TOTAL ARMY PERFORMANCE EVALUATION SYSTEM (TAPES) DESK SIDE REFERENCE FOR SUPERVISORS AND MANAGERS
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Performance management is the systemic process of integrating performance, pay, and awards systems to improve individual and organizational effectiveness in the accomplishment of Army mission and goals.

- **Plan**
  - Set goals / measures
  - Establish / communicate performance expectations
- **Monitor**
  - Measure performance
  - Provide feedback
  - Conduct progress review
- **Develop**
  - Address poor performance
  - Improve good performance
- **Rate**
  - Summarize performance
  - Assign the end-of-year rating of record
- **Reward**
  - Recognize and reward good outstanding performance
USAREUR TAPES Performance Rating Cycles

**Base System**
Civilian Rating Cycle  
(USAREUR Only)

- **1 February – 31 January**  
  (Due to CPAC NLT 17 March)  
  - GS/WS 6-8 and equivalent  
  - WG 6 and above  
  - All WL

- **1 May – 30 April**  
  (Due to CPAC NLT 15 June)  
  - GS/WS/WG 1-5 and equivalent

**Senior System**
Civilian Rating Cycle  
(Army-Wide)

- **1 July – 30 June**  
  (Due to CPAC NLT 14 August)  
  - GS/GM/WS 13/14/15/SES

- **1 November – 31 October**  
  (Due to CPAC NLT 15 December)  
  - GS/WS 9-12

**Career Interns (any grade)**

- 1st cycle ratings are at 6 months and 12 months from entry into intern position  
- Then every 12 months until graduation
Annual Ratings Guidance – Addressing Unique Situations

- **Change of Rater**
  - If the rating official (Rater) changes or departs during the last 120 days of the rating period and the employee has had approved objectives I place for 120 days or more, a closeout appraisal rating is accomplished before the supervisor leaves.
  - If more than 120 days remains in the rating cycle, a special rating is prepared. This is not a rating of record for official purposes, but serves only as information for the new supervisor to use when he/she does the annual rating.
  - If the supervisor has supervised the employee for over 120 days and leaves within 120 days of the annual appraisal due date, then he or she must officially close out the employee’s annual rating, what is commonly known as an “early annual”.
  - If the rating official changes or departs during the rating period and has supervised the employee for less than 120 days, the performance plan is transferred to the new supervisor.

- **Employee Transfers**
  - The same will be true for an employee who leaves his/her position to take another federal position within 120 days from the end of his/her annual rating period. The annual rating will be rendered and signed by the current supervisor. It is imperative that supervisors fulfill this obligation particularly with either the supervisor or employee is involved in a PCS move.

- **Employee Promotions**
  - If the Ratee receives a promotion from a position covered by one rating cycle to a position in another rating cycle, e.g., a promotion from GS12 to GS13, the employee would receive an early annual rating if promoted within 120 days of the due date of his/her GS12 position. The employee would then go under the rating cycle for the GS13 for the next year, normally 1 July to 30 June.
  - If the employee has not been under a plan for 120 days when promoted he/she would not receive a closeout rating as a GS13 and would just go under the new GS13 rating cycle.
  - If the employee has been under a plan as a GS12 for 120 days, but is more than 120 days from the GS12 cycle being due, then the employee receives a special close out rating that is given to the new supervisor to consider in rating the employee at the annual rating cycle.
• **Career Interns**
  o Career Interns are rated six months after their entry into the position and again after twelve months.
  o The first rating (at six months) is considered a Special Rating.
  o In their second and third years, the Intern is only rated annually
  o Career Interns continue on that unique annual rating cycle (based on their entry into the position) until they complete the Intern Program – at which time they are phased into the DA cycle rating periods.
THE TAPES
BASE SYSTEM

WGWLWSGS - 8 and Below
Excluding Interns
TAPES Base System – Performance Evaluation Forms

- DA Form 7223-1
  Base System Civilian Performance Counseling Checklist / Record

- DA Form 7223
  Base System Civilian Performance Evaluation Report
TAPES Base System - Overview

- New Performance Standards are required within the first 30 days of the rating period.
- The Ratee must be under an approved DA Form 7223-1 for at least 120 days in order to be rated.
- The Ratee summarizes his/her major duties – brought forward from the position description.
- The Ratee writes specific Performance Standards for the rating period (senior Rater has final approval).
- During the rating period the DA Form 7223-1 is a working document
- Performance Standards could be added or deleted. As Performance Standards are accomplished, the Rater and the Ratee should document the DA Form 7223-1.
- The Counseling Record part of the DA Form 7223-1 should contain the dates of the initial and midpoints counseling session along with initials for the Ratee, Rater, Intermediate Rater (optional) and the Senior Rater. To be valid the Senior Rater must initial the DA Form 7223-1.
- **MIDPOINT counseling sessions are mandatory.**
- Documentation such as dates individual accomplishments were completed, lined out Performance Standards which were omitted, etc.
- The Ratee may submit a list of major accomplishments to the Rater at the end of the rating cycle to on a separate sheet of paper.

Performance Discussion/Documentation during the Rating Period

- The DA Form 7223-1 is a working document.
- Organizational priorities and goals may change during the rating cycle; individual Performance Standards should change as well. As new Performance Standards are added, changed, deleted, or are accomplished, the Rater and the Ratee should document the DA Form 7223-1 according.
- If major changes to expectation are made on the DA Form 7223-1, the Senior Rater should review and approve modifications.
- At least at the midpoint of the rating cycle, the Rater and Ratee should review Performance Standards and accomplishments, training completed or to be scheduled, etc., and make notes of the discussion on the DA Form 7223-1.
- If documenting performance discussions requires additional space, the information may be recorded on a separate sheet of paper and attached to the DA Form 7223-1.
TAPES Base System - DA Standardized Responsibilities

(The DA standardized responsibilities categories are listed on the reverse side of DA Form 7223-1)

Non-Supervisory Base System employees are rated on the four responsibilities indicated above. Supervisory Base System employees are rated on all six responsibilities listed.
TAPES BASE System – Performance Evaluation Checklist

Base System Civilian Performance Counseling Checklist/Record (DA Form 7223-1)

☐ Is the counseling checklist/record for the correct rating period?
☐ Did the Ratee, Rater, intermediate Rater (if appropriate), and Senior Rater initial and date the form on page two of Initial Counseling?
☐ After the performance plan was approved by Senior Rater, did the Rater maintain the original form and provide employee a copy?
☐ Was at least a midpoint review completed, documented on the Checklist/Record, and initialed and dated at least by the Ratee and Rater?
☐ Were main points of any counseling (e.g. initial and midpoint) annotated on the Checklist/Record?
☐ If major changes were made to the Support Form during the rating period, did the Senior Rater also review and approve the modifications?
☐ Was the performance plan in effect for at least 120 days?

Base System Civilian Evaluation Report (DA Form 7223)
Part I – Administrative

☐ Does the rating period coincide with the Support Form (DA Form 7223-1)?
☐ Is the rating period correct?
☐ Is the rating period at least 120 days?
☐ Has the appropriate Reason for Submission in block “d” been checked (e.g., Annual [include early, if applicable], or Special)?
☐ Was the original form provided to the employee after Senior Rater approved the evaluation and is the date annotated in block “g”?
Part II – Authentication

☐ Has the report been signed by the Rater and Senior Rater? Note: Senior Rater is required, except when the Rater is a Commander or equivalent.

☐ Has the Ratee signed after
  o Rater/Senior Rater has assigned rating and signed in blocks “b” and “c”
  o An award is approved (if applicable)
  o Rater and Ratee has an appropriate discussion regarding the evaluation

Part II – Performance Award/Quality Step Increase

☐ Was the award nomination and approval indicated only on an extra copy of page one of the evaluation (DA Form 7223)? Note: Replaces DA Form 1256 for performance awards only.
  o Rater made an extra copy of page one of the Evaluation Report Form (DA Form 7223) with Parts I, II, IV, and V completed, completing Part III on the copy and submitting it with the Evaluation Report through the rating chain to the award approving official.
  o No award information may be shown on the original (employee) copy or official record copy of a completed Evaluation Report.
  o Ratee should not be told about the award until it has been approved through all channels.
  o Rater checks (on copy only) type of award, amount or step in current grade to which Ratee will progress if award is a Quality Step Increase (only GS Ratees rated Successful Level 1 are eligible) and forward through the rating chain to award approving official. The award approving official may approve, modify, or disapprove it.

Part IV – Duty Description

☐ Is the Position Description accurate (check yes or no)?
☐ Are comments confined to the space provided (cannot exceed)?
☐ Are Areas of Special Emphasis identified? (Annotate the most important jobs and projects the Ratee worked on during the rating cycle. This can include training or developmental assignments).
☐ Are counseling dates recorded (mandatory for initial and midpoint)?

Part V (a) – Values

☐ Are comments in bullet form?
☐ Are comments limited to no more than two lines per bullet?
☐ Are comments double–spaced between bullets?
☐ Are only positive comments listed (non-derogatory)?
Part V (b) – Responsibilities

☐ Has the Rater assigned a rating to each responsibility?
☐ Are comments written for any responsibility to be rated (required for responsibilities rated other than Success; encouraged for those rated Success)?
☐ Are comments in bullet format?
☐ Are comments limited to no more than two lines per bullet?
☐ Are comments double-spaced between bullets?
☐ If the Ratee is a supervisor, are Responsibility #5 (Supervision and Leadership), and Responsibility #6 (EEO and Affirmative Action) rated? Are there bullet comments?
☐ Are comments confined to the space provided (cannot exceed)?

Part VI – Overall Performance

☐ Does the Overall Performance Rating agree with the Rater’s Responsibilities rating in part V (b) IAW AR 690-400, Chapter 4302, Subchapter 1, and paragraph 1-5i.
☐ If the Ratee is a Supervisor, and was rated above SUCCESSFUL LEVEL 3, was he/she rated EXCELLENCE in either or both Responsibilities #5 and #6?
☐ If the Senior Rater disagrees with the Rater and resolution through discussion/negation has not resulted in agreement, has he/she either directed or made the necessary changes.
☐ Is DA Form 7223-1 attached (check yes or no)?

Part VII – Senior Rater

☐ Are comments provided – both on Ratee’s performance and potential?
☐ Are comments in bullet form?
☐ Are comments limited to no more than two lines per bullet?
☐ Are comments double-spaced between bullets?
☐ Are comments confined to the space provided (cannot exceed)?

Performance Awards

☐ Employees will not be nominated automatically for performance awards based on their ratings; however, if an award is proposed, make a copy of page one of the Evaluation Report (DA Form 7223) with the proposed award documented in Part III. When finally approved, the signature and date of the approving official will appear in Part III and the award will be transmitted through appropriate channels. Note: Employee does NOT receive award information until approved.

Copies

☐ Make two copies of completed DA Form 7223 and DA Form 7223-1.
☐ If employee is to receive a Performance Award, make two copies of page one of DA Form 7223 with Part III completed, to include an original signature in the award approved block, and attach a copy to each packet (Supervisor’s Employee Work Folder and CPAC).
Distribution:

- *Original* to employee *(Without award information.)*
- One *copy* filed in Supervisor's Employee Work Folder
- One *copy* forwarded to Civilian Personnel Advisory Center (CPAC)
- Notify your Civilian Personnel Liaison to process a Request for Personnel Action (RPA) for the employee’s performance award.
- If performance award is approved, forward *only* page one of DA Form 7223 to Resource Management Office
TAPES Base System - Responsibility Ratings

Excellence

**Consistently** exceeds level described by standards and documented expectation; frequently produces more and/or better than expected.

Success

**Usually** performs at the level described by the standards and documented expectations. Quality/quantity of accomplishments are generally at expected levels.

Strengths clearly outweigh the weaknesses.

Needs Improvement

**Sometimes** performs at level described by standards and documented expectation. However, fails enough so that weaknesses slightly outweigh strengths.

Fail

**Frequently** fails to perform at levels described by standards and documented expectations. Rarely achieves expected results. Weaknesses clearly outweigh strengths.
# TAPES Base System - Overall Rating

## Non-Supervisor

<table>
<thead>
<tr>
<th>Rating Level</th>
<th>Overall Rating</th>
</tr>
</thead>
<tbody>
<tr>
<td>LEVEL 1</td>
<td>Rated EXCELLENCE in 3 or more of the non-supervisory Responsibilities and SUCCESS in the remaining non-supervisory Responsibilities.</td>
</tr>
<tr>
<td>LEVEL 2</td>
<td>Rated EXCELLENCE in 2 or one (1) of the non-supervisory Responsibilities and SUCCESS in the remaining Responsibilities.</td>
</tr>
<tr>
<td>LEVEL 3</td>
<td>SUCCESS in ALL Responsibilities.</td>
</tr>
<tr>
<td>FAIR</td>
<td>NEEDS IMPROVEMENT in 1 or more Responsibilities and not Rated as FAILS in any.</td>
</tr>
<tr>
<td>UNSUCCESSFUL</td>
<td>FAILS in one (1) or more Responsibilities, regardless of ratings assigned to remaining Responsibilities.</td>
</tr>
</tbody>
</table>

## Supervisor

<table>
<thead>
<tr>
<th>Rating Level</th>
<th>Overall Rating</th>
</tr>
</thead>
<tbody>
<tr>
<td>LEVEL 1</td>
<td>Rated EXCELLENCE in 4 or more Responsibilities, at least one of which must be Supervision/Leadership or EEO/AA and SUCCESS ratings in the remainder.</td>
</tr>
<tr>
<td>LEVEL 2</td>
<td>Rated EXCELLENCE in either two (2) or three (3) Responsibilities, one must be either Supervision/Leadership or EEO/AA, and SUCCESS in the remainder.</td>
</tr>
<tr>
<td>LEVEL 3</td>
<td>Ratee with supervisory duties is rated EXCELLENCE in one or more non-supervisory responsibilities but SUCCESS in both Supervision/Leadership and EEO/AA; or is rated SUCCESS in all non-supervisory responsibilities and EXCELLENCE in either Supervision/Leadership or EEO/AA.</td>
</tr>
<tr>
<td>FAIR</td>
<td>NEEDS IMPROVEMENT in one (1) or more Responsibilities and not Rated FAILS in any.</td>
</tr>
<tr>
<td>UNSUCCESSFUL</td>
<td>FAILS in 1 or more Responsibilities, regardless of ratings assigned to remaining Responsibilities.</td>
</tr>
</tbody>
</table>
SAMPLE

Ensure to use employee’s legal name

Use this form to place BASE SYSTEM employees on Performance Standards
The date that the Senior Rater initials signifies: the date the Performance Standards are approved and is the start of the minimum 120 day rating cycle.

Senior Rater initials are only required if the Performance Plan changes.
Ensure to use employee’s legal name

Use employee’s Official Title from the Position Description

Evaluation must be approved and signed by both Rater and Senior Rater prior to being given to the employee.

Performance Award section should not be filled out on the original copy of the Performance Evaluation. A copy of the 1st page of DA Form 7222 should be completed, and then award information added. Employee should not be provided award information.

Area is used to identify the most important duties/responsibilities for Senior System employees

Initial and Midpoint dates must match the dates annotated on the DA Form 7223-1.

Evaluation needs to contain a minimum of one bullet comment to describe the employee’s values.

Employee keeps the original copy of the Performance Evaluation.
**Bulleted Responsibilities**

Numbers 5 and 6 apply only to employees with supervisory duties; does not apply to LEADS.

- **High values on time effectiveness**
- **Uses very good judgment on everything he completes**
- **Completes all suspenses in a timely manner**

**Employee keeps the original copy of the Performance Evaluation.**
TAPES Senior System – Performance Evaluation Forms

DA Form 7222-1
Senior System Civilian Evaluation Report Support Form

DA Form 7222
Senior System Civilian Evaluation Report
TAPES Senior System – Overview

New Support Forms are required within the first 30 days of the rating period.

- The Ratee must be under a Support Form for at least 120 days in order to be rated.
- The Ratee summarizes his/her major duties – brought forward from the position description.
- The Ratee writes specific objectives for the rating period (senior Rater has final approval).
- During the rating period the Support Form is a working document
- Objectives could be added/deleted. As objectives are accomplished, the Rater and the Ratee should document the Support Form.
- Part III of the Support Form should contain the dates of the initial and midpoints counseling session along with initials for the Ratee, Rater, Intermediate Rater (optional) and the Senior Rater. To be valid the Senior Rater must initial the Support Form.
- MIDPOINT counseling sessions are mandatory.
- Part IVB, should contain documentation such as dates objectives were completed, lined out objectives which were omitted, etc.
- Part IVC, on reverse side of Support Form is where the Ratee lists major accomplishments. Accomplishments may be continued on a separate sheet of paper.

Performance Discussion/Documentation during the Rating Period

- The Support Form is a working document.
- Organizational priorities and goals may change during the rating cycle; individual objectives should change as well. As new objectives are added or objectives change, are deleted, or are accomplished, the Rater and the Ratee should document the Support Form according.
- If major changes to expectation are made on the Support Form, the Senior Rater should review and approve modifications.
- At least at the midpoint of the rating cycle, the Rater and Ratee should review objectives and accomplishments, training completed or to be scheduled, etc., and make notes of the discussion on the Support Form.
- If documenting performance discussions requires additional space, the information may be recorded on a separate sheet of paper and attached to the Support Form.
TAPES Senior System – Performance Objectives

The objectives are documented on the front side of DA Form 7222-1 (Part IVb).

- The performance standards to be applied to each objective are contained in Part V are on the reverse side of the form.
- Performance Objectives are written as a major goal or related short-term goals to be achieved during the current rating period that contribute to mission accomplishment.
- Should be written as objectively as feasible (e.g. to include time frames, allocated resources, legal/regulatory compliance requirements).
- Should be of such significance that failure to make satisfactory progress or complete the objective for reasons within the employee’s control could result in the employee’s removal from the position.
- TAPES does require that supervisor's have at least one supervisory and/or EEO/AA objective.
“SMART” Performance Objectives

SMART is a tool that can be used as a checklist in writing and evaluating job objectives.

- **Specific**
  - Clearly state the action and expected accomplishment that can be observed. (If behavior is critical to the work, it can be addressed within the objective).

- **Measurable**
  - State the criteria for measuring success (quantity, quality, frequency, accuracy, timeliness).

- **Aligned**
  - Job objectives align expected results with organizational goals and mission.

- **Realistic and Relevant**
  - Realistic – the expected results can be achieved with available resources and time and are under the employee's control. The objective should be sufficiently complex to challenge the individual but not so complex that it cannot be accomplished.
  - Relevant – job objectives should be commensurate with the types of duties and responsibilities assigned to the employee and the salary paid to that employee.

- **Timed**
  - Start the timeline for expected results. For long-term projects that require more than one rating cycle to accomplish, job objectives should identify what results are expected within another event (six months later...), or recurring (quarterly)
TAPES Senior System - Checklist for Job Objectives

- Is the job objective really an objective? In other words, does the objective describe a result, an outcome, or an ideal future situation?

- Is it SMART?

- Is the objective specific enough to assess whether it was accomplished? (Many objectives are written so that it is difficult to assess accomplishment.)

- Is the objective concise? (An objective that is too complex or lengthy may confuse or frustrate the employee. It also can mean that an objective is achievable in its discrete parts, but not as a whole in the time provided.)

- Is the measurable or verifiable?

- Does the objective provide a link to the organizational goals?

- Does the objective realistically challenge the employee? (If the objective is too easy, it does not challenge the employee to improve his or her performance.)

- Is achievement of the objective entirely within the employee’s control? (Watch out for objectives where achievement is dependent on other people’s contribution.)

- Is the job objective tied to a timeline? (If not, the employee may achieve the objective only once, instead of multiple times throughout the appraisal period.)

- Can the employee accomplish the objective within a single appraisal period?
TAPES Senior System – Performance Evaluation Checklist

Civilian Evaluation Report Support Form (DA Form 7222-1)

- The Rater at the appropriate level has initialed and dated in Part III, along with Ratee and Rater initials. *Note: Senior Rater is required, except when the Rater is a Commander or equivalent.*
- Performance Plan has been in effect at least 120 days (based on date the Senior Rater has initialed Part III).
- Each rated Performance Objective has a **FINAL** rating properly annotated (E, S, NI, or F) in pen or pencil to the left side in Part IVb. Please do not use “M”).
- If Ratee is a supervisor, there are specific objectives for Org Mgmt/LDR or EEO/AA in Part IVb of the DA Form 7222-1. *For non-supervisor – leave blank.*
- Did Ratee complete and sign 1Vc at the end of the rating period (employee can attach additional page)?

Senior System Civilian Evaluation Report (DA Form 7222)
Part 1 – Administrative

- Does the rating period coincide with the Support Form?
- Is the rating period correct?
- Is the rating period at least 120 days?
- Has the appropriate *Reason for Submission* in block “d” been checked (e.g., Annual [include early, if applicable], or Special)?
- Was the original form provided to the employee *after* Senior Rater approved the evaluation and is the date annotated in block “g”?

Part II – Authentication

- Rater and Senior Rater (if used) have signed and dated in IIa and IIc respectively. *Note: Senior Rater*
- Ratee has signed after Rater/Senior Rater have assigned rating, the award is approved (if applicable), and appropriate discussion has occurred.
Part III – Performance Award/Quality Step Increase

☐ Was the award nomination and approval indicated only on an extra copy of page one of the evaluation (DA Form 7222)? Note: Replaces DA Form 1256 for performance awards only.
  - Rater made an extra copy of page one of the Evaluation Report Form (DA Form 7222) with Parts I, II, IV, and V completed, completing Part III on the copy and submitting it with the Evaluation Report through the rating chain to the award approving official.
  - No award information may be shown on the original (employee) copy or official record copy of a completed Evaluation Report.
  - Ratee should not be told about the award until it has been approved through all channels.
  - Rater checks (on copy only) type of award, amount or step in current grade to which Ratee will progress if award is a Quality Step Increase (only GS Ratees rated Successful Level 1 are eligible) and forward through the rating chain to award approving official. The award approving official may approve, modify, or disapprove it.

Part IV – Duty Description

☐ Contains brief description of most important duties
☐ Is the Position Description accurate (check yes or no)?

Part V – Values

☐ Are comments in bullet form?
☐ Are comments limited to no more than two lines per bullet?
☐ Are comments double-spaced between bullets?
☐ Are only positive comments listed (non-derogatory)?

Part VI – Performance Evaluation

☐ Was employee rated on major performance objectives on DA Form 7222-1
☐ The appropriate objective rating box is marked in VIa
☐ Does the total of the rated objectives (percent) match the level of rating (in VIa) IAW AR 690-400, Chapter 4302, Subchapter 1, paragraph 1-5i?
☐ For supervisors or managers, the appropriate box is marked VIa to indicate either Yes or No for Excellence in Org Mgt/Ldshp or EEO/AA. Note: Specific objectives must appear in the Support Form for these.
☐ Bullet comments are annotated in VIb for any rating above or below “S”.
Part VIII – Senior Rater
✓ The appropriate Overall Performance Rating block in marked in VIII.
✓ The overall rating in VIII matches the objective rating in VIa.
✓ No additional pages are attached to Evaluation Form.

Part VIII – Senior Rater
✓ Are comments in bullet format?
✓ Is completed DA Form 7222-1 attached (check yes or no)?

TAPES Performance Awards
✓ In accordance with IMCOM Regulation 672-10, GC/GM may approve performance awards for employees with successful levels 1 and 2 ratings for the most recent rating period. Nominations and approvals of performance-based awards will be documented in Part III of the appraisal forms DA Form 7222/7223 along with DA form 7222-1 or 7223-1. Directors need to ensure that a current performance appraisal has been submitted or is on file with the Civilian Human Resources Agency, Europe Region, Processing Center (servicedeskw.cpol.army.mil/CAisd/pdmweb.exe) before submitting the TAPES Employee Award recommendation Worksheet to DRM. Note: Employee does NOT receive award information until approved.

Copies
✓ Make two copies of completed DA Form 7222 and DA Form 7222-1.
✓ If employee is to receive a Performance Award, make two copies of page one of DA Form 7222 with Part IIIb completed, to include an original signature in the award-approved block, and file a copy in the Supervisor’s Employee Work Folder and email one copy to CPAC.
✓ Distribution:
  o Original to employee
  o One copy filed in Supervisor's Employee Work Folder
  o One copy emailed to Civilian Personnel Advisory Center (CPAC) Regional Processing Center
TAPES Senior System - Objective Ratings

**Excellence**

*Consistently* exceeds level described by standards and documented expectation; frequently produces more and/or better than expected.

**Success**

*Usually* performs at the level described by the standards and documented expectations. Quality /quantity of accomplishments are generally at expected levels.

Strengths clearly outweigh the weaknesses.

**Needs Improvement**

*Sometimes* performs at level described by standards and documented expectation. However, fails enough so that weaknesses slightly outweigh strengths.

**Fail**

*Frequently* fails to perform at levels described by standards and documented expectations. Rarely achieves expected results. Weaknesses clearly outweigh strengths.
# TAPES Base System - Overall Rating

## Non-Supervisor

<table>
<thead>
<tr>
<th>Rating Level</th>
<th>Overall Rating</th>
</tr>
</thead>
<tbody>
<tr>
<td>LEVEL 1</td>
<td>Rated EXCELLENCE in 75% or more of the Objectives and SUCCESS in the remaining non-supervisory Objectives.</td>
</tr>
<tr>
<td>LEVEL 2</td>
<td>Rated EXCELLENCE in 25% - 74% of rated Objectives and SUCCESS in the remaining non-supervisory Objectives.</td>
</tr>
<tr>
<td>LEVEL 3</td>
<td>All SUCCESSFUL ratings on Performance Objectives or EXCELLENT in 1% - 24% and SUCCESS in the remaining Performance Objectives.</td>
</tr>
<tr>
<td>FAIR</td>
<td>Rated NEEDS IMPROVEMENT in one (1) or more Objective(s) and are NOT RATED FAILS IN ANY Performance Objectives.</td>
</tr>
<tr>
<td>UNSUCCESSFUL</td>
<td>Rated FAILS in one (1) or more Objective(s), regardless of ratings assigned other Performance Objectives.</td>
</tr>
</tbody>
</table>

## Supervisor

<table>
<thead>
<tr>
<th>Rating Level</th>
<th>Overall Rating</th>
</tr>
</thead>
<tbody>
<tr>
<td>LEVEL 1</td>
<td>Rated EXCELLENCE in 75% or more of ALL Objectives, which must include EXCELLENCE ratings for either Organizational Management/Leadership Objective(s) or EEO/AA Objective(s), and SUCCESS in the others.</td>
</tr>
<tr>
<td>LEVEL 2</td>
<td>Rated EXCELLENCE in 25%-74% of ALL Objectives, which must include EXCELLENCE ratings for either Organizational Management/Leadership Objective(s) or EEO/AA Objective(s) and at least SUCCESS in others.</td>
</tr>
<tr>
<td>LEVEL 3</td>
<td>Rated EXCELLENCE in any number of Objective(s) and are NOT RATED FAILS IN ANY Performance Objectives.</td>
</tr>
<tr>
<td>FAIR</td>
<td>Rated NEEDS IMPROVEMENT in one (1) or more Objective(s) and are not RATED FAILS IN ANY Performance Objectives.</td>
</tr>
<tr>
<td>UNSUCCESSFUL</td>
<td>Rated FAILS in one (1) or more Objective(s), regardless of ratings assigned other Performance Objectives.</td>
</tr>
</tbody>
</table>
**Ensure to use employee’s legal name**

**If there is a change in Rater or Senior Rater, but not to the Performance Plan, line through names and annotate changes.**

**Senior Rater initials are only required if the Performance Plan changes.**

**Area is used to identify the most important duty/responsibility for Senior System employees**

**Performance Objectives should state what the employee is being held accountable for throughout the rating cycle – apply SMART Objectives.**

**This is a working document. If changes are made, Rater, Employee and Senior Rater are required to initial and date.**

<table>
<thead>
<tr>
<th>Part III - Verification of Face-to-Face Discussion</th>
</tr>
</thead>
<tbody>
<tr>
<td>The following face-to-face discussions of duties, responsibilities, performance objectives, standards, and accomplishments for the rating period took place:</td>
</tr>
<tr>
<td>Date</td>
</tr>
<tr>
<td>------</td>
</tr>
<tr>
<td>Initial</td>
</tr>
<tr>
<td>Midpoint</td>
</tr>
</tbody>
</table>

**Part IV - Ratee (Complete a, b, c below for this rating period)**

<table>
<thead>
<tr>
<th>Statement</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. State your significant duties and responsibilities. Duty title is:</td>
<td>Supervise personnel and functional activities of Operation Branch. Direct program areas to include standardizing field operations, evaluating warehouse facilities and promoting improvements, overseeing contract administration and protecting government interest in defaults and disasters. Monitor field use of ROA and SIT Programs. Standardize storage operations, commercial warehouse. Chairs the Defense Subcommittee for Personal Property, establishing and monitoring the Performance Objectives.</td>
</tr>
<tr>
<td>b. Indicate your major performance objectives/individual performance standards</td>
<td>E = Excellence, S = Success, NI = Needs Improvement, F = FAILS. Annotate only on FINAL.</td>
</tr>
<tr>
<td>c. Significance</td>
<td></td>
</tr>
</tbody>
</table>

**Notes:**
- **Area** is used to identify the most important duty/responsibility for Senior System employees.
- **Performance Objectives** should state what the employee is being held accountable for throughout the rating cycle – apply SMART Objectives.
- **Senior Rater initials** are only required if the Performance Plan changes.
- **This is a working document. If changes are made, Rater, Employee and Senior Rater are required to initial and date.**
Employees are highly encouraged to provide their significant contribution.
Ensure to use employee’s legal name.

Performance Award section should not be filled out on the original copy of the Performance Evaluation. A copy of the 1st page of DA Form 7222 should be completed, and then award information added. Employee should not be provided award information.

Evaluation must be approved and signed by both Rater and Senior Rater prior to being given to the employee.

Evaluation needs to contain a minimum of one bullet comment to describe the employee’s values.

Employee keeps the original copy of the Performance Evaluation.
See overall rating formulas in AR 690-400, Para. 1-5i.

Employee keeps the original copy of the Performance Evaluation.
PROCEDURES FOR
UPLOADING DOCUMENTS FOR INPUT INTO AN
OFFICIAL PERSONNEL FILE (OPF)
AT CHRA-EUROPE
Effective immediately, do not send awards, evaluations, and other documents to the CHRA-E group mailbox. This mailbox will be permanently shutdown 12 August 2011. To send items to CHRA-E for posting in employee OPFs, do the following:

Go to https://servicedeskw.cpol.army.mil/CAisd/pdmweb.exe. (You will be required to enter your CAC password.)

Click on **Create a new Request**.

Make sure your information is correct.
Click **Request area (required)**

A new window will open.

Click **Europe**

Click **Processing**

Click **Appraisal**

This will close the pop-up window and bring you back to the main page. It should look like this:
Complete the Name (required) and Last 4 SSN (required) blocks.

Click on the drop-down menu under Type of Action (required) and select the appropriate choice (normally Annual Rating).

You may complete the alternate POC information blocks and select the correct form.

Now click Attach Document
This will open another window. At this point, click **Locate File**

This will open another window to allow you to search for the file you want to upload. Select the file and click **OK**.

Wait for the file to upload. If upload is successful, you’ll get the following page:
Click Save and Close.

This will take you back to the main window. Complete information in the Request Description box as shown below.

Click Save.
You’ll be taken back to the main page and see that the request has been submitted.