

**Project No. 35723, 2019 Annual Pay Raise
Process Improvements
November 9, 2018**

1. Customers with “no” special pay raise requests for 2019, will not be required to submit Agency Requirements/TMGT Tables Forms for 2019.

- This process improvement is being implemented to eliminate the large volume of unnecessary forms being received from agencies.
- The majority of the Agency Requirements/TMGT Tables Forms received in the past included Agency requirements that are already programmed in NFC’s system as being automatically processed by NFC or automatically bypassed by NFC. As stated in the Annual Pay Raise Bulletin, NFC will perform these actions by default. Therefore, the Agency approved POC will only be required to send an email to the Annual Pay Raise mailbox, Annual.PayRaise@nfc.usda.gov, indicating “NO FORMS, NO SPECIAL PROCESSING FOR 2019 PAY RAISE” in the body of the email, with Subject: Project #35723, NO CHANGE for Dept/Agency for 2019 Pay Raise.
- An NFC Control Number will be issued for tracking purposes.

2. Customers with special requirements/letters/memos MUST include the information in Section G, Special Requirements, of the Agency Requirements/TMGT Tables Form to be processed. Supporting documentation will no longer be accepted as separate documents submitted along with the Agency Requirements/TMGT Tables Form.

- This process improvement is being implemented to avoid processing errors, such as incomplete Agency Requirements/TMGT Tables Forms and missing requirements.
- Agency special requirements and any additional instructions (i.e., agency letters and agency memos, etc.) can no longer be submitted as separate documents along with the Agency Requirements/TMGT Tables Form.
- Since Section G, Special Requirements, of the Agency Requirements/TMGT Tables Form does not have a limit for the amount of text being entered, all agency requirements and special processing instructions MUST be typed or copied into Section G.
- During NFC processing activities in January, this will be very helpful for the Requirements Team and programmers to be able to review all Agency requirements and instructions in one document.