

Transfer Request Cancel – PLCO/Support PLCO/DoD Screener

Reference Guide

Homepage

GFP Module

Plant Clearance

Transfer Request Workload/Search

This guide demonstrates how to Cancel a submitted Transfer Request from Established Case line items as a Plant Clearance Officer/Support Plant Clearance Officer/DoD Screener. Plant Clearance Officers (PLCO) will create Transfer Requests on behalf of GSA/NASA. DoD Screeners will create Transfer Requests on behalf of the DoD. Transfer Requests may be canceled if the submitted Transfer Request is no longer needed. The Cancel Transfer Request button will appear on the opened Transfer Request at the bottom of the Header tab. The Cancel button is displayed for users that created the Transfer Request, Plant Clearance Officer for the Case, and Support Plant Clearance Officer matching the Case DoDAAC.

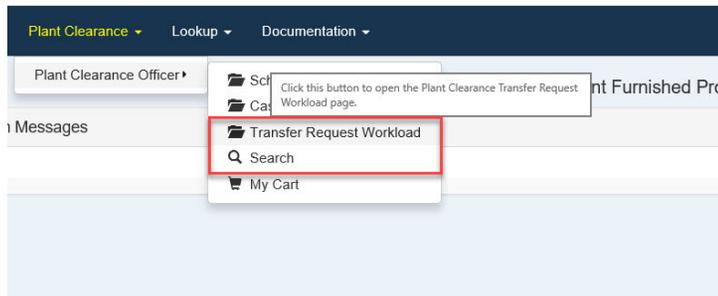
Roles

The role required to Cancel a Transfer Request from Established Case line items in the GFP Module.

- Plant Clearance Officer
- Support Plant Clearance Officer
- DoD Screener

PLCO – Navigation

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**.



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

Transfer Request Number	Contract Number	Case Number	Schedule Number	Transfer Request Date	Status	Action(s)
2AAE1-R00001	20082011	S0512A-010720	2AAE1-064812020082011	11-16-2020	Submitted	Open

Showing 1 to 1 of 1 entries

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

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.

Search

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 10 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)
02LU7-R00012	FU4417-00120	02LU7-001	092120JAGGER		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 Request but are able to search and work them. 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

Plant Clearance

Lookup

Documentation

Support Plant Clearance Officer

Search

My Cart

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.

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.

Search

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

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)
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-R0030	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	W15P7T1311109		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

DoD Screener – Navigation

DoD Screeners are not directly assigned Transfer Request but are able to search and cancel any created by the user. DoD Screeners will have access to the GFP Plant Clearance - Search folder. Log into PIEE as a DoD Screener and access the GFP module. In the GFP module go to the GFP module go to **Plant Clearance > DoD Screener > Search**.

Plant Clearance ▾ Lookup ▾ Documentation ▾

DoD Screener ▸

m Messages

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.

GFP DoD Screener - Search Criteria

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

Inventory Schedule

Case

Transfer Request

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

Transfer Request Number

Prime CAGE

Alternative Schedule Reference Number

Status

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.

GFP DoD Screener - 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-R0020	FA3030-001320	06481-SRN15281102	JUL25820C1102		06481	1QU78		Submitted	2020-11-09	7	Open
06481-R0025	FA3030-001320	06481-SRN15281102	JUL25820C1102		06481	1QU78		Submitted	2020-11-10	6	Open
02LU7-R0004	FU4417-00120	02LU7-001	092120JAGGER		02LU7	02LU7		Submitted	2020-11-09	7	Open
02LU7-R0005	FU4417-00120	02LU7-001	092120JAGGER		02LU7	02LU7		Submitted	2020-11-09	7	Open

Showing 1 to 4 of 4 entries

On the Transfer Request Header tab click the Cancel Request button at the bottom of the Header tab.

Transfer Request – Header Cancel

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	[Redacted]

Transfer Request Number **Create Date**
2AAE1-R00001 2020-11-16 14:47:46

Requestor (From)

DoDAAC	Org Name
[Redacted]	[Redacted]

Approve Reject **Cancel Request** Previous Print Transfer Request

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' Transfer Request Workflow and Search folders, the Support PLCOs' Search folder, and the DoD Screeners' Search folder in the Canceled status.

Transfer Request – Cancel Success

Plant Clearance Officer - Plant Clearance Transfer Request

The Plant Clearance Transfer Request was successfully Cancelled.

Transfer Request Number
2AAE1-R00001

INFO: Email sent to: q [Redacted]
INFO: Email sent to: q [Redacted]