

Timeline for the PDP Payouts, Year 2013

- 28 MAY 13 Rater requests list of employee accomplishments.
- 07 JUN 13 Employee provides list of accomplishments to rater.
- 30 JUN 13 End of the Annual Performance Rating Cycle.
- 08 JUL 13 Performance Review meetings completed.
- 18 JUL 13 Annual performance appraisals and evaluation feedback meetings completed. Supervisor completes Performance Appraisal with rating points assigned to each element, overall rating assigned, type of rating noted (e.g., annual), and number of shares recommended (Superior = 2, Exceptional = 1). *Total Dollar Value of Shares, Base Increase/Bonus sections of Performance Appraisal Form are left blank.* Senior rater reviews, initials, and may provide optional comments. Rater informs ratee of his/her appraisal during evaluation feedback meeting and forwards appraisals to Pay Pool Manager.
- 24 JUL 13 Pay Pool Managers verify that all appraisal forms for their pay pool have been received and review them for administrative accuracy. Pay Pool Managers provide Commander/Director with memoranda certifying that all appraisals for their pay pool have been completed and reviewed for administrative accuracy. Pay Pool Managers send hard copy of completed Appraisal Forms to HQ, MRMC.
- 30 JUL 13 MRMC verifies that all performance appraisals have been received. MRMC provides a hard copy of all performance appraisals to the Evaluation Payout System (EPOS) operator.
- 02 AUG 13 EPOS operator calculates performance payout data and provides MRMC with a Summary Report reflecting performance payout data to include: Employee Name, SSN, Total Dollar Value of Shares, Base Increase / Bonus determinations.
- 05 AUG 13 MRMC completes review of the Summary Report and provides the Summary Report for the specific pay pool to the corresponding Pay Pool Manager so that the Pay Pool Manager can review the Dollar Value of a Share, and the amount of payout designated for each employee in terms of Base Pay and/or Bonus.
- 07 AUG 13 Pay Pool Manager verifies the performance payout data reflected on the Summary Report, identifies any required corrections, and forwards them to MRMC.
- 09 AUG 13 The Summary Report information (camera-ready copy) is finalized by the EPOS operator, and CPAC forwards the report electronically to Processing Division.
- 06 SEP 13 Processing Division completes quality control check on Summary Report.

08 SEP 13 Effective date of payouts.

**SPECIAL NOTE: DUE TO FURLOUGH PLANNING AND PROCESSING DIVISION
INTERNAL SUSPENSE CHANGE**, specific requirements reflected above must be completed. The schedule dates are NLT dates that must be met to ensure timely processing utilizing FY13 monies.