

Total Army Performance Evaluation System (TAPES) Checklist
For
Base System Civilian Evaluation Reports
DA Form 7223

Supervisor's name _____
DSN Phone Number _____ Email _____

Ratee: _____

Complete this checklist to ensure that the performance appraisal is properly prepared prior to submitting the appraisal and support form or counseling checklist to CPOC-Europe. This checklist must be submitted to CPOC-Europe with the appraisal and supporting documentation.

Part I – Administrative Data

Blocks a-d. Ratee Identification (name, social security number, position title, pay plan, series and grade, and organization/unit.

Block e. Reason for Submission: "X" Annual or Special. (Special Appraisals are not sent to CPOC-Europe per AR 690-400, Appendix A-2, but are attached and submitted with the Annual Appraisal.)

Block f. Period Covered: from _____ to _____ (Period Covered and Rated Months normally match the rating cycle designated by the grade level.)

Does the support form cover a minimum of 120 days?

Does the rating period coincide with the Support Form?

Is the rating period at least 120 days?

Note: If the rating is an early annual or extended rating, please ensure you have adjusted the period covered and that rated months coincide.

Part II– Authentication

Senior Rater (if required), Intermediate Rater (if applicable), Rater, and Ratee has signed and dated.

Ratee has signed and dated **after** Rater/Senior Rater have assigned rating and appropriate discussion has occurred.

Part IV Duty Description

Contains brief description of duties. .

Is Position description correct? Block **must be checked** yes or no.

Is Counseling dates from checklist/record listed?

Part Va – Values (Rater)

Are comments in bullet format?

Are comments limited to no more than two lines per bullet?

Part Vb - Responsibilities

Has rater assigned a rating to each responsibility?

Are comments provided for any responsibility rated other than success; encouraged for those rated success?

Are comments in bullet format?

Are comments limited to no more than two lines per bullet?

If the ratee is a supervisor, are Responsibility #5, Supervision and Leadership, and responsibility #6, EEO and Affirmative Action, rated? Are there bullet comments? Are they in the correct format?

Are comments confined to the space provided (cannot exceed)?

Part VI Overall Performance

Is the appropriate Overall Performance Rating block marked? Does the overall rating matches the objective ratings in Vb 1-6.

Does your rating match with the rater's rating? If not, coordinate with the rater. Both ratings must be the same.

Total of the rated objectives in Vb match the level of the overall rating in VI

Was support form received? Block must be checked off?

Part VII Senior Rater

Are comments in bullet format?

Are comments limited to no more than two lines per bullet?

Counseling Checklist/Support Form (DA Form 7223-1)

The counseling checklist/record or support form are attached to the appraisal.

Is the counseling checklist/record for the correct rating period?

MOST COMMON ERRORS FOUND ON APPRAISAL FORMS:

Performance plan is not in effect for 120 days.

Senior Rater failed to initial and date performance plan.

Failed to annotate objective ratings on the performance plan (i.e., (E) – Excellence, (S) – Success, (NI) – (Needs Improvement) or (F) – Fails.

The total of the rated objectives (percent) does not match the level of the overall rating.

Rater and Senior Rater ratings are not in agreement. (e.g., Rater checked excellence over 75% in **Part b. (Base)/ Part VI a (Senior)** and Senior Rater overall performance rating is successful level 2 in **Part VI (Base)/Part VIII (Senior)**).

For supervisors or managers, the appropriate box does not indicate Yes or No for excellence in Org Mgt/Ldshp or EEO/AA.

BEFORE YOU BEGIN THE RATING PROCESS,

Read the TAPES User Pamphlet (DA Pamphlet 690-400) and AR 690-400. They are designed to provide step-by-step instruction and guidance on the performance appraisal process. For additional advice, contact your servicing CPAC Human Resources Specialist.

Review the Senior System Tapes Checklist at <http://www.cpol.army.mil/permis/52222a.html>

Review Base System Tapes Checklist: <http://www.cpol.army.mil/permis/52222b.html>

Provide TAPES POC Name, Email, Phone # _____

Electronic copies only must be emailed to:
CHRA.USCPOCEUR@eur.army.mil