



National Finance Center CAPPS Notification

2019 Annual Pay Raise Project (#35723)

October 15, 2018

Dear Customer:

The 2019 Annual Pay Raise is quickly approaching and it is time to start our coordinated efforts. The National Finance Center (NFC) has not received official notification from the Office of Personnel Management regarding a January 2019 pay increase for Federal employees, but we must be prepared to begin work on short notice. This process has been assigned NFC Project Number 35723 for tracking purposes.

Attached is the *2018 Annual Pay Raise-Agency Contacts List* for your review. Also attached is the 2019 Annual Pay Raise-Agency Contact Information Form to be completed if you wish to change or add new contacts for your agency. Please submit the completed form to the pay raise mailbox at Annual.Payraise@nfc.usda.gov by Friday, November 2, 2018.

The tentative timeline for pay raise activities for the next 30-days is as follows:

- October 15, 2018 – The “*2018 Pay Raise Agency Contacts List*” will be sent to the 2018 points of contact, as well as the CAPPS community for review.
- November 2, 2018 – Customers should submit any point of contact updates to the pay raise mailbox at Annual.Payraise@nfc.usda.gov.
- November 12, 2018 (week of) –
 - The 2019 pay raise project documents (i.e., the pay raise kickoff package) will be released to all customers and the CAPPS community.
 - NFC will conduct the 2019 kickoff meeting with customers to review the pay raise project documents and identify changes implemented for 2019 to ensure a successful implementation.

Please submit any questions to the pay raise mailbox at Annual.Payraise@nfc.usda.gov.

Thank You,

2019 Annual Pay Raise Team

Attachments