

U.S DEPARTMENT OF AGRICULTURE
WITHIN-GRADE INCREASE RECORD

PART 1. Employee Information

NAME <i>(Last, first, middle initial)</i>	AGENCY/DIVISION			DATE WGI WAITING PERIOD BEGAN
OFFICIAL TITLE	PAY PLAN	SERIES	GRADE/STEP	WGI ELIGIBILITY DATE
DUTY STATION CITY	STATE	LAST FOUR SSN		WGI APPROVAL <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> DELAY

LEVEL OF COMPETENCE DETERMINATION FOR WITHIN-GRADE INCREASE

INSTRUCTIONS TO SUPERVISOR: The above-named employee will meet the time requirements for a WGI on the eligibility date. Approval of the WGI depends upon your determination as the supervisor whether the employee's performance is at an acceptable level of competence.

Complete Part 2, 3, or 4, as appropriate, to indicate whether the WGI is approved, delayed, or denied.

PART 2. Approve the WGI

☐ AN ACCEPTABLE LEVEL OF COMPETENCE. I personally have considered the work of the above-named employee and find their performance to be at or above the fully successful level for all elements defined in the employee's current performance plan. I certify the employee's work to be of an acceptable level of competence within the meaning of 5 U.S.C. 5335.

Select one of the following:

- ☐ The most recent rating of record, which is not more than 1 year old, is at or above Fully Successful.
(If the rating is more than 1 year old, an out-of-cycle rating must be completed.)
- ☐ The most recent rating or record is below Fully Successful (an out-of-cycle rating must be completed).

SUPERVISOR'S NAME	SUPERVISOR'S SIGNATURE	DATE
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PART 3. Delay the WGI

Select one of the following:

☐ DELAY IN DETERMINATION. A determination that the work of the above-named employee is at an acceptable level of competence cannot be made because:

- The employee has not received a rating of record during the within-grade waiting period, and
- The employee has not had the minimum period of time to demonstrate acceptable performance on the elements in their current performance plan to permit a rating of record.

The determination will be made once the employee has completed the minimum appraisal period under the performance plan of their current position. If, following the delay, the employee's performance is determined to be at an acceptable level of competence, a rating of record reflecting Fully Successful performance will be produced, and the within-grade increase will be granted retroactively to the beginning of the pay period following completion of the applicable waiting period.

☐ DELAY IN DETERMINATION. A determination that the work of the above-named employee is at an acceptable level of competence cannot be made because:

- The employee has not received a rating of record during the within-grade waiting period, and
- The employee has not been informed of the specific requirements for performance at an acceptable level of competence in their current position.

The employee will be placed on a performance plan within 15 days of the signature date of this Part, and a determination will be made once the employee has completed the minimum appraisal period. If, following the delay, the employee's performance is determined to be at an acceptable level of competence, a rating of record reflecting Fully Successful performance will be produced, and the within-grade increase will be granted retroactively to the beginning of the pay period following completion of the applicable waiting period.

SUPERVISOR'S NAME	SUPERVISOR'S SIGNATURE	DATE
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If the employee's performance is acceptable after performing under the performance plan for 90 days, complete the information below:

☐ AN ACCEPTABLE LEVEL OF COMPETENCE. I personally have considered the work of the above-named employee performed since the initial delay of the WGI, and have determined the employee has now demonstrated acceptable performance (i.e., at or above the Fully Successful level for all elements defined in the employee's current performance plan.) I certify the employee's work to be of an acceptable level of competence within the meaning of 5 U.S.C. 5335.

SUPERVISOR'S NAME	SUPERVISOR'S SIGNATURE	DATE
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PART 4. Disapprove the WGI

☐ NOT AN ACCEPTABLE LEVEL OF COMPETENCE. I have personally considered the work of the above-named employee and find performance does not meet the Fully Successful level, as defined in the employee's current performance plan, in one or more critical elements.

A. Select one of the following to indicate the status of the Demonstration Opportunity:

- ☐ The supervisor is working with the Human Resources Office to establish a Demonstration Opportunity.
- ☐ The employee is currently on a Demonstration Opportunity.
- ☐ The employee has recently failed to demonstrate acceptable performance on a Demonstration Opportunity.

B. Select one of the following to indicate the status of the most recent rating of record:

- ☐ The most recent rating of record, which is not more than 1 year old, is below Fully Successful
- ☐ The most recent rating of record, which is not more than 1 year old, is at or above Fully Successful
Note: an out-of-cycle rating must be completed
- ☐ The most recent rating of record is more than 1 year old
Note: an out-of-cycle rating must be completed

C. The employee must be notified, in writing:

- That the upcoming WGI will be denied;
- The reasons the WGI will be denied;
- What the employee must do to demonstrate acceptable performance in order to be granted a WGI; and
- The right to request reconsideration within 15 days after receiving the notification

Select one of the following to indicate the employee notification status

- ☐ The employee has already been notified.
- ☐ The employee will be notified within 10 calendar days.
Once the employee has been notified, initial and date here:

SUPERVISOR'S INITIALS	DATE
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SUPERVISOR'S NAME	SUPERVISOR'S SIGNATURE	DATE
REVIEWING OFFICIAL'S NAME	REVIEWING OFFICIAL'S SIGNATURE	DATE

If the employee requests a reconsideration, complete this section by selecting one of the following:

- ☐ At the employee's request, I have reconsidered the employee's performance during the specified waiting period. I have determined the performance was at or above the Fully Successful level for all elements defined in the employee's performance plan. I certify the employee's work to be on an acceptable level of competence within the meaning of 5 U.S.C. 5335. The WGI will be effected on the original due date.
- ☐ At the employee's request, I have reconsidered the employee's performance during the specified waiting period and have determined their performance did not meet the acceptable level of competence requirement. The initial determination is therefore sustained and the employee has been notified in writing.

REVIEWING OFFICIAL'S NAME	REVIEWING OFFICIAL'S SIGNATURE	DATE
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Complete this section if the employee demonstrates acceptable performance during the Demonstration Opportunity:

- ☐ AN ACCEPTABLE LEVEL OF COMPETENCE. I have considered the work of the above-named employee performed since the initial denial of the WGI, and have determined the employee has now demonstrated acceptable performance (i.e., at or above the Fully Successful level for all elements defined in the employee's current performance plan.) I certify the employee's work to be of an acceptable level of competence within the meaning of 5 U.S.C. 5335.

A new rating of record has been granted that documents performance at or above the Fully Successful level for all elements. The effective date of the WGI will be the first day of the first pay period following this certification.

SUPERVISOR'S NAME	SUPERVISOR'S SIGNATURE	DATE
REVIEWING OFFICIAL'S NAME	REVIEWING OFFICIAL'S SIGNATURE	DATE