

Total Army Performance Evaluation System (TAPES) Checklist For
Senior System Civilian Evaluation Reports
 DA Form 7222

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/Intermediate 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.

Part V - DA Values (Comments are encouraged - not mandatory)

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

Part VI Performance Evaluation

- The appropriate objective rating box is marked in VIa.
- For supervisors or managers, the appropriate box is marked to indicate YES or NO for Excellence in Org Mgt/Ldshp OR EEO/AA. (Specific objectives must appear in the Support Form for these).
- The total of the rated objectives (percent) matches the level of rating on the support form (DA 7222-1; IVb)
- Bullet comments are annotated in VIb for any ratings above or below "S."

Part VII Intermediate Rater (Optional)

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

Part VIII Senior Rater, (if used) or Rater (if no senior rater)

The appropriate Overall Performance Rating block is marked in VIII and the overall rating matches objective rating in VIa.

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

Part IX Senior Rater (if used)

Are comments in bullet format?

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

Was Support Form received? Block **must be** checked off.

Counseling Checklist/Support Form (DA Form 7222-1)

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

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

Has the support form been signed off by Ratee, Rater Intermediate Rater and Senior rater (if used)?

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