

## **SECTION G TIME-IN-LEVEL**

**I. INTRODUCTION** . A Demonstration Project promotion action is intended to document and reward an individual employee's progression from one broad range of skill, knowledge, ability, and responsibility to another. These broad ranges are defined as pay levels in the appropriate Demonstration Project Classification System (WebPAC).

The Demonstration Project Plan as approved by the Office of Personnel Management and codified in 1995, provides a minimum 1-year regulatory time-in-level (TIL) requirement before a promotion can occur to the next level (except in the case of movement from Level A to Level 1 and DG-1 to DG-2, where there are no regulatory time requirements). Because of the broad bands containing two or more GS grades, somewhat longer minimum administrative TIL promotion guidelines were established by NAWCWD where appropriate.

**II. TIL TYPES** For the purposes of determining an individual's eligibility to move from one Demo level to another one must review two categories of TIL:

1. Regulatory minimum requirement, and
2. NAWCWD minimum administrative guidelines.

Both categories of TIL are important, however for the purpose of determining an individual's legal eligibility for movement from one Demo level to another one must review to see if the regulatory requirement has been met first. If an individual has not met the regulatory requirement, they are not eligible for promotion from one Demo level to a higher Demo level. As shown in enclosure (1), the regulatory minimum is twelve months time in a Demo level to be eligible to move to the next Demo level (except in the case of movement from Level A to Level 1 and DG-1 to DG-2, where there are no regulatory time requirements). Any promotion action occurring within the NAWCWC minimum administrative TIL guideline would be considered exceptional and would necessitate approval from Level 2 managers or above. A promotion beyond NAWCWD minimum TIL guideline would not be considered exceptional. The NAWCWD administrative guidelines are exactly that, and times shown should not be construed as an employee right to promotion

**III. ELIGIBILITY WITHIN CAREER PATHS** The following examples discuss how to determine if an individual meets the twelve month regulatory requirement to move from one Demo level to the next higher Demo level within their current career path, (e.g. DG-3 to DG-4 or DA-2 to DA-3). Examples also show how time as a GS employee counts toward the twelve month regulatory requirement. Enclosure (2) shows the possible distribution of Demo levels or GS grades which are creditable toward meeting the twelve month requirement for all Demo levels.

**ONE YEAR IN A DEMO LEVEL** One year spent at a given Demo level meets the regulatory requirement of twelve months and indicates that an individual is eligible to move to the next higher Demo level within their current career path (e.g. DG-3 to DG-4; DA-2 to DA-3).

3/15/2000 to 3/15/2001 as a DG-3	<u>12 months credit</u>
	12 months total credit

**DEMO & GS TIME COMBINED** A combination of Demo time and GS time is creditable toward meeting the twelve month regulatory minimum. For GS time to be creditable toward a higher Demo level, the GS time must have been at the GS grade just below the threshold GS grade in the Demo level that the employee is moving to.

In the following example the GS time is both creditable and necessary for this individual's eligibility to move from DG-3 to DG-4.

3/15/1997 to 9/15/1999 as a GS-6	No credit
9/16/1999 to 3/16/2000 as a GS-7	6 months credit
3/17/2000 to 9/17/2001 as a DG-3	<u>6 months credit</u>
	12 months credit

In this example this individual only has six months as a DG-3 and needs an addition six months to meet the twelve months regulatory minimum TIL. The six months spent as a GS-7 is creditable because it was at the GS grade just below the threshold GS grade of DG-4 which is GS-8. The time as a GS-6 is not creditable because it does not meet normal time-in-grade restrictions under the General Schedule regulations.

**There will be cases when GS time is not spent at the GS grade just below the threshold GS grade of the new Demo level and it will be creditable TIL.**

**NOTE: When reviewing GS time use the following steps to determine whether the time is creditable or not:**

- 1. Identify the threshold GS grade of the Demo level you are attempting to move the employee to.**
- 2. Determine if this threshold GS grade represents a one or two grade interval situation. DG and DT career paths will present entirely one grade interval situations. DA, DS and DP will present two grade interval situations up through the GS-11 level and then will convert to one grade interval situations beyond the GS-11.**
- 3. If your threshold grade is a one grade interval situation then the GS time must have been spent at the next lower GS grade in the General Schedule. If your threshold grade is a two grade interval situation then the GS time may have been spent at any combination of the next one or two grades below the threshold grade in the General Schedule.**

The following four examples are presented to show how to use the above approach.

**TWO GRADE INTERVAL SITUATION, DEMO & GS TIME.** Individual has applied to an advertisement for a DA-2 position.

3/15/1998 to 3/15/1999 as a GS-5	No credit
3/16/1999 to 3/16/2000 as a GS-6	No credit
3/17/2000 to 8/17/2000 as a GS-7	5 months credit
8/18/2000 to 1/18/2001 as a DA-1	<u>5 months credit</u>
	10 months credit

This individual has applied to a position with a threshold GS grade of GS-9, representing a two grade interval situation. Time spent at GS-8 or GS-7 is creditable toward the twelve months regulatory requirement because there is no GS-8 position in the normal line of progression within the DA career path. In this situation you can credit time spent at one and two grades below the threshold GS grade identified as GS-9. The individual in this example needs an additional two months as a GS-7 or DA-1 before they meet the twelve months regulatory requirement. This individual is currently ineligible for promotion to the DA-2 grade level.

**ONE GRADE INTERVAL SITUATION, DEMO & GS TIME.** Individual has applied to an advertisement for a DP-3 position.

3/15/1999 to 3/15/2000 as GS-9	No credit
3/16/2000 to 10/16/2000 as a GS-11	7 months credit
10/17/2000 to 1/17/2001 as a DA-3	<u>3 months credit</u>
	10 months total

This individual has applied to a position with a threshold GS grade of GS-12, representing a one grade interval situation. Time spent as a GS-9 is not creditable because it is not one grade below the threshold GS grade identified as GS-12. The applicant did not have GS-10 time, but even if they had, it would not have been creditable because it also is more than one grade below the threshold GS grade identified. Only time spent as a GS-11 would be creditable toward the twelve month regulatory requirement because it is the next lower grade in the General Schedule. Time as a DA-3 is creditable toward the regulatory TIL requirement. In this example the individual has only ten months of creditable time and is not eligible for the DP-3 position.

**TWO GRADE INTERVAL SITUATION, GS TIME ONLY.** Individual has applied to an advertisement for a DA-3 position.

3/15/1999 to 3/15/2000 as a GS-9	12 months creditable
3/16/2000 to 9/16/2001 as a GS-10	<u>6 months creditable</u>
	18 months total

This individual has applied to a position with a threshold GS grade of GS-11, representing a two grade interval situation. Time spent as a GS-9 or GS-10 is creditable because you may credit time at one or two grades below the threshold GS grade identified for this DA-3 position as GS-11. The type of work performed by the applicant at the GS-9 and the GS-10 positions is not being reviewed at this time, current review is time-in-grade/time-in-level review only. **Type of work performed is a qualification issue and is to be reviewed separately.**

**ONE GRADE INTERVAL SITUATION, DEMO & GS TIME.** Individual has applied to an advertisement for a DT-3 position.

3/15/1999 to 3/15/2000 as a GS-8	No credit
3/16/2000 to 3/16/2001 as a GS-9	No credit
3/17/2001 to 9/17/2001 as a GS-10	6 months credit
9/18/2001 to 12/18/2001 as a DT-2	<u>3 months credit</u>
	9 months total

This individual has applied to a position with a threshold GS grade of GS-11, representing a one grade interval situation. Their time as a GS-8 and as a GS-9 is not creditable because it is not one grade below the identified threshold GS grade of GS-11. Only the GS time as a GS-10 is creditable in this case because it is one grade below the threshold GS grade of the DT-s level. The three months as a DT-2 are creditable along with the GS-10 time totaling nine months time in level. This individual is not eligible for the DT-3 position.

**SUMMARY ELIGIBILITY BETWEEN CAREER PATHS.** Time spent in a Demo level within a given career path is creditable toward meeting the twelve month regulatory TIL requirement to move to the next higher Demo level (e.g. Three months in the DA-2 level is creditable toward meeting the regulatory twelve months requirement to become a DA-3). GS time-in-grade (TIG) can be credited depending on the situation. For GS TIG to be creditable toward a higher Demo level the GS TIG must have been spent at the GS grade just below the threshold GS equivalent grade in the higher Demo level for a one grade interval situation. For a two grade interval situation the GS TIG may have been spent at both one or two grade below the threshold grade identified for the higher Demo level. A combination of Demo TIL and GS TIG can be creditable toward meeting the twelve months Demo TIL regulatory requirement.

**NOTE:** GS TIG at any GS grade leveling the lower payband is creditable towards NAWCWD administrative TIL. This differs from the regulatory TIL requirement where TIG must be at the GS grade level just below the threshold GS equivalent grade of the higher Demo level.

**IV. ELIGIBILITY BETWEEN CAREER PATHS.** The following section provides techniques and examples to assist in determining TIL eligibility for movement between career paths, (DG, to DA, DS to DT, etc.). The same general rules apply to between-career-path moves that apply to within-career-path moves. Specifically, the

one grade interval and two grade interval criteria prescribed above must be applied in a like fashion to between-career-path moves. When making TIL determinations between career paths the following procedures will assist you.

1. Identify the Demo levels you are attempting to move the employee from and to (e.g. DT-1 to DS-2).
2. Identify the highest GS grade of the individual's current pay band. (e.g. DT-1, highest GS grade is GS-7).
3. Identify the threshold GS grade of the targeted Demo level. (e.g. DS-2, threshold GS grade is GS-9).
4. If the threshold GS grade in the new level represents a one grade interval situation, the grade identified in step 2 must be the next lower grade in the GS system. If the time is at the next lower GS grade it is creditable toward meeting the one year regulatory TIL requirement. If your threshold GS grade in the new level represents a two grade interval situation, the grade identified in step 2 may be one or two grades below the threshold grade identified. If the time is at one or two grades below the threshold grade identified, it is creditable toward the one year regulatory TIL requirement.

The following four examples illustrate the above approach.

**ONE GRADE INTERVAL SITUATION, DEMO & GS TIME.** Individual has applied to an advertisement for a DT-2 position.

3/15/1999 to 3/15/2000 as a GS-5	No credit
3/16/2000 to 3/16/2001 as a GS-6	No credit
3/17/2001 to 10/17/2001 as a DG-2	<u>No credit</u>
	No credit

Individual's current Demo level is DG-2. The highest GS grade of this level is GS-6. The Demo level of the position, for which the individual has submitted an application is DT-2. The threshold GS grade of the DT-2 level is GS-8, representing a one grade interval situation. Because the GS-6 grade is not the next GS grade below the identified threshold GS grade of GS-8, the time spent as a DG-2 is not creditable toward the one year regulatory TIL requirement to the DT-2 level. Additionally, the time spent as a GS-6 is not creditable for the same reason. Therefore, this individual is not eligible for this position.

**TWO GRADE INTERVAL SITUATION, DEMO & GS TIME.** Individual has applied to an advertisement for a DA-2 position.

3/15/1998 to 3/15/1999 as a GS-5	No credit
3/16/1999 to 3/16/2000 as a GS-6	No credit
3/17/2000 to 1/17/2001 as a DG-3	<u>10 months credit</u>
	10 months credit

Individual's current Demo level is DG-3. The highest GS grade of this level is GS-7. The Demo level of the position, for which the individual has submitted an application is DA-2. The threshold GS grade of the DA-2 level is GS-9, representing a two grade interval situation. Because the GS-7 grade is two GS grades below the identified threshold GS grade of GS-9 it is creditable in this two grade interval situation. This individual has ten months of creditable DG-3 time toward the one year regulatory TIL requirement to become a DA-2. **It is important to note here that this DG-3 time is creditable for purposes of TIL only and qualifications should be reviewed separately.** This individual's GS-6 time-in-grade is not creditable because it is more than two grades below the threshold grade identified of GS-9. This individual is not eligible for this position with only ten months creditable TIL.

**ONE GRADE INTERVAL SITUATION, DEMO & GS TIME.** Individual has applied to an advertisement for a DP-3 position.

3/15/1998 to 3/15/1999 as a GS-9	No credit
3/16/1999 to 3/16/2000 as a GS-10	No credit
3/17/2000 to 1/17/2001 as a DT-2	<u>No credit</u>
	No credit

Individual's current Demo level is DT-2. The highest GS grade of this level is GS-10. The Demo level of the position, for which the individual has submitted an application is DP-3. The threshold GS grade of the DP-3 level is GS-12, representing a one grade interval situation. Because the GS-10 grade is not the next GS grade below the identified threshold GS grade of GS-12, the time spent as a DT-2 is not creditable toward the one year regulatory TIL requirement to the DP-3 level. Additionally, the time as a GS-10 is not creditable for the same reason. This individual does not meet TIL for this position.

**TWO GRADE INTERVAL SITUATION, DEMO & GS TIME.** Individual has applied to an advertisement for a DS-3 position.

3/15/1998 to 3/15/1999 as a GS-7	No credit
3/16/1999 to 3/16/2000 as a GS-8	No credit
3/17/2000 to 1/17/2001 as a DG-4	<u>10 months credit</u>
	10 months credit

Individual's current Demo level is DG-4. The highest GS grade of this level is GS-9. The Demo level they have applied to is DS-3. The threshold GS grade of the DS-3 level is GS-11, representing a two grade interval situation. Because the GS-9 grade is two grades below the identified threshold grade of GS-11, the time spent as a DG-4 is creditable toward the one year regulatory TIL requirement. The GS-8 is more than two grade below the threshold and therefore is not creditable. This individual is not eligible for this position with only ten months creditable TIL.

**SUMMARY ELIGIBILITY BETWEEN CAREER PATHS.** When determining eligibility between career paths you must identify the highest equivalent GS grade of the current Demo level and the threshold equivalent GS grade of the target Demo level. Determine if the situation is a one grade interval situation or a two grade interval situation. For a one grade interval situation, the identified highest GS grade in the current Demo position must be the next lower grade in the GS system below the identified threshold grade of the target level. For a two grade interval situation, the identified highest equivalent GS grade of the current Demo level may be two grades below the threshold grade identified in the target level.

**V. CREDITING WAGE GRADE TIME TO TIL.** Wage Grade candidates for Demo positions are not subject to time-in-grade restrictions and can be selected to fill any position for which they meet qualifications. The following procedures will be necessary when a current Demo employee is seeking a higher Demo level and his/her previous wage grade time is used as creditable time towards meeting Demo TIL requirements.

1. Identify the applicant's current Demo level and calculate the number of months spent in that level.
2. Identify the applicant's FWS grades held and the amount of time spent at these grades.
3. Using historical pay scales for GS and FWS pay systems, determine the representative rates in effect when the FWS service was performed. FWS representative rate is step two and GS representative rate is step four. (Historical pay scales are available in the payroll office).
4. Multiply the FWS representative rate by 2087 to give you an annualized rate of pay.
5. Compare this annualized FWS representative rate to General Schedule representative rate (step four of basic pay). The highest GS grade whose representative rate does not exceed the representative rate of a position by more than one FWS within grade increase is the equivalent GS grade for that position.
6. Using the procedure for crediting GS time indicated in section III above, determine if the FWS time is creditable toward the TIL requirements.