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# Notice

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CC-2001-035

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June 28, 2001

Upon Incorporation

**Subject:** Personnel Policy Changes

**Cancel Date:** into the CCDM

The Office of Chief Counsel will implement three personnel policy changes that will affect attorney employees. The first personnel policy change will affect the minimum periods for promotion to the next higher grade (time-in-grade requirements). Effective July 1, 2001, the minimum time required to be promoted from grades GS-12 and GS-13 to the next higher grade will be 52 weeks. As current policy prescribes, a promotion will be based on a review of performance and ability by an employee's manager and is not automatic. CCDM (30)423.2 (1) will be changed to reflect the changed personnel policy.

### Current Policy

GS-11: 52 weeks

GS-12: 78 weeks

GS-13: 104 weeks

GS-14: 52 weeks

### New Policy

GS-11: 52 weeks

GS-12: 52 weeks

GS-13: 52 weeks

GS-14: 52 weeks

The second change in personnel policy will reduce the maximum tenure commitment period from 4 years to 3 years. This policy change will affect current as well as future attorney employees. Effective July 1, 2001, the maximum tenure commitment will be three years. Current attorney employees who signed a 4 year tenure commitment will be considered released from the commitment upon completion of three years of employment with the Office of Chief Counsel. CCDM 30.5.4.1 and (30)512.2(5)(e) will be changed to reflect the changed personnel policy.

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