

# Base System Checklist

## DA Form 7223 Base System Civilian Evaluation Report

### Part I - Administrative Data

Ensure that:

- The rating period coincides with the Counseling Form (DA Form 7223-1).
- The rating period is correct.
- The rating period covers at least 120 days on standards.
- The appropriate reason for submission has been checked (e.g., Annual [include the “word” early, if applicable], or Special.)

### Part II – Authentication

Signed by:

- Rater II a, Intermediate Rater (if applicable) II b, Senior Rater II c and Ratee II d. The employee is the last to sign the form.

**Note:** It is not an approved performance plan until the Senior Rater authenticates the form.

**Part III – Performance Award/Quality Step Increase** – This part is no longer used.

### Part IV - Duty Description

- Description of duties must be confined to the space provided.
- Give a brief description of the duties and indicate whether the current position description is correct (accurately describes the major duties performed).

### Part V - Values

- Comments are not mandatory, but they are encouraged.
- Comments need to be in bullet form.
- Comments need to be limited to not more than two lines per bullet.
- Comments need to be double-spaced between bullets.
- Only positive comments should be listed (non-derogatory.)

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### **Part V b. - Responsibilities**

Rater will:

- Assign a rating to each responsibility.
- Write bullet comments for any responsibilities rated other than success (mandatory) and encouraged for those rated success or higher.
- Limit bullet comments to no more than two lines per bullet.
- Ensure that comments are double-spaced between bullets.
- Ensure that responsibilities 5 (Supervision and Leadership) and 6 (EEO and Affirmative Action) are rated for supervisory employees, and include bullet comments.
- Confine comments to the space provided.

### **Intermediate Rater (if applicable)**

Intermediate Rater will:

- Sign and date part II.
- Provide the Senior Rater with both the Rater's and Intermediate Rater's views, preferably in writing, when unable to come to an agreement with the Rater on employee's rating.

### **Part VI - Senior Rater (Overall Rating)**

- Ensure that the overall rating agrees with the Rater's blocks in part V b.
- Provide bullet comments in Part VII on both the Ratee's performance and potential
- Comments need to be limited to no more than two lines per bullet.
- Comments need to be double-spaced between bullets.
- If the Senior Rater disagrees with the Rater, and resolution through discussion/negotiation has not resulted in agreement, the Senior Rater will either direct or make the necessary changes.

**Note:** The Senior Rater has the final say on employee's final rating. The Senior Rater has the authority to direct the Rater to make the appropriate changes to the TAPES forms.

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## DA Form 7223-1, Counseling Checklist/Record

- Required to be attached to the DA Form 7223.
- Counseling Checklist must be for the correct rating period.
- At least the initial counseling and mid-point review need to be documented on the DA Form 7223-1 and will be initialed and dated by at least the Ratee and Rater.
- Annotation of the main points of any counseling (e.g., initial and mid-point) is required to be documented on the 7223-1
- Performance plan must be in place for at least 120 days.
- Two copies of the appraisal should be made: one for the employee's records, one for the supervisor to include in their supervisory file.

## References:

AR 690-400, Chapter 4302 (Total Army Performance Evaluation System):  
[http://www.apd.army.mil/pdf/r690\\_400.pdf](http://www.apd.army.mil/pdf/r690_400.pdf)

5CFR, Chapter 430 (Code of Federal Regulations: Administrative Personnel)  
[http://www.access.gpo.gov/nara/cfr/waisidx\\_06/5cfr430\\_06.html](http://www.access.gpo.gov/nara/cfr/waisidx_06/5cfr430_06.html)

5USC, Chapter 43(Performance Appraisal)  
[http://www.law.cornell.edu/uscode/5/usc\\_sup\\_01\\_5\\_10\\_III\\_20\\_C\\_30\\_43.html](http://www.law.cornell.edu/uscode/5/usc_sup_01_5_10_III_20_C_30_43.html)

Performance Objectives/Responsibilities (Civilian Personnel Online):  
<http://cpol.army.mil/library/permis/52211.html>