



Data Maintenance Advisory

2011-5

Issue Date: November 2011

Topic: Closeout Checklist for Data Maintainers

Discussion: A closeout checklist for the CCAS process 2011 cycle is available. Data Maintainers will find a copy under Pay Pool Notices in CAS2Net. The checklist is also posted on the DoD AcqDemo website under AcqDemo Resources at <http://www.acq.osd.mil/dpap/ops/acqdemo.html>. Listed are the fields to review in CAS2Net to ensure accurate personnel data and columns/items to check on the CCAS Spreadsheet prior to confirming the final upload.

Action: Data Maintainers should use the checklist to complete closeout activities for the 2011 CCAS process.

Note: Certification of the final upload must take place no later than close of business on Wednesday, 28 December 2011.