

APPENDIX D

PAYOUT TIMELINE

30 JUN 99 End of the Annual Performance Rating Cycle

30 JUL 99 Annual performance appraisals completed. Supervisor completes Performance Appraisal Form 71-R-E with rating points assigned to each element, Alpha rating assigned, Type of rating noted (Annual), and Number of Shares Recommended (A=2, B=1). Total Dollar Value of Shares, Base Increase/Bonus sections of Performance Appraisal Form are left blank.

13 AUG 99 Paypool managers collect all Appraisal Forms for their paypool and verify that all appraisal forms have been received. Paypool managers provide Commander/Director with written certification that all appraisals have been completed and reviewed for administrative accuracy. Paypool managers send hardcopy Appraisal Forms to CPAC.

16 AUG 99 CPAC re-certifies that all appraisals have been received. CPAC gives hardcopy Appraisal Forms to contractor.

31 AUG 99 Performance payout data is generated and CPAC is provided a Summary Report reflecting performance payout data to include: Employee Name, SSN, Total Dollar Value of Shares, Base Increase/Bonus determinations.

3 SEP 99 The Summary Report for the specific paypool is provided to the paypool manager so that the paypool manager can see the Dollar Value of a Share, and the amount of payout designated for each employee in terms of Base Pay and/or Bonus. Paypool manager verifies the performance payout data reflected on the Summary Report.

10 SEP 99 Finalized Summary Report information will be sent electronically to NECPOC. CPAC will send completed hardcopy Appraisal Forms to NECPOC for filing in Official Personnel Folder (OPF).

12 SEP 99 NECPOC to run Quality Control Checks on Summary Report.

26 SEP 99 Effective date of payouts.

NOTE: Specific requirement reflected above must be completed NLT date indicated to ensure timely processing utilizing FY99 monies.

This timeline will be adjusted should paypool information be turned in to the CPAC earlier.