



## National Finance Center CAPPS Notification

# 2025 Annual Pay Raise Project (#76401)

October 15, 2024

Reference Number: NFC-1728491680

Dear Customer,

The 2025 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 (OPM) regarding a January 2025 pay increase for Federal employees, but we must be prepared to begin work on short notice. This process has been assigned NFC Project Number 76401 for tracking purposes.

Attached is the 2024 Annual Pay Raise-Agency Contacts List for your review. Also, attached is the 2025 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@usda.gov](mailto:Annual.Payraise@usda.gov) by Friday, November 1, 2024.

Please ensure that your Agency contacts are knowledgeable of NFC's annual pay raise process. A training session, for Agency contacts only, will be held at a later date. This training session will cover the submission of agency-specific requirements, including agency-specific batch TMGT updates.

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

- October 15, 2024 – The “2024 Annual Pay Raise-Agency Contacts List” will be sent to the 2024 points of contacts, as well as the Committee for the Agriculture Payroll/Personnel System (CAPPS) community for review.

- November 1, 2024 – Customers should submit any points of contact updates to the pay raise mailbox at [Annual.Payraise@usda.gov](mailto:Annual.Payraise@usda.gov), using the “2025 Annual Pay Raise-Agency Contact Information Form.”
- November 18, 2024 (week of) –
  - The 2025 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 2025 kickoff meeting with customers to review the 2025 pay raise project documents to ensure a successful implementation.

Please submit any questions to the pay raise mailbox at [Annual.Payraise@usda.gov](mailto:Annual.Payraise@usda.gov).

Thank You,  
2025 Annual Pay Raise Team