

**Submitting  
TAPES Performance Appraisals  
Using the Appraisal Entry Tool  
in AutoNOA**

**(A Step-by-Step Example)**

**SWD CPAC**

# **NOTICE**

**Contact your CPAC MER Specialist  
before proceeding with the  
Appraisal Entry tool for  
Performance Appraisals  
with a final rating of  
“Needs Improvement” or “Fails”.**

# Objective

To enter employee Performance Appraisal information into DCPDS and upload the TAPES Appraisal forms directly into the employee's eOPF.

# Senior System Form Sequence

Because the submitted PDF file will become the official electronic record for each employee, appraisal files must contain all required forms and \*\*acceptable attachments. In addition, the pages found within each file must appear in the correct sequence as identified below.

## **SENIOR SYSTEM Performance Appraisal document scanning sequence:**

1. Senior System Civilian Evaluation Report (DA Form 7222, front)
2. \*\*Performance Objectives continuation sheet(s), if any
3. Senior System Civilian Evaluation Report (DA Form 7222, reverse)
4. Senior System Civilian Evaluation Report Support Form (DA Form 7222-1, front)
5. Senior System Civilian Evaluation Report Support Form (DA Form 7222-1, reverse)
6. \*\*Employee's Significant Contribution statement, if any
7. \*\*Special Appraisal forms (finalized), if any

**NOTE:** Please ensure that all pages contained in the PDF files have been scanned at an appropriate resolution so as to be legible, that the pages are straight and are oriented in the same manner (i.e. all pages are facing top-to-bottom). It is important that the scanned pages contained in the PDF files be clear as this will become the official rating documentation that will be inserted into the employee's Electronic Official Personnel Folder (eOPF).

# Base System Form Sequence

Because the submitted PDF file will become the official electronic record for each employee, appraisal files must contain all required forms and \*\*acceptable attachments. In addition, the pages found within each file must appear in the correct sequence as identified below.

## **BASE SYSTEM Performance Appraisal document scanning sequence:**

1. Base System Civilian Evaluation Report (DA Form 7223, front )
2. Base System Civilian Evaluation Report (DA Form 7223, reverse)
3. Base System Civilian Performance Counseling Checklist/Record (DA Form 7223-1, front)
4. Base System Civilian Performance Counseling Checklist/Record (DA Form 7223-1, reverse)
5. \*\*Employee's Significant Contribution statement, if any
6. \*\*Special Appraisal forms (finalized), if any

**NOTE:** Please ensure that all pages contained in the PDF files have been scanned at an appropriate resolution so as to be legible, that the pages are straight and are oriented in the same manner (i.e. all pages are facing top-to-bottom). It is important that the scanned pages contained in the PDF files be clear as this will become the official rating documentation that will be inserted into the employee's Electronic Official Personnel Folder (eOPF).

Access the AutoNOA website at:  
<https://nccpoc.ria.army.mil/autonoa/HOME/Default.aspx>

1.) Start by clicking on the “Appraisal Entry” link.



## AutoNOA



Email Us: [USARMY.RIA.CHRA.MBX.AUTONOA@MAIL.MIL](mailto:USARMY.RIA.CHRA.MBX.AUTONOA@MAIL.MIL)

CHRA PERSONNELIST - RPA	MANAGERS (-MGR,-MGA,-RMM)	PROCESSING CENTER (-COP)	HELPDESK (-RSC)
<ul style="list-style-type: none"> <li><a href="#">BUS Code Change</a></li> <li><a href="#">Change in Duty Location</a></li> <li><a href="#">Delete Old RPAs</a></li> <li><a href="#">FLSA Changes</a></li> <li><a href="#">Realignments</a></li> <li><a href="#">Route/Delete RPAs</a></li> <li><a href="#">Mismatch Title Fixes Under-Construction</a></li> <li><a href="#">Career Ladder Promotion</a></li> </ul>	<ul style="list-style-type: none"> <li><a href="#">Appraisal Entry</a></li> <li><a href="#">Career Ladder Promotion</a></li> <li><a href="#">Delete Old RPAs</a></li> <li><a href="#">LN Awards</a></li> <li><a href="#">Name Change</a></li> <li><a href="#">Office Symbol Changes</a></li> <li><a href="#">Para/LN, AMS/APC &amp; SWC Updates</a></li> <li><a href="#">Retirement RPAs</a></li> <li><a href="#">U.S. Award Submissions</a></li> </ul>	<ul style="list-style-type: none"> <li><a href="#">Appraisal Submissions</a></li> <li><a href="#">Honorary Award Submissions</a></li> <li><a href="#">Name Change SF2810 Forms</a></li> </ul>	<ul style="list-style-type: none"> <li><a href="#">Route/Delete RPAs</a></li> <li><a href="#">GroupBox Accounts</a></li> <li><a href="#">End Date MIL/EXT Accounts</a></li> </ul>
CHRA PERSONNELIST - DDF	AUTONOA	SPECIAL PROJECTS	TESTING - DEVELOPMENT
<ul style="list-style-type: none"> <li><a href="#">Comp Level/Area Updates</a></li> <li><a href="#">Drug Testing Required</a></li> <li><a href="#">LN Comp Level/Area Updates</a></li> <li><a href="#">Office Symbol Changes</a></li> <li><a href="#">Para/LN, AMS/APC &amp; SWC Updates</a></li> <li><a href="#">POA Builder</a></li> <li><a href="#">POA End Date</a></li> <li><a href="#">Position Build</a></li> <li><a href="#">Telework Indicator Changes</a></li> </ul>	<ul style="list-style-type: none"> <li><a href="#">AutoNOA Newsletters</a></li> <li><a href="#">AutoNOA Tracker</a></li> <li><a href="#">Guides and Resources</a></li> <li><a href="#">Severance Pay Calculator</a></li> </ul>	<ul style="list-style-type: none"> <li><a href="#">BRAC Change In Duty</a></li> <li><a href="#">BRAC Indicator Code</a></li> <li><a href="#">Comp Level Standardization</a></li> <li><a href="#">JTF CapMed - AutoRPA</a></li> <li><a href="#">Retention Incentives</a></li> <li><a href="#">RM ReRoute Project Review</a></li> <li><a href="#">Specialized Recruit Fill</a></li> <li><a href="#">Tenure Appointments</a></li> </ul>	<ul style="list-style-type: none"> <li><a href="#">Career Ladder Undefined</a></li> <li><a href="#">CEW Extensions</a></li> <li><a href="#">GFEBs</a></li> <li><a href="#">Realignments (MGRs)</a></li> <li><a href="#">SPEP Data</a></li> <li><a href="#">Web Wizard</a></li> </ul>

The Appraisal Entry screen provides general information about the Appraisal Entry process via AutoNOA.

2.) To begin, click on the “SELECT FORM” dropdown arrow.

NOTE: To view previous submission history, click on the red “VIEW ALL SUBMISSIONS” link.

## Appraisal Entry

[Main Menu](#)

[View All Submissions](#)

Welcome to the Appraisal Entry Website.

This website allows you to enter your employee's appraisal information.

2.

Select Form

### OBJECTIVE:

- Enter end of rating cycle information for the employees you directly supervise.
- Upload the signed hard copy appraisal for your employee to be filed directly into their eOPF.

### INSTRUCTIONS:

- Complete a hard copy TAPES appraisal for an employee you supervise at the end of their rating cycle.
- Ensure you and the employee sign the appraisal.
- Scan the appraisal form and save it on your computer in a PDF format.
- Log into AutoNOA website and click on the Appraisal Entry link.
- From the drop down menu, select TAPES form.
- Follow the instructions on the webpage to enter in the numeric rating information for your employee.
- Upload PDF appraisal you previously saved on your computer.
- \*\*You will be prompted to review the document after its been uploaded to ensure the correct document has been submitted.
- Submit the rating and form.

### AUTONOA:

- AutoNOA will enter the numeric rating information directly into DCPDS for the employee.
- The uploaded PDF appraisal will automatically be filed in the employee's eOPF.

### SPECIAL NOTE:

- ~~It is your responsibility as a supervisor/manager to ensure you are submitting~~ the correct appraisal for each employee.
- Please contact your local MER specialist to work any replacement appraisals
- All "special" appraisals must be kept locally and will not be filed in an employee's eOPF.

Ensure the Senior Rater has also signed the form

Replacement may be necessary as a result of grievances, administrative errors, settlement agreements, etc.

Ensure employee appraisal forms are scanned and saved on the computer prior to input.

### 3.) Always select the "TAPES Appraisal Entry Form" option.

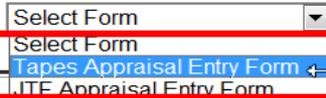
#### Main Menu

[View All Submissions](#)

Welcome to the Appraisal Entry Website.

This website allows you to enter your employee's appraisal information.

3.



A screenshot of a web form showing a dropdown menu. The menu is open, displaying three options: 'Select Form', 'Tapes Appraisal Entry Form', and 'LITE Appraisal Entry Form'. The 'Tapes Appraisal Entry Form' option is highlighted in blue. A red rectangular box is drawn around the entire dropdown menu area. To the left of the dropdown menu, a yellow square contains the number '3.'.

#### OBJECTIVE:

- Enter end of rating cycle rating information for the employees you directly supervise.
- Upload the signed hard copy appraisal for your employee to be filed directly into their eOPF.

#### INSTRUCTIONS:

- Complete a hard copy TAPES appraisal for an employee you supervise at the end of their rating cycle.
  - Ensure you and the employee sign the appraisal.
  - Scan the appraisal form and save it on your computer in a PDF format.
  - Log into AutoNOA website and click on the Appraisal Entry link.
  - From the drop down menu, select TAPES form.
  - Follow the instructions on the webpage to enter in the numeric rating information for your employee.
  - Upload PDF appraisal you previously saved on your computer.
- \*\*You will be prompted to review the document after its been uploaded to ensure the correct document has been submitted.
- Submit the rating and form.

#### AUTONOA:

- AutoNOA will enter the numeric rating information directly into DCPDS for the employee.
- The uploaded PDF appraisal will automatically be filed in the employee's eOPF.

#### SPECIAL NOTE:

- It is your responsibility as a supervisor/manager to ensure you are submitting the correct appraisal for each employee.
- Please contact your local MER specialist to work any replacement appraisals
- All "special" appraisals must be kept locally and will not be filed in an employee's eOPF.

Access to employees is based on DCPDS permissions.

4.) If your employees are listed on multiple pages, select from the page numbers below to view employees not shown on the current page.

NOTE: To sort fields, click on the column headings (alphabetically, ascending/descending, etc). You may click "RESET ALL FIELDS" to undue the sort.

## Appraisal Entry

### TAPES Form

Home

Welcome to the AutoNOA appraisal entry form.

[Reset All Fields](#)

Employee Name	Position Title	Pay Plan - Series - Grade	Org Component	Due Date	
	MECHANICAL ENGINEER (INTERN)	GS-0830-09		15 Feb 2010	<a href="#">Select Employee</a>
	CIVIL ENGINEER	GS-0810-11		19 Mar 2010	<a href="#">Select Employee</a>
	CIVIL ENGINEER	GS-0810-09		15 Aug 2010	<a href="#">Select Employee</a>
	CONTRACTOR INDUSTRIAL RELATIONS SPECIALIST	GS-1101-09		15 Dec 2010	<a href="#">Select Employee</a>
	PUBLIC AFFAIRS SPECIALIST	GS-1035-12		15 Dec 2010	<a href="#">Select Employee</a>
	STUDENT TRAINEE (CIVIL ENGINEERING)	GS-0899-05		15 Dec 2010	<a href="#">Select Employee</a>
	ARCHITECT	GS-0808-11		15 Dec 2010	<a href="#">Select Employee</a>
	ENGINEERING TECHNICIAN	GS-0802-09		15 Dec 2010	<a href="#">Select Employee</a>
	CIVIL ENGINEER	GS-0810-11		15 Feb 2011	<a href="#">Select Employee</a>
	LABORER	WG-3502-02		15 Feb 2011	<a href="#">Select Employee</a>
	FILE CLERK	GS-0305-03		15 Feb 2011	<a href="#">Select Employee</a>
	REALTY SPECIALIST	GS-1170-07		15 Feb 2011	<a href="#">Select Employee</a>
	PARK RANGER	GS-0025-04		15 Feb 2011	<a href="#">Select Employee</a>
	BUDGET TECHNICIAN	GS-0561-07		15 Feb 2011	<a href="#">Select Employee</a>
	OFFICE AUTOMATION ASSISTANT	GS-0326-05		15 Mar 2011	<a href="#">Select Employee</a>
	ADMINISTRATIVE SUPPORT ASSISTANT (OA)	GS-0303-06		15 Mar 2011	<a href="#">Select Employee</a>
	ADMINISTRATIVE SUPPORT ASSISTANT (OA)	GS-0303-06		15 Mar 2011	<a href="#">Select Employee</a>
	SUPERVISORY CIVIL ENGINEER	GS-0810-13		14 Aug 2011	<a href="#">Select Employee</a>
	STUDENT TRAINEE (CIVIL ENGINEER)	GS-0899-07		15 Aug 2011	<a href="#">Select Employee</a>
	STUDENT TRAINEE (ADMIN S	GS-0399-04		15 Aug 2011	<a href="#">Select Employee</a>

4.

[12345678910...](#)

Missing a current/past employee from the list above?

Yes  No

5.) To select an employee, click on the “SELECT EMPLOYEE” hyperlink on the right side of page.

**NOTE:** To search for a specific employee, click on the “YES” radio button for the “MISSING A CURRENT/PAST EMPLOYEE FROM THE LIST ABOVE?” option and follow the prompts to select the employee.

## Appraisal Entry

### TAPES Form

[Home](#)

Welcome to the AutoNOA appraisal entry form.

[Reset All Fields](#)

5.

Employee Name	Position Title	Pay Plan - Series - Grade	Org Component	Due Date	
	MECHANICAL ENGINEER (INTERN)	GS-0830-09		15 Feb 2010	<a href="#">Select Employee</a>
	CIVIL ENGINEER	GS-0810-11		19 Mar 2010	<a href="#">Select Employee</a>
	CIVIL ENGINEER	GS-0810-09		15 Aug 2010	<a href="#">Select Employee</a>
	CONTRACTOR INDUSTRIAL RELATIONS SPECIALIST	GS-1101-09		15 Dec 2010	<a href="#">Select Employee</a>
	PUBLIC AFFAIRS SPECIALIST	GS-1035-12		15 Dec 2010	<a href="#">Select Employee</a>
	STUDENT TRAINEE (CIVIL ENGINEERING)	GS-0899-05		15 Dec 2010	<a href="#">Select Employee</a>
	ARCHITECT	GS-0808-11		15 Dec 2010	<a href="#">Select Employee</a>
	ENGINEERING TECHNICIAN	GS-0802-09		15 Dec 2010	<a href="#">Select Employee</a>
	CIVIL ENGINEER	GS-0810-11		15 Feb 2011	<a href="#">Select Employee</a>
	LABORER	WG-3502-02		15 Feb 2011	<a href="#">Select Employee</a>
	FILE CLERK	GS-0305-03		15 Feb 2011	<a href="#">Select Employee</a>
	REALTY SPECIALIST	GS-1170-07		15 Feb 2011	<a href="#">Select Employee</a>
	PARK RANGER	GS-0025-04		15 Feb 2011	<a href="#">Select Employee</a>
	BUDGET TECHNICIAN	GS-0561-07		15 Feb 2011	<a href="#">Select Employee</a>
	OFFICE AUTOMATION ASSISTANT	GS-0326-05		15 Mar 2011	<a href="#">Select Employee</a>
	ADMINISTRATIVE SUPPORT ASSISTANT (OA)	GS-0303-06		15 Mar 2011	<a href="#">Select Employee</a>
	ADMINISTRATIVE SUPPORT ASSISTANT (OA)	GS-0303-06		15 Mar 2011	<a href="#">Select Employee</a>
	SUPERVISORY CIVIL ENGINEER	GS-0810-13		14 Aug 2011	<a href="#">Select Employee</a>
	STUDENT TRAINEE (CIVIL ENGINEER)	GS-0899-07		15 Aug 2011	<a href="#">Select Employee</a>
	STUDENT TRAINEE (ADMIN SUPPORT)	GS-0399-04		15 Aug 2011	<a href="#">Select Employee</a>

12345678910...

Missing a current/past employee from the list above?

Yes  No

The employee's current appraisal rating information is shown.

6.) Select the "ANNUAL" radio button ONLY as "REASON FOR SUBMISSION" (the Special & Intern radio buttons should never be used).

**NOTES:**

- Special Appraisal forms are to be combined with an employee's annual appraisal documents (see slides #4 and #5) . Special Appraisal ratings are NOT entered into DCPDS.
- Interns are appraised via the Annual Appraisal process.

**TAPES Form**

[Home](#)

Welcome to the AutoNOA appraisal entry form.

[Reset All Fields](#)

Employee Information					
Name	Title	Plan - Series - Grade	Org Component	Employee Number	DOB
JOHN DOE	HR SPECIALIST	GS-0201-09	HBSEW6D520SWR		
Current Appraisal					
Rating	Current Due Date	Period End Date			
1 - Exceptional	15 Dec 2012	31 Oct 2011			
Reason for Submission	6.	<input checked="" type="radio"/> Annual	<input type="radio"/> Special	<input type="radio"/> Intern	
Appraisal Period Start Date					
Appraisal Period End Date					
Date Senior Rater Signed Appraisal Form					
Next Appraisal Due Date					
Note: This is the suggested date and it can be changed					
<input type="button" value="Continue"/>					



7.) Enter the dates requested and select "CONTINUE" when ready to proceed.

**NOTES:**

- Dates can be selected using the calendar that automatically appears when clicking in the date fields (as shown below).
- If the dates entered overlap dates from a previous rating cycle, you will be instructed to check the dates (as shown below).

## Appraisal Entry

### TAPES Form

[Home](#)

Welcome to the AutoNOA appraisal entry form.

[Reset All Fields](#)

Employee Information									
Name	Title	Plan - Series - Grade	Org Component	Employee Number	DOB				
JOHN DOE	HR SPECIALIST	GS-0201-09	HBSEW6D520SWR						
Current Appraisal									
Rating	Current Due Date	Period End Date							
1 - Exceptional	15 Dec 2012	31 Oct 2011							
Reason for Submission	<input checked="" type="radio"/> Annual <input type="radio"/> Special <input type="radio"/> Intern		← October, 2010 →						
Appraisal Period Start Date	10/1/2010		Su	Mo	Tu	We	Th	Fr	Sa
Appraisal Period End Date	10/31/2011		26	27	28	29	30	1	2
Date Senior Rater Signed Appraisal Form	11/18/2011		3	4	5	6	7	8	9
Next Appraisal Due Date	12/15/2011		10	11	12	13	14	15	16
Note: This is the suggested date and it can be changed			17	18	19	20	21	22	23
			24	25	26	27	28	29	30
			31	1	2	3	4	5	6
			Today: June 8, 2012						

7.

Continue

You cannot have overlapping appraisals. Please check the start date of the appraisal you are entering.

For this example, John Doe is a Senior System employee. Entering Performance Appraisals for Base System employees can be accomplished using the same basic concepts as shown in this example.

8.) Select the "SENIOR SYSTEM" radio button.

## Appraisal Entry

### TAPES Form

[Home](#)

Welcome to the AutoNOA appraisal entry form.

[Reset All Fields](#)

Employee Information					
Name	Title	Plan - Series - Grade	Org Component	Employee Number	DOB
JOHN DOE	HR SPECIALIST	GS-0201-09	HBSEW6D520SWR		
Current Appraisal					
Rating	Current Due Date		Period End Date		
1 - Exceptional	15 Dec 2012		31 Oct 2011		
Which TAPES form is this person rated on?			<input type="radio"/> Base System		
			<input checked="" type="radio"/> Senior System		

8.

9.) John Doe's position does not have supervisory duties, so the "NO" radio button has been selected.

NOTE: AutoNOA will automatically add the supervisory objectives when "YES" for supervisory duties is selected.

## Appraisal Entry

### TAPES Form

[Home](#)

Welcome to the AutoNOA appraisal entry form.

[Reset All Fields](#)

Employee Information					
Name	Title	Plan - Series - Grade	Org Component	Employee Number	DOB
JOHN DOE	HR SPECIALIST	GS-0201-09	HBSEW6D520SWR		
Current Appraisal					
Rating	Current Due Date	Period End Date			
1 - Exceptional	15 Dec 2012	31 Oct 2011			
Which TAPES form is this person rated on?			<input type="radio"/> Base System		
			<input checked="" type="radio"/> Senior System		
Does this position have supervisory duties?			<input type="radio"/> Yes		
			<input checked="" type="radio"/> No		
How many non supervisory objectives was this person rated on?			9.		
			1 ▾		

The number selected should include any that were ultimately not rated at the end of the rating period.



10.) Select the total number of non-supervisory performance objectives for the employee's performance plan (also include any that were "Not Rated (NR)").

For this example, John Doe was rated on four objectives.

**Appraisal Entry**  
TAPES Form

Welcome to the Automated Appraisal entry form.  
[Reset](#)

Employee Information			Org Component	Employee Number	DOB
Name	Title	Plan - Series	HBSEW6D520SWR		
JOHN DOE	HR SPECIALIST	GS-0201			

Current Appraisal		Period End Date
Rating	Current Date	31 Oct 2011
1 - Exceptional	15 Dec	

Which TAPES form is this person rated on?

Does this position have supervisory duties?

How many non supervisory objectives was this person rated on?

Objective	Score
1	

Overall Performance

1 2

Save Objectives

11.) Select the rating given for each objective from the pull-down menu in the Score column.

## Appraisal Entry

### TAPES Form

[Home](#)

Welcome to the AutoNOA appraisal entry form.

[Reset All Fields](#)

Employee Information					
Name	Title	Plan - Series - Grade	Org Component	Employee Number	DOB
JOHN DOE	HR SPECIALIST	GS-0201-09	HBSEW6D520SWR		
Current Appraisal					
Rating	Current Due Date		Period End Date		
1 - Exceptional	15 Dec 2012		31 Oct 2011		
Which TAPES form is this person rated on?			<input type="radio"/> Base System <input checked="" type="radio"/> Senior System		
Does this position have supervisory duties?			<input type="radio"/> Yes <input checked="" type="radio"/> No		
How many non supervisory objectives was this person rated on?			4 ▾		
Objective		Score			
1	11.	▾			
2		1 - EXCELLENCE			
3		2 - SUCCESS			
4		3 - NEEDS IMPROVEMENT			
		4 - FAILS			
		NOT RATED			
Overall Performance					
<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>					
1 2 3 4 5					
<input type="button" value="Save Objectives"/>					

12.) Once all objective ratings are entered (as in the example below), select the Overall Performance Rating radio button and click on "SAVE OBJECTIVES."

**NOTES:**

- If you receive an error message indicating that the Overall Performance Rating has been calculated incorrectly, **DO NOT PROCEED**. Be sure to verify that the objective ratings in the Score column were entered accurately and that the Overall Performance Rating on the Appraisal document was calculated correctly.
- If changes need to be made to the Appraisal document, ensure that the Rater and the Senior Rater are in agreement before proceeding (changes to the document will require re-scanning before uploading).

[Reset All Fields](#)

Employee Information					
Name	Title	Plan - Series - Grade	Org Component	Employee Number	DOB
JOHN DOE	HR SPECIALIST	GS-0201-09	HBSEW6D520SWR		
Current Appraisal					
Rating	Current Due Date	Period End Date			
1 - Exceptional	15 Dec 2012	31 Oct 2011			

Which TAPES form is this person rated on?	<input type="radio"/> Base System <input checked="" type="radio"/> Senior System
Does this position have supervisory duties?	<input type="radio"/> Yes <input checked="" type="radio"/> No
How many non supervisory objectives was this person rated on?	4 ▾

Objective	Score
1	1 - EXCELLENCE ▾
2	2 - SUCCESS ▾
3	2 - SUCCESS ▾
4	1 - EXCELLENCE ▾

12.	<b>Overall Performance</b>
	<input type="radio"/> 1 <input checked="" type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5
	Highly Successful
	<input type="button" value="Save Objectives"/>

13.) To attach the electronic PDF appraisal file for the employee, click “BROWSE” to search for the appropriate file on your computer.

## Appraisal Entry

### TAPES Form

[Home](#)

Welcome to the AutoNOA appraisal entry form.

[Reset All Fields](#)

Employee Information					
Name	Title	Plan - Series - Grade	Org Component	Employee Number	DOB
JOHN DOE	HR SPECIALIST	GS-0201-09	HBSEW6D520SWR		
Current Appraisal					
Rating	Current Due Date		Period End Date		
1 - Exceptional	15 Dec 2012		31 Oct 2011		
Appraisal Rating:	2 Highly Successful				
Appraisal Period Start Date	11/1/2011				
Appraisal Period End Date	5/31/2012				
Date of Senior Rater	6/4/2012				
Appraisal Period Due Date	7/15/2013				
Upload Appraisal (Must be a PDF)			<input type="button" value="Browse..."/> 3MG MAX		

14.) Locate the file and click "OPEN" to proceed.

The screenshot shows a 'Choose File to Upload' dialog box in the foreground. The dialog is titled 'Choose File to Upload' and shows the file 'John Doe TAPES.pdf' selected. A red box highlights the file name, and another red box highlights the 'Open' button. A yellow box with the number '14.' is overlaid on the dialog. In the background, a web browser window is visible, showing a form titled 'DA appraisal entry form'. The form includes a table with the following data:

Grade	Org Component	Employee Number	DOB
9	HBSEW6D520SWR		
Effective Date	Period End Date		
012	31 Oct 2011		
<b>2 Highly Successful</b>			
Appraisal Period Start Date	11/1/2011		
Appraisal Period End Date	5/31/2012		
Date of Senior Rater	6/4/2012		
Appraisal Period Due Date	7/15/2013		
Upload Appraisal (Must be a PDF)	<input type="button" value="Browse..."/>	3MG MAX	

Below the table is an 'Insert Appraisal' button.

15.) Click "INSERT APPRAISAL" to proceed.

## Appraisal Entry

### TAPES Form

[Home](#)

Welcome to the AutoNOA appraisal entry form.

[Reset All Fields](#)

Employee Information					
Name	Title	Plan - Series - Grade	Org Component	Employee Number	DOB
JOHN DOE	HR SPECIALIST	GS-0201-09	HBSEW6D520SWR		
Current Appraisal					
Rating	Current Due Date		Period End Date		
1 - Exceptional	15 Dec 2012		31 Oct 2011		
Appraisal Rating:			2 Highly Successful		
Appraisal Period Start Date			11/1/2011		
Appraisal Period End Date			5/31/2012		
Date of Senior Rater			6/4/2012		
Appraisal Period Due Date			7/15/2013		
Upload Appraisal (Must be a PDF)			C:\Users\M2HR3LDS\Des <input type="button" value="Browse..."/> 3MG MAX		

15.

You cannot proceed until you have opened the attachment to verify that the correct appraisal was attached .

16.) Click on the “OPEN ATTACHED APPRAISAL” link to verify.

## Appraisal Entry TAPES Form

[Home](#)

Welcome to the AutoNOA appraisal entry form.

[Reset All Fields](#)

Employee Information					
Name	Title	Plan - Series - Grade	Org Component	Employee Number	DOB
JOHN DOE	HR SPECIALIST	GS-0201-09	HBSEW6D520SWR		
Current Appraisal					
Rating	Current Due Date		Period End Date		
1 - Exceptional	15 Dec 2012		31 Oct 2011		
Appraisal Rating:	2 Highly Successful				
Appraisal Period Start Date	11/1/2011				
Appraisal Period End Date	5/31/2012				
Date of Senior Rater	6/4/2012				
Appraisal Period Due Date	7/15/2013				
Upload Appraisal (Must be a PDF)	<input type="button" value="Browse..."/> 3MG MAX				
Please verify that the correct appraisal was attached.					
<a href="#">Open Attached Appraisal</a>					
Is this the correct appraisal?	16.	<input type="button" value="Yes"/>	<input type="button" value="No"/>	Please verify the correct appraisal by opening the document.	

17.) A "FILE DOWNLOAD" box will appear. Click "OPEN."

## Appraisal Entry

### TAPES Form

[Home](#)

Employee Information	
Name	JOHN DOE
Current Appraisal	
Rating	1 - Exceptional

Employee Number	DOB
Period End Date	
31 Oct 2011	

**Appraisal Rating:**

**Appraisal Period Start Date**

**Appraisal Period End Date**

**Date of Senior Rater**

**Appraisal Period Due Date** 7/15/2013

**Upload Appraisal (Must be a PDF)**   **3MG MAX**

**Please verify that the correct appraisal was attached.**

[Open Attached Appraisal](#)

**Is this the correct appraisal?**

**File Download**

Do you want to open or save this file?

 Name: John\_Doe\_TAPES.pdf  
Type: Adobe Acrobat Document  
From: nccpoc.ria.army.mil

17.

 While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file.  
[What's the risk?](#)

18.) Verify that the attached PDF file is in fact the correct performance appraisal for the employee identified. Close the document after verifying.

John Doe TAPES.pdf - Adobe Acrobat Pro 18. X

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1 / 5 63.3%

Find

SENIOR SYSTEM CIVILIAN EVALUATION REPORT			
For use of this form, see AR 690-400; the proponent agency is ASA(M&RA).			
PART I - ADMINISTRATIVE DATA			
a. NAME (Last, First, Middle Initial) DOE, JOHN NMI		b. POSITION TITLE, PAY PLAN, SERIES AND GRADE HR Specialist, GS, 0201-11	
c. ORGANIZATION/INSTALLATION SWD CPAC		d. REASON FOR SUBMISSION <input checked="" type="checkbox"/> ANNUAL <input type="checkbox"/> SPECIAL <input type="checkbox"/> INTERN	
e. PERIOD COVERED (YYYYMMDD) FROM 20111101 THRU 20121031	f. RATED MOB. 12	g. RATEE COPY (Check one and date) <input checked="" type="checkbox"/> GIVEN TO RATEE <input type="checkbox"/> FORWARDED TO RATEE	
PART II - AUTHENTICATION			
a. NAME OF RATER (Last, First, Middle Initial)		SIGNATURE	DATE (YYYYMMDD)

19.) Click on the green "YES" button to confirm that the correct appraisal was attached.

## Appraisal Entry

### TAPES Form

[Home](#)

Welcome to the AutoNOA appraisal entry form.

[Reset All Fields](#)

Employee Information					
Name	Title	Plan - Series - Grade	Org Component	Employee Number	DOB
JOHN DOE	HR SPECIALIST	GS-0201-09	HBSEW6D520SWR		
Current Appraisal					
Rating	Current Due Date		Period End Date		
1 - Exceptional	15 Dec 2012		31 Oct 2011		
Appraisal Rating:			2 Highly Successful		
Appraisal Period Start Date			11/1/2011		
Appraisal Period End Date			5/31/2012		
Date of Senior Rater			6/4/2012		
Appraisal Period Due Date			7/15/2013		
Upload Appraisal (Must be a PDF)			<input type="button" value="Browse..."/> 3MG MAX		
Please verify that the correct appraisal was attached.					
<a href="#">Open Attached Appraisal</a>					
Is this the correct appraisal?			<input type="button" value="Yes"/> <input type="button" value="No"/>		

19.

After the annual appraisal has been submitted it will be automatically entered into the employee's eOPF.

20.) To enter appraisals for additional employees, click on the "INSERT ANOTHER APPRAISAL" link.

NOTE: Do NOT enter performance awards from this link. Performance awards should be entered using the "U.S. Awards Submissions" link shown on the AutoNOA homepage. Instructions for submitting awards can be found on the CPAC homepage at: <http://www.swf.usace.army.mil/swd-cpac/WordDoc/AwardsAppraisalGuidance/InstructionsforSubmittingAwardsGuidance.pdf>

## Appraisal Entry

### TAPES Form

[Home](#)

Welcome to the AutoNOA appraisal entry form.

Thank you for your submission.

[Click here to submit a performance award for this employee.](#)

[Insert Another Appraisal](#)

20.

# Additional Resources

- CPAC Contact List:
  - <http://www.swf.usace.army.mil/swd-cpac/phone.asp>