



*Part V*



***TRANSITION***

# **Total Army Performance Evaluation System (TAPES)**



## Total Army Performance Evaluation System (TAPES)

### Comparison

When employees transition out of the NSPS classification and pay system, they will also transition out of the NSPS performance appraisal system.

Most Army General Schedule (GS) employees are covered by the Total Army Performance Evaluation System (TAPES).

TAPES is very similar to the NSPS appraisal system. A major difference is that there are no pay pools or performance payouts under TAPES.

	NSPS	TAPES
Annual Rating Period	✓	✓
Official Rating Chain	✓	✓
Performance Plans	✓	✓
Ratings	✓	✓
Pay Pools	✓	
Performance Payouts	✓	
Reconsideration Process	✓	✓



## Total Army Performance Evaluation System (TAPES)

### *Base and Senior System*

TAPES consists of two systems. Your grade determines which system will be used to evaluate your performance:

**Base System** - Used for evaluating grades GS-8 and below.

**Senior System** - Used for evaluating grades GS-9 and above.

- *Career Interns are rated under the Senior System regardless of grade.*

### **Two Systems**

The difference between the two parts of TAPES can be traced back to the architecture of the Army's military personnel management system. When TAPES was initially created in the early 1990's, Army leadership wanted a civilian performance management system that mirrored as much as possible the military system (one for officers and one for enlisted personnel). The rating levels and other components of TAPES are similar to the military performance management system.



## Total Army Performance Evaluation System (TAPES)

### *Components of TAPES*

Components of the TAPES system include the following.

- [Written Performance Plans](#) and Appraisals
- [Objectives](#) (Senior System)
- [Responsibilities](#) (Base System)
- [Special Requirements](#)
- [Rating Period](#)
  
- [Minimum Rating Period](#)
- [Official Rating Chain](#)
  
- [Annual Ratings](#)
  
- [Special Ratings](#)
  
- [Reconsideration Process](#)



## Total Army Performance Evaluation System (TAPES)

### *Performance Ratings*

Under NSPS, each job objective is assigned a rating. All of the ratings are then averaged to get the overall (or final) rating. Job objective weights and contributing factors impact the overall rating.

TAPES does not use weights or contributing factors. Each objective / responsibility of the performance plan is assigned a **level of performance** (not a rating). The rater then determines the **overall performance rating** for the appraisal.





## Total Army Performance Evaluation System (TAPES)

### *Levels of Performance*

There are 4 levels of performance under TAPES:

- **EXCELLENCE** - Consistently exceeds level described by standards and documented expectations; frequently produces more and/or better than expected.
- **SUCCESS** - Usually performs at the level described by the standards and documented expectations. Quality/quantity of accomplishments are generally at expected levels. Strengths clearly outweigh weaknesses.
- **NEEDS IMPROVEMENT** - Sometimes performs at level described by standards and documented expectations. However, fails enough so that weaknesses slightly outweigh strengths.
- **FAILS** - Frequently fails to perform at levels described by standards and documented expectations. Rarely achieves expected results. Weaknesses clearly outweigh strengths.





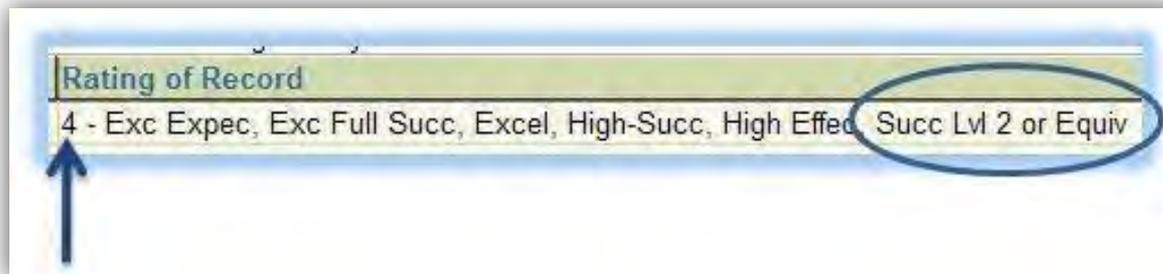
## Total Army Performance Evaluation System (TAPES)

### *Ratings in 'My Biz'*

The Defense Civilian Personnel Data System (DCPDS) is used for employees covered by several different appraisal systems, so when ratings appear in My Biz they are numbered 5 as the highest and 1 as the lowest **regardless of the type of rating system used.**

*Do not be alarmed if your rating number in My Biz does not match what shows on your TAPES appraisal. My Biz provides a description of what the rating number means.*

Below shows how My Biz will display a "4" for a TAPES rating of "2":



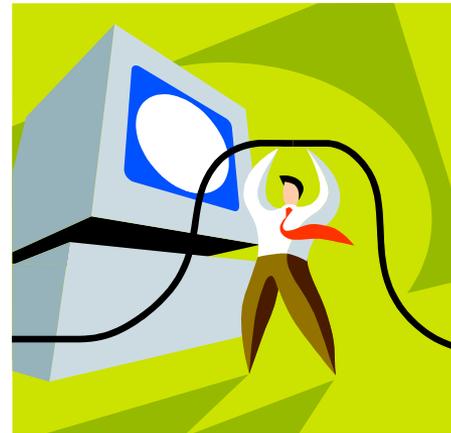


## Total Army Performance Evaluation System (TAPES)

### *Automation*

Currently the TAPES appraisal system has not been automated in the Performance Appraisal Application (PAA).

For now, employees and their raters will be working with hard-copy performance plans and appraisals.





## Total Army Performance Evaluation System (TAPES)

### *Special Rating Situations*

Rating Periods will normally cover one year, but must cover at least 120 days. However, rating periods may be shortened or extended due to certain circumstances.

These situations may include:

- Employee or supervisor starting a new job or leaving for another position.
- Details or temporary promotions.
- Assignment to long-term training.
- Use of extended approved sick leave.
- Employee serving on a Performance Improvement Plan (PIP).



## Total Army Performance Evaluation System (TAPES)

### *Performance Which Fails to Meet Expectations*

Unlike NSPS, failing to meet TAPES expectations will not prevent the employee from receiving their annual General Pay Increase (GPI). However, the employee's next Within Grade Increase (WGI) may be delayed or denied due to performance issues.

Under both systems, failure to perform may lead to separation or assignment to a different position.





## Total Army Performance Evaluation System (TAPES)

### ***No Forced Distributions***

Just like under NSPS, commands and activities cannot use forced distributions of rating levels.

*For example, they cannot decide beforehand that they will only give out 1 top rating among their employees.*

Employees must be rated against written, communicated performance expectations and not ranked among others.





## Total Army Performance Evaluation System (TAPES)

### *References and Forms*

[Army Regulation 690-400 \(Chapter 4302 Total Army Performance Evaluation System - \(16 Oct 98\)](#)

[DA Form 7222 - Senior System Civilian Evaluation Report \(Jun 09\)](#)

[DA Form 7222 - 1 - Senior System Civilian Evaluation Report Support Form \(Aug 98\)](#)

[DA Form 7223 - Base System Civilian Evaluation Report \(Jun 09\)](#)

[DA Form 7223 - 1 - Base System Civilian Performance Counseling Checklist \(Aug 98\)](#)

