

***TOTAL ARMY
PERFORMANCE
EVALUATION
SYSTEM***

(TAPES)

TOTAL ARMY PERFORMANCE EVALUATION SYSTEM (TAPES) SENIOR SYSTEM OVERVIEW

- Applicable to SES, ST, SL, GM, WS/GS-09 and above employees in equivalent positions in other pay Plans and Career Interns.
- DA-wide performance standards preprinted on form.
- Individual Performance objectives serve as critical job elements as defined in 5 CFR 430.
- DA values displayed for discussion.
- Terms/Roles for Ratee and Rating Chain:
 - **Ratee.** Initiates Objectives; lists accomplishments
 - **Rater.** Defines mission, mentors, and evaluates
 - **Intermediate Rater.** Reviews/concurs objectives and ratings or resolves disagreements with rating chain; makes bullet comments on performance
 - **Senior Rater.** Reviews/approves objectives and objectives ratings or resolves disagreements/overrides Rater(s); comments on performance and potential
- The Support Form (DA Form 7222-1) is a working document on which the Ratee and Rater document performance objectives and Ratee lists accomplishments. DA-wide standards are preprinted to assist Raters in rating objectives. The Position Description, the DA-wide standards and documented objectives serve as the Performance Plan once Raters/Ratee initial and date the form. The Performance Plan becomes effective on the date the Senior Rater initials.
- Performance discussion communicates mission and goals, establishes objectives, gets/provides feedback on performance and career goals -- all to facilitate organizational and individual success and to develop the Ratee.
 - Initial objectives setting discussion and documentation required within 30 days from beginning of each rating period; later discussion required at least at the midpoint of rating period.
- The Evaluation Report (DA Form 7222) summarizes major duties, displays and provides space to assess adherence to DA values, provides block checks to summarize objectives ratings, uses a reduced bullet narrative format, provides

all Raters space for comment, and allows Senior Rater to focus on potential. It also documents performance-related award nomination/approval.

- Part VIII is completed by the Senior Rater.
 - The senior rater reviews the support form and objective ratings. If the senior rater is in agreement with the rater, the senior rater checks the appropriate overall performance rating block and provides bullet comments.
 - If the senior rater disagrees with the rater, the senior rater discusses the differences and tries to resolve the issues. If the disagreement is not resolved, the senior rater makes the necessary changes. (The Senior Rater makes the final decision).
 - The senior rater also completes the senior rater profile.

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 accordingly.
- If major changes to expectations are made on the support form, the Senior Rater should review and approve the 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 other paper and attached to the support form.

SENIOR SYSTEM SUPPORT FORM PERFORMANCE DOCUMENTATION

NEAR THE END OF THE RATING PERIOD:

- The Ratee lists his/her accomplishments in Part IVC of the Support Form. Accomplishments may be continued on a separate sheet if more space is needed.
- The completed Support Form accompanies the performance evaluation to each rater.
- The Raters consider this information when preparing the performance evaluation.
- At the end of the rating period, the Support Form is attached to the evaluation report and submitted to the Human Resources Directorate for processing and filing.

OVERALL PERFORMANCE RATING DEFINITIONS

- ☼ **SUCCESSFUL LEVEL 1** -- Ratee with no supervisory duties is rated EXCELLENCE in over 50% of Objectives and SUCCESS in remaining Objectives. Ratee with supervisory duties also must be rated EXCELLENCE on over 50% of ALL Objectives -- which must include EXCELLENCE ratings for either Organizational Management/Leadership Objective(s) or EEO/AA Objective(s) -- and SUCCESS in others. (This is Level 5 in 5 CFR 430.)

- ☼ **SUCCESSFUL LEVEL 2** -- Ratee with no supervisory duties is rated EXCELLENCE in 25-50% of rated Objectives and SUCCESS in remaining Objectives. Ratee with supervisory duties also must be rated EXCELLENCE in 25-50% of ALL Objectives -- which MUST include EXCELLENCE ratings for either Organizational Management/Leadership Objective(s) or EEO/AA Objective(s) or SUCCESS in others. (This is Level 4 in 5 CFR 430.)

- ☼ **SUCCESSFUL LEVEL 3** -- All Ratees who are rated SUCCESS in ALL rated Objectives or EXCELLENCE in 1% through 24% and SUCCESS in remaining Objectives. Ratees with supervisory duties who were rated EXCELLENCE in any number of Objectives but SUCCESS in those for both Organizational Management/Leadership and EEO/AA. (This is Level 3 in 5 CFR 430.)

- ☼ **FAIR** -- All Ratees who are rated NEEDS IMPROVEMENT in 1 or more Objective(s) and not rated FAILS in any Objective. (This is Level 2 defined in 5 CFR 430.)

- ☼ **UNSUCCESSFUL** -- All Ratees rated FAILS in 1 ore more Objective(s) -- regardless of ratings assigned other Objectives. (This is level 1 defined in 5 CFR 430.)

EVALUATION REPORT CHECKLIST

RATEE:

- Ratee submits Support Form to Rater with Significant Contributions annotated.

RATER:

- Rater completes Parts I & II of the Evaluation Report.
- Rater verifies that position descriptions are correct and checks appropriate box on Evaluation report.
- Rater summarizes the duties of the position in Part IV of Evaluation report. (Copies from Support Form)
- Rater reviews Support Form and rates each objective: Excellence (E), Success (S), Needs Improvement (NI), or Fails (F).
- Rater completes Part V on Evaluation Report (Optional).
- Rater totals rated objectives on Support form and mark appropriate box in part VIA (Evaluation report).
- Rater makes bullet comments in VIB for all objectives ratings (except those rated success) (optional)
- Rater signs & dates Evaluation report in Part IIA.

INTERMEDIATE RATER: (If applicable)

- Intermediate Rater completes Part VII. (Optional)

SENIOR RATER:

- Evaluation report given to Senior Rater for completion.
- Senior Rater reviews Support Form and Objective Rating.
- Senior Rater checks appropriate Overall Performance rating block in Part VIIA. (NOTE: Senior Rater's rating and the Rater's rating **MUST** agree.)
- Senior Rater completes Senior Rater Profile in Part VIIIA.
- Evaluation Report returned to Rater.

RATER:

- Rater discusses the Evaluation Report with Ratee.
- Rater has Ratee sign Evaluation Report in Part IID.
- Gives original Evaluation report and support form to Ratee.
- Keeps copy.

IF THE RATER WANTS TO SUBMIT THE RATEE FOR AN AWARD, THE RATER MUST

- Make a copy of the **COMPLETED** and **SIGNED** Evaluation Report.
- On the **COPY ONLY** of the Evaluation Report, the Rater completes Part III.
- Submit to the approving official for approval.
- Provide the copy of the Evaluation Report, with Part III completed to Human Resources for processing.



BASE SYSTEM OVERVIEW

- Applicable to WL, WG, and WS/GS-08 and below, and positions at similar levels in other pay plans.
- Responsibilities and performance standards apply to all employees and are printed on the forms. All responsibilities are critical.
- Players:
 - **Ratee.** Person who is being rated. This person talks to the boss (Rater) about the job -- what needs to be done; how it should be done; what he or she is doing or wants to do; questions or problems he/she has; training and help he/she needs to do things better.
 - **Rater.** Usually first-level boss. This person tells the Ratee what needs to be done -- when and how, how the Ratee is doing the work, what DA values mean, what training the Ratee needs; the Rater also asks the Ratee for ideas on same subjects.
 - **Intermediate Rater.** This person is between the Rater and the Senior Rater. He/she looks at performance plans and ratings and suggests needed changes. Many Ratees do not have Intermediate Raters.
 - **Senior Rater.** Person who approves performance plans and performance ratings and writes about potential.
- Counseling Checklist (DA Form 7223-1) tells the Rater when and how to counsel and is what the Rater and Ratee use to write down the main points made during counseling. When this information is written on the form and the Ratee and Raters have initialed and dated, the Counseling Checklist along with the position description, becomes the Performance Plan.
- Performance Counseling -- Conducted within 30 days of the beginning of the rating period, again at the midpoint of the rating cycle and any other times as required.
- Performance Evaluation Report (DA Form 7223) is the form on which the Ratee is rated -- either for a Special or an Annual Rating.

OVERALL PERFORMANCE RATING DEFINITIONS

- ☼ **SUCCESSFUL LEVEL 1** -- Ratee with no supervisory duties is rated EXCELLENCE in over 50% of Responsibilities and SUCCESS in remaining responsibilities. Ratee with supervisory duties also must be rated EXCELLENCE on over 50% of ALL Responsibilities -- which must include EXCELLENCE ratings for either Organizational Management/Leadership or EEO/AA -- and SUCCESS in others. (This is Level 5 in 5 CFR 430.)

- ☼ **SUCCESSFUL LEVEL 2** -- Ratee with no supervisory duties is rated EXCELLENCE in 25-50% of rated Responsibilities and SUCCESS in remaining Responsibilities. Ratee with supervisory duties also must be rated EXCELLENCE in 25-50% of ALL Responsibilities -- which MUST include EXCELLENCE ratings for either Organizational Management/Leadership or EEO/AA and SUCCESS in others. (This is Level 4 in 5 CFR 430.)

- ☼ **SUCCESSFUL LEVEL 3** -- All Ratees who rated SUCCESS in ALL rated Responsibilities. Ratees with supervisory duties who were rated EXCELLENCE in any number of Objectives but SUCCESS in those for both Organizational Management/Leadership and EEO/AA. (This is Level 3 in 5 CFR 430.)

- ☼ **FAIR** -- All Ratees who are rated NEEDS IMPROVEMENT in 1 or more Responsibility and not rated FAILS in any Responsibility. (This is Level 2 defined in 5 CFR 430.)

- ☼ **UNSUCCESSFUL** -- All Ratees rated FAILS in 1 or more Responsibility -- regardless of ratings assigned other Responsibilities. (This is level 1 defined in 5 CFR 430.)

CIVILIAN EVALUATION REPORT CHECKLIST

RATER:

- Rater completes Parts I & II of the Evaluation Report.
- Rater verifies position description is correct and checks appropriate box on Evaluation Report.
- Rater annotates the most important jobs and projects the Ratee worked on during the rating period.
- Rater annotates counseling dates from Checklist Record.
- Rater completes Part V on Evaluation Report (optional).
- Rater rates each Responsibility: Excellence (E), Success (S), Needs Improvement (NI), or Fails (F).
- Rater writes bullet examples of what the Ratee accomplished (optional for success ratings/mandatory for other levels).
- Rater signs & dates Evaluation Report in Part Iia.

SENIOR RATER:

- Evaluation report given to Senior Rater for completion.
- Senior Rater reviews Responsibilities and example/comments of performance assigned by the Rater.
- Senior Rater checks appropriate Overall Performance rating block in Part VIIIa. (NOTE: Senior Rater's rating and the Rater's rating **MUST** agree.)
- Senior Rater provides short, concise bullet comments.
- Senior Rater signs Evaluation Report in Part Iic.

RATER:

- Rater discusses the Evaluation Report with Ratee.
- Rater has Ratee sign Evaluation Report in Part IId.
- Gives original Evaluation Report and checklist to Ratee.
- Keeps copy.

IF THE RATER WANTS TO SUBMIT THE RATEE FOR AN AWARD, THE RATER MUST

- Make a copy of the **COMPLETED** and **SIGNED** Evaluation Report.
- On the **COPY ONLY** of the Evaluation Report, the Rater completes Part III.
- Submit to the approving official for approval.
- Provide the copy of the Evaluation Report, with Part III completed to Human Resources for processing.