



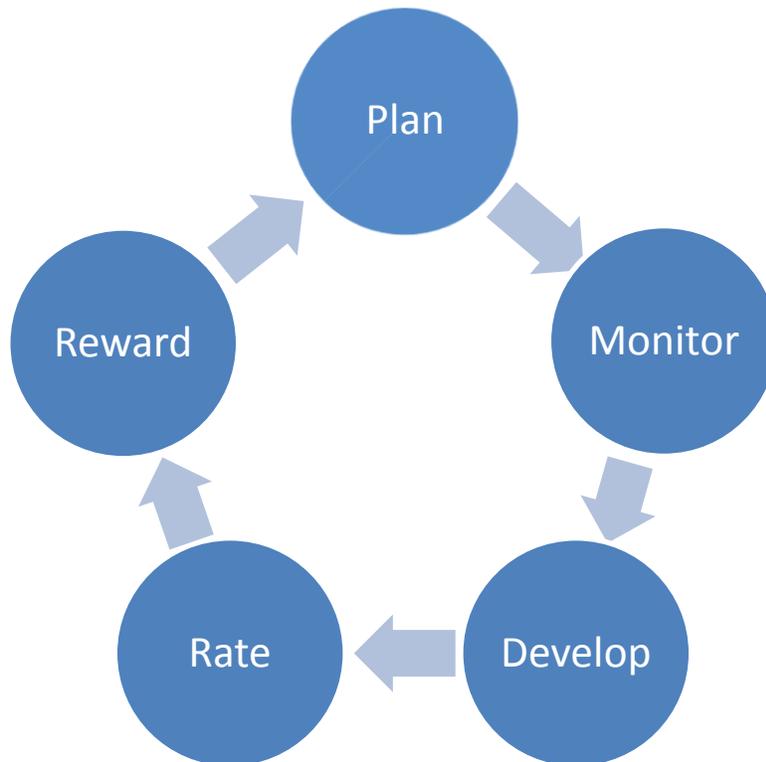
**TOTAL ARMY
PERFORMANCE EVALUATION SYSTEM
(TAPES)
DESK SIDE REFERENCE
FOR
SUPERVISORS AND MANAGERS**



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TAPES Performance Management Process



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

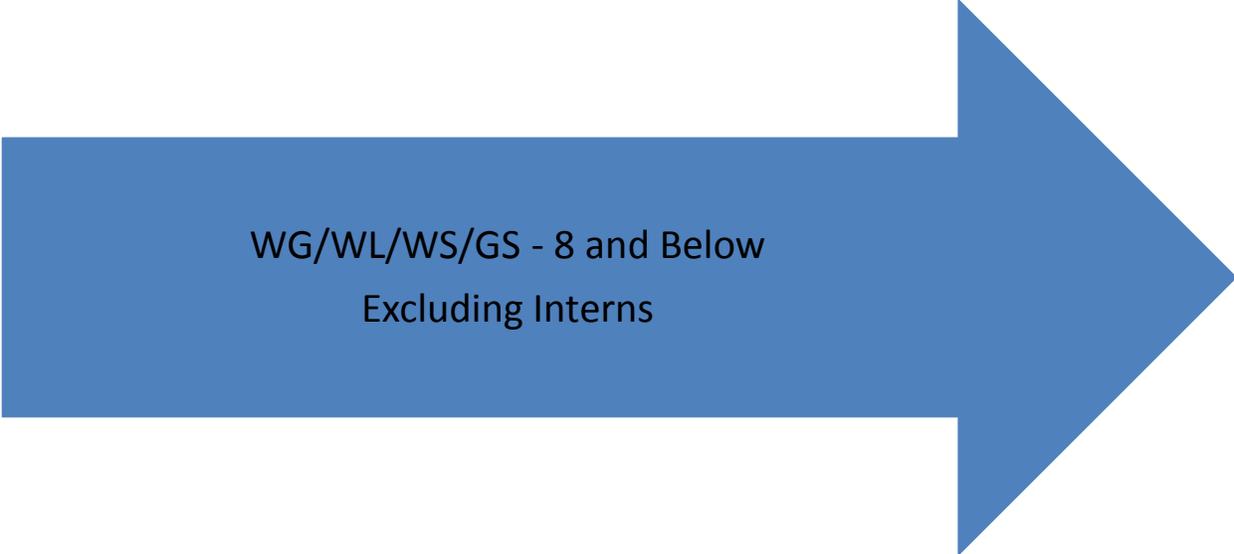
Annual Ratings Guidance – Addressing Unique Situations

- **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 in 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**

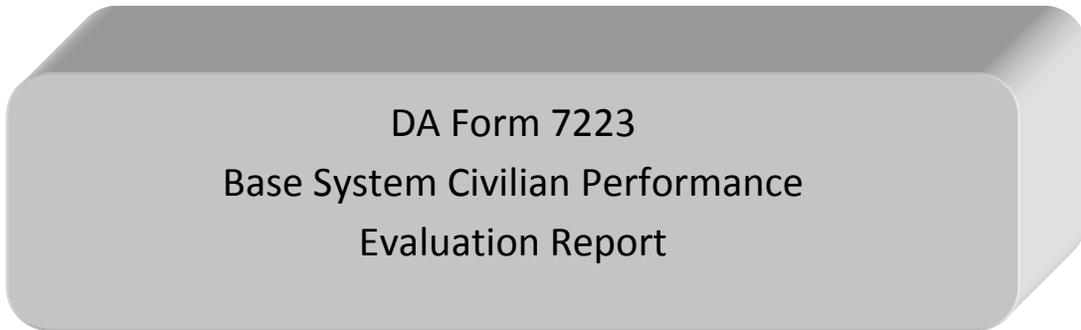
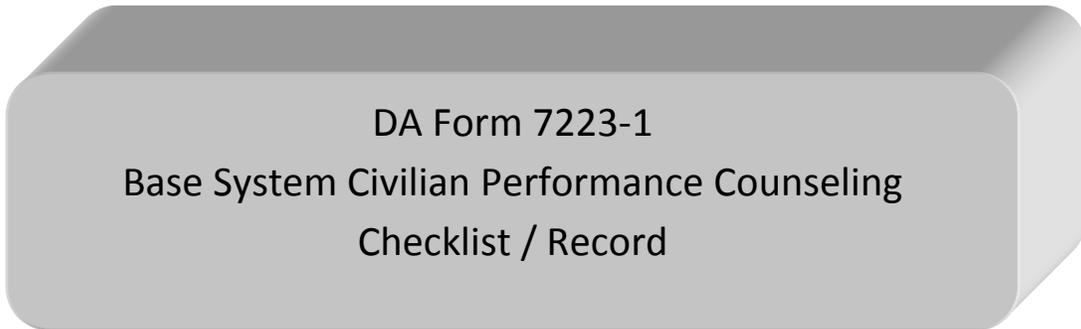
- Career Interns are rated six months after their entry into the position and again after twelve months.
- The first rating (at six months) is considered a Special Rating.
- In their second and third years, the Intern is only rated annually
- Career Interns continue on that unique annual rating cycle (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



WG/WL/WS/GS - 8 and Below
Excluding Interns

TAPES Base System – Performance Evaluation Forms



TAPES Base System - Overview

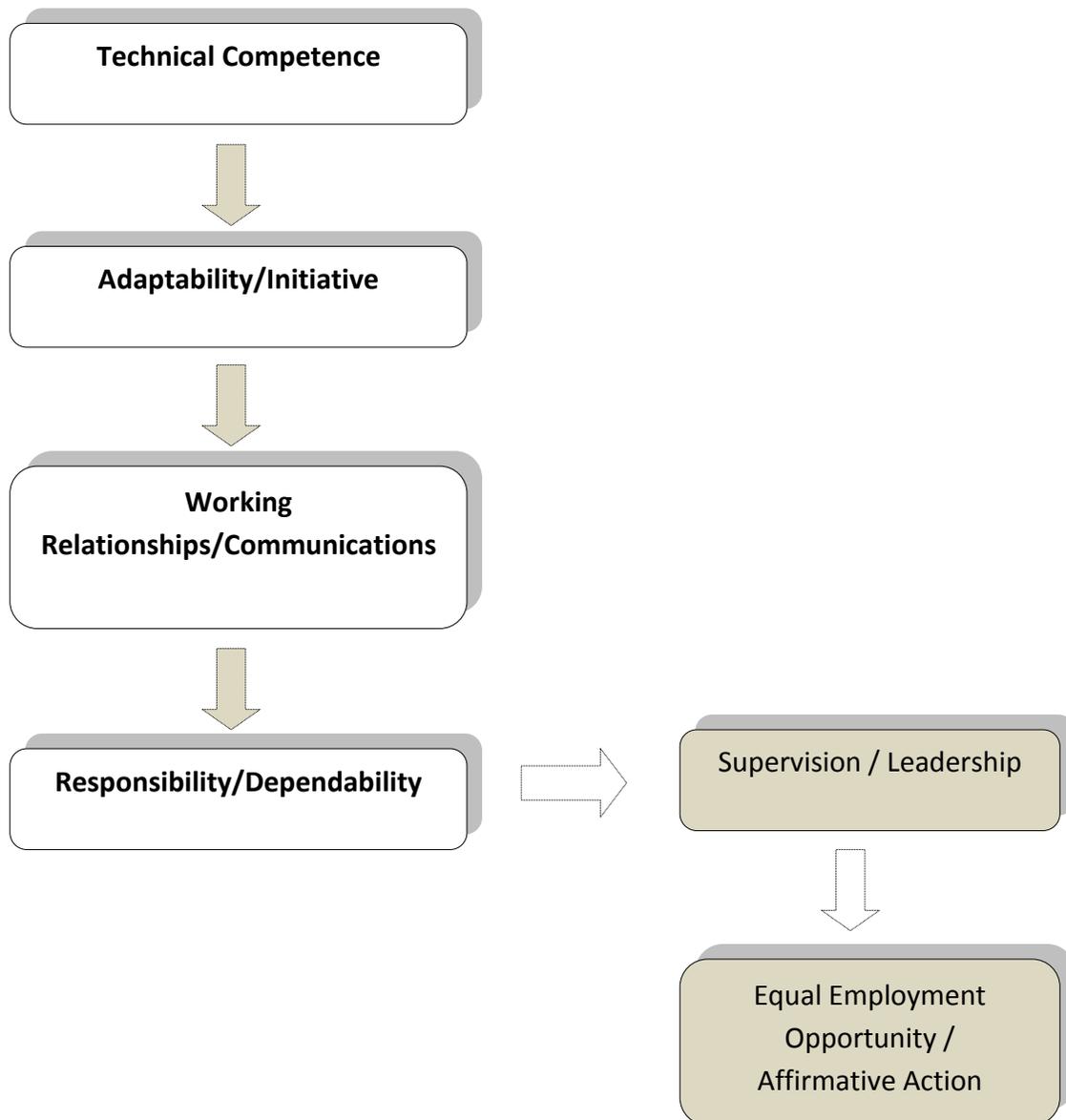
- New Performance Standards are required within the first 30 days of the rating period.
- The Ratee must be under an approved DA Form 7223-1 for at least 120 days in order to be rated.
- The Ratee summarizes his/her major duties – brought forward from the position description.
- The Ratee writes specific 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.

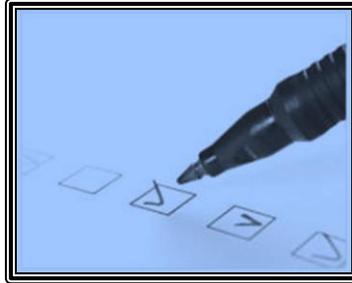
TAPES Base System - DA Standardized Responsibilities

(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**
 - Rater/Senior Rater has assigned rating and signed in blocks “b” and “c”
 - An award is approved (if applicable)
 - 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.*
 - 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.
 - 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

- 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/negotiation 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

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

Supervisor

Rating Level	Overall Rating
LEVEL 1	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.
LEVEL 2	Rated EXCELLENCE in either two (2) or three (3) Responsibilities, one must be either Supervision/Leadership or EEO/AA, and SUCCESS in the remainder.
LEVEL 3	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.
FAIR	NEEDS IMPROVEMENT in one (1) or more Responsibilities and not Rated FAILS in any.
UNSUCCESSFUL	FAILS in 1 or more Responsibilities, regardless of ratings assigned to remaining Responsibilities.

SAMPLE

BASE SYSTEM CIVILIAN PERFORMANCE COUNSELING CHECKLIST/RECORD <small>For use of this form, see AP 800-400; the proponent agency is ASA(M&RA)</small>		
RATEE DOE, JOHN A.		RATER MARY A. SMITH
ORGANIZATION/INSTALLATION ABC ORGANIZATION, XYZ DIVISION, FT CARSON, CO 80913		INTERMEDIATE RATER (Optional)
PAY PLAN, SERIES/GRADE GS-0326-04	RATING PERIOD 1 MAY 2010 - 30 APR 2011	SENIOR RATER JOHN A. SMITH
<p>PURPOSE. The primary purpose of counseling is to define organizational mission and values, discuss individual job expectations and performance, reinforce good performance/work related behavior, correct problem performance/work related behavior, and enhance the Ratee's ability to set and reach career goals. The best counseling is forward looking, concentrating on the future and what needs to be done better. Counseling should be timely. Counseling only at the end of the rating is too late since misunderstandings that impact performance and work related behavior cannot be resolved in time for improvement before the next annual rating.</p> <p>RULES FOR COUNSELING.</p> <ol style="list-style-type: none"> Face-to-face counseling is mandatory for all civilians in the Base System. Use this form along with a working copy of the Evaluation Form (DA Form 7223) and the Ratee's position description for conducting performance counseling and recording counseling content/dates. Conduct initial counseling within at least the first 30 days of each rating period and again at the midpoint of the rating period. 		<p>AFTER COUNSELING</p> <ol style="list-style-type: none"> Summarize key points of the counseling on the back of this form and initial in the block provided. You may attach additional pages. Give the Ratee the form to review/initial. If the Ratee gave written input, attach it. Forward the checklist through the rating chain to the Senior Rater (if used) who should review and, when satisfied that requirements are in line with mission needs, initial and date the checklist and return it to you. Give the Ratee a copy and keep the original to use for the next counseling session.
<p align="center">CHECKLIST - COUNSELING AT THE BEGINNING OF THE RATING PERIOD</p> <p>PREPARATION</p> <ol style="list-style-type: none"> Schedule the counseling session and notify the Ratee; suggest the Ratee write down or be ready to discuss ideas about expectations and requirements. Get a copy of the Ratee's position description, rating chain, the counseling checklist, and a blank evaluation form. Think how each Value and each Responsibility in Part V of the evaluation form applies. Decide what you consider necessary for success in each Value/Responsibility. Be specific. Make notes to help you with counseling. <p>COUNSELING</p> <ol style="list-style-type: none"> Explain the rating chain and the roles of each rater. Discuss the position description. If the Ratee has worked in the job before, ask if he/she believes the description is accurate. Discuss items that require top priority effort (areas of special emphasis) --realizing this may change later. Discuss each Value/Responsibility in Part V of the evaluation form. Ask the Ratee for ideas about what Values mean and how he/she might perform assigned duties. Review the Ratee's written input if he/she provides it. Discuss what tasks and level of performance you expect for Success. If you and the Ratee have different views, discuss them until you both are clear on requirements. Even if the Ratee disagrees, he/she must understand what you expect. Using the DA-established performance standards and the tasks to be accomplished give examples of Excellence to give the Ratee specifics to aim for. Ask the Ratee about career goals and training needs. 		<p align="center">CHECKLIST - LATER COUNSELING SESSION (S)</p> <p>PREPARATION</p> <ol style="list-style-type: none"> Schedule the counseling session with the Ratee. Tell him/her to come prepared to discuss accomplishments and review requirements and effectiveness of any completed training. Review notes from the last session. Consider whether priorities or expectations have changed. For each Value/Responsibility, answer these questions: What has the Ratee done? What was done well? Why? What could have been done better? Why? Make notes to help focus when counseling. <p>COUNSELING</p> <ol style="list-style-type: none"> Discuss job requirements and areas of special emphasis and priorities that have changed or that are new. Ask the Ratee if he/she is having problems and needs your help. If the Ratee gives written input, review it. Tell how the Ratee is doing. Talk specific examples of observed actions/results. Discuss differences in your views. Offer assistance if needed. The goal is to help the Ratee succeed. Give examples of Excellence that occurred or could have occurred. At least during the midpoint counseling session, discuss the Ratee's career goals, the effectiveness of training, and the Ratee's potential to perform higher level or different tasks. <p>AFTER COUNSELING</p> <ol style="list-style-type: none"> Follow the same procedures for documenting, initialing, and dating as you did for the initial session. At the end of the rating period, use the checklist to prepare the Ratee's evaluation. Then attach the Counseling Checklist/Record to the performance evaluation for use by the rating chain. After the Senior Rater signs the performance evaluation, he/she returns it to the Rater to discuss with the Ratee, if a senior rater is used. After the Ratee signs, the Rater submits the evaluation with the checklist to the servicing personnel office for filing.

Ensure to use employee's legal name

Use this form to place BASE SYSTEM employees on Performance Standards

SAMPLE

DA RESPONSIBILITIES AND PERFORMANCE STANDARDS		
<p>To derive Responsibilities ratings, think about the tasks that were performed under each Responsibility and apply the following performance standards which are written at the Success (Meets) level; e.g., the Ratee usually:</p> <p>TECHNICAL COMPETENCE . Has knowledge, skills and abilities to do the work. Produces expected quality and volume. Meets deadlines. Works with right amount of supervision. Gets desired results.</p> <p>ADAPTABILITY/INITIATIVE . Can work under pressure or during changing conditions. Is willing to try new ways. Suggests better ways to do business. Seeks/accepts developmental opportunities.</p> <p>WORKING RELATIONSHIPS/COMMUNICATIONS . As a team member, works well with group and helps others get the job done. Expresses ideas clearly. Follows instructions or asks for clarification. Shows respect and is courteous. Shows concern for customer.</p> <p>RESPONSIBILITY/DEPENDABILITY . Accepts responsibility for own actions. Keeps work area in order and equipment maintained. Uses supplies, equipment and time as intended. Complies with DA emphasis programs, e.g., Total Army Quality (TAQ), safety/security, internal control, inventory management, quality assurance, EEO/AA. Schedules nonemergency leave in advance to avoid adverse impact to work unit effectiveness.</p>		<p>FOR POSITIONS WITH SUPERVISORY DUTIES:</p> <p>SUPERVISION/LEADERSHIP . Sets and communicates unit goals that reflect organizational goals. Implements/complies with appropriate DA emphasis programs. Sets standard/leads by example. Takes timely/appropriate personnel actions. Recruits/retains quality force. Motivates, challenges and develops subordinates, through counseling on expectations, performance, and career goals; evaluates timely. Resolves conflict and maintains order.</p> <p>EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION (EEO/AA) . Applies EEO principles to all aspects of personnel management (e.g., hiring, training, work assignments/schedules, discipline, counseling and awards) . As appropriate, takes immediate corrective action if sexual harassment or other discriminatory/unfair treatment is observed, reported or suspected. Provides leadership and emphasis to the execution of the Affirmative Employment Plan. Participates in EEO/AA activities and encourages subordinates to do so.</p>
COUNSELING RECORD/INDIVIDUAL PERFORMANCE STANDARDS		
DATE OF COUNSELING	RATEE/RATER/ INT. RATER/ SENIOR RATER INITIALS	KEY POINTS MADE
INITIAL 20100515 20100515 20100515	JD N.A.S. J.S.	<ul style="list-style-type: none"> Accurately prepares documents in accordance with regulations and policies and in appropriate format. Report any on-the-job injuries within 8 hours Promptly and courteously receives, greets, and answers questions from visitors and telephone callers. No more than 1 misdirect per month. Attend Microsoft Word class within 90 days.
LATER (Optional)		
MIDPOINT 20101115 20101115 20101115	JD N.A.S. J.S.	<ul style="list-style-type: none"> Documents are finalized in a timely manner, meeting prescribed suspense dates or established deadlines. No more than 1 broken suspense per month. Appropriately reviews all outgoing correspondence to ensure grammatical accuracy and properly coordinates with other offices as required. No more than 2 mistakes per month. Conduct quarterly spot-check of minimum 100 records Attend Microsoft Excel class within 60 days
LATER (Optional)		

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.

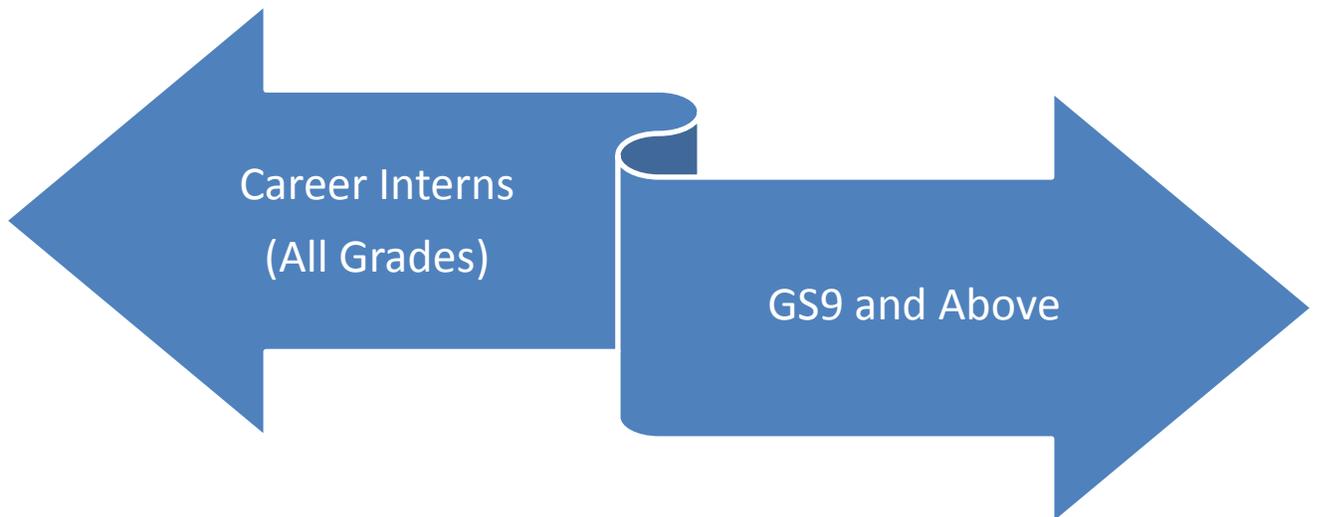
Senior Rater initials are only required if the Performance Plan changes.

SAMPLE

BASE SYSTEM CIVILIAN EVALUATION REPORT For use of this form, see AR 690-400; the proponent agency is ASA(M&RA)				
Use employee's Official Title from the Position Description				
PART I - ADMINISTRATIVE DATA				
a. NAME (Last, First, Middle Initial) DOE, JOHN A.		b. POSITION TITLE, PAY PLAN, SERIES AND GRADE Office Automation Clerk (OA), GS-0326-04		
c. ORGANIZATION/INSTALLATION ABC ORGANIZATION, XYZ		d. REASON FOR SUBMISSION <input checked="" type="checkbox"/> ANNUAL <input type="checkbox"/> SPECIAL		
e. PERIOD COVERED (FROM 20100501 THRU		g. RATEE COPY (Check one and date) TO RATEE 20110517 <input type="checkbox"/> FORWARDED TO RATEE		
PART II - AUTHENTICATION				
a. NAME OF RATER (Last, First, Middle Initial) SMITH, MARY A.		SIGNATURE <i>Mary A. Smith</i>		DATE (YYYYMMDD)
GRADE/RANK, ORGANIZATION, DUTY ASSIGNMENT GS-11, ABC ORGANIZATION, XYZ DIVISION, FORT CARSON, CO 80913				
b. NAME OF INTERMEDIATE RATER (Optional)(Last, First, MI)		SIGNATURE		
GRADE/RANK, ORGANIZATION, DUTY ASSIGNMENT				
c. NAME OF SENIOR RATER (Last, First, Middle Initial) (if used) SMITH, JOHN A.		SIGNATURE <i>John A. Smith</i>		DATE 20110516
GRADE/RANK, ORGANIZATION, DUTY ASSIGNMENT GS-13, ABC ORGANIZATION, XYZ DIVISION, FORT CARSON, CO 80913				
d. RATEE: I understand my signature does not constitute agreement or disagreement with the evaluations of the Rater and Senior Rater, and merely verifies Part I and Part IV data.		SIGNATURE OF RATEE <i>John A. Doe</i>		
PART III - PERFORMANCE AWARD/QUALITY STEP/INCREASE				
PERCENT OF SALARY(INCLUDES Locality Pay)		% (OR)		AWARD APPROVED BY
AMOUNT \$		(OR)		
QSI (GS with Successful Level 1 Rating Only - minimum of 52 weeks must have elapsed since last QSI) TO (Grade/Step)			DATE (YYYYMMDD)	
PART IV - DUTY DESCRIPTION (Rater)				
a. DAILY DUTIES AND SCOPE (To include as appropriate: people, equipment, facilities, and dollars) . Position Description is correct: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO Performs a full range of clerical functions. Types, edits and prints correspondence, technical reports, and briefs in accordance with established regulations, guidelines and procedures utilizing a variety of automation software. Creates and integrates material from more than one source within compatible software programs such as graphs, spreadsheets, charts, mail-merge documents, etc. Determines the pacing for document. Edits material and makes necessary correction in grammar, phone calls and provides information or redirection as required. Reviews incoming ed. Maintains files and regulation IAW ARIMS.				
b. AREAS OF SPECIAL EMPHASIS Implement ARIMS filing system before June Files Inspection.				
c. COUNSELING DATES FROM CHECKLIST/RECORD		INITIAL 20100515	LATER (Optional)	MIDPOINT 20101115
LATER (Optional)				
PART V - VALUES (Rater)				
VALUES Loyalty Duty Respect Selfless service Honor Integrity Personal courage		BULLET COMMENTS Always willing to help others learn. Sets high personal standards. Likes to learn new things.		
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.				

RATEE'S NAME (Last, First, Middle Initial) DOE, JOHN A.		THRU DATE 20100501 Thru 20110430							
b. RESPONSIBILITIES		Specific bullet examples of other than "SUCCESS," are mandatory. Specific bullet examples of "SUCCESS" are optional but encouraged.							
1. TECHNICAL COMPETENCE Technical knowledges, skills, abilities Doing work right/on time Sound judgement EXCELLENCE (Exceeds std) <input type="checkbox"/> SUCCESS (Meets std) <input checked="" type="checkbox"/> NEEDS IMPROVEMENT <input type="checkbox"/> FAILS <input type="checkbox"/>		<ul style="list-style-type: none"> • High values on time effectiveness • Uses very good judgment on everything he completes • Completes all suspenses in a timely manner 							
2. ADAPTABILITY AND INITIATIVE Adjusting to change - situations/people Trying new things Seeking self-development EXCELLENCE (Exceeds std) <input type="checkbox"/> SUCCESS (Meets std) <input checked="" type="checkbox"/> NEEDS IMPROVEMENT <input type="checkbox"/> FAILS <input type="checkbox"/>		<ul style="list-style-type: none"> • He is willing to seek new things to learn • He goes the extra mile for other areas • Takes initiative to solve issues 							
3. WORKING RELATIONSHIPS & COMMUNICATIONS Supporting team Respecting others Expressing ideas clearly Listening/understanding EXCELLENCE (Exceeds std) <input type="checkbox"/> SUCCESS (Meets std) <input checked="" type="checkbox"/> NEEDS IMPROVEMENT <input type="checkbox"/> FAILS <input type="checkbox"/>		<ul style="list-style-type: none"> • He is a very supportive player • He is always listening to what needs to be completed • He respects others feelings and needs 							
4. RESPONSIBILITY AND DEPENDABILITY Dependable/reliable Maintaining facilities/equipment Conserving supplies/time People/equipment safety EXCELLENCE (Exceeds std) <input type="checkbox"/> SUCCESS (Meets std) <input checked="" type="checkbox"/> NEEDS IMPROVEMENT <input type="checkbox"/> FAILS <input type="checkbox"/>		<ul style="list-style-type: none"> • Very dependable • His is very conserving on all equipment and supplies • Very reliable 							
Numbers 5 and 6 apply to positions with some supervisory duties									
5. SUPERVISION AND LEADERSHIP Mission focused/performance oriented Sets standard/Leads by example Motivating/developing others Implementing DA emphasis programs/managing resources EXCELLENCE (Exceeds std) <input type="checkbox"/> SUCCESS (Meets std) <input type="checkbox"/> NEEDS IMPROVEMENT <input type="checkbox"/> FAILS <input type="checkbox"/>		Numbers 5 and 6 apply only to employees with supervisory duties; does not apply to LEADS.							
6. EEO AND AFFIRMATIVE ACTION Respecting dignity Achieving planned actions Providing opportunity Solving problems EXCELLENCE (Exceeds std) <input type="checkbox"/> SUCCESS (Meets std) <input type="checkbox"/> NEEDS IMPROVEMENT <input type="checkbox"/> FAILS <input type="checkbox"/>									
PART VI - SENIOR RATER (if used) or RATER (no senior rater used)		PART VII - SENIOR RATER (If used)							
OVERALL PERFORMANCE <table border="1" style="width: 100%; text-align: center;"> <tr> <td style="width: 20%;">1</td> <td style="width: 20%;">2</td> <td style="width: 20%;"><input checked="" type="checkbox"/></td> <td style="width: 20%;"></td> <td style="width: 20%;">4</td> <td style="width: 20%;">5</td> </tr> </table> SUCCESSFUL FAIR UNSUCCESSFUL (MUST Have Senior Rater Review)		1	2	<input checked="" type="checkbox"/>		4	5	BULLET COMMENTS (Performance/Potential) <ul style="list-style-type: none"> • He is a team player • He sets his standards very high and completes them • Great attitude 	
1	2	<input checked="" type="checkbox"/>		4	5				
A completed DA Form 7223-1 was received with this report and considered in my evaluation and review. <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO (Explain)		Employee keeps the original copy of the Performance Evaluation.							

TAPES SENIOR SYSTEM



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

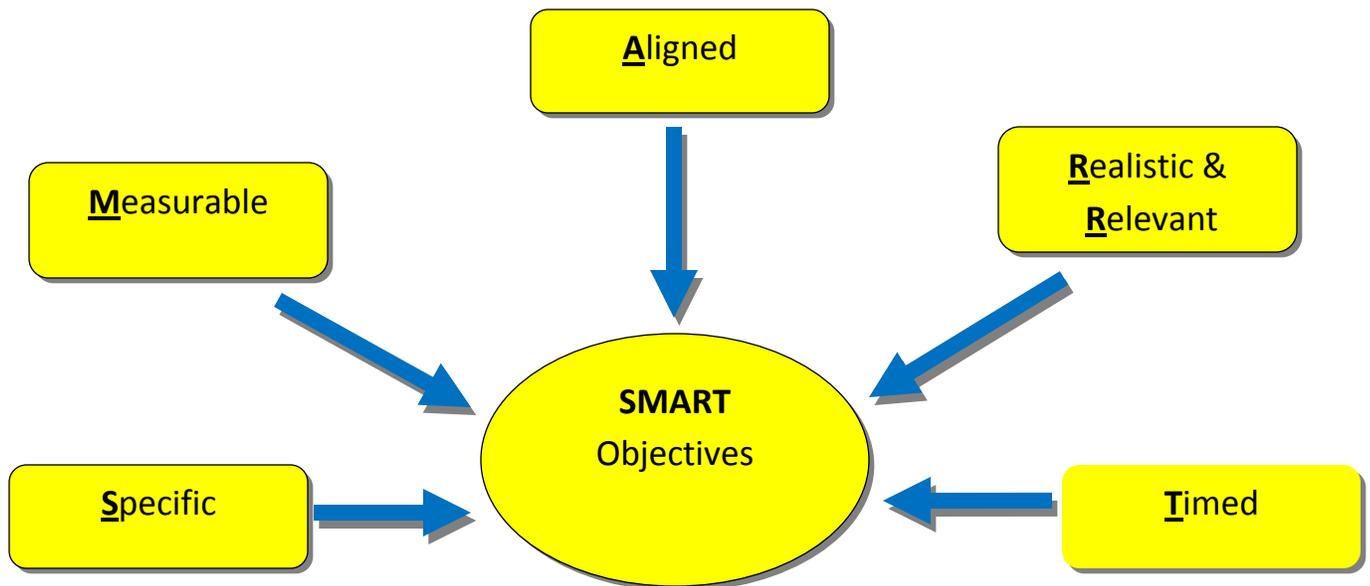
- The Support Form is a working document.
- Organizational priorities and goals may change during the rating cycle; individual objectives should change as well. As new objectives are added or objectives change, are deleted, or are accomplished, the Rater and the Ratee should document the Support Form 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 (servicedesk.w.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.**

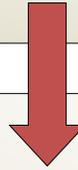
Copies

- 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

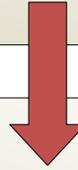
Consistently exceeds level described by standards and documented expectation; frequently produces more and/or better than expected.



Success

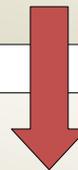
Usually performs at the level described by the standards and documented expectations. Quality /quantity of accomplishments are generally at expected levels.

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

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

Supervisor

LEVEL 1	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.
LEVEL 2	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.
LEVEL 3	Rated EXCELLENCE in any number of Objective(s) and are NOT RATED FAILS IN ANY Performance Objectives.
FAIR	Rated NEEDS IMPROVEMENT in one (1) or more Objective(s) and are not RATED FAILS IN ANY Performance Objectives.
UNSUCCESSFUL	Rated FAILS in one (1) or more Objective(s), regardless of ratings assigned other Performance Objectives.

SENIOR SYSTEM CIVILIAN EVALUATION REPORT SUPPORT FORM

(see AR 690-400; the proponent agency is ASA(M&RA).)

Ensure to use employee's legal name

PART I - RATEE IDENTIFICATION

a. NAME OF RATEE: DOE, JOHN S. PLAN, SERIES/GRADE: GS-2130-12 c. ORGANIZATION/INSTALLATION: ABC DIVISION, XYZ BRANCH, FT CARSON, C

PART II - RATING CHAIN - YOUR RATING CHAIN FOR THE EVALUATION PERIOD IS:

RATER	NAME	BRANCH
INTERMEDIATE RATER (Optional)	NAME	
SENIOR RATER	NAME	DIVISION

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

PART III - VERIFICATION OF FACE-TO-FACE DISCUSSION

The following face-to-face discussions of duties, responsibilities, performance objectives, standards, and accomplishments for the rating period 20091101 to 20101031 took place:

	DATES	RATEE INITIALS	RATER INITIALS	INTERMEDIATE RATER INITIALS	SENIOR RATER INITIALS (If used)	DATE
INITIAL	20091130	JD	MLAS		JS	20091201
MIDPOINT	20100515	JD	MLAS		JS	20100516

PART IV - RATEE (Complete a, b, c below for this rating period)

a. STATE YOUR SIGNIFICANT DUTIES AND RESPONSIBILITIES. DUTY TITLE IS:

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 at commercial warehouse. Chairs the Defense Subcommittee for Personal Property, establishing and monitoring standards of personnel management. Investigate and recommend solutions for personnel management.

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

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

b. INDICATE YOUR MAJOR PERFORMANCE OBJECTIVES/INDIVIDUAL PERFORMANCE STANDARDS

- Initiate action to procure three warehouses in Italy.
- Disseminates revised inspection procedures for warehouses NLT June 2010.
- Investigate traffic crisis and identify appropriate corrective action within established time frame.
- Complete inventories of 1/3 existing commercial warehouses under ABC control.
- Develop SOP for Personal Property Movement and Storage Program NLT February 2010.
- Develop and disseminate Safety Checklist for warehousing activities NLT August 2010.
- Prepare/present briefing on direct procurement contracting at Jan 2010 Worldwide Symposium of Traffic Management.
- Develop automated tracking system for status/results of contractor default action.
- Management/Leadership
 - Timely counsel subordinates and evaluate performance
 - Place weak performer on Performance Improvement Plan within 30 days
 - Complete Training Needs Survey NLT September 2010
- Support EEO/Affirmative Action
 - Complete Branch AA Plan Annex NLT 30 January 2010
 - Covert two GS-11 vacant positions to Upward Mobility, GS-5 to GS-11
 - Nominate two subordinates to (1) serve on FWP Committee and (2) be an EEO Counselor

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

**E = Excellence
S = Success
NI = Needs Improvement
F = FAILS
Annotate only on FINAL.**

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

SAMPLE

c. LIST YOUR SIGNIFICANT CONTRIBUTIONS

- Revised/disseminated Warehouse Inspection Procedures – Apr 10
- Represented two activities in litigation – ABC or contractor default and XYZ in fire damage caused by lighting. Government prevailed in both; total cost avoided: \$35,000.
- Safety Inspection Checklist reduced costs due to personnel/equipment damage by \$25,000.
- 1300 to 3700 commercial warehouse inventories completed. Reviewed 57 on-site and paper –audited the remainder.
- Direct Procurements Contracting briefing at January2010 Symposium brought international acclaim.
- SOP for Personal Property Movement and Storage enabled US to develop offensive posture early on.
- Removed poor performer after Performance Improvement Plan; upheld MSPB.
- Converted GS-11 slot to support Upward Mobility Program; selected employee at GS-5 level. Awarded 12 employees for performance. Sent 5 employees to technical training and nominated GS-12 for long-term training.
- Reorganized from 3 to 2 Sections, realigning operations and reducing manpower requirements by 4 spaces.

Employees are **highly encouraged** to provide their significant contribution.

John S. Doe 2010/1/01

SIGNATURE AND DATE

PART V - PERFORMANCE STANDARDS - SENIOR SYSTEM CIVILIAN POSITIONS

To derive Objectives ratings, apply the applicable performance standards below; the standards are written at the SUCCESS level, e.g., Ratee, in most cases:

TECHNICAL COMPETENCE. Exhibits technical knowledge, skills, and abilities to get desired results within established time frames and with the appropriate level of supervision. Sets and meets realistic milestones. Establishes priorities that reflect mission and organizational needs. Plans so that adequate resources are available. Makes prompt and sound decisions.

INNOVATION/INITIATIVE. Develops and implements or suggests better ways of doing business--methods, equipment, processes, resources. Seeks/accepts developmental opportunities. Serves on professional/technical committees, writes technical papers, joins professional societies to enhance personal knowledge and advance state-of-the-art of profession.

RESPONSIBILITY/ACCOUNTABILITY. Uses resources prudently and for intended purposes. Complies with DA emphasis programs, e.g., EEO/AA, safety/security, internal control, inventory management, quality assurance, personnel management, contract awards to small business concerns. Supports and encourages Total Army Quality (TAQ) approaches, e.g., team effort, continuous process/product improvement and customer satisfaction. Takes responsibility for personal errors, takes or proposes timely/adequate corrective measures. Establishes personal performance objectives that are challenging and reflect mission needs.

WORKING RELATIONSHIPS. Is an effective team player. Works well with group and others to get the job done. Exhibits a customer care attitude; e.g., shows respect to others; is courteous and seeks acceptable compromise in areas of difference.

COMMUNICATION. Provides or exchanges accurate/complete oral and written ideas and information in a timely manner. Listens effectively so that resultant actions show understanding of what was said. Coordinates so that all relevant individuals and functions are included in/informed of decisions and actions.

FOR SUPERVISORY POSITIONS ONLY:

ORGANIZATIONAL MANAGEMENT AND LEADERSHIP. Provides vision and communicates mission and organizational goals to all subordinates. Sets standard/leads by example. Implements/complies with appropriate DA emphasis programs. Secures/allocates/manages resources for effectiveness and efficiency. Takes timely and appropriate personnel actions. Develops subordinates through mentoring, counseling, providing challenging training and work assignments and timely performance evaluations. Recruits and retains high quality people by creating a positive environment that offers challenge and growth.

EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION (EEO/AA). Applies EEO principles to all aspects of personnel management (e.g., hiring, training, work assignments/schedules, discipline, counseling and awards). As appropriate, takes immediate corrective action if sexual harassment or other discriminatory/unfair treatment is observed, reported or suspected. Provides leadership and emphasis to the execution of the Affirmative Employment Plan. Participates in EEO/AA activities and encourages subordinates to do so.

SAMPLE

SENIOR SYSTEM CIVILIAN EVALUATION REPORT
the proponent agency is ASA(M&RA).

ADMINISTRATIVE DATA

a. NAME (Last, First, Middle Initial) **DOE, JOHN S.** b. POSITION TITLE, PAY PLAN, SERIES AND GRADE
CHIEF OPERATIONS, GS-2130-12

c. ORGANIZATION/INSTALLATION
ABC DIVISION, XYZ BRANCH, FT CARSON, CO 80913 d. REASON FOR SUBMISSION
 ANNUAL SPECIAL INTERN

e. PERIOD COVERED (YYYYMMDD)
 FROM **20091101** THRU **20101031** f. RATED MOS. **12** g. RATEE COPY (Check one and date)
 GIVEN TO RATEE 20101115 FORWARDED TO RATEE

PART II - AUTHENTICATION

a. NAME OF RATER (Last, First, Middle Initial)
SMITH, MARY A. SIGNATURE *Mary A. Smith* DATE (YYYYMMDD)
 20101113

_____, CO 80913 SIGNATURE _____

_____, CO 80913 SIGNATURE *John A. Smith*

_____, CO 80913 SIGNATURE OF RATEE *John S. Doe.* DATE (YYYYMMDD)
 20101115

PART III - PERFORMANCE AWARD/QUALITY STEP INCREASE

a. SES - AWARD, BONUS/ SALARY INCREASE	RECOMMENDATIONS				b. ST, SL, GM, GS, WS - PERFORMANCE AWARD/QSI	
	RATING (1)	SALARY (2)		PERFORMANCE AWARD - BONUS (3)		PERCENT OF SALARY (INCLUDES Locality Pay) % (OR) AMOUNT \$ (OR)
RECOMMENDING OFFICIALS		YES	NO	YES	NO	QSI (GS with Successful Level 1 Rating Only - minimum of 52 weeks must have elapsed since last QSI) TO (Grade/Step):
RATER		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	AWARD APPROVED BY
INTERMEDIATE RATER		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	DATE (YYYYMMDD) FUND CITE
PERFORMANCE REVIEW BOARD		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
SENIOR RATER		ES		\$		

PART IV - DUTY DESCRIPTION (Rater)

DAILY DUTIES AND SCOPE (To include as appropriate: people, equipment, facilities, and dollars) Position Description (DA Form 374) is correct: YES NO

Supervise personnel and functional activities of Operations 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 for +/- 3700 commercial warehouses. Chairs the Defense Subcommittee for Personal Property, establishing and monitoring worldwide. Investigate and recommend solution for worldwide traffic crisis. Perform total range of personnel management responsibilities for 23 subordinates - hiring, leading, developing, evaluating, awarding, disciplining, etc. Manages annual non-labor budget, which is in excess of \$85K.

PART V - VALUES (Rater)

VALUES	BULLET COMMENTS
Loyalty	<ul style="list-style-type: none"> Loyalty and selfless service are unparalleled. Consistently puts mission needs at top of priority list. Courage during Bolivia disaster earned him well-deserved Meritorious Civilian Service Award. Never says no to opportunity to serve as ambassador
Duty	
Respect	
Selfless service	
Honor	
Integrity	
Personal courage	

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.

SAMPLE

PERIOD COVERED (YYYYMMDD) 20091101 thru 20101031	RATEE'S NAME DOE, JOHN S.								
PART VI - PERFORMANCE EVALUATION (Rater)									
a. PERFORMANCE DURING THIS RATING PERIOD Comparison of individual objectives against accomplishments and DA-established performance standards resulted in the following objectives ratings:									
<table style="width:100%; border: none;"> <tr> <td style="width:20%;"><input type="checkbox"/> Excellence 75% or More Obj</td> <td style="width:20%;"><input checked="" type="checkbox"/> Excellence 25-74% Obj</td> <td style="width:20%;"><input type="checkbox"/> Success All or Excellence</td> <td style="width:20%;"><input type="checkbox"/> Needs Improvement 1 or More Obj</td> <td style="width:20%;"><input type="checkbox"/> Fails 1 or More Obj</td> </tr> </table> Includes Excellence in Org Mgt/Ldshp OR EEO/AA Obj for supv/mgr <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Excellence 75% or More Obj	<input checked="" type="checkbox"/> Excellence 25-74% Obj	<input type="checkbox"/> Success All or Excellence	<input type="checkbox"/> Needs Improvement 1 or More Obj	<input type="checkbox"/> Fails 1 or More Obj			
<input type="checkbox"/> Excellence 75% or More Obj	<input checked="" type="checkbox"/> Excellence 25-74% Obj	<input type="checkbox"/> Success All or Excellence	<input type="checkbox"/> Needs Improvement 1 or More Obj	<input type="checkbox"/> Fails 1 or More Obj					
b. BULLET EXAMPLES <div style="border: 1px solid black; background-color: yellow; padding: 5px; margin: 5px 0; text-align: center;"> See overall rating formulas in AR 690-400, Para. 1-5i. </div> <ul style="list-style-type: none"> • Revised warehouse inspection procedures; identified 20% as unserviceable; shifted goods to alternate sites for cost avoidance in potential property damage of \$80K. • 1200 warehouse inventories completed; projected result after total inventory is reduction in storage space of at least 150 facilities. • SOP for Personal Property Movement and Storage enabled US to develop offensive posture early on. • Safety Checklist for Warehousing reduced last year's costs in personnel/equipment damage by \$14K. • Direct Procurement Contracting briefing at Traffic Management Specialists Symposium published in four international trade journals. • Removed poor performer; upheld by MSPB. • Exceeded Branch EEO/AA goals in recruiting, training, and awarding – enabling Division to exceed its goals. 									
PART VII - INTERMEDIATE RATER (Optional)									
BULLET COMMENTS									
PART VIII - SENIOR RATER (if used) or RATER (no senior rater used)	PART IX - SENIOR RATER (if used)								
OVERALL PERFORMANCE RATING <table style="border-collapse: collapse;"> <tr> <td style="border: 1px solid black; text-align: center; width: 20px;">1</td> <td rowspan="5" style="font-size: 3em; vertical-align: middle; padding: 0 10px;">}</td> <td rowspan="2" style="vertical-align: middle;">SUCCESSFUL</td> </tr> <tr> <td style="border: 1px solid black; text-align: center;"><input checked="" type="checkbox"/></td> </tr> <tr> <td style="border: 1px solid black; text-align: center;">3</td> <td rowspan="3" style="vertical-align: middle;">FAIR</td> </tr> <tr> <td style="border: 1px solid black; text-align: center;">4</td> </tr> <tr> <td style="border: 1px solid black; text-align: center;">5</td> </tr> </table> UNSUCCESSFUL (MUST Have Senior Rater Review)	1	}	SUCCESSFUL	<input checked="" type="checkbox"/>	3	FAIR	4	5	BULLET COMMENTS (Performance/Potential) <ul style="list-style-type: none"> • Hard charging, professional role. • Contributed significantly to US defensive posture in Middle-East. • High potential individual; should become a senior leader in DA. A completed DA Form 7222-1 was received with this report and considered in my evaluation and review. <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO (Explain)
1	}			SUCCESSFUL					
<input checked="" type="checkbox"/>									
3			FAIR						
4									
5									

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

Civilian Personnel On-Line Service Desk. - Home

Civilian Personnel On-Line Service Desk.

Logged in as: **COX, MARCUS** (Log Out)

Search for a Solution

Search for a solution using keywords:

[My Bookmarks](#)

Request Support

[Create a new Request](#)
[Create a new Change Order](#)
[Service Desk contact information and](#)

Look up my existing Requests

[You have 0 open requests](#)
[You have 7 closed requests](#)
[You have 0 open change orders](#)

If you know the number, please enter

A request number:

OR a change order number:

Top Solutions [\(Browse more solutions\)](#)

[DCPDS Portal "Bad Cert Error". See Attached Error Screen Shot "Bad Cert Error"](#)

[BOXI Data Dictionary - Nov 06.xls](#)

[APP-PAY-07165 Current Row is Locked](#)

[Where can I find BOXI information about...](#)

[User is unable to access Army Regions link in DCPDS.](#)

[CAC doesn't work anymore](#)

[User receives message " Bad Cert " when trying to access the DCPDS Portal \(Not F](#)

Click on **Create a new Request.**

Civilian Personnel On-Line Service Desk. - Create new...

Civilian Personnel On-Line Service Desk.

Logged in as: **COX, MARCUS** (Log Out) [Home](#) | [About](#) | [Help](#)

Create New Request 153123

Reported by
COX, MARCUS

Phone Number

Email Address

Urgency (required)

Impact (required)

Request Area (required)

Request Description (Please DO NOT enter Privacy Act Data) (required)

Make sure your information is correct.

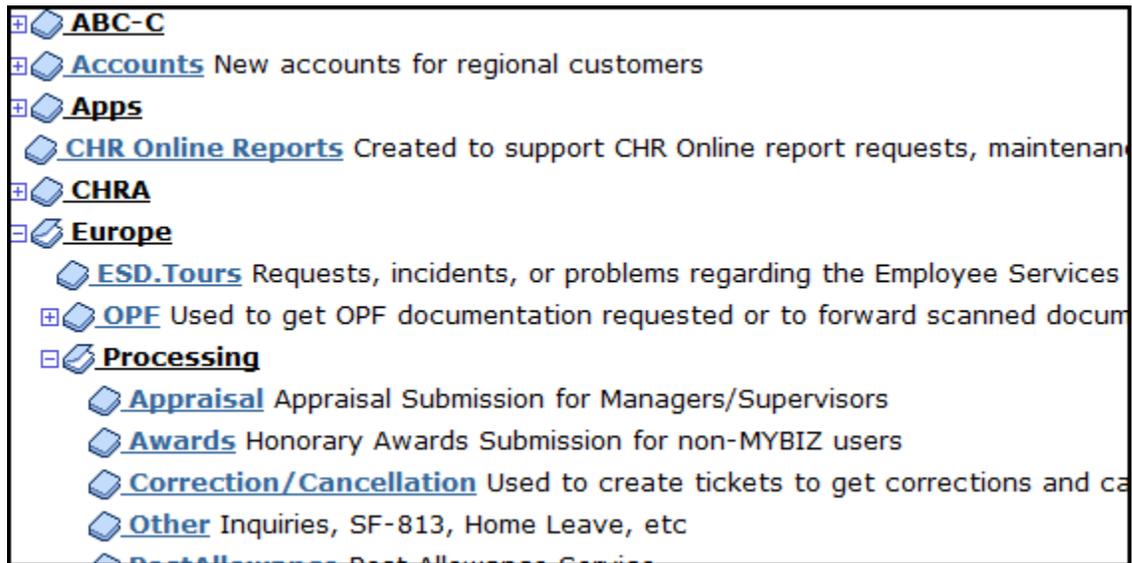
Click [Request area \(required\)](#)

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:

Create New Request 154269 Save

Reported by
COX, MARCUS

Phone Number
3796346

Email Address
marc.cox@us.army.mil

Urgency (required)
5 - As time permits

Impact (required)
5 - LOW Impact - One User

Request Description (Please DO NOT enter Privacy Act Data) (required) Spelling

Name (required)

Last 4 SSN (required)

Type of Action (required)

Alternate POC Name

Alternate POC Phone Number

Alternate POC E-mail

Supporting Documents Attached(check all that apply)

DA 7222 (Senior System Rating)

DA 7223 (Base System Rating)

DA 7222-1 (Senior Checklist)

DA 7223-1 (Base Checklist)

Remarks

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**

The screenshot shows a web application window with a navigation bar at the top containing "Home | About | Help". Below the navigation bar are four buttons: "Save", "Cancel", "Reset", and "Attach Document". The main content area contains a form with the following elements:

- A text input field containing "s.army.mil".
- A dropdown menu with "One User" selected.
- A "Request Area (required)" field with a blue icon and a text input field containing "CHRA.EU.Documents for Filing".
- A "Spelling" button.

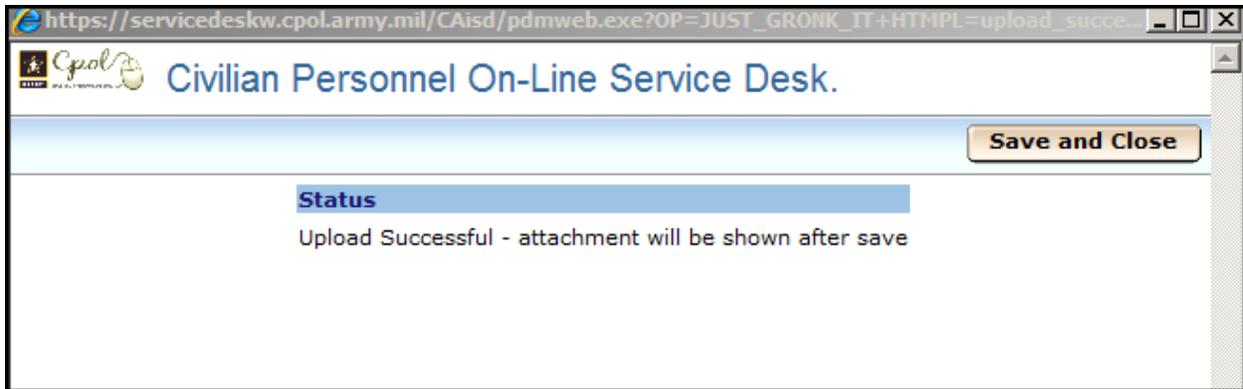
This will open another window. At this point, click **Locate File**

The screenshot shows a dialog box titled "Create New Attachment" with a "Save", "Cancel", and "Reset" button bar. The main text reads: "Click the Locate File button to search for the file you wish to attach." Below this is a "Locate File" button. The text "OR" is centered, followed by "Specify a Web Page address and click the Save button." Below this is a "Web Page" label and a text input field.

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.

Reported by COX, MARCUS	
Phone Number <input type="text" value="3796346"/>	Email Address <input type="text" value="marc.cox@us.army.mil"/>
Urgency (required) <input type="text" value="5 - As time permits"/>	Impact (required) <input type="text" value="5 - LOW Impact - One User"/>
Request Description (Please DO NOT enter Privacy Act Data) (required) <input type="button" value="Spelling"/>	
<input type="text" value="Please post the attached TAPES evaluation to the employee's OPF."/>	

Click **Save**.

COX, MARCUS (Log Out)

Request 153123 Save Cancel

Reported by
MARCUS

Request Number Email Address

Priority (required) Impact (required) [Request Area](#)

Request Description (Please DO NOT enter Privacy Act Data) (required) Spelling

Please post the attached TAPES evaluation to the employee's OPF.

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

On-Line Service Desk.

Home | About |

Request Support

[Request 153123 created. Click here to view.](#)

[Create a new Request](#)

[Create a new Change Order](#)

[Service Desk contact information and hours of operation](#)

Look up my existing Requests

[You have 1 open requests](#)

[You have 7 closed requests](#)

[You have 0 open change orders](#)

[\(Browse more solutions\)](#)

[See Attached Error Screen Shot "Bad](#)