

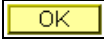


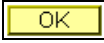
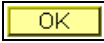







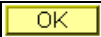



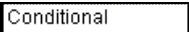



Processing the CAO as the Gaining Agency

1.	The Losing Agency notifies the Gaining Agency that the CAO action has been initiated. The Gaining Agency will then follow the steps below to complete the processing of the action. NOTE: The person processing this action must have Correct History capability.
2.	Click the Administer Workforce link. 
3.	Click the Administer Workforce (USF) link. 
4.	Click the Use link. 
5.	Click the HR Processing link. 
6.	Enter the appropriate variable in the next field. (i.e. Last Name) Click in the Last Name field. 
7.	Enter the desired information into the Last Name field. Enter a valid value, e.g. " WINTER ".
8.	NOTE: Be sure Correct History is selected. Click the Correct History option. <input type="checkbox"/>
9.	Click the Search button. 
10.	Select the correct employee. 
11.	Locate the initiated CAO action. If necessary, update the Actual Effective Date for the change of appointing office action.
12.	Double-click in the PAR Status field. 
13.	Change the PAR Status from INI to either REV or PRO depending on the agency's policy. Enter the desired information into the PAR Status field. Enter a valid value, e.g. " PRO ".
14.	Verify the data entered on the Data Control page. Click in the NOA Code field. 
15.	Enter the desired information into the NOA Code field. Enter a valid value, e.g. " 721 ".

16.	Click in the NOA Ext field. 
17.	Enter the desired information into the NOA Ext field. Enter a valid value, e.g. "0".
18.	Click in the Authority (1) field. 
19.	Enter the desired information into the Authority (1) field. Enter a valid value, e.g. "CIM".
20.	Click the PAR Remarks link. PAR Remarks
21.	Enter the applicable Remark CD (Code) and tab out of the field to see the text of the remark. Enter the desired information into the Remark CD field. Enter a valid value, e.g. "A03".
22.	Press [Tab] .
23.	Click the Ok button. 
24.	Click the Personal Data tab. 
25.	Review the data on the Personal Data page and modify if necessary. Scroll as necessary to view the rest of the page. Click the horizontal scrollbar.
26.	Click the Address Information link. Address Information
27.	Review the data and modify if necessary. Scroll as necessary to view the rest of the page. Click the horizontal scrollbar. 
28.	Click the Ok button. 
29.	Click the Veterans Info link. Veterans Info
30.	Review the data and modify if necessary. Click the Ok button. 
31.	Scroll as necessary to view the rest of the page. Click the horizontal scrollbar. 
32.	Click the Job tab. 
33.	Review the data and modify if necessary.

34.	Click the Position tab. 
35.	Review the data and modify if necessary.
36.	Click the Compensation tab. 
37.	Double-click in the Step field. 
38.	Enter the desired information into the Step field. Enter a valid value, e.g. " 1 ".
39.	Review the data and modify if necessary.
40.	Click the Accounting Info link. 
41.	Enter or modify the CAN in the Account Code field. Double-click in the Account Code field. 
42.	The Common Account Number (CAN) is a required field. Enter the desired information into the Account Code field. Enter a valid value, e.g. " 1921226R ".
43.	Click the Ok button. 
44.	Click the Employment 1 tab. 
45.	Review the data and modify if necessary.
46.	Click the Employment 2 tab. 
47.	Confirm the Reports To Position for the employee.
48.	Click the Tenure list. 
49.	In the Tenure field, select the appropriate type of tenure, as applicable. 
50.	As applicable, enter the employee's compensation level in the Comp Level field.
51.	In the Probation Date , enter the completion date for the employee's probation, if applicable. NOTE: If this employee is a SES or Supervisor/Manager enter the probation completion date in the appropriate field.
52.	As applicable, enter the employee security information in the Security Info hyperlink.
53.	NOTE: Document the employee identification number (EMPLID) to facilitate future processing. Click the Save button. 
54.	The information is saved. End of Procedure.

