

## Out-of-Cycle Ratings (Two-Level System)

Ratings are normally given only during the [annual rating](#) cycle. There are, however, instances when a rating must be given outside the normal cycle. Out-of-cycle ratings are primarily used when an employee experiences performance problems and his/her performance has deteriorated to less than the "Acceptable" level. They are needed when management is taking action to [postpone or withhold an employee's within-grade-increase](#) (WGI).