Tr	ansfer R	leques	t Approve Ref	?/Reje erence Guic	ct –	PLCO/S	Support PL	CO
	Homepage	\rightarrow	GFP Module		Plant C	Clearance	Transfer Request	Workload
This guide demo Clearance Offic PLCO for submit	onstrates how to Appi ers (PLCO) will create led Transfer Requests	rove/Reject a Tra e Transfer Reques s: Approve, Rejec	nsfer Request from Establi ts on behalf of GSA/NASA t, and Cancel Request.	ished Case line i A. DoD Screener	items as a s will creat	Plant Clearance Of e Transfer Requests	fficer/Support Plant Clearar on behalf of the DoD. Acti	nce Officer. Plant ons available to the
Roles	The role required Plant Cle Support	l to Approve/Reje earance Officer Plant Clearance	ect a Transfer Request froi Officer	m Established Co	ase line ite	ms in the GFP Modu	ule.	
PLCO – Navigation	Log into PIEE as a Request Workload Plant Clearance - Plant Clearance Office m Messages Transfer Request The Transfer Request will open the Transfer	a Plant Clearance ad. Alternatively n Lookup - Documentati Case Workload Case Workload Search My Cart Workload Search uest Workload dis nsfer Request to b	e Officer and access the avigate to the GFP modu on - kload Welcc est Workload Welcc est Workload Transf polays all Submitted Transf per reviewed.	GFP module. In Ile go to Plant C fer Requests assi	the GFP m learance > gned to th	odule go to Plant C • Plant Clearance C • PLCO user. Clickir	Ilearance > Plant Clearanc Officer > Search.	e Officer > Transfer
	Plant Clearance Officer - Show 10 v entries Transfer Request It Number It Filter 2 2AAE1-R00002 2 Showing 1 to 1 of 1 entries	Contract Number It Case I Filter Filter 20082011 S0512	Search Results Number It Schedule Number Filter A-010720 2AAE1-064812020082011	Transfer Request Date Filter 11-16-2020	Li Status Filter Submitted	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.

Please select the type of Plant Clearance Docum O Inventory Schedule O Case	ient to search for: "			Transfer Request Number					
Transfer Request									
Contract Number		Contract Order Number		Prime CAGE	Prime CAGE				
Case Number		Schedule Reference Number		Alternative Schedule Refe	rence Number				
DoDAAC		Property Location CAGE Cod	e	Status Submitted		~			
Plant Clearance Officer First Name	Plant Clearanc	e Officer Last Name							
Date Submitted Start	Date Submittee	d End	Date Established Start	Date	Established End				
You are required to fill in at least one input fie	ld.								

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.

how 10 V e	entries									Previous	1 Ne
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 11	Action(s
Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	
02LU7-R00012	FU4417-00120	02LU7-001	092120JAGGER		02LU7	02LU7		Submitted	2020-11-15	1	1 Open
06481-R00041	FU4417-003320	06481456724353245345	TESTACCEPT		06481			Submitted	2020-11-15	1	1 Open
06481-R00043	S0512A-010620	06481-333	12342		06481	06481		Submitted	2020-11-16	0	1 Open
2AAE1-R00004	S0512A-010720	2AAE1-064812020082011	20082011	20082011	2AAE1	06481		Submitted	2020-11-16	0	1 Open

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.

	Plant Clearance - Lookup -	Documentation $+$	
Support PLCO –	Support Plant Clearance Officer	Q Search ₩ My Cart	ed Property!
nangunon			

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 Cr	iteria								
Please select the type of Plant Clearance Docume	nt to search for: *								
O Inventory Schedule				Transfer De sur	and Number				
O Case				Transfer Reque	est Number				
Transfer Request									
Contract Number		Contract Order Number		Prime CAGE	Prime CAGE				
Case Number		Schedule Reference Number		Alternative Sch	nedule Reference Number				
DoDAAC		Property Location CAGE Code		Status					
				Submitted		~			
Blant Classes Officer First Name	Direct Classes	Officer Last 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									
Q Search						€ 110% ×			

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.

how 10 v e	ntries									Previous	i 1 Ne
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
Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	
06481-R0015	S0512A-001020	06481-21k4000	S0512A21K4000		06481	06481		Submitted	2020-11-06	10	1 Open
06481-R0016	S0512A-001020	06481-21k4000	S0512A21K4000		06481	06481		Submitted	2020-11-06	10	1 Open
06481-R00030	S0512A-001320	06481-obihb789876987	1006		06481	06481		Submitted	2020-11-11	5	1 Open
06481-R00001	S0512A-00720	06481-102602	102602		06481	06481		Submitted	2020-11-04	12	1 Open
06481-R00033	S0512A-00720	06481-102602	102602		06481	06481		Submitted	2020-11-11	5	1 Open
06481-R00032	S0512A-009320	06481-110400	110400		06481	06481		Submitted	2020-11-11	5	1 Open
1QU78-R00007	S0512A-010020	1QU78-SRN1613	W15P7T1311109		1QU78	06481		Submitted	2020-11-09	7	1 Open
06481-R00043	S0512A-010620	06481-333	12342		06481	06481		Submitted	2020-11-16	0	1 Open
2AAE1-R00004	S0512A-010720	2AAE1- 064812020082011	20082011	20082011	2AAE1	06481		Submitted	2020-11-16	0	1 Open

Approve Transfer Request

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.

Request Workload – Search Results

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

Image: Transport Request Cese Humber II Setedule Humber II Date Submit II Date Image: Transport Request Cese Humber II Setedule Humber II Date Submit II Date Image: Transport Request - Header will be displayed with fields that will be locked and not editable. Requester (From) DobAAC Org Name Address (sub fields are collapsed by default) POC Name * POC Phone * POC Phone * POC Email Ship To: DobAAC* Name * Mark For Address (sub fields are collapsed by default) POC Phone * POC Phone * POC Pone * POC Phone * POC Phone * <td< th=""><th>1</th><th></th><th></th><th></th><th></th><th></th><th></th><th>Previous 1 Ne</th><th>lext</th><th></th><th></th></td<>	1							Previous 1 Ne	lext		
Image:	Transfer Request Number ↓↑	Contract Number 🛛 🕸	Case Number 🛛 🕸	Schedule Number	Transfer Req IT Date	uest ↓≞	Status	1 Action(s)	u.		
v4E1400002 200011 90124-000700 204E1-00002011 1-10-2000 1000000000000000000000000000000000000	Filter	Filter	Filter	Filter	Filter		Filter				
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	2AAE1-R00002	20082011	S0512A-010720	2AAE1-064812020082011	11-16-2020		Submitted	1 Open			
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 Address (sub fields are collapsed by default) POC Name * POC Phone *	Showing 1 to 1 of 1 entries							Previous 1 Ne	lext		
	Requester (From DoDAAC Org Name Address (sub fie POC Name * POC Phone * POC Email Ship To: DoDAAC* Name *	lds are collaț	osed by defo	ault)							
	Address (sub fie POC Name * POC Phone * POC Email Additional Infor Packing, Cratin Transportations Date Material R GSA Transfer Or Requestor Rem	Ids are collay mation: g & Handling Appropriatio eq'd * der Number arks prove / Reject Transfer Re	Appropriati ns *	auit) ions *			•				
Contract Information	Address (sub fie POC Name * POC Phone * POC Email Additional Infor Packing, Cratin Transportations Date Material R GSA Transfer Or Requestor Rem Plant Clearance Officer - Ap Header Line Item His Contract Information	Ids are collay mation: g & Handling Appropriatio eq'd * der Number arks prove / Reject Transfer Re	Appropriati ns *	auit) ions *		~					
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Contract Information Contract Type Contract Number Contract Order Number Prime CAGE Cooperative Agreement BOAVBPA 20082011 20082011 2AAE1	Address (sub fie POC Name * POC Phone * POC Email Additional Infor Packing, Cratin Transportations Date Material R GSA Transfer Or Requestor Rem Plant Clearance Officer - Ap Header Line Item His Contract Information Contract Number Type Cooperative Agreement	Ids are collay mation: g & Handling Appropriatio eq'd * der Number arks prove / Reject Transfer Re ary Contract Type BOABPA	Appropriati ns * Contract Number 20082011	Contract Order Number 20082011	Prime CAGE 2AAE1	~					
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Contract Information Contract Type Contract Number Prime CAGE Cooperative Agreement BOA/BPA 20082011 Contract Order Number 2AAE1 Case Information Case DoDAAC Case Type Plant Clearance Officer So512A-010720 S0512A Other Plant Clearance Officer	Address (sub fie POC Name * POC Phone * POC Email Additional Infor Packing, Cratin Transportations Date Material R GSA Transfer Or Requestor Rem Plant Clearance Officer - Ap Header Line Item His Contract Information Contract Number Type Cooperative Agreement Case Information Case Number S0512A-010720	Ids are collay mation: g & Handling Appropriatio eq'd * der Number arks prove / Reject Transfer Re ary Contract Type BOA/BPA Case DeDAAC SO512A	Appropriati ns * centract Number 20082011 case Tr Other	Contract Order Number 20082011	Prime CAGE 2AAE1 Plant Clearance Officer	~					
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		Address +									^					
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		Ship To														
		DoDAAC *			Name *			Mark For								
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	th	e Actio	n(s) co	olumn.	Juy ui	301001				Jeing	ieque	sieu by	110 030		e nen	
	Th	e PLCC) user w	vill need	to seled	ct line	items by	clicking	g the cl	heckk	box in e	each ro	w or by	y click	king th	ne Select All checkbox. After selecting line items select
	а	Disposit	tion Co	de from	the dro	pdow	/n.									
		Plant Clearand	ce Officer - Ap	oprove / Reject Tr	ansfer Reque	st										-
		Header Li	ne Item Hist	itory												_
		Line Item De	etails													
Transfer		Please select	all line items yo	ou wish to approve.	A Disposition C	ode is requir	ed when approving) the transfer requ	uest.							
Request – Line		Disposition C	odes					~								
ltem Tab		Show 10	✓ entries										ſ	Previous	1 Next	
			1					Partial					1			
		Select All	Case Number ↓≞	Schedule Number	Item	Item Name 🎵	Item Description ↓	Award Acceptable	Quantity Available	Unit Cost	Quantity Desired	Quantity Approved	Acquisition Cost	Assign Ulls/ISNs	Action (s)	
			Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter					
			S0512A-	2AAE1-	2	Banks	Square	No	1	100	1		100		👁 View	
		Showing 1 to 1	of 1 entries	00 10 12020002011									J ſ	Previous	1 Next	
													l		····	
		* = Required Fi	ields.													

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 Co	des			
Show 10 🗸	entries		UA - Transfer to Army UF - Transfer to Air Force UG - Transfer to Other DOD Agency UM - Transfer to Marine Corps UQ - Transfer to Navy	
Select All	Case Number ↓≞	Sched Numb	UN - Transfer to NASA UO - Transfer to Other Government Agency ON - Donation to Non-Profit	
	Filter	Filter	OU - Donation to Higher Education Institution OH - Donation to Historical Black Colleges/Universities OS - Donation to K-12 Schools	
	S0512A-	2AAE1	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.

	tails																	
lease select a	II line items	s yo	a wish to approve	A D	ispositior	Co	de is requin	ed when approvin	ng the transfer requ	est.								
sposition Co	des		UG - Tran	sfer t	to Other D	DD A	gency		~									
ow 10	entries															Γ	Previous	Next
																	Tevious	Пол
Select All	Case Number	Į4	Schedule Number	IT P	ltem Number	11	ltem Name ↓1	ltem Description ↓	Partial Award Acceptable	Quantity Available	11	Unit Cost ↓†	Quantity Desired	11	Quantity Approved	Acquisition Cost	Assign Ulls/ISNs	Action (s)
	Filter		Filter		Filter		Filter	Filter	Filter	Filter		Filter	Filter					
							Dealer	Causes	No	4		100	1			100.00		• Minut

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 - Approved Regist Transfer Regist Plant Clearance Officer Plant Clearance Officer * Register Fleats.
Transfer Request – Approve	After reviewing all of the information click the Approve button at the bottom of the Header to continue. Plant Clearance Office - Approve / Reject Transf Federe Line mem History Contract Information Contract Number Type Contract Type Cooperative Agreement BOARPA Edse Number Case DoDAAC S55 12A-010720 S55 12A-010720 S55 12A Transfer Request Number Crease Date 2AAL: Hostograp 2200-11-15 14-48-4 Requestor (From) DoDAAC Org I Address + POC hans - POC

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. ZAE1-R0002 INFO: Email sent to: q INFO: Email sent to: q INFO: Email sent to: q
	Reject Transfer Request
Transfer Request Workload – Search Results	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 – Header Tab	The Transfer Request – Header will be displayed with fields that will be locked and not editable.

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.

	Additional Information
	Packaging, Crating & Handling Trans Appropriations *
	Bags
	GSA Transfer Order Number
Transfer Request -	
Reject	Comments
	This document needs to be updated.
	* = Required Fields.
	<u></u>
	Approve Seject Scancel Request

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;	