

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

### PART II - AUTHENTICATION

a. NAME OF RATER (Last, First, Middle Initial)	SIGNATURE	DATE (YYYYMMDD)
GRADE/RANK, ORGANIZATION, DUTY ASSIGNMENT		
b. NAME OF INTERMEDIATE RATER (Optional)(Last, First, MI)	SIGNATURE	DATE (YYYYMMDD)
GRADE/RANK, ORGANIZATION, DUTY ASSIGNMENT		
c. NAME OF SENIOR RATER (Last, First, Middle Initial) (If used)	SIGNATURE	DATE (YYYYMMDD)
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 (YYYYMMDD)

### PART III - PERFORMANCE AWARD/QUALITY STEP INCREASE

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

### PART IV - DUTY DESCRIPTION (Rater)

a. DAILY DUTIES AND SCOPE (To include as appropriate: people, equipment, facilities, and dollars) . Position Description is correct:       YES       NO

b. AREAS OF SPECIAL EMPHASIS

c. COUNSELING DATES FROM CHECKLIST/RECORD	INITIAL	LATER (Optional)	MIDPOINT	LATER (Optional)
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### PART V - VALUES (Rater)

<b>VALUES</b> Loyalty Duty Respect Selfless service Honor Integrity Personal courage	BULLET COMMENTS
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RATEE'S NAME <i>(Last, First, Middle Initial)</i>	THRU DATE
<b>b. RESPONSIBILITIES</b>	Specific bullet examples of other than "SUCCESS," are mandatory. Specific bullet examples of "SUCCESS" are optional but encouraged.
<p>1. TECHNICAL COMPETENCE Technical knowledges, skills, abilities Doing work right/on time Sound judgement</p> <p>EXCELLENCE    SUCCESS    NEEDS    FAILS <i>(Exceeds std)</i>    <i>(Meets std)</i>    IMPROVEMENT</p> <p style="text-align: center;"><input type="checkbox"/>    <input type="checkbox"/>    <input type="checkbox"/>    <input type="checkbox"/></p>	
<p>2. ADAPTABILITY AND INITIATIVE Adjusting to change - situations/people Trying new things Seeking self-development</p> <p>EXCELLENCE    SUCCESS    NEEDS    FAILS <i>(Exceeds std)</i>    <i>(Meets std)</i>    IMPROVEMENT</p> <p style="text-align: center;"><input type="checkbox"/>    <input type="checkbox"/>    <input type="checkbox"/>    <input type="checkbox"/></p>	
<p>3. WORKING RELATIONSHIPS &amp; COMMUNICATIONS Supporting team Respecting others Expressing ideas clearly Listening/understanding</p> <p>EXCELLENCE    SUCCESS    NEEDS    FAILS <i>(Exceeds std)</i>    <i>(Meets std)</i>    IMPROVEMENT</p> <p style="text-align: center;"><input type="checkbox"/>    <input type="checkbox"/>    <input type="checkbox"/>    <input type="checkbox"/></p>	
<p>4. RESPONSIBILITY AND DEPENDABILITY Dependable/reliable Maintaining facilities/equipment Conserving supplies/time People/equipment safety</p> <p>EXCELLENCE    SUCCESS    NEEDS    FAILS <i>(Exceeds std)</i>    <i>(Meets std)</i>    IMPROVEMENT</p> <p style="text-align: center;"><input type="checkbox"/>    <input type="checkbox"/>    <input type="checkbox"/>    <input type="checkbox"/></p>	
<b>Numbers 5 and 6 apply to positions with some supervisory duties</b>	
<p>5. SUPERVISION AND LEADERSHIP Mission focused/performance oriented Sets standard/Leads by example Motivating/developing others Implementing DA emphasis programs/managing resources</p> <p>EXCELLENCE    SUCCESS    NEEDS    FAILS <i>(Exceeds std)</i>    <i>(Meets std)</i>    IMPROVEMENT</p> <p style="text-align: center;"><input type="checkbox"/>    <input type="checkbox"/>    <input type="checkbox"/>    <input type="checkbox"/></p>	
<p>6. EEO AND AFFIRMATIVE ACTION Respecting dignity Achieving planned actions Providing opportunity Solving problems</p> <p>EXCELLENCE    SUCCESS    NEEDS    FAILS <i>(Exceeds std)</i>    <i>(Meets std)</i>    IMPROVEMENT</p> <p style="text-align: center;"><input type="checkbox"/>    <input type="checkbox"/>    <input type="checkbox"/>    <input type="checkbox"/></p>	
<b>PART VI - SENIOR RATER <i>(if used)</i> or RATER <i>(no senior rater used)</i></b>	<b>PART VII - SENIOR RATER <i>(if used)</i></b>
<p>OVERALL PERFORMANCE</p> <div style="border: 1px solid black; display: flex; justify-content: space-around; width: 100px; height: 20px; margin: 5px 0;"> <div style="width: 20%;"></div> <div style="width: 20%;"></div> <div style="width: 20%; background-color: black;"></div> <div style="width: 20%;"></div> <div style="width: 20%;"></div> </div> <p style="text-align: center;"><b>SUCCESSFUL    FAIR    UNSUCCESSFUL</b> <b>(MUST Have Senior Rater Review)</b></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>	BULLET COMMENTS <i>(Performance/Potential)</i>