



**CDEPARTMENT OF THE ARMY**  
U.S. ARMY INSTALLATION MANAGEMENT COMMAND  
HEADQUARTERS, UNITED STATES ARMY GARRISON WEST POINT  
681 HARDEE PLACE  
WEST POINT, NEW YORK 10996

IMML-ZA

11 July 2016

U.S. ARMY GARRISON WEST POINT POLICY NUMBER # 51

SUBJECT: Performance Rating Cycle Schedule for all Total Army Evaluation System (TAPES) Employees

1. REFERENCES:

a. AR 690-400, Civilian Personnel Chapter 4302 Total Army Performance Evaluation System, dated 16 October 1998.

b. U.S. Army Garrison West Point (USAG WP) Total Army Performance Evaluation System (TAPES) Desk Side Reference for Supervisors and Managers, dated 30 September 2014.

c. Negotiated Agreement Between United States Military Academy and American Federation of Government Employees West Point Local 2367, dated 3 May 2001.

2. APPLICABILITY: This policy applies to all Appropriated Fund employees assigned to USAG WP.

3. PURPOSE: To establish and implement a standardized rating schedule for the Total Army Performance Evaluation System for USAG WP workforce.

4. POLICY: Effective 1 January 2015, all Appropriated Fund employees assigned to USAG WP will be rated in accordance with the TAPES cycle noted below for their annual performance evaluation.

Civilian Rating Cycle	Grades	Rating Cycle	Due to DHR
Base System	GS/WS 6-8; WG 6 and above; and all WL	1 February – 31 January	NLT 17 March
Base System	GS/WS/WG 1-5	1 May – 30 April	NLT 15 June
Senior System	GS/WS 13/14/15	1 July – 30 June	NLT 14 August
Senior System	GS/WS 9-12	1 November – 31 October	NLT 15 December


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Civilian Rating Cycle	Grades	Rating Cycle	Due to DHR
Career Interns	All	1 <sup>st</sup> cycle ratings are at 6 months and 12 months from entry into intern position.  Then every 12 months until graduation.	Within 45 days

5. Directors, Supervisors and Managers will utilize reference b., USAG West Point Total Army Performance Evaluation System (TAPES) Desk Side Reference, for guidance.

6. PROPONENT: Point of contact for this policy is the Director of Human Resources, at (845) 938-8458.

  
ANDREW S. HANSON  
COL, SF  
Commanding