

Total Army Performance System (TAPES)

A performance plan should be presented to an employee for review and signature within 30 calendar days after reporting to the new job. In Department of Army the performance plan is also known as either a Counseling Checklist in the Base System or a Support Form in the Senior System. The performance plan consists of responsibilities for the Base System and objectives for the Senior System. The responsibilities and objectives are also known as standards. The standards are the measure or yardstick to determine how well the employee performed each responsibility or objective. The supervisor will re-certify the plan, or establish a new plan, on an annual basis within 30 days of the beginning of each new rating period.

PERFORMANCE APPRAISAL - The objectives of the Total Army Performance Evaluation System (TAPES) are:

1. Communicating organizational goals and priorities as well as Army values and ethics to employees.
2. Establishing individual expectations for performance that reflect Garrison goals and organizational objectives.
3. Facilitating frequent discussion among the Ratee (employee) and the rating chain about performance, expectations, professional development, and DA values and ethics.
4. Providing an environment where all understand that they are important members of the Army Team - in which they are recognized for their achievements, counseled and assisted in areas in which they can improve, encouraged to take responsibility for doing things better and to support team endeavors, and challenged to develop professionally and to perform at their full potential.
5. Requiring annual written individual performance evaluations that provide supervisors and managers with the tools for:
 - a. Systematic assessment of performance results achieved to make sound plans and decisions concerning compensation, training, rewards, reassignments, promotions, reductions in grade retention, reductions in force, and removal.
 - b. A sound and continuing basis for effective supervisor-subordinate partnerships in pursuit of common goals.

ANNUAL RATING. An employee must have the opportunity to work under an approved performance plan for 120 days before receiving a rating. The first rating cycle may be less or more than one year in order to accommodate the employee into the appropriate cycle. An early annual appraisal should be prepared for an employee if either the employee or the

supervisor departs with 120 days or less left in the rating period. Also, if the employee qualifies for Executive Order 12721 (Noncompetitive Appointment of Former Overseas Employees), the employee should receive an annual rating on the day the employee departs the position, regardless of how long the employee has been working under the standards or how long it has been since the employee's last rating.

USAREUR Annual Rating Rycles	
Grade Range	Rating Cycle
GS/GM/WS 13 and above	1 July - 30 June
GS/WS 9-12	1 November - 31 October
GS/WS 6-8, WG-6 and above, and all WL	1 February - 31 January
GS/WS/WG 1-5	1 May - 30 April

SPECIAL RATING. A special rating will be prepared if the employee is reassigned to another position or the supervisor leaves with more than 120 days left in the rating cycle. Also, a performance plan and special appraisal will be prepared if the employee is detailed to another position for 120 days or more.

Five different overall performance rating levels exist in the TAPES system:

- Successful Level 1
- Successful Level 2
- Successful Level 3
- Fair Level 4
- Unsuccessful Level 5

The criteria used to determine the overall performance rating depends on factors such as the number of "excellence", "success", "needs improvement", and "fail" ratings received per standard/objective, whether the employee is covered by the Base Level or Senior Level System, and whether the employee is in a supervisory or non-supervisory position.

MIDPOINT PROGRESS REVIEW. The supervisor is required to hold a midpoint progress review with the employee to discuss performance. This review is held at the midpoint of the designated rating period.

MIDPOINT REVIEW DATES		
Grade Range	Rating Cycle	Midpoint Review
GS/GM/WS 13 and above	1 Jul - 30 Jun	1 Jan
GS/WS 9-12	1 Nov - 31 Oct	1 May
GS/WS 6-8, WG-6 and above and all WL	1 Feb - 31 Jan	1 Aug
GS/WS/WG 1-5	1 May - 30 Apr	1 Nov

Employees may review [AR 690-400, Chapter 4302](#), Total Army Performance Evaluation System for more information.