



PERMISS

Category: Management-Employee Relations Program

Senior System Checklist

TAPES CHECK LIST - SENIOR SYSTEM

Senior System Civilian Evaluation Report
(DA FORM 7222)

PART II - AUTHENTICATION

- Rater and Senior Rater (if used) have signed and dated in IIa and IIc respectively.
- Ratee has signed after Rater/Senior Rater have assigned rating, and appropriate discussion has occurred.

PART IV - DUTY DESCRIPTION

- Contains brief description of duties and indicates whether the current position description is correct.

PART VI - PERFORMANCE EVALUATION

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

PART VIII - SENIOR RATER (When Used)

- The appropriate Overall Performance Rating block is marked in VIIIa.
- The overall rating in VIIIa matches the objective rating in VIa.
- No additional pages are attached to Evaluation Form.

CIVILIAN EVALUATION REPORT SUPPORT FORM

(DA FORM 7222-1)

- The Support Form is attached to the DA Form 7222.
- The Rater at the appropriate level has initialed and dated in Part III, along with Ratee and Rater initials.
- Performance Plan has been in effect at least 120 days (based on date the Rater (or Senior Rater, if required) has initialed in Part III).
- Each rated Performance Objective has a rating properly annotated (E, S (please do not use "M"), NI or F) in pen or pencil to the left side.
- If ratee is a supervisor, there are specific objectives for Org Mgmt/LDR or EEO/AA in Part IVb

of the DA Form 7222-1.

PERFORMANCE AWARDS

- Employees will not be nominated automatically for performance awards based on their ratings; however, if an award is proposed, there is a copy of page 1 of the Evaluation Report (DA Form 7222) with the proposed award documented in Part IIIb. When finally approved, the signature and date of the approving official will appear in Part IIIb and the award will be transmitted through appropriate channels.

DATES AND COPIES

- Three copies of completed DA Form 7222, with DA Form 7222-1 attached to each copy are forwarded. If employee is to receive a Performance Award, xerox copies of page 1 of DA Form 7222 with Part IIIb completed, to include an original signature of the Senior Rater in the award approved block, are also attached to each copy.

Content last reviewed: 6/20/2006-FMJ

<u>Related Topics</u>	<u>References</u>
<u>Annual Rating</u> <u>Performance</u> <u>Objectives/Responsibilities</u>	<u>AR 690-400: TOTAL ARMY</u> <u>PERFORMANCE EVALUATION SYSTEM</u> <u>(CHAPTER 4302)</u>

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