Reject a Transfer Request from Established Case line items 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 > Transfer Request Workload**. Alternatively navigate to the GFP module go to **Plant Clearance > Plant Clearance Officer > Search**.



PLCO – Navigation

Transfer Request Workload Search Results:

The Transfer Request Workload displays all Submitted Transfer Requests assigned to the PLCO user. Clicking the Open link under the Action(s) column will open the Transfer Request to be reviewed.

Plant Clearance Officer - Transfer Request Workload - Search Results

Show 10 entries

Previous 1 Next

Transfer Request Number	Contract Number	Case Number	Schedule Number	Transfer Request Date	Status	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"/>
2AAE1-R00002	20082011	S0512A-010720	2AAE1-064812020082011	11-16-2020	Submitted	Open

Showing 1 to 1 of 1 entries

Previous 1 Next

Search Criteria:

On the Search Criteria screen check the Transfer Request and enter at least one input field then click the Search button. It is recommended to select the submitted Transfer Request Status to help narrow the search.

Plant Clearance Officer - Search Criteria

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

Inventory Schedule
 Case
 Transfer Request

Transfer Request Number
 Prime CAGE
 Alternative Schedule Reference Number
 Status (Submitted)

Contract Number
 Contract Order Number
 Case Number
 Schedule Reference Number
 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

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

The **Search Results** will display all Transfer Requests matching the search criteria. Clicking the Open link under the Action(s) column will open the Transfer Request to be reviewed and canceled.

Plant Clearance Officer - Search Results - Transfer Request

Show entries

Previous **1** Next

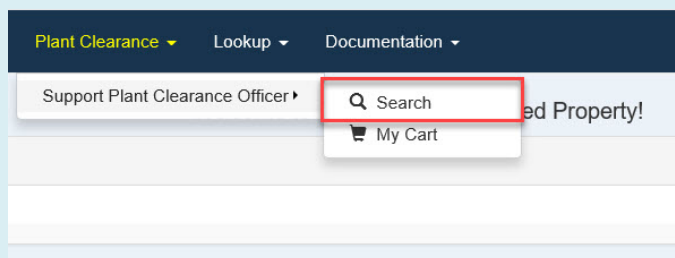
Transfer Request Number	Case Number	Schedule Reference Number	Contract Number	Contract Order Number	Prime CAGE Code	Property Location CAGE Code	Plant Clearance Officer	Status	Submitted Date	Processing Days	Action(s)
<input type="text" value="Filter"/>	<input type="text" value="Filter"/>	<input type="text" 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"/>	
02LU7-R00012	FU4417-00120	02LU7-001	092120.JAGGER		02LU7	02LU7		Submitted	2020-11-15	1	Open
06481-R00041	FU4417-003320	06481456724353245345	TESTACCEPT		06481			Submitted	2020-11-15	1	Open
06481-R00043	S0512A-010620	06481-333	12342		06481	06481		Submitted	2020-11-16	0	Open
2AAE1-R00004	S0512A-010720	2AAE1-064812020082011	20082011	20082011	2AAE1	06481		Submitted	2020-11-16	0	Open

Showing 1 to 4 of 4 entries

Previous **1** Next

Support Plant Clearance Officers are not directly assigned Transfer Requests but are able to search and accept, reject or cancel the Transfer Request. Support PLCOs will 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 > Support Plant Clearance Officer > Search**.

Support PLCO – Navigation



Search Criteria:

On the Search Criteria screen check the Transfer Request and enter at least one search criterion then click the Search button. It is recommended to select the Submitted Transfer Request Status to help narrow the search.

Support Plant Clearance Officer - Search Criteria

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

Inventory Schedule
 Case
 Transfer Request

Transfer Request Number
 Contract Number
 Contract Order Number
 Prime CAGE
 Case Number
 Schedule Reference Number
 Alternative Schedule Reference Number
 DoDAAC
 Property Location CAGE Code
 Status (Submitted)

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 Transfer Request matching the search criteria. Clicking the Open link under the Action(s) column will open the Transfer Request to be reviewed and canceled.

Support Plant Clearance Officer - Search Results - Transfer Request

Show 10 entries

Transfer Request Number	Case Number	Schedule Reference Number	Contract Number	Contract Order Number	Prime CAGE Code	Property Location CAGE Code	Plant Clearance Officer	Status	Submitted Date	Processing Days	Action(s)
06481-R0015	S0512A-001020	06481-21k4000	S0512A21K4000		06481	06481		Submitted	2020-11-06	10	Open
06481-R0016	S0512A-001020	06481-21k4000	S0512A21K4000		06481	06481		Submitted	2020-11-06	10	Open
06481-R00030	S0512A-001320	06481-obihb789876987	1006		06481	06481		Submitted	2020-11-11	5	Open
06481-R00001	S0512A-00720	06481-102602	102602		06481	06481		Submitted	2020-11-04	12	Open
06481-R00033	S0512A-00720	06481-102602	102602		06481	06481		Submitted	2020-11-11	5	Open
06481-R00032	S0512A-009320	06481-110400	110400		06481	06481		Submitted	2020-11-11	5	Open
1QU78-R00007	S0512A-010020	1QU78-SRN1613	W15P771311109		1QU78	06481		Submitted	2020-11-09	7	Open
06481-R00043	S0512A-010620	06481-333	12342		06481	06481		Submitted	2020-11-16	0	Open
2AAE1-R00004	S0512A-010720	2AAE1-064812020082011	20082011	20082011	2AAE1	06481		Submitted	2020-11-16	0	Open

[Previous](#)

Approve Transfer Request

Transfer Request Workload – Search Results

For this demonstration the Transfer Request approval will be completed from the view of a PLCO user, but the Support PLCO will be able to use the same steps.

On the Search Results screens the PLCO will be able to open Transfer Request documents assigned to them.

Click the Open link in the Action(s) column to open the Transfer Request.

Plant Clearance Officer - Transfer Request Workload - Search Results

Show 10 entries

Previous 1 Next

Transfer Request Number	Contract Number	Case Number	Schedule Number	Transfer Request Date	Status	Action(s)
2AAE1-R00002	20082011	S0512A-010720	2AAE1-064812020082011	11-16-2020	Submitted	Open

Showing 1 to 1 of 1 entries

Previous 1 Next

The Transfer Request – Header will be displayed with fields that will be locked and not editable.

Requester (From)

- DoDAAC
- Org Name
- Address (sub fields are collapsed by default)
- POC Name *
- POC Phone *
- POC Email

Ship To:

- DoDAAC*
- Name *
- Mark For
- Address (sub fields are collapsed by default)
- POC Name *
- POC Phone *
- POC Email

Additional Information:

- Packing, Crating & Handling Appropriations *
- Transportations Appropriations *
- Date Material Req'd *
- GSA Transfer Order Number
- Requestor Remarks

Transfer Request – Header Tab

Plant Clearance Officer - Approve / Reject Transfer Request

Header Line Item History

Contract Information

Contract Number Type	Contract Type	Contract Number	Contract Order Number	Prime CAGE
Cooperative Agreement	BOA/BPA	20082011	20082011	2AAE1

Case Information

Case Number	Case DoDAAC	Case Type	Plant Clearance Officer
S0512A-010720	S0512A	Other	

Transfer Request Number: 2AAE1-R00002
Create Date: 2020-11-16 14:49:49

Requestor (From)

DoDAAC:
Org Name:

Approve Reject Cancel Request Previous Print Transfer Request

Address +

POC Name * POC Phone * POC Email

Ship To

DoDAAC * Name * Mark For

S0512A DCMA LOS ANGELES

Address +

POC Name * POC Phone * POC Email

Additional Information

Packaging, Crating & Handling Appropriations * Transportation Appropriations * Date Material Req'd *

Bags Truck 2020-11-16 00:00:00

GSA Transfer Order Number

Comments

Actions available to the PLCO user:

- Approve
- Reject
- Cancel Request
- Previous
- Print Transfer Request

The Line Item tab will display all selected line items that are being requested by the user. Line Item information is viewable by clicking the View link in the Action(s) column.

The PLCO user will need to select line items by clicking the checkbox in each row or by clicking the Select All checkbox. After selecting line items select a Disposition Code from the dropdown.

Transfer Request – Line Item Tab

Plant Clearance Officer - Approve / Reject Transfer Request

Header **Line Item** History

Line Item Details

Please select all line items you wish to approve. A Disposition Code is required when approving the transfer request.

Disposition Codes

Show 10 entries Previous 1 Next

<input type="checkbox"/> Select All	Case Number	Schedule Number	Item Number	Item Name	Item Description	Partial Award Acceptable	Quantity Available	Unit Cost	Quantity Desired	Quantity Approved	Acquisition Cost	Assign Util/ISNs	Action (s)
<input type="checkbox"/>	<input type="text"/> S0512A-010720	<input type="text"/> 2AAE1-064812020082011	2	Banks	Square	No	1	100	1	<input type="text"/>	100		View

Showing 1 to 1 of 1 entries Previous 1 Next

* = Required Fields.

Disposition Codes:

- UA – Transfer to Army
- UF – Transfer to Air Force
- UG – Transfer to Other DOD Agency
- UM – Transfer to Marine Corps
- UQ – Transfer to Navy
- UN – Transfer to NASA
- UO – Transfer to Other Government Agency
- ON – Donation to Non-Profit
- OU – Donation to Higher Education Institution
- OH – Donation to Historical Black Colleges/Universities
- OS – Donation to K-12 Schools
- OW – Donations via the Stevenson-Wydler Innovation Act
- OO – Donation to Other

Line Item Details

Please select all line items you wish to approve. A Disposition Code is required when approving the transfer request.

Disposition Codes

Show entries

<input type="checkbox"/> Select All	Case Number	Schedule Number
<input type="checkbox"/>	S0512A-	2AAE1

- UA - Transfer to Army
- UF - Transfer to Air Force
- UG - Transfer to Other DOD Agency
- UM - Transfer to Marine Corps
- UQ - Transfer to Navy
- UN - Transfer to NASA
- UO - Transfer to Other Government Agency
- ON - Donation to Non-Profit
- OU - Donation to Higher Education Institution
- OH - Donation to Historical Black Colleges/Universities
- OS - Donation to K-12 Schools
- OW - Donation via the Stevenson-Wydler Innovation Act
- OO - Donation to Other

The Quantity Approved may be changed from the default of the max requested.

Plant Clearance Officer - Approve / Reject Transfer Request

Header | Line Item | History

Line Item Details

Please select all line items you wish to approve. A Disposition Code is required when approving the transfer request.

Disposition Codes

Show entries Previous **1** Next

<input checked="" type="checkbox"/> Select All	Case Number	Schedule Number	Item Number	Item Name	Item Description	Partial Award Acceptable	Quantity Available	Unit Cost	Quantity Desired	Quantity Approved	Acquisition Cost	Assign UIIs/SNs	Action (s)
<input checked="" type="checkbox"/>	S0512A-010720	2AAE1-064812020082011	2	Banks	Square	No	1	100	1	<input type="text" value="1"/>	100.00		View

Showing 1 to 1 of 1 entries Previous **1** Next

* = Required Fields.

Transfer Request – History Tab

The History tab will display the actions taken against the document separated by actions.

Information provided:

- Role
- Name
- Date of Action
- Action(s)
- Comments

Plant Clearance Officer - Approve / Reject Transfer Request

Header Line Item History

Plant Clearance Officer

Name	Date of Action	Action(s)
	2020-11-16 14:49:49	Submitted

Comments

* = Required Fields.

Transfer Request – Approve

After reviewing all of the information click the Approve button at the bottom of the Header to continue.

Plant Clearance Officer - Approve / Reject Transfer Request

Header Line Item History

Contract Information

Contract Number Type	Contract Type
Cooperative Agreement	BOA/BPA

Case Information

Case Number	Case DoDAAC
S0512A-010720	S0512A

Transfer Request Number **Create Date**

2AAE1-R00002 2020-11-16 14:49:4

Requestor (From)

DoDAAC Org I

Address +

POC Name * POC

Approve Reject Cancel Request

Transfer Request – Approve Success

A Success Screen will be displayed with Transfer Request Number and Info messages for the emails being sent. The Transfer Requests will appear in the PLCOs' and DoD Screeners' Search folder with an Accepted status.

Plant Clearance Officer - Plant Clearance Transfer Request

The Plant Clearance Transfer Request was successfully Approved.

Transfer Request Number
2AAE1-R00002

INFO: Email sent to: q
INFO: Email sent to: q

Reject Transfer Request

On the Search Results screens the PLCO will be able to open Transfer Request documents assigned to them.

Click the Open link in the Action(s) column to open the Transfer Request.

Transfer Request Workload – Search Results

Plant Clearance Officer - Transfer Request Workload - Search Results

Show 10 entries

Transfer Request Number	Contract Number	Case Number	Schedule Number	Transfer Request Date	Status	Action(s)
2AAE1-R00003	20082011	S0512A-010720	2AAE1-064812020082011	11-16-2020	Submitted	Open

Showing 1 to 1 of 1 entries

The Transfer Request – Header will be displayed with fields that will be locked and not editable.

Transfer Request – Header Tab

Plant Clearance Officer - Approve / Reject Transfer Request

Header Line Item History

Contract Information

Contract Number Type	Contract Type	Contract Number	Contract Order Number	Prime CAGE
Cooperative Agreement	BOA/BPA	20082011	20082011	2AAE1

Case Information

Case Number	Case DoDAAC	Case Type	Plant Clearance Officer
S0512A-010720	S0512A	Other	

Transfer Request Number

Transfer Request Number	Create Date
2AAE1-R00003	2020-11-16 15:05:05

Requestor (From)

Approve Reject Cancel Request Previous Print Transfer Request

Actions available to the PLCO user:

- Approve
- Reject
- Cancel Request
- Previous
- Print Transfer Request

Comments are mandatory when rejecting a Transfer Request. Enter comments and click the Reject button at the bottom of the Transfer Request Header tab.

Transfer Request - Reject

Additional Information

Packaging, Crating & Handling Appropriations * Trans:

Bags Tru

GSA Transfer Order Number

Comments

This document needs to be updated.

* = Required Fields.

Transfer Request - Reject Success

A Success Screen will be displayed with a Transfer Request Number and Info messages for the emails being sent. The Transfer Requests will appear in the PLCOs' and DoD Screeners' Search folder with a Rejected status.

Plant Clearance Officer - Plant Clearance Transfer Request

The Plant Clearance Transfer Request was successfully Rejected.

Transfer Request Number

2AAE1-R00003

INFO: Email sent to: q

INFO: Email sent to: q