2023-2024 PDP Performance Timeline

1 JUN 2024	**G1 sends email to workforce informing PAT will be requesting Employee's accomplishments 15 June. Recommend compiling accomplishments early.**
15 JUN 2024	**PAT sends notification to Employee to submit accomplishments.**
21 JUN 2024	**Rater reviews accomplishments and completes Performance Review Meetings.**
30 JUN 2024	**End of the Annual Performance Rating Cycle.**
0 JUL 2024	**All Supervisor Bonus must be processed with effective date of 1 JUL 2024**
01 JUL 2024	**Beginning of Rating Cycle (1 JUL 2024 to 30 JUN 2025).**
12 JUL 2024	**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) in PAT. Total Dollar Value of Shares, Base Increase/Bonus sections of Performance Appraisal are left blank. Senior rater reviews, signs, and may provide optional comments. Rater informs ratee of his/her appraisal during evaluation feedback meeting.**
15 JUL 2024	**Pay Pool Managers verify and review all appraisals in PAT. Pay Pool Managers provide Commander/Director with memorandum certifying that all appraisals for their pay pool have been completed and reviewed for administrative accuracy. Command/Director and Summary Spreadsheet will be uploaded to the SharePoint https://mrdc-intranet.health.mil/performancemanagement/SitePages/Home.aspx**
15 JUL 2024	**Locality Pay Cap Decision memo due to G1**
18 JUL 2024	**MRDC verifies that all performance appraisals have been completed in PAT. MRDC provides the Summary Spreadsheets to the Evaluation Payout System (EPOS) operator.**
22 JUL 2024	**EPOS operator calculates performance payout data and provides MRDC with a Summary Report reflecting performance payout data to include: Employee Name, SSN, Total Dollar Value of Shares, Base Increase/Bonus determinations.**
24 JUL 2024	**MRDC completes review of the Summary Report and sends it to the respective Pay Pool Manager for review of the Dollar Value of a Share and the amount of payout designated for each employee in terms of Base Pay and/or Bonus.**
29 JUL 2024	**Pay Pool Manager verifies the performance payout data reflected on the Summary Report, identifies any required corrections, and forwards them to MRDC.**
31 JUL 2024	**The Summary Report information (camera-ready copy) is finalized by the EPOS operator, and G-1 forwards the report electronically to Processing Division.**
NLT 1 AUG 2024	**Employee/Rater/Senior Rater complete new Performance Objective in PAT.**
8 SEP 2024	**Effective date of the Mass Pay for Performance payouts. NOTE: Employee must be a current MRDC Lab Demo civilian at the time of payout to receive the payout.**
12 SEP 2024	**POA RPAs Submitted to CPAC; all bonuses processed before 22 SEP 2024 w/ effective date of 22 SEP 2024.**
13 SEP 2024	**CHRA, Functional Automation Branch completes final quality control check on Summary Report and processes payouts.**
22 SEP 2024	**Effective date of Pay Out Above**
NLT 24 JAN 2025	**Completion of Mid-Points**

SPECIAL NOTE: Specific requirements reflected above must be completed. The schedule dates are NLT dates that must be met to ensure timely processing utilizing FY24 monies.