DEPARTMENT OF THE ARMY
HEADQUARTERS, U.S. ARMY MATERIEL COMMAND
5001 EISENHOWER AVENUE, ALEXANDRIA, VA 22333 - 0001

23 FEB 1999

REPLY TO
ATTENTION OF

AMCPE-CE

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: A Reminder/Overview of the Requirements of the Total Army Performance Evaluation System

1. Enclosed is a reminder/overview of the general requirements of the Total Army Performance Evaluation System (TAPES). Please relay this information to the work force. It is a reminder to all managers, supervisors and employees of their individual responsibilities relating to TAPES and will help to minimize the number of cited violations by third party reviewers.

2. As a matter of information and instruction, please refrain from using the consolidated TAPES regulation which is on the web site of the Army Publishing homepage and Civilian Personnel Online. In consolidating Change 1 with the basic regulation, some errors were made by Headquarters, Department of the Army. Expeditious corrections are expected. However, until those corrections are made, please use only the basic regulation and Change 1, not the consolidated document on the web.

3. The point of contact for this action is Teresa Greene, telephone (703) 617-3408 or DSN 767-3408.

4. AMC -- America's Arsenal for the Brave.

FOR THE COMMANDER:

Encl

MELINDA McMILLON DARBY
Deputy Chief of Staff
for Personnel

DISTRIBUTION:
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A REMINDER/OVERVIEW OF THE REQUIREMENTS OF THE TOTAL ARMY PERFORMANCE EVALUATION SYSTEM

1. Inherent in TAPES is the requirement that certain actions occur at specific times during a rating cycle. There are various rating cycles, within AMC, due to local bargaining agreements and approved waivers. However, the basic annual rating cycles, which were pre-established by Headquarters, Department of the Army (HQDA) are still serving as the primary rating schedules as described below:

a. GS-13 - 15: 1 July - 30 June. This also includes personnel in the Senior Executive Service, Senior Level and Senior Technical pay plans, and Career Interns (Senior System).

b. GS/WS-09 - 12: 1 November - 31 October (Senior System).

c. GS/WG/WL-01 - 8: Ratings are locally determined as authorized by HQDA (Base System).

2. In the TAPES appraisal process, the first requirement is to establish Performance Objectives for Senior System employees and discuss the HQDA preprinted Responsibilities and Performance Standards with Ratees covered by both the Base System and Senior System, respectively, at least 30 days from the beginning of each rating period. In addition, the Rating Chain should be clearly identified to Ratees, including an explanation of how an individual who is not in the official supervisory chain, but who will assign and monitor the Ratee's work, will be involved, e.g., Project Managers, Equal Employment Opportunity Officers, and Safety Officers. Another critical fact to remember is that the minimum Rating Period is 120 days and Ratees cannot be rated until they perform under approved performance plans for at least 120 days; generally, this also applies to any changes made to performance plans. Additional details are provided below for both the Senior System and Base System:

a. For Senior System appraisals, the Department of Army Form 7222-1, Senior System Civilian Evaluation Report Support Form should be used. This form is initiated by the Ratee and outlines both short and long-term Performance Objectives for the rating period. These Objectives should include milestones and

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other job expectations which will be used to supplement the generic Department of the Army standards which are preprinted on the back of the form. As the initiator of this process, the Ratee should submit his/her proposed Objectives to the Rater for discussion. The Rater and Ratee should also discuss Army Values in terms of what they mean to each other and what types of performance, work related behavior and attitude each believes indicates understanding and adherence to the Army Values. When an understanding is reached between the Rater and Ratee on the Army Values and specific Performance Objectives, both will initial the Support Form before submitting it to the Senior Rater for approval. The date that the Objectives become effective is the date of the Senior Rater's approval denoted by his or her initials. Although this process of establishing Objectives is initiated by the Ratee, it is important to remember that the Rater is responsible for ensuring that the Objectives are appropriate, complete and in place within 30 days from the start of each rating cycle. The yearly timeframe for this to occur is no later than 30 July for grades GS-13 - 15 (and above), and no later than 30 November for GS-9 - 12.

b. For Base System employees, the Department of the Army Form 7223-1, Base System Civilian Performance Counseling Checklist/Record is the form used to establish special areas of emphasis and for the Rater to record the main requirements of the job for the current rating period. Unlike the Senior System, the appraisal process for the Base System is initiated by the Rater, not the Ratee. Within 30 days from the start of the rating cycle, the Rater and Ratee are required to discuss the preprinted Responsibilities and special areas of emphasis to be completed during the rating period. The Rater and Ratee should also discuss Army Values in the same way as described above for the Senior System employees. The Counseling Checklist/Record is, then, submitted to the Senior Rater for approval. The Counseling Checklist/Record becomes effective on the date it is initialed by the Senior Rater denoting his/her approval.

3. Another important aspect of TAPES is the requirement which mandates counseling employees at least 2 times during the rating cycle. The initial counseling session is when the Rater and Ratee discuss Performance Objectives, Responsibilities and Army Values. The midpoint counseling session, however, should focus on the continuing validity and appropriateness of the stated

Objectives and Responsibilities as well as the Ratee's accomplishments/job performance and recommendations for improvement, as appropriate. Both the Rater and the Ratee are required to initial and date the Support Form or Counseling Checklist/Record upon completion of the midpoint counseling.

4. Completed appraisals are due to the Civilian Personnel Advisory Center no later than 45 days from the end of the applicable rating cycle. To adhere to this time schedule which is mandated by regulation, managers and supervisors should establish internal suspense dates for completing employee appraisals. All appraisals should be carefully checked for completeness, particularly initials, dates, and ratings. The extra reviews will ensure quality service to employees as well as reduce carelessness and cited violations by third party reviewers.