	DEPARTMENT OF				
	N-GRADE INC	REASE REC	JORD		
PART 1. Employee Information	A C ENCY/DIVIS	NON		DATE WOLWAITING	
NAME (Last, first, middle initial)	AGENCY/DIVISION			DATE WGI WAITING PERIOD BEGAN	
OFFICIAL TITLE	PAY PLAN	SERIES	GRADE/STEP	WGI ELIGIIBILITY DATE	
DUTY STATION CITY STATE	LAST FOUR SS	SN .	-	WGI APPROVAL	NO DELAY
					NO DELAY
INSTRUCTIONS TO SUPERVISOR: The above-named er WGI depends upon your determination as the supervisor w	mployee will meet t	he time require	ments for a WGI o	n the eligibility date.	
Complete Part 2, 3, or 4, as appropriate, to indicate whether	er the WGI is appro	ved, delayed, o	r denied.		
PART 2. Approve the WGI					
AN ACCEPTABLE LEVEL OF COMPETENCE. I performance to be at or above the fully successful employee's work to be of an acceptable level of considerable seven of the following: The most recent rating of record, which is not (If the rating is more than 1 year old, an out— The most recent rating or record is below Full	level for all elements of the second	ents defined in the meaning of ar old, is at or a st be complete	the employee's of 5 U.S.C. 5335. above Fully Succeed.)	current performance	
SUPERVISOR'S NAME	SUPERVISOR'S SIG	GNATURE			DATE
PARTA Palavilla WOL					
PART 3. Delay the WGI					
 DELAY IN DETERMINATION. A determination the cannot be made because: The employee has not received a rating of received. The employee has not had the minimum perior performance plan to permit a rating of record. The determination will be made once the emptheir current position. If, following the delay, the competence, a rating of record reflecting Fully granted retroactively to the beginning of the parameter of the employee has not received a rating of received. The employee has not received a rating of received the employee will be placed on a performance made once the employee has completed the redetermined to be at an acceptable level of contained the within-grade increase will be granted in the second the second the within-grade increase will be granted to the second the within-grade increase will be granted to the second the within-grade increase will be granted to the second the within-grade increase will be granted to the second the within-grade increase will be granted to the second the within-grade increase will be granted to the second the within-grade increase will be granted to the second the within-grade increase will be granted to the second the within-grade increase will be granted to the second the within-grade increase will be granted to the second the within-grade increase will be granted to the second the se	ord during the with dof time to demonstrate to demonstrate the employee's period following the with the work of the employee's requirement of the employee's period following the with the work of the employee's requirement of the minimum appraisal of the employee's a rating the with the employee's requirement of the employee's period following the employee's period f	hin-grade wait nstrate accept ted the minimum formance is difference will be grompletion of above-named hin-grade wait ats for performacys of the signal period. If, for of record refle	ing period, and able performance at an acceptature date of this llowing the delay, ecting Fully Succession and ance at an acceptature date of this llowing the delay, ecting Fully Succession able able and ance at an acceptature date of this llowing the delay, ecting Fully Succession and acceptance at an acceptance at a acc	e on the elements in od under the performat an acceptable level within-grade increating period. In acceptable level table level of composition and a determative employee's personal.	their current mance plan of el of ease will be of competence etence in their ination will be rformance is will be produced,
waiting period. SUPERVISOR'S NAME	SUPERVISOR'S SIG	GNATURE			DATE
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If the employee's performance is acceptable after performance is acceptable after performance. I the initial delay of the WGI, and have determined a Fully Successful level for all elements defined in the acceptable level of competence within the meaning superpoyees NAME.	personally have of the employee has ne employee's cur g of 5 U.S.C. 533	onsidered the now demonst rent performal 5.	work of the abov	e-named employee performance (i.e., a	performed since at or above the ork to be of an
SUPERVISOR'S NAME	SUPERVISOR'S SIG	ĕNATURE			DATE

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	NCE. I have personally considered the work of the above-named emp il level, as defined in the employee's current performance plan, in one				
A. Select one of the following to indicate the st	atus of the Demonstration Opportunity:				
The supervisor is working with the Hu	man 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 st	atus of the most recent rating of record:				
The most recent rating of record, which	h 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 e					
The employee has already been notif					
The employee will be notified within 1 Once the employee has been notified					
SUPERVISOR'S INITIALS DATE					
SUPERVISOR'S NAME	SUPERVISOR'S SIGNATURE	DATE			
REVIEWING OFFICIAL'S NAME	REVIEWING OFFICIAL'S SIGNATURE	DATE			
REVIEWING OFFICIAL'S NAME	REVIEWING OFFICIAL'S SIGNATURE	DATE			
REVIEWING OFFICIAL'S NAME If the employee requests a reconsideration, complete		DATE			
If the employee requests a reconsideration, complete					
If the employee requests a reconsideration, complete At the employee's request, I have reconsidered performance was at or above the Fully Succession.	this section by selecting one of the following: the employee's performance during the specified waiting period. I have full level for all elements defined in the employee's performance plan.	ve determined the I certify the			
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