

**Decision Matrix for SES Performance Agreements, Initial Summary Ratings  
and Annual Summary Ratings of Record**

<b>Event</b>	<b>Performance Plan for New Position</b>	<b>Performance Rating(s)</b>
Appraisal cycle begins (October 1)	Establish SES performance agreement within the first 30 days of the rating cycle.	At the end of the appraisal cycle (September 30), provide a rating. This is the initial summary rating.
An individual is appointed to the SES, converted to the SES, or is reinstated from outside the government into an SES position.	Establish performance agreement within the first 30 days of appointment.	Provide a rating at the end of the appraisal cycle (September 30). If less than 90 days remain in the cycle, extend the appraisal period until at least 90 days are reached then provide a rating. This is the initial summary rating.
Executive changes SES positions within the Department during the appraisal cycle.	Establish an agreement for the new position within 30 days provided there are at least 90 days left in the appraisal cycle.	Provide a departure rating at the time of position change if executive was under a SES plan for at least 90 days in the former position. This is used as input for the initial summary rating of record at the end of the appraisal cycle.
An executive transfers from an SES position in another agency to an SES position in the Department.	Establish an agreement for the new position within 30 days provided there are at least 90 days left in the appraisal cycle.	Obtain departure rating from former agency. At the end of the appraisal cycle, rating official considers all departure ratings when preparing the initial summary rating. If departure rating from former agency is a current annual summary rating, it can be referred to the PRB.
An executive is detailed or temporarily assigned to another SES position within the Department, and the duration of that assignment is expected to be at least 90 days within the appraisal cycle.	Establish performance agreement for the detail/temporary assignment.	Prepare a departure rating at the expiration of the detail (or at the end of the rating cycle) if the executive served under a plan for at least 90 days. At the end of the appraisal cycle, rating official considers all departure ratings for the appraisal cycle when preparing the initial summary rating.

<p>An executive is detailed or assigned outside the Department and the duration of that assignment is expected to be at least 90 days.</p>	<p>Every reasonable effort must be made to ensure that a performance agreement is established while on detail outside the Department.</p>	<p>Rating official of record in the Department provides a departure rating at the time of position change if the executive served under a plan for at least 90 days. Rating official of record in the Department should make reasonable efforts to obtain departure rating from the supervisor of the detail when the detail ends, especially if the employee did not serve under a Department plan for at least 90 days during the appraisal cycle. Rating official of record considers all relevant departure ratings for the appraisal cycle in preparing the initial summary rating.</p>
<p>Before the end of the appraisal cycle, an executive embarks on long-term training and does not return by the end of the appraisal cycle.</p>	<p>N/A</p>	<p>Provide a departure rating at the time the executive embarks on training if the executive served under a performance plan for at least 90 days. This becomes the initial summary rating.</p>
<p>An executive transfers to a new agency after serving under a performance plan for at least 90 days</p>	<p>N/A</p>	<p>Provide a departure rating and forward it to the new agency.</p>

**For other situations, contact the Executive Resources Division, Office of Human Resources.**