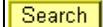
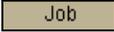


Processing the CAO as the Losing Agency

1.	The Gaining Agency contacts the losing agency to initiate the CAO action. NOTE: The Gaining Agency must communicate the effective date of the action and the position number the employee will be occupying. If the employee was entitled to special pay, stop these special pays.
2.	Process a stop for all special pays using the applicable stop NOAs. NOTES: The special pays include union dues deduction, subsistence deduction, quarters deduction, laundry deduction, cost-of-living allowance (COLA), post differential allowance, uniform allowance and PCA. For additional information about stopping the special pay see Chapter 12 Section 10a and Chapter 16 Section 4 in your HR Training Manual.
3.	When the Losing Agency is done with the employee's record, they will initiate the CAO action with the following the steps. NOTE: Once the action has been initiated, the losing agency will no longer have access to the employees record.
4.	Click the Administer Workforce link. 
5.	Click the Administer Workforce (USF) link. 
6.	Click the Use link. 
7.	Click the HR Processing link. 
8.	Enter the appropriate variable in the next field. (i.e. Last Name) Click in the Last Name field. <input type="text"/>
9.	Enter the desired information into the Last Name field. Enter a valid value, e.g. " WINTER ".
10.	Click the Search button. 
11.	Select the correct employee. 
12.	NOTE: The Data Control page will be populated with the most recent personnel action performed for the selected employee. Click the Add a new row at row 1 button. 
13.	Triple-click the Actual Effective Date object.
14.	Enter the Actual Effective Date for the change of appointing office action. Enter the desired information into the Actual Effective Date field. Enter a valid value, e.g. " 12/15/2003 ".

15.	Double-click in the PAR Status field. 
16.	Change the PAR Status to "INI." Enter the desired information into the PAR Status field. Enter a valid value, e.g. " INI ".
17.	Click in the *Action field. 
18.	Enter "XFR" in the Action code field. Enter the desired information into the *Action field. Enter a valid value, e.g. " XFR ".
19.	Click in the *Reason Code field. 
20.	Enter the desired information into the *Reason Code field. Enter a valid value, e.g. " EER ".
21.	Click the Job tab. 
22.	Double-click in the Position field. 
23.	NOTE: This is the position number that the employee will occupy in the Gaining Agency. Enter the desired information into the Position field. Enter a valid value, e.g. " 00007007 ".
24.	Click the Position tab. 
25.	Click in the *Pay Group field. 
26.	Enter the desired information into the *Pay Group field. Enter a valid value, e.g. " GSB ".
27.	Click the Save button. 
28.	Contact the Gaining Agency to inform them that the action has been initiated. End of Procedure.