

Enterprise Human Resources and Payroll Deployment

#8 - *CHANGE OF APPOINTING OFFICE (CAO)*



Effective 10/7/2002, a new streamlined CAO procedure should be followed.

How should a CAO be handled when an employee is moving from one Agency to another within HHS (e.g. from NIH to FDA)?

- The Gaining Agency will contact the Losing Agency with the effective date and position number.
- When the Losing Agency is done with the employee's record, the Losing Agency will initiate the CAO action by inserting a row into the employees record and entering the Effective Date, Action, Reason, New Position Number, and Pay Group. (Note: Once the CAO has been initiated the Losing Agency will no longer be able to access the employee's record. When the employee is associated to the new position, they fall under the Gaining Agency's Admin Code.)
- The Losing Agency will notify the Gaining Agency that the CAO action has been initiated.
- The Gaining Agency will complete the processing of the CAO action.

Questions? Contact your Agency Liaison or the PSC Help PoC Team.

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What if the CAO is occurring within the same Agency for example if someone is moving from DAFA to DBR within the FDA?

- The previous procedure could be followed where the Losing Admin Code would initiate the CAO.
- An alternate procedure could be used. Contact an individual within the Agency who has access to all admin codes within the Agency. (Generally, at least one person in the SPO will have access to the range of admin codes.)
- Since this individual will have access to both the losing and gaining admin codes, this person could initiate the CAO. (Note: Once the CAO has been initiated the Losing Admin Code will no longer be able to access the employee's record. When the employee is associated to the new position, they fall under the Gaining Admin Code.)
- The Personnelist for the gaining Admin Code will complete the processing of the CAO action.

Questions? Contact your Agency Liaison or the PSC Help PoC Team.