

TAPES APPRAISAL DUE DATES

Senior System

The TAPES performance appraisal senior system is used for GS-9 employees and above.

Midpoint appraisal conferences should be conducted six months prior to the end of the rating period.

For senior system employees, the rating period are as follows:

Rating period	Grade Level
1 Jul - 30 Jun	GS/GM/WS-13 and above employees, and equivalent levels in other pay plans
1 Nov - 31 Oct	GS/WS-09 through 12 employees, and equivalent levels in other pay plans except WL/WG

Base System

The TAPES performance appraisal system is used for base system employees GS-8 and below, and all wage grade, wage leader, ad wage supervisor positions, WS-8 and below.

Completed civilian performance ratings (DA Form 7223) are due not later than 30 days following the end of the rating period even if the end of the rating period does to coincide with the employee's month of birth, e.g., probationary appraisals. This requirement is to ensure achievement of HQDA goals of timely completion of performance appraisals. The following suspense schedule is announced for base system employees only.

Beginning of Rating Period (Employee's Month of Birth)	Midpoint Conference Due	End of Rating Cycle	Completed Appraisal Due
January	July	31 January	2 March
February	August	28 February	20 March
March	September	31 March	30 April
April	October	30 April	30 May
May	November	31 May	30 June
June	December	30 June	30 July
July	January	31 July	30 August
August	February	31 August	30 September
September	March	30 September	30 October
October	April	31 October	30 November
November	May	30 November	30 December
December	June	31 December	30 January