



United States Army Medical Command

Army Medicine

**Implementation of Department of Defense
Performance Management and Appraisal
Program (DPMAP)**

**Total Army Performance Evaluation
System (TAPES) Closeout Guidance**

24 Apr 2017

US Army Medical Command TAPES Closeout Guidance

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1. In preparation for the US Army Medical Command’s transition to DPMAP on 1 November 2017, and to ensure compliance with Title 5 Code of Federal Regulations, Part 430.206 which requires employees to receive an annual performance rating, the 2017 TAPES rating cycle (includes Base System (WG, WL, and WS/GS-8 and below) and Senior System (WS/GS-9 through GS-15) will end on 31 August 2017 for employees who have not been issued an earlier 2017 performance rating.
2. Eligible employees will receive *one* performance rating of record for 2017. Employees who received an earlier 2017 TAPES annual rating of record prior to the end of 31 August 2017, will not be issued a subsequent rating of record in 2017.
3. Raters will complete and upload the TAPES annual rating of record to AutoNOA no later than 15 October 2017 (within 45 days from the end of rating cycle). Raters may recognize employees for the accomplishments and contributions documented in the appraisal with the use of performance-based awards, Quality Step Increase, and/or Time Off Awards, as appropriate and in accordance with the provisions of local collective bargaining agreements (applicable to bargaining unit employees only), AR 672-20, and MEDCOM and local policy requirements.
4. Activities are encouraged to recognize employee contributions during the period of non-rated time (i.e., 1 Sept 2017 to 31 Oct 2017) through the use of incentive and honorary awards, as appropriate.

TAPES Closeout Schedule

2017 TAPES Rating Cycle end Date*	Interim TAPES Period (Non-rated period)	DPMAP Implementation	DPMAP Performance Plans issued to Employees through MyPerformance Tool NLT	End of DPMAP Rating Cycle
31 August 2017	1 September 2017 to 31 October 2017 (2 months non-rated period)	1 November 2017	1 December 2017	31 March 2018 (5 month cycle)

5. The TAPES closeout schedule is subject to completion of local labor relations obligations, including bargaining upon union request, prior to implementation for bargaining unit employees.