

## memorandum

DATE: 19 May 1980

REPLY TO  
ATTN OF: NRFC FSP12121/FL Ser 835

VIA: FSP121, FS

SUBJECT: Outstanding Performance for Karen Bittorf for rating period 1 May 1979  
to 30 April 1980 in the amount of \$464.00

TO: Chairperson, NRFC Awards and Performance Rating Committee

1. It is recommended that an Outstanding Performance Rating be approved for Miss Karen Bittorf, Accounting Technician, GS-525-7 for excellent performance of duties.
2. Karen Bittorf is an Accounting Technician in the Procurement Appropriation Disbursement/Closeout/Reconciliation/ADP Division/Procurement Appropriation Accounting Department, Navy Regional Finance Center.
3. The Journal Voucher Report (JVR) as established for the Procurement Department's LK System reflects Unofficial Undistributed expenditures. Due to the intricacies of the Procurement Accounting Reporting System (PARS) many erroneous entries appear on the monthly JVR. Ms. Bittorf received for a three (3) month average, 1250 entries in comparison to 925 received by other employees. This was a 25% higher transaction volume of incoming errors. This increased workload was handled by Miss Bittorf efficiently and professionally. Ms. Bittorf's alertness and persistent efforts proved beneficial because she identified and assimilated relevant data factors in job related situations and properly applied misapplied and unidentified payments to the proper documents, initiated correspondence to insure that source documents were changed to avoid future errors so that these unofficial undistributed disbursements could be reduced and therefore, produce a more realistic unpaid obligation amount. As a result, Ms. Bittorf has reduced her JVR items by 34% in excess of the 1250 received.
4. Ms. Bittorf displayed her resourcefulness in commitments and initiated correspondence/messages/telephone calls to Field Activities and Disbursing Officers (NRFC/Defense Contract Administration Services) in the reconciliation of obligation and expenditures on all types of contractual and non-contractual documents and her adaptability with rapidly changing situations enabled her to render assistance, verify all possible courses of action and make decisions under adverse circumstances with little assistance from her supervisor.
5. Ms. Bittorf displays her expertise continuously and has been called upon repeatedly by the Department Head to assist in many special tasks that enabled the Branch to accomplish it's mission in a timely manner. Her services have been most cooperative as well as being invaluable to all concerned and has far exceeded her performance level as a GS-525-7.



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OPTIONAL FORM NO. 10  
(REV. 7-76)  
GSA FPMR (41 CFR) 101-11.6  
5010-112

★ GPO : 1978 O - 261-647 (3523)

6. Ms. Bittorf establishes and maintains harmonious relationship with personnel at all levels of the Navy wide Accounting and Finance Activities and, in addition, maintained the respect and trust of all employees with whom she has associated and with whom she assisted.

7. Ms. Bittorf with her expertise and ability, willingly accepts new tasks and interfaces them with her current duties. John Aiken once said and I quote "nothing is such an obstacle to the production of excellence as the power of producing what is good with ease and rapidity", and this I feel displays Ms. Bittorf's outstanding performance during the past year and I am confident her outstanding level of performance will be carried on in the future.

A handwritten signature in cursive script, reading "Frances T. Lloyd". The signature is written in dark ink and is positioned above the printed name and title.

FRANCES T. LLOYD  
Supervisor