

Within-Grade-Increase (WGI) (Two-Level System)

A within-grade-increase (WGI) is an increase in employee's rate of basic pay by advancement from one step of his/her grade to the next after meeting requirement for length of service and satisfactory performance.

Personnel actions affecting WGIs are generated automatically in the Civilian Personnel Flight unless you have identified a performance problem with the employee, in which case it may be [postponed](#) or [withheld](#).

The following are the waiting periods required to move from one step to the next for General Schedule and Federal Wage System employees.

Waiting Period for General Schedule (GS) (full-time):

- For advancement to steps 2, 3, and 4 - 52 calendar weeks
- For advancement to steps 5, 6, and 7 - 104 calendar weeks
- For advancement to steps 8, 9, and 10 - 156 calendar weeks

Waiting Period for Federal Wage System (WG/WS) (full-time):

- For advancement to step 2, 26 calendar weeks in step 1
- For advancement to step 3, 78 calendar weeks in step 2
- For advancement to step 4 and 5, 104 calendar weeks in step 3 and 4, respectively.