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. Administer Workforce
3.	Click the **Administer Workforce (USF)** link. Administer Workforce (USF)
4.	Click the **Use** link. Use
5.	Click the **HR Processing** link. HR Processing
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.
9.	Click the **Search** button. Search
10.	Select the correct employee. 0015 0 WINTER,EVAN WINTER
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. INI
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. "**C1M**".
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. OK
24.	Click the **Personal Data** tab. Personal Data
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. OK
29.	Click the **Veterans Info** link. Veterans Info
30.	Review the data and modify if necessary. Click the **Ok** button. OK
31.	Scroll as necessary to view the rest of the page. Click the horizontal scrollbar.
32.	Click the **Job** tab. Job
33.	Review the data and modify if necessary.

34.	Click the **Position** tab. Position
35.	Review the data and modify if necessary.
36.	Click the **Compensation** tab. Compensation
37.	Double-click in the **Step** field. 0
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. Accounting Info
41.	Enter or modify the CAN in the **Account Code** field. Double-click in the **Account Code** field. 11010055
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. OK
44.	Click the **Employment 1** tab. Employment 1
45.	Review the data and modify if necessary.
46.	Click the **Employment 2** tab. Employment 2
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. Conditional
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. Save
54.	The information is saved. **End of Procedure.**