

TOTAL ARMY PERFORMANCE EVALUATION SYSTEM (TAPES) CHECKLISTS FOR RATERS

Before forwarding DA Forms 7222 and 7223 (performance evaluations for base and senior system employees), the following checklists should be reviewed and applied to ensure the completeness and accuracy of the forms. Failure to do so may result in the evaluation documents (along with any award nominations) being returned to the rater(s) for correction/completion.

More specific guidance is found in DA Pamphlet 690-400 (1 June 93) and AR 690-400, Chapter 430, both entitled Total Army Performance Evaluation System (TAPES), or you can contact the Personnel Management Specialist who services your activity.

BASE SYSTEM CHECKLIST (covers WL, WG, and WS/GS-8 and below)

1. The Performance Counseling Checklist/Record (DA Form 7223-1) is attached to the Evaluation Report (DA Form 7223).

2. Key items to check on the Checklist/Record (DA Form 7223-1):

a. The top portion of first page is completed.

3. Key items to check on the Evaluation Report (DA Form 7223):

a. Part I - Administrative Data is complete.

b. Part II - Authentication is complete including the dates of signatures.

c. Part III - Performance Award/Quality Step Increase: (Completed if ratee is nominated for performance award)

(1) Make a copy of the front of DA Form 7223 and complete PART III on this copy.

(2) Send this page along with the rest of the evaluation package through the rating chain and any other required approval levels, i.e., post DRM; CofS (if award is for Quality Step Increase); RMD, etc.).

d. Parts IV & V. a - Self-explanatory

e. Part V. b. Responsibilities: All four of the responsibilities for non-supervisory, and all six for supervisory ratees, are "X" ed.

f. Part VI, Overall Performance: The senior rater has completed this portion, and it correlates to the rating in Part V. b. (NOTE: If the senior rater (who is the approver)

disagrees with the rater, this disagreement must be resolved before the forms are forwarded to CPOC.)

SENIOR SYSTEM CHECKLIST (covers GM and WS/GS-9 and above)

1. Is the Support Form (DA Form 7222-1) attached to the Evaluation Report (DA Form 7222)?

a. Are Parts I & II of the Support Form completed and accurate?

b. Are the dates and initials of all raters documented in Part III? Is there at least 120 days between the date the senior rater initialed and the end of the rating period?

c. Are Parts IV and V. b. completed? Has the rater indicated in the left margin across from each performance objective the objectives ratings ("E" (Excellence); "S" (Success); "N" (Needs Improvement); or "F" (Fails))?

2. Senior System Civilian Evaluation Report:

a. Part I, Administrative Data: Is the name, social security number, etc. correct? Is the period covered documented?

b. Part II, Authentication: Have all raters signed and dated? Has the ratee signed/dated?

c. Part III: (Complete this part for awards nomination/approval.) Did you make a copy of the front of DA Form 7222 and complete PART III on this copy? Did you send this page along with the rest of the evaluation package through the rating chain and any other required approval levels, i.e., post DRM; CofS (if award is for Quality Step Increase); RMD (EAMC), etc.)? If monetary award is approved, is the fund cite, approval signatures, and date of approval documented?

d. Parts IV and V: Self-explanatory

e. Part VI, Performance Evaluation: Has rater marked the appropriate block, as supported by the objectives ratings in the left margin, Part V.b. of the the Support Form? Are bullet examples included?

f. Part VII: (If there is an intermediate rater) Are bullet comments included?

g. Part VIII, Senior Rater: Is the Overall Performance rating block checked? Does it support the rater's rating in Part VI? (If the senior rater's assessment of the ratee's performance does not agree with the rater's, the disagreement must be resolved before the forms are forwarded to CPOC) Is the Senior Rater Profile completed? Are bullet examples on performance/potential included?