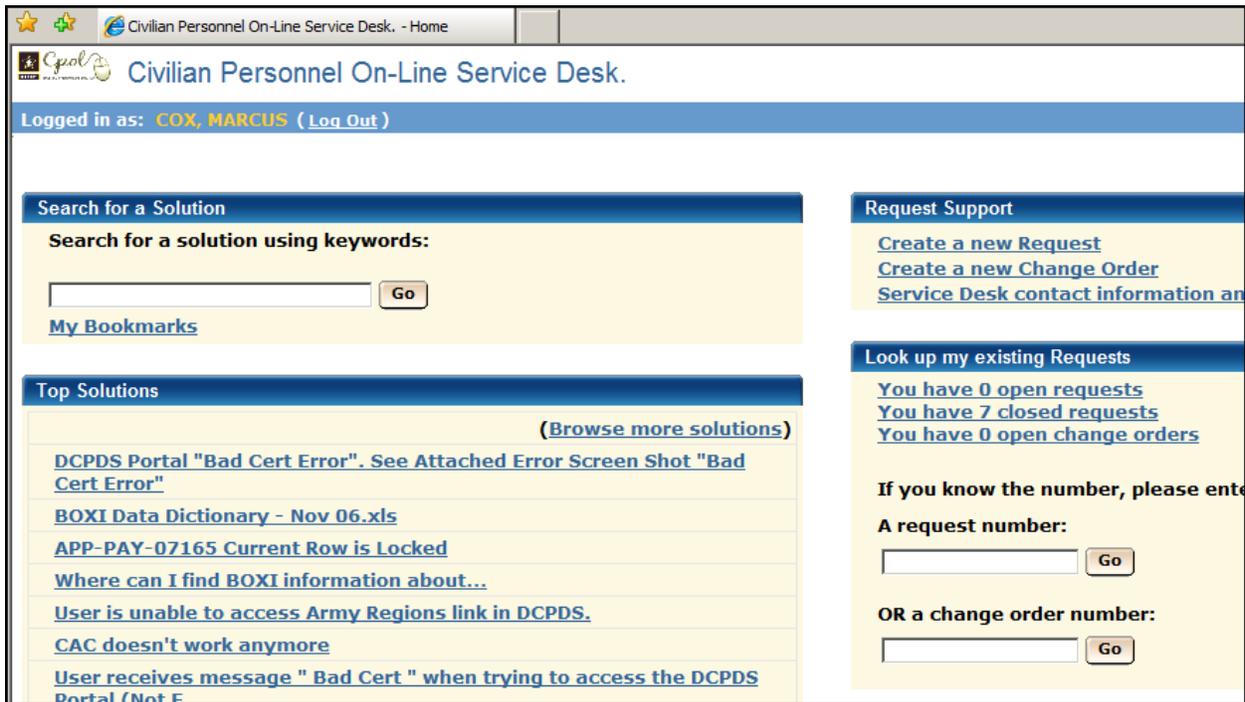
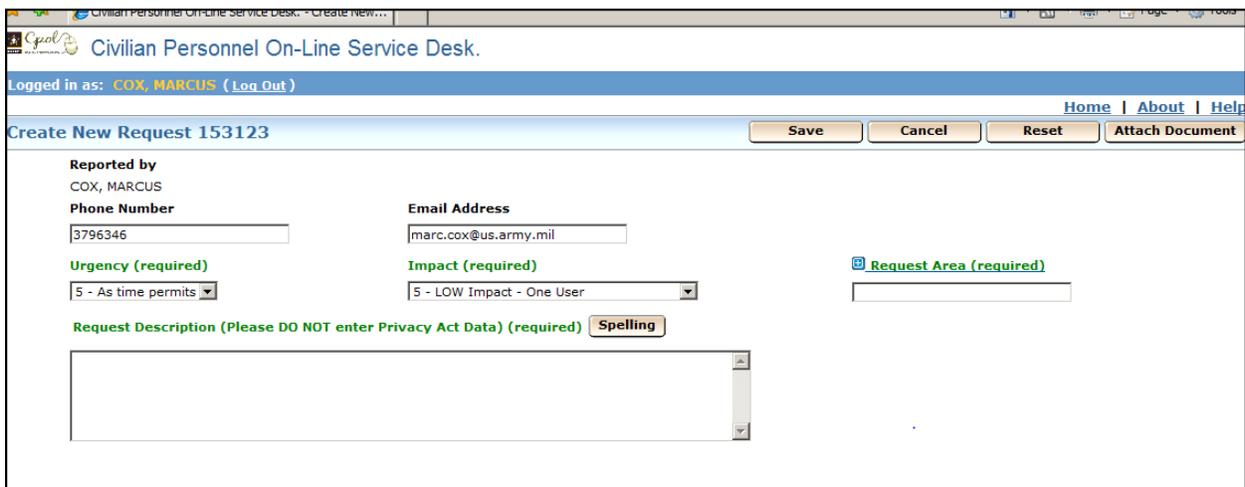


Effective immediately, do not send awards, evaluations, and other documents to the CHRA-E group mailbox. This mailbox will be permanently shutdown 12 August 2011. To send items to CHRA-E for posting in employee OPFs, do the following:

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



Click on **Create a new Request.**



Make sure your information is correct.

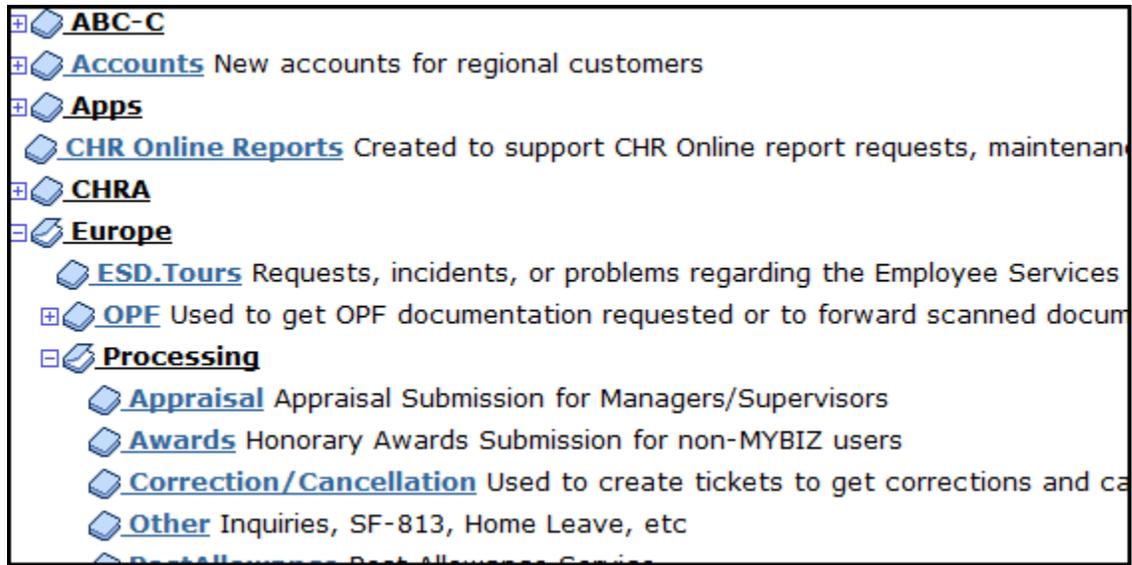
Click [Request area \(required\)](#)

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:

Create New Request 154269 **Save**

Reported by
COX, MARCUS

Phone Number **Email Address**

Urgency (required) **Impact (required)** Re Euro

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

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)

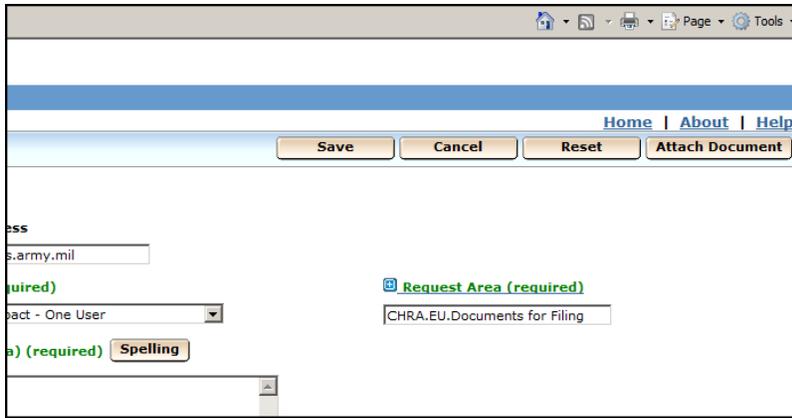
Remarks

Complete the **Name (required)** and **Last 4 SSN (required)** blocks.

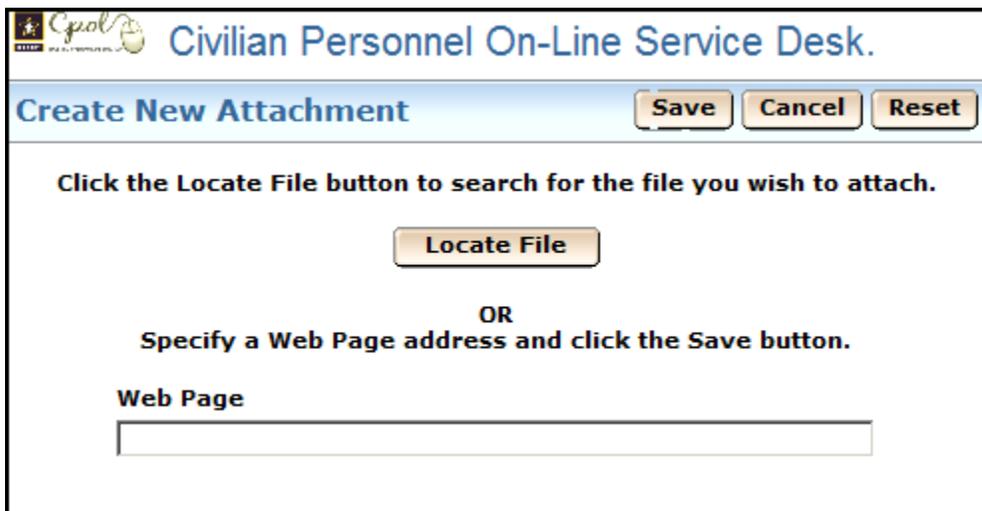
Click on the drop-down menu under Type of Action (required) and select the appropriate choice (normally **Annual Rating**).

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

Now click **Attach Document**



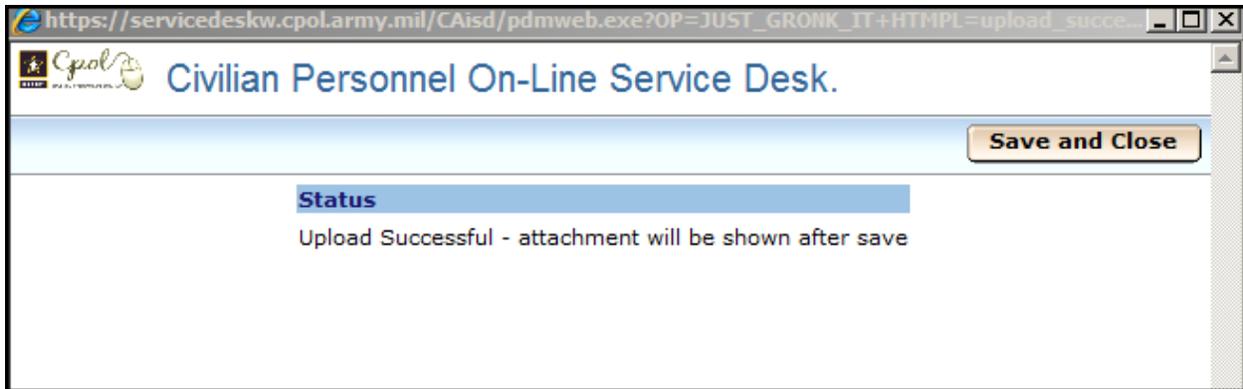
This will open another window. At this point, click **Locate File**



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



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

Requested by
MARCUS

Request Number: 153123 Email Address: marc.cox@us.army.mil

Priority (required): As time permits Impact (required): 5 - LOW Impact - One User Request Area: CHRA.EU.Docume

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

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

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](#)