

BASE 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 <i>(Last, First, Middle Initial)</i>	b. SSN	c. POSITION TITLE, PAY PLAN, SERIES AND GRADE	
d. ORGANIZATION/INSTALLATION		e. REASON FOR SUBMISSION <input type="checkbox"/> ANNUAL <input type="checkbox"/> SPECIAL	
f. PERIOD COVERED <i>(YYYYMMDD)</i> FROM THRU	g. RATED MOS. <input type="checkbox"/>	h. RATEE COPY <i>(Check one and date)</i> <input type="checkbox"/> GIVEN TO RATEE <input type="checkbox"/> FORWARDED TO RATEE	

PART II - AUTHENTICATION

a. NAME OF RATER <i>(Last, First, Middle Initial)</i>	SIGNATURE	DATE
GRADE/RANK, ORGANIZATION, DUTY ASSIGNMENT		
b. NAME OF INTERMEDIATE RATER <i>(Optional)(Last, First, MI)</i>	SIGNATURE	DATE
GRADE/RANK, ORGANIZATION, DUTY ASSIGNMENT		
c. NAME OF SENIOR RATER <i>(Last, First, Middle Initial) (If used)</i>	SIGNATURE	DATE
GRADE/RANK, ORGANIZATION, DUTY ASSIGNMENT		
d. RATEE: I understand my signature does not constitute agreement or disagreement with the evaluations of the Rater and Senior Rater, and merely verifies Part I and Part IV data.	SIGNATURE OF RATEE	DATE

PART III - PERFORMANCE AWARD/QUALITY STEP INCREASE

PERCENT OF SALARY(EXCLUDES Locality Pay)	% <i>(OR)</i>	AWARD APPROVED BY	
AMOUNT \$	<i>(OR)</i>		
QSI <i>(GS with Successful Level 1 Rating Only - minimum of 52 weeks must have elapsed since last QSI)</i> TO <i>(Grade/Step)</i>		DATE <i>(YYYYMMDD)</i>	FUND CITE

PART IV - DUTY DESCRIPTION *(Rater)*

a. DAILY DUTIES AND SCOPE <i>(To include as appropriate: people, equipment, facilities, and dollars).</i> Position Description <i>(DA Form 374)</i> is correct:	<input type="checkbox"/> YES	<input type="checkbox"/> NO		
b. AREAS OF SPECIAL EMPHASIS				
c. COUNSELING DATES FROM CHECKLIST/RECORD	INITIAL	LATER <i>(Optional)</i>	MIDPOINT	LATER <i>(Optional)</i>

PART V - VALUES *(Rater)*

VALUES Loyalty Duty Respect Selfless service Honor Integrity Personal courage	BULLET COMMENTS

RATEE'S NAME <i>(Last, First, Middle Initial)</i> b. RESPONSIBILITIES 1. TECHNICAL COMPETENCE Technical knowledges, skills, abilities Doing work right/on time Sound judgement EXCELLENCE <input type="checkbox"/> SUCCESS <input type="checkbox"/> NEEDS <input type="checkbox"/> FAILS <input type="checkbox"/> <i>(Exceeds std) (Meets std) IMPROVEMENT</i> 2. ADAPTABILITY AND INITIATIVE Adjusting to change - situations/people Trying new things Seeking self-development EXCELLENCE <input type="checkbox"/> SUCCESS <input type="checkbox"/> NEEDS <input type="checkbox"/> FAILS <input type="checkbox"/> <i>(Exceeds std) (Meets std) IMPROVEMENT</i> 3. WORKING RELATIONSHIPS & COMMUNICATIONS Supporting team Respecting others Expressing ideas clearly Listening/understanding EXCELLENCE <input type="checkbox"/> SUCCESS <input type="checkbox"/> NEEDS <input type="checkbox"/> FAILS <input type="checkbox"/> <i>(Exceeds std) (Meets std) IMPROVEMENT</i> 4. RESPONSIBILITY AND DEPENDABILITY Dependable/reliable Maintaining facilities/equipment Conserving supplies/time People/equipment safety EXCELLENCE <input type="checkbox"/> SUCCESS <input type="checkbox"/> NEEDS <input type="checkbox"/> FAILS <input type="checkbox"/> <i>(Exceeds std) (Meets std) IMPROVEMENT</i>	SOCIAL SECURITY NUMBER	THRU DATE
Specific bullet examples of other than "SUCCESS," are mandatory. Specific bullet examples of "SUCCESS" are optional but encouraged.		

Numbers 5 and 6 apply to positions with some supervisory duties

5. SUPERVISION AND LEADERSHIP Mission focused/performance oriented Sets standard/Leads by example Motivating/developing others Implementing DA emphasis programs/managing resources EXCELLENCE <input type="checkbox"/> SUCCESS <input type="checkbox"/> NEEDS <input type="checkbox"/> FAILS <input type="checkbox"/> <i>(Exceeds std) (Meets std) IMPROVEMENT</i>	
6. EEO AND AFFIRMATIVE ACTION Respecting dignity Achieving planned actions Providing opportunity Solving problems EXCELLENCE <input type="checkbox"/> SUCCESS <input type="checkbox"/> NEEDS <input type="checkbox"/> FAILS <input type="checkbox"/> <i>(Exceeds std) (Meets std) IMPROVEMENT</i>	

<p align="center">PART VI - SENIOR RATER <i>(if used)</i> or RATER <i>(no senior rater used)</i></p> <p>OVERALL PERFORMANCE</p> <table border="1" style="width: 100%; text-align: center;"> <tr> <td style="width: 20%;">1</td> <td style="width: 20%;">2</td> <td style="width: 20%; background-color: black;">3</td> <td style="width: 20%; background-color: black;">4</td> <td style="width: 20%;">5</td> </tr> </table> <p align="center"> SUCCESSFUL FAIR UNSUCCESSFUL (MUST Have Senior Rater Review) </p> <p>A completed DA Form 7223-1 was received with this report and considered in my evaluation and review:</p> <p><input type="checkbox"/> YES <input type="checkbox"/> NO <i>(Explain)</i></p>	1	2	3	4	5	<p align="center">PART VII - SENIOR RATER <i>(If used)</i></p> <p>BULLET COMMENTS <i>(Performance/Potential)</i></p>
1	2	3	4	5		