

**CLOSE-OUT TIMETABLE**  
**2009 PERFORMANCE MANAGEMENT CYCLE**

<b>September 30</b>	End of the Rating Cycle
<b>October 16</b>	Deadline to complete 2-page write up of accomplishments
<b>October 17–28</b>	SES members and Rating Officials discuss overall performance and accomplishments for 2009/2010 & sign new standards for 2009/2010 performance year (covering the 10/1/09 - 9/30/10 rating period)
<b>October 29</b>	Submit 2008/2009 (completed) ratings and 2009/2010 (new) performance ratings to SES Program Manager
<b>November 13</b>	Performance Review Board convenes
<b>November 20</b>	Performance Review Board recommendations forwarded to Director
<b>November 23</b>	PRB results/documentation forwarded to OSD
<b>Early December</b>	Final ratings distributed to SES members
<b>January 2010</b>	Performance Pay Outs
<b>March 2010</b>	Mid-year discussions for 2009/2010 Performance

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