

IT CLASSIFICATION TRANSITION TIMELINE

Day 1	Pre-Meeting Union Pre-Meeting Management
Day 2-7	Kickoff Meeting w/ Agency IT Labor Management Team
Day 8-15	HR/LRO/Staff Rep Training
Day 8-15	Management DIT Training – OCB/DAS
Day 8-15	Employee DIT Training – OCB/DAS/OCSEA – Probably given 2 times
Day 16-30	Employees given Part 1 of DIT to Complete (Employees may complete DITs during their work time, but within reason.)
Day 31	Employees give DIT to their immediate supervisor
Day 31 – 45	Supervisor completes Part II of the DIT (Supervisors are not change the employees' responses)
Day 46	Supervisors return DITs to the Employees.
Day 46-53	Employees prepare rebuttal, if necessary. Otherwise, put N/A, sign and return. (Employees are not to change the supervisor's responses – save a copy of the completed document for your files if you wish to retain a copy)
Day 53	Employees return a copy of the DIT to Management Designee
Day 53 – 70	The Management Designee completes the Management Designee section of the DIT (The Management Designee is not change the comments made by the Employees and their Supervisors)
Day 71-85	Management completes allocation spreadsheet.
Day 86	Allocation spreadsheet sent to the Joint Agency Transition Committee
Day 95	Allocation spreadsheet sent to the Transition Oversight Committee
Day 102-109	Employees receive allocation letter and new position description