

# Total Army Performance Evaluation System ( TAPES) - AR 690-400

## RATING & RECOGNITION CYCLE\*

TAPES System & Grade Level	Rating Cycle Begins	Performance Plans must be in place	Face-to-face mandatory midpoint review no later than:	120 days from the end of the rating cycle	Rating cycle ends	Performance rating must be in CSH by	Performance rating must be in HRO by
Senior System Employees GS-13 & Above	1 July	30 July	1 January	3 March**	30 June	4 August	14 August
Senior System Employees GS-9 through 12 (including upward mobility)	1 November	30 November	1 May	4 July**	31 October	4 December	15 December
Base System Employees GS-8 & below (excluding upward mobility)	1 March	30 March	1 September	1 November**	28/29 February	3 April	17 April

\*Due dates which occur on holidays will be automatically extended until the following work-day.

\*\*Supervisor's Responsibility : If a supervisor leaves his or her position within 120 days of the end of the rating period, an annual performance rating must be prepared for each employee as of the supervisor's departure date. If an employee leaves his or her position within 120 days of the end of the rating period, the super must prepare an annual rating as of the employee's date of departure.