ADS Chapter 440

Time-in-Class (TIC) Limitations and Limited Career Extensions (LCEs)

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ADS 440 – Time-in-Class (TIC) Limitations and Limited Career Extensions (LCEs)
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ADS 440 – Time-in-Class (TIC) Limitations and Limited Career Extensions (LCEs)

440.1 OVERVIEW

Effective Date: 12/21/2005

This chapter provides the policy directives and required procedures that govern time-in-class (TIC) Limitations for career Foreign Service (FS) and Senior Foreign Service (SFS) officers and Limited Career Extensions (LCEs) for Senior Foreign Service officers, in accordance with section 607 of the Foreign Service Act, as amended (22 USC sec. 4007). (See **section 607 of the Foreign Service Act, as amended**)

Policy directives and required procedures for Performance Board LCE determinations, promotions, and career tenure are found in ADS 463. See ADS 414 for policies on FS appointments and career tenure. (See **ADS 463, Foreign Service Boards** and **ADS 414, FS Assignments**)

440.2 PRIMARY RESPONSIBILITIES

Effective Date: 12/21/2005

a. The **Administrator of USAID** is responsible for granting or renewing Limited Career Extensions (LCEs) based on the Consolidated Senior Foreign Service (C/SFS) Performance Boards' rank-ordered recommendations.

b. The **Consolidated SFS Performance Board**, or, in the case of the Office of the Inspector General's Foreign Service employees, the Office of the Inspector General (OIG) Performance Board, is responsible for recommending, in rank-order, SFS officers for LCEs from the list of those slated for consideration by the current board.

c. The **Director, Office of Human Resources (OHR)**, is responsible for issuing regulations governing TIC and LCEs. Also, the Director, OHR, has the authority to grant temporary extensions of up to one year under Section 607(d)(2) of the Foreign Service Act of 1980, as amended, except for FS and SFS employees assigned to the Office of the Inspector General (OIG).

d. The **Office of Human Resources, Personnel Operations Division (OHR/POD)** is responsible for establishing and managing the necessary system(s) to administer and implement TIC Limitations that pertain to all career Foreign Service employees in Salary Classes 1 and below, except OIG's employees.

e. The **Office of Human Resources, Executive and Performance Management Division (OHR/EPM)** is responsible for establishing and managing the necessary system(s) to administer and implement TIC Limitations and LCEs that pertain to all career Senior Foreign Service employees, except OIG's Senior Foreign Service employees.

f. The **Office of the Inspector General (OIG)** is responsible for establishing and managing the necessary system(s) to administer and implement TIC Limitations and

LCEs that pertain only to IG's career FS and SFS. The Inspector General has the authority to grant the temporary extensions under Section 607(d)(2) of the Foreign Service Act, as amended, to the IG's Foreign Service employees.

440.3 POLICY DIRECTIVES AND REQUIRED PROCEDURES

Effective Date: 12/21/2005

This section contains the Agency's official policies and procedures governing TIC Limitations and LCEs. The key words in this chapter are:

- Time-in-class (TIC) Limits,
- Cumulative (multi-class) TIC,
- Single-class TIC,
- Mandatory retirement for expiration of TIC limits,
- Limited Career Extensions (LCEs), and
- 607(d)(2) temporary extension.

440.3.1 Objectives of TIC Limitations and LCEs

Effective Date: 12/21/2005

The Foreign Service Act of 1980, as amended, established the framework for the current Foreign Service Personnel system, which is a rank-in-person personnel system modeled on the military. Like the military, rank and promotions attach to the individual and not to the position, as they do in the Civil Service. (The Civil Service is a rank-in-position system.) Central to the Foreign Service personnel system is the concept of "up or out," which requires that career employees be separated from the service if one of the following happens within a specified time period:

- They are not promoted into the SFS, or
- If already in the SFS, they are not promoted to the next higher class.

This time period is called the TIC limitation. The TIC limitation may be time spent in a single class (single-class TIC) or time spent in multiple classes (cumulative TIC). LCEs may be used to permit SFS officers who would otherwise be separated from the service to continue their careers for specified periods of time.

The purpose of these regulations is to support the steady flow of personnel up through the ranks and into the SFS while balancing this need against the need to retain the experience and expertise of the Agency's most capable career senior employees.

These regulations do not apply to employees on Recall Appointments.

440.3.2 TIC Limitations for Career Employees at Class 1 and Below

Effective Date: 12/21/2005

TIC Limitations apply to all career members of the Foreign Service at salary class 4 (or equivalent) or higher, as shown in the table below. If your salary class at the time of your career appointment was below class 4, then your TIC Limitations begin when you are promoted to FS-4 (or its 1946 Foreign Service Act equivalent). The TIC limitation is the time period in which you must be promoted into the SFS. If you are not promoted into the SFS by the date your TIC limitation expires, you will be subject to mandatory retirement. (See **ADS 440.3.2.1**)

Employee's Salary Class on Date of Career Appointment	**TIC Limitation is the Number of Years from Date of Career Appointment, or Promotion into Class 4, whichever is Later**
FS-1	18 years
FS-2	20 years
FS-3	22 years with one exception. The exception applies to any employee who entered as an International Development Intern (IDI) or New Entry Professional (NEP) and was promoted to FS-3 before being tenured. Under this exception, it is 25 years.
FS-4	25 years
FS-5	Not applicable. TIC applies from date promoted to Class 4.
FS-6	Not applicable. TIC applies from date promoted to Class 4.

In instances where an employee is offered tenure and promoted as a result of the same Performance Board's action, the class of the employee when reviewed by the Board will be considered the class at career appointment.

For the exception at Class 3 to apply, an employee would need to be at the Class 3 rank when the Board met to consider the employee for tenure.

440.3.2.1 Conversion from a Previous Salary Class to a Current Salary Class if FS Career Appointment was Prior to February 15, 1981, the Effective Date of the Foreign Service Act of 1980

Effective Date: 12/21/2005

The Foreign Service Act of 1980, as amended, changed the Foreign Service salary classes. It created the Senior Foreign Service to replace the former FSR-1 and FSR-2 salary classes. Below the SFS, it established salary classes FS-1 down to FS-9.

If you received your career appointment before the effective date of the Foreign Service Act of 1980, which was February 15, 1981, then the conversion chart below applies to you. (See **section 2403 of the Foreign Service Act of 1980, as amended**, for the Act's effective date)

Salary Class Equivalency Table

Salary Class Before	Is Equivalent to Foreign Service Act of 1980, as Amended, Salary Class
FSR-3	**FS-1**
FSR-4	**FS-2**
FSR-5	**FS-3**
FSR-6	**FS-4**
FSR-7	**FS-5**
FSR-8	**FS-6**

440.3.2.2 TIC Calculation

Effective Date: 12/21/2005

All periods of career service in salary classes 4 or higher, including equivalent salary classes, count, unless specifically excluded by ADS 440.3.5 (below). (See **ADS 440.3.5**)

EXAMPLES: If your career appointment was effective on October 3, 1998, and you were in salary class 3 on that date, then your TIC expiration date would be October 3, 2020, 22 years from the date of career tenure. If you were in class 4, not class 3, your TIC expiration date would be October 3, 2023, 25 years from date of career appointment. If you were in salary class 5, not class 4 or 3, then your TIC expiration date would be set when you are promoted into Class 4.

If your career appointment was effective on March 8, 1979 (pre-Foreign Service Act of 1980) when you were in the salary class FSR-5, then your TIC expiration date would be March 8, 2001, 22 years after tenure. This calculation is because old salary class 5 is the same as the current salary class 3. (See **440.3.2.1**)

440.3.3 TIC Limitations for Career Members of the Senior Foreign Service

Effective Date: 12/21/2005

The following TIC Limitations apply to all career employees from the time they entered their current SFS class or attained career SFS status while in their current class.

SFS Class	TIC Limitation
Career Minister (FE-CM)	Four (~~4)~~ years from date promoted into class or date attained SFS career status in class. With the 1995 promotions, all SFS officers promoted into the Career Minister Class will be guaranteed 16 years in the SFS as a career member, including time served on a LCE. If you were a CM on March 25, 2005 or promoted into this class by the 2005 or 2006 Board, your cumulative time as career member of the SFS is 21 years.
Minister-Counselor (FE-MC)	Five (5) years from date promoted into class or date attained SFS career status in class. Thus the maximum time is 12 years from date promoted into the Counselor Class (FE-OC) or attained career status while in the Counselor class, whichever is LATER. If you were in the MC class on March 25, 2005, or promoted into the class by the 2005 or 2006 Board, then your maximum time (cumulative SFS time) is 14 years in the SFS from date promoted into the Counselor Class (FE-OC) or attained career status while in the Counselor class, whichever is LATER.
Counselor (FE-OC)	Seven (7) years from date promoted into class or attained SFS career status in class, whichever is later.

440.3.3.1 TIC Calculation for SFS Only

Effective Date: 12/21/2005

For time periods that are excluded from TIC calculation, see **ADS 440.3.5.** Otherwise, all time spent in class and while a career SFS member counts, including time spent on LCE(s) when determining an employee's TIC date. In 2005, an interim policy took effect. It applies to all career SFS on board as of March 25, 2005 and anyone promoted into or within the SFS by the 2005 and 2006 Boards. The policy is covered in the table

above and the Agency will review it, after the decisions of the 2006 Board are known, to determine whether it should be continued.

EXAMPLES:

- If you were promoted to Counselor (FE-OC) on November 14, 1998, your TIC expiration date would be November 14, 2005.

- If you were promoted to Counselor on April 10, 1991, and then were promoted to Minister-Counselor (FE-MC) on October 25, 1996, your TIC expiration date would be April 10, 2003. This is because you completed 12 years in the Senior Foreign Service and were an FE-MC. If you then got an LCE that expired on April 10, 2006, and thus were a career employee on March 25, 2005, under the interim policy your TIC date would change to April 10, 2005, i.e., 14 years in the SFS for FE-MCs, but your LCE expiration date would remain April 10, 2006 because the interim policy did not extend LCE expiration dates.

- If you were promoted into the Senior Foreign Service on April 24, 1990, and were promoted into the Career Minister class (FE-CM) on October 20, 2001, then your TIC expiration date would be April 24, 2006, because it is 16 years after you were promoted into the SFS. If, on March 25, 2005, you were a career employee, your TIC date would change to April 24, 2011.

440.3.3.2 Special Calculation for Those Promoted to Career Minister Who Have Served On LCEs for Four or Five Years at the Minister-Counselor Level

Effective Date: 12/21/2005

In the rare case of an employee being promoted to Career Minister after serving four or five years on an LCE while in the Minister-Counselor class, the following applies. Four LCE years will count towards the Career Minister TIC limitation and the officer must immediately be considered for an LCE. The fifth year on an LCE as a Minister-Counselor counts as LCE time while in the Career Minister class and reduces the officer's maximum allowable LCE time to four years as Career Minister.

440.3.4 LCEs for Career Members of the Senior Foreign Service

Effective Date: 12/21/2005

Section 607(b) of the Foreign Service Act of 1980, as amended, authorizes the Administrator to grant or renew limited career extensions (LCEs) to members of the Senior Foreign Service who have reached their maximum TIC limit. The Administrator or the Administrator's designee may grant or renew LCEs only in accordance with the Consolidated SFS Performance Board's or the Office of Inspector General Board's rank-order recommendations. (See **ADS 463, Foreign Service Boards**)

440.3.4.1 LCE Time Limits

Effective Date: 12/21/2005

The maximum time on a single LCE is three years. There is no minimum time limit. The maximum allowable time on multiple LCEs while in the same salary class is five years.

440.3.4.2 Career Status While on an LCE

Effective Date: 12/21/2005

You remain a career member of the Senior Foreign Service while serving on an LCE, per Section 607(b) of the Foreign Service Act of 1980, as amended. This means that you continue to be eligible for promotion and performance pay, among other things, like any other member of the career Senior Foreign Service.

440.3.4.3 Timing of LCE Consideration

Effective Date: 12/21/2005

The Boards will consider for LCE those SFS officers who have TIC or LCEs expiring anytime during the next calendar year. For example, if your TIC or LCE expires in calendar year 2002, the 2001 Boards will consider you for an LCE. The **only exception** is if you reach the maximum allowable time on multiple LCEs while serving on your current LCE, then you are no longer eligible for LCE consideration. (See **ADS 440.3.4.1**)

440.3.4.4 Withdrawal from LCE Consideration

Effective Date: 12/21/2005

You may withdraw your name from LCE consideration before the Board convenes. To do so, you must submit the request in writing to the Director, M/HR, or the Inspector General, as appropriate (See **ADS 440.2**). Your written request must state that you do not wish to be considered for an LCE. Also, your request must state that you understand that your withdrawal from consideration means the Agency will mandatorily retire you due to expiration of TIC or LCE, unless you voluntarily retire before your TIC or LCE expiration date. If you are not eligible for voluntary retirement and wish to leave the Agency before your TIC/LCE expiration date, the Agency will treat your separation as a resignation and you will not receive an immediate annuity. (See **440.6, Definitions**)

440.3.4.5 Criteria for Granting or Renewing an LCE

Effective Date: 12/21/2005

The Administrator or the Administrator's designee may grant or renew an LCE only when the C/SFS or IG Board has recommended the employee for an LCE and the Administrator or the Administrator's designee determines that one of the following scenarios exists:

a. The LCE is necessary to allow the employee to complete the present tour, provided it is in the Agency's interest to do so. For LCE purposes, overseas

tours are defined as two years for one-tour posts and four years for two-tour posts and Senior Management Group (SMG) positions. For USAID/Washington assignments, all tours, including SMG assignments, are for three years. Or,

b. To retain an employee only in conjunction with a programmatic need of the Agency, where a position or assignment has been identified and

(1) There is a demonstrated severe shortage of personnel in the individual's backstop;

(2) Where an activity is being phased out and hiring a new short-term replacement is inappropriate (where there is a temporary critical need, an LCE need not be for the duration of an entire tour); or

(3) Where a critical need exists for specific skills, expertise, and experience for a particular assignment, while taking into account the effect any such LCE would have on the need to provide a regular and predictable flow of talent through the ranks and into the SFS.

Except with LCEs granted under paragraph b. (above), the Agency will not consider for an onward assignment those with one year or less remaining on their TIC/LCE. The Agency will extend such officers in their present positions to complete their careers.

440.3.5 Time Excluded from the TIC Calculation

Effective Date: 12/21/2005

The following periods are excluded from the TIC calculation:

a. A break in service (for purposes of TIC calculation, a break in service does not include periods during which an employee was seconded to an international organization, with reemployment rights back to USAID's career FS);

b. Periods under a competitive service (civil service) appointment with USAID, but periods of FS career service before and after the competitive service appointment will count;

c. Period(s) for which Section 607(b) of the Foreign Service Act of 1980, as amended, states that OHR or OIG, as appropriate, determines it necessary to correct denial of opportunity for promotional consideration resulting from inadequate or incorrect performance data or administrative error or other appropriate legal reasons;

d. Period(s) identified in any valid order from any administrative or judicial body.

e. Periods spent in Agency sponsored training of one year (12 months) or more;

f. Periods spent under a limited appointment; and

g. Periods served as American Foreign Service Association (AFSA) Vice President for USAID as follows. The TIC waiver only covers the initial two years of the employee's tenure as Vice President for USAID. The Vice President of AFSA must elect the TIC waiver in lieu of Performance Board consideration for promotion. The Chief of the Labor, Employee Relations and Benefits Division (M/LERB) must receive the employee's election in writing within 60 days of the employee's assumption of office. The TIC waiver period commences on the first day the Officer assumes the duties as AFSA Vice President for USAID.

440.3.6 Mandatory Retirement for Expiration of TIC or LCE

Effective Date: 12/21/2005

The Foreign Service Act of 1980, as amended, requires that the Agency mandatorily retire employees whose TIC Limitations or LCEs have expired. This does not mean that the employee is eligible for an annuity. Mandatory retirement for the FS means involuntary separation. It may or may not confer an immediate annuity benefit. (See **ADS 440.3.6.2**)

440.3.6.1 Effective Date of Separation

Effective Date: 12/21/2005

The Agency will make the employee's separation effective on the last day of the month in which the employee's TIC expires. The only exceptions are for:

a. Those granted an LCE or a temporary extension under Section 607(d)(2) of the Foreign Service Act of 1980, as amended; (See **ADS 440.3.7**) In such cases, the separation date is the date that the extension expires.

b. Those serving as Presidential appointees, for example, as Ambassador or Assistant Administrator; (See **ADS 440.3.8**) and

c. Those FS-1 employees who elected entry into the SFS but were not promoted into the SFS before the expiration of their TIC. The Agency will separate the FS-1 employee six months after the adjournment of the Senior Threshold Board **only if** the employee's normal TIC separation date (i.e., the end of the month in which the employee's TIC expires) **occurs earlier than six months** after the Board's adjournment. This postponement of separation constitutes a 607(d)(2) extension covered under ADS 440.3.7. Otherwise, the FS-1 employee's normal separation date applies. (See **ADS 440.3.7**)

440.3.6.2 Annuity Eligibility

Effective Date: 12/21/2005

a. Section 609 of the Foreign Service Act, as amended, provides an immediate annuity to all FS-1 and SFS employees who are mandatorily (involuntarily) retired for expiration of TIC or LCE, even if the employee is not eligible for voluntary retirement.

b. Employees in Class 2 or below who are mandatorily retired for expiration of TIC must meet the voluntary retirement eligibility requirements to qualify for an immediate annuity. If you do not meet the age and service requirements for voluntary retirement, then the Act provides severance pay equal to one month's salary for each year of service, up to one year's salary paid at your current rate. You would also receive a refund of your retirement contributions. In lieu of the severance pay, you may elect to receive a deferred annuity at age 60. In practice, given the length of USAID's TIC Limits, rarely, if ever, would an employee in Class 2 or below not be eligible for voluntary retirement upon expiration of TIC Limits.

440.3.7 Temporary Extensions: 607(d)(2) Extensions

Effective Date: 12/21/2005

The Director, OHR and the Inspector General, as appropriate, may postpone the effective date of separation for TIC or LCE expiration for a period of not more than one year under special circumstances, in accordance with section 607 (d)(2) of the Foreign Service Act of 1980, as amended. They must determine that special circumstances exist and that it is in the public interest (needs of the service) to grant the extension. Employees on a 607(d)(2) extension are not eligible for promotion or further LCE consideration.

440.3.8 FS/SFS Career Members Serving on Presidential Appointments when TIC or LCE Expires

Effective Date: 12/21/2005

It is possible that a career employee may be serving as presidential appointee (appointed to a position by the President and with the advice and consent of the Senate) when the employee's TIC or LCE expires. In this case, the Agency will retire the employee at the end of the month in which the presidential appointment expires. Since career FS and SFS retain their FS and SFS career status while on a presidential appointment, time spent on a presidential appointment is **not excluded** from the TIC calculation. It is counted like any other period of career service.

440.3.9 Time-in-Class Extensions for Critical Priority Country (CPC) Service

Effective Date: 06/22/2011

Time-in-class (TIC) extensions are available to Foreign Service Officers in classes FS-01, FS-02, and Senior Foreign Service members who agree to serve in CPC assignments. This policy does not apply to career Senior Foreign Service (SFS) Officers serving under Limited Career Extensions (LCEs) based on recommendations

by the Performance Board and approval by the Administrator. For the purposes of USAID, CPCs currently include Afghanistan, Pakistan, Iraq, and South Sudan.

Eligible employees may be granted a one-year extension of their TIC for each year served in a CPC with a maximum of two years per posting and a lifetime limit of four years. However, SFS members may only accrue a total of two years as SFS members. Such extensions are applicable only to the SFS salary class where they are earned. In other words, the extensions do not carry over if the employee is promoted to a higher salary class.

It is incumbent upon employees to request TIC extensions after completion of each one-year period of CPC service. Employees who receive TIC extensions will continue to compete for promotions during this service.

Example 1:

An FS-01 officer serves one year in a CPC and subsequently requests and receives a one-year extension to his or her TIC. He or she then serves a tour in a non-CPC. Thereafter, the officer returns to a CPC position for two years. After he or she requests and receives a one-year TIC extension for each of the two years, the officer's TIC is extended a total of three years, and he or she may only accrue a one-year extension as an SFS officer. (Note that the limit under this policy is four years of which only two years may be accrued while serving as a SFS officer.)

Therefore, an FS-01 officer who receives four years of extensions cannot receive any extensions after promotion into the SFS.

Other possible scenarios:

(1) An officer may receive two years of extensions as an FS-01 and two years of extensions as an SFS officer;

(2) An officer may receive a one-year extension as an FS-01 and two years of extensions as an SFS officer; or

(3) An officer may receive no extensions as an FS-01 and two years of extensions as an SFS officer.

A one-year TIC extension granted under prior policy does not count toward the maximum lifetime limit on CPC TIC extensions established by current policy.

Example 2:

Prior to issuance of this policy, an FS-01 officer would serve one year in a CPC position and subsequently request and receive a one-year extension. Under this policy, the officer will serve in CPC positions as an FS-01, accruing TIC extensions of four years. His or her TIC extensions now total five years.

Extensions for SFS Officers only accrue to the calculations for each individual SFS salary class, not to the cumulative SFS calculation. The cumulative TIC begins from the date the SFS officer is promoted into the Counselor class or the date he or she attains career status while in the Counselor class, whichever is later (see ADS 440.3.3).

Example 3:

An FE-OC officer serves a year in a CPC and requests and receives a one-year extension. He or she now has eight years to be promoted to FE-MC (instead of the normal seven years). Before he or she reaches his or her new FE-OC TIC limit, he or she is subsequently promoted to FE-MC. His or her TIC limitation at FE-MC is the normal five years and his or her cumulative SFS time is the normal 12 years.

As the SFS officer enters the FE-MC level, the TIC extension received at the FE-OC level does not extend the TIC limitations of the FE-MC level. He or she then serves two years in another CPC assignment at the FE-MC level. He or she seeks a two-year extension to his or her TIC, but receives only a one-year extension because SFS officers may only accrue two years. His or her FE-MC TIC limitation is now six years, but his or her cumulative SFS time remains at twelve years.

For those employees whose TICs expire before they complete their service in a CPC assignment, a TIC extension equivalent to the time necessary to complete their required period of service will be processed at the time of the assignment. If for any reason the employee fails to complete his or her CPC assignment, the TIC extension expires upon the employee's departure from post.

Example 4:

An FS-02 officer's TIC expires in September of a given year. He or she is assigned to a CPC position for two years and is scheduled to arrive at post in June of that year. He or she requests and receives a 22-month extension to his or her TIC to allow him or her to complete the two-year assignment. After 18 months, he or she departs the post. His or her TIC expires upon departure from the CPC post.

440.4 MANDATORY REFERENCES

440.4.1 External Mandatory References

Effective Date: 12/21/2005

a. **Foreign Service Act of 1980, as amended, Section 607**

b. **Foreign Service Act of 1980, as amended, Section 609**

c. **Foreign Service Act of 1980, as amended, Section 806**

d. **Foreign Service Act of 1980, as amended, Section 811**

e. **Foreign Service Act of 1980, as amended, Section 812**

f. **Foreign Service Act of 1980, as amended, Section 813**

g. **Foreign Service Act of 1980, as amended, Section 2102**

h. **Foreign Service Act of 1980, as amended, Section 2103**

i. **Foreign Service Act of 1980, as amended, Section 2106**

440.4.2 Internal Mandatory References

Effective Date: 12/21/2005

a. **ADS 414, Foreign Service Assignments**

b. **ADS 422, Personnel Operations: Senior Foreign Service**

c. **ADS 463, Foreign Service Boards**

440.5 ADDITIONAL HELP

Effective Date: 12/21/2005

There are no Additional Help documents for this chapter.

440.6 DEFINITIONS

Effective Date: 12/21/2005

The terms and definitions listed below have been incorporated into the ADS Glossary. See the **ADS Glossary** for all ADS terms and definitions.

cumulative (multi-class) TIC limitation
It is the time period in which the employee must be promoted up through a series of classes to a specified higher class. For example, a career employee has 25 years to be promoted from Class 4 to the Class of Counselor, or the Agency must separate the employee due to expiration of TIC. (**Chapter 440**)

Limited Career Extension (LCE)
Appointment extensions, in accordance with Section 607(b) of the Foreign Service Act, to career Senior Foreign Service employees who have reached their maximum Time-in-

Class. Members of the Service serving under such limited career extensions continue to be career members of the Service. (**Chapter 422** and **440**)

mandatory retirement for time-in-class (TIC)
An involuntary separation from the Senior Foreign Service or Foreign Service that may or may not make the employee eligible for an immediate annuity. Also, this is referred to as selection-out for time-in-class. (**Chapter 440**)

single class TIC limitation
A specified period of time a career a Senior Foreign Service employee has to be promoted to the next higher class. (**Chapter 440**)

temporary extension: 607(d)(2) extension
A postponement of the TIC or LCE separation date. It may not exceed one year (from the TIC or LCE expiration date). Multiple extensions may be granted but when added together they may not total to more than one year per section 607(d)(2) of the Foreign Service Act of 1980, as amended. While on a 607(d)(2), an employee is not eligible for promotion consideration. (**Chapter 440**)

tenure
A process that changes a Career Candidate from limited or conditional to career status. (**Chapter 414**, **435**, **440**)

time-in-class (TIC) limitation
A specified period of time a career Foreign Service (FS) or Senior Foreign Service (SFS) employee has to be promoted to the next higher class (single-class TIC) or up through a series of classes (multi-class TIC) or else the Agency must separate the employee for expiration of TIC. (**Chapter 440**)

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