

**How to add attachments to a digitally signed Reader Extended fillable DA Army Form**  
**(Using either Adobe Acrobat Professional, Adobe Acrobat Standard, or Adobe Reader)**  
**(After digitally signing the form)**  
**(Our example: DA Form 7222-1)**

**SENIOR SYSTEM CIVILIAN EVALUATION REPORT SUPPORT FORM**  
 For use of this form, see AR 690-400; the proponent agency is ASA(M&RA).

**PART I - RATEE IDENTIFICATION**

a. NAME OF RATEE <i>(Last, First, Middle Initial)</i>	b. PAY PLAN, SERIES/GRADE	c. ORGANIZATION/INSTALLATION

**PART II - RATING CHAIN - YOUR RATING CHAIN FOR THE EVALUATION PERIOD IS:**

RATER	NAME	POSITION
INTERMEDIATE RATER <i>(Optional)</i>		
SENIOR RATER		

**PART III - VERIFICATION OF FACE-TO-FACE DISCUSSION**

The following face-to-face discussions of duties, responsibilities, performance objectives, standards, and accomplishments for the rating period \_\_\_\_\_ to \_\_\_\_\_ took place:

	DATES	RATEE INITIALS	RATER INITIALS	INTERMEDIATE RATER INITIALS	SENIOR RATER INITIALS <i>(If used)</i>	DATE
INITIAL		-	-	-	-	
MIDPOINT		-	-	-	-	

**PART IV - RATEE** *(Complete a, b, c below for this rating period)*

a. STATE YOUR SIGNIFICANT DUTIES AND RESPONSIBILITIES. DUTY TITLE IS: \_\_\_\_\_

**1) Open the form that you want to digitally sign and add files to.**

2) Complete as much as you want of the form, then digitally sign any signature on the form.

The screenshot shows a PDF form titled "SENIOR SYSTEM CIVILIAN EVALUATION REPORT SUPPORT FORM" for use by the proponent agency ASA(M&RA). The form is divided into four main parts:

- PART I - RATEE IDENTIFICATION:** Contains fields for the ratee's name, pay plan, series/grade, and organization/installation.
- PART II - RATING CHAIN - YOUR RATING CHAIN FOR THE EVALUATION PERIOD IS:** A table with three rows for RATER, INTERMEDIATE RATER (Optional), and SENIOR RATER, each with fields for NAME and POSITION.
- PART III - VERIFICATION OF FACE-TO-FACE DISCUSSION:** Includes a text field for the discussion period and a table for recording dates, initials, and dates for the RATER, INTERMEDIATE RATER, and SENIOR RATER. The "RATER INITIALS" field contains the handwritten initials "BS".
- PART IV - RATEE:** A section for the ratee to state their significant duties and responsibilities, with a large text area below.

The Adobe Acrobat interface shows the "Attachments" panel on the left, which is currently empty. The "Add" button in the panel is greyed out, indicating that digital signing has been completed.

3) If you notice the example above, the 'Ratee' initials were digitally signed using a CAC under the 'INITIAL' rating period. Once you digitally sign the form, you will NOT be allowed to 'add' files to the PDF file. The 'Add' file feature under attachments is greyed out. This is an Adobe safeguard to protect the PDF file. However, you still can add your attachments to the PDF file, save the PDF file, and then when you reopen the PDF file, all of your attached files are still there.

- 4) On the example below, click on the 'Comment' tab, which is just right of the 'Tools' and the 'Fill & Sign' tabs. After clicking on the 'Comment' tab, this will open the 'Annotations' menu.

The screenshot shows the Adobe Acrobat Pro interface with a PDF form titled "SENIOR SYSTEM CIVILIAN EVALUATION REPORT SUPPORT FORM". The form is divided into several sections:


- SENIOR SYSTEM CIVILIAN EVALUATION REPORT SUPPORT FORM**  
For use of this form, see AR 690-400; the proponent agency is ASA(M&RA).
- PART I - RATEE IDENTIFICATION**
  - a. NAME OF RATEE (Last, First, Middle Initial)
  - b. PAY PLAN, SERIES/GRADE
  - c. ORGANIZATION/INSTALLATION
- PART II - RATING CHAIN - YOUR RATING CHAIN FOR THE EVALUATION PERIOD IS:**

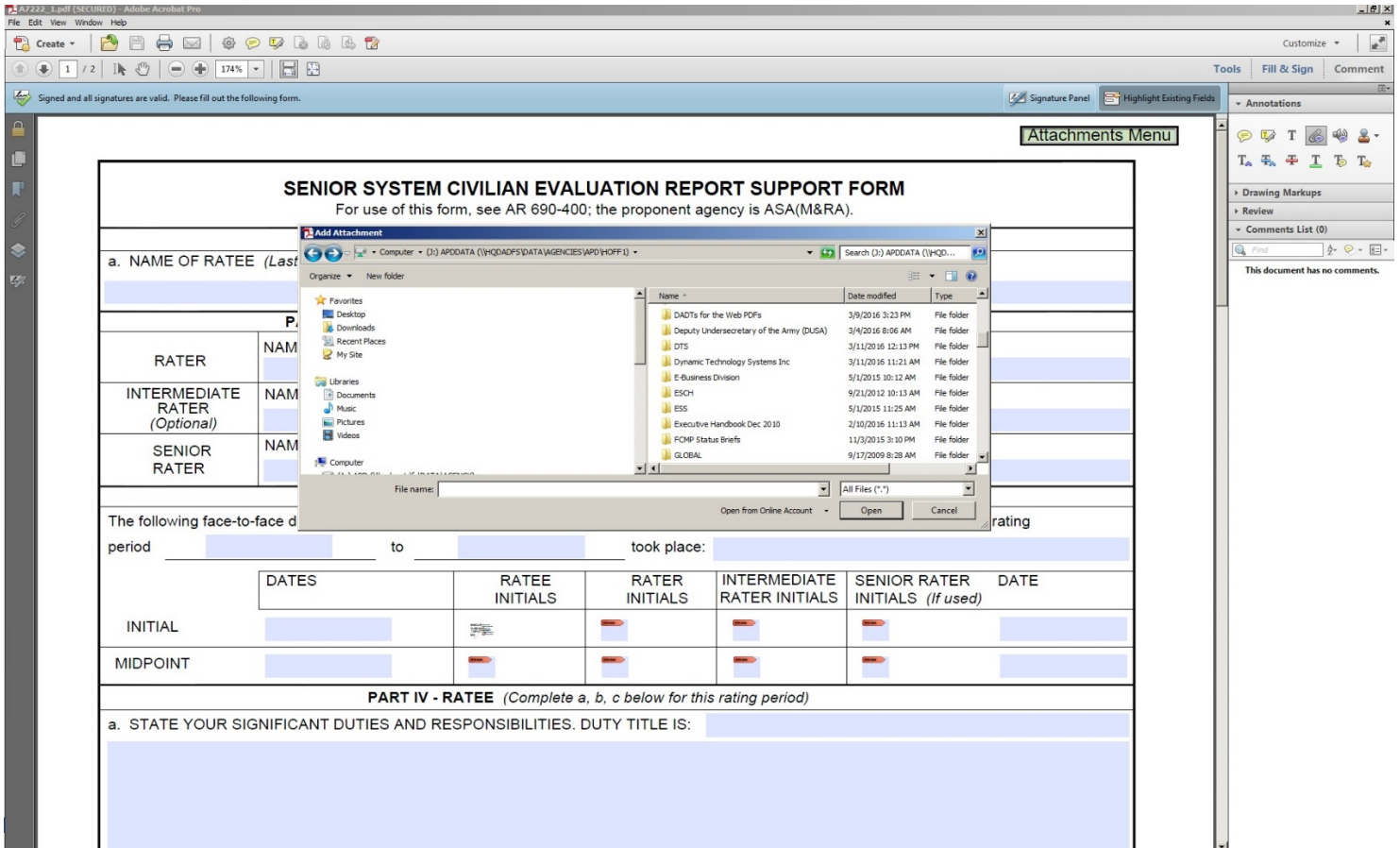
RATER	NAME	POSITION
INTERMEDIATE RATER (Optional)		
SENIOR RATER		
- PART III - VERIFICATION OF FACE-TO-FACE DISCUSSION**  
The following face-to-face discussions of duties, responsibilities, performance objectives, standards, and accomplishments for the rating period \_\_\_\_\_ to \_\_\_\_\_ took place: \_\_\_\_\_

	DATES	RATEE INITIALS	RATER INITIALS	INTERMEDIATE RATER INITIALS	SENIOR RATER INITIALS (if used)	DATE
INITIAL		BS				
MIDPOINT						

- PART IV - RATEE (Complete a, b, c below for this rating period)**
  - a. STATE YOUR SIGNIFICANT DUTIES AND RESPONSIBILITIES. DUTY TITLE IS:

The right-hand side of the screenshot shows the Adobe Acrobat Pro interface with the 'Comment' tab selected, and the 'Annotations' menu open, displaying 'This document has no comments.'

5) Once there, click on the icon  that looks like a paperclip and a purple message balloon. Once you click on the paperclip icon, hover over your PDF file, you will see another icon that looks like a pin or thumb tack. This is telling you to click on the PDF file. Once you do that, it will ask you to 'Add Attachment'. See example below.



**SENIOR SYSTEM CIVILIAN EVALUATION REPORT SUPPORT FORM**  
 For use of this form, see AR 690-400; the proponent agency is ASA(M&RA).

a. NAME OF RATEE (Last Name, First Name, Middle Initial)

RATER	NAM
INTERMEDIATE RATER (Optional)	NAM
SENIOR RATER	NAM

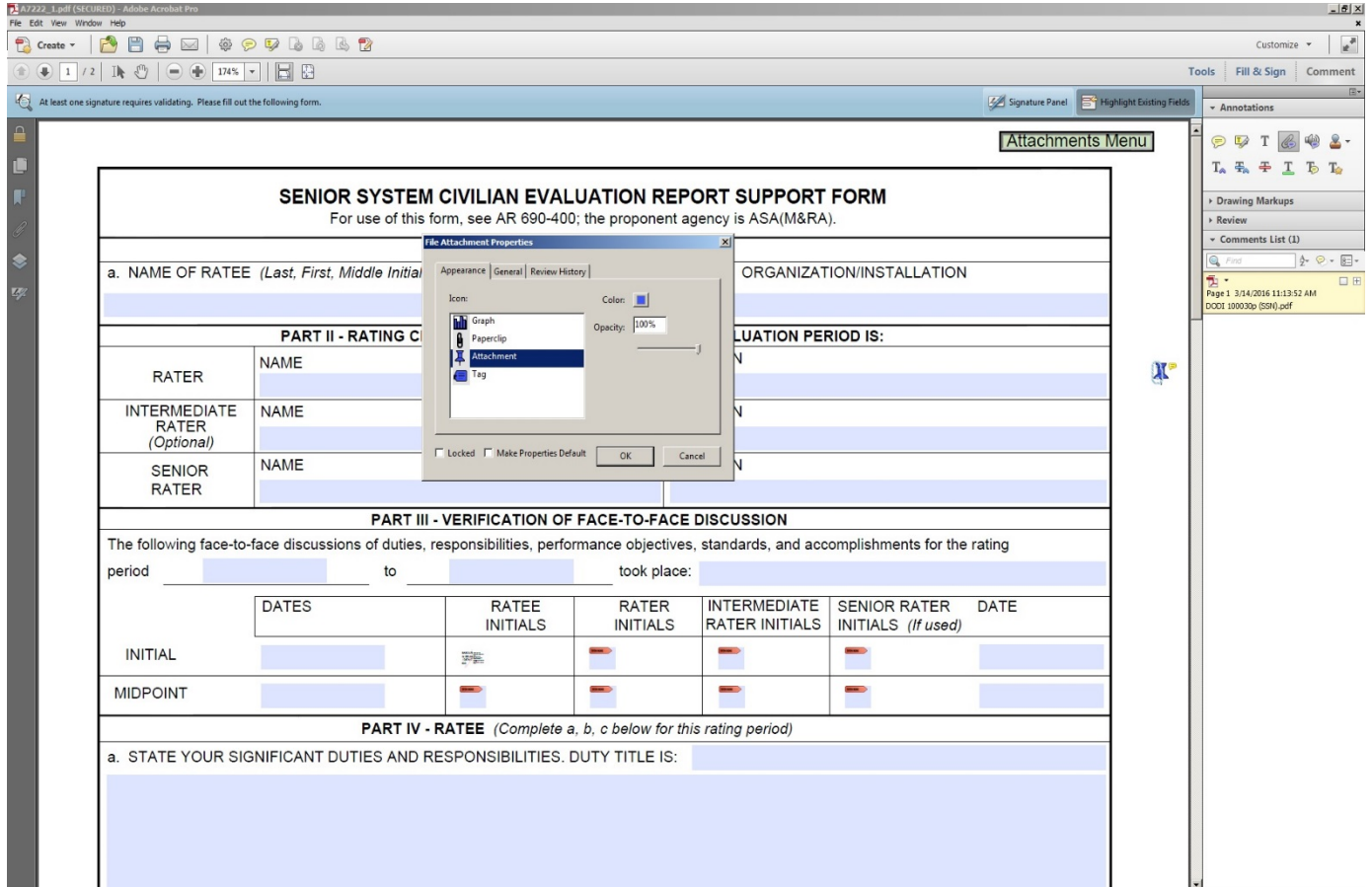
The following face-to-face discussion period \_\_\_\_\_ to \_\_\_\_\_ took place:

DATES	RATEE INITIALS	RATER INITIALS	INTERMEDIATE RATER INITIALS	SENIOR RATER INITIALS (If used)	DATE
INITIAL					
MIDPOINT					

**PART IV - RATEE** (Complete a, b, c below for this rating period)

a. STATE YOUR SIGNIFICANT DUTIES AND RESPONSIBILITIES. DUTY TITLE IS: \_\_\_\_\_

6) Here you can add one attachment at a time. Once you select the first attachment, a menu will popup asking if you want to change the 'Appearance' tab, the 'General' tab, or the 'Review History' tab. You can also make the attachment 'Locked' or 'Make Properties Default'. Select OK.



- 7) Repeat and add as many attachments you like. As you can see, you can add as many attachments as necessary. The list of attachments are on the right side after clicking on 'Comment', than 'Annotations'. Notice the 3 'Attachment' pins in the example, these attachment pins can also, be 'Graph', 'Paperclip', 'Tag', icons as well.

The screenshot displays the Adobe Acrobat Pro interface with a PDF document titled 'A7222\_1.pdf (SECURED)'. The document is a 'SENIOR SYSTEM CIVILIAN EVALUATION REPORT SUPPORT FORM' for use by AR 690-400. The form is divided into several sections:

- SENIOR SYSTEM CIVILIAN EVALUATION REPORT SUPPORT FORM**  
For use of this form, see AR 690-400; the proponent agency is ASA(M&RA).
- PART I - RATEE IDENTIFICATION**
  - a. NAME OF RATEE (Last, First, Middle Initial)
  - b. PAY PLAN, SERIES/GRADE
  - c. ORGANIZATION/INSTALLATION
- PART II - RATING CHAIN - YOUR RATING CHAIN FOR THE EVALUATION PERIOD IS:**

RATER	NAME	POSITION
INTERMEDIATE RATER (Optional)		
SENIOR RATER		
- PART III - VERIFICATION OF FACE-TO-FACE DISCUSSION**

The following face-to-face discussions of duties, responsibilities, performance objectives, standards, and accomplishments for the rating period \_\_\_\_\_ to \_\_\_\_\_ took place:

INITIAL	DATES	RATEE INITIALS	RATER INITIALS	INTERMEDIATE RATER INITIALS	SENIOR RATER INITIALS (if used)	DATE
- PART IV - RATEE (Complete a, b, c below for this rating period)**
  - a. STATE YOUR SIGNIFICANT DUTIES AND RESPONSIBILITIES. DUTY TITLE IS:

On the right side of the document, there is an 'Attachments Menu' and an 'Annotations' panel. The 'Annotations' panel shows a list of three comments, each with a pin icon, indicating that the document has been annotated with comments and attachments.

## 8) Make sure you save your PDF file with all your attachments.

The screenshot displays the Adobe Acrobat Pro interface with a PDF document titled "SENIOR SYSTEM CIVILIAN EVALUATION REPORT SUPPORT FORM". The document is partially filled out, showing sections for "PART I - RATEE IDENTIFICATION" and "PART IV - RATEE". A "Save As" dialog box is open, showing the file name "A2222-1.PDF" and the save type "Adobe PDF Files (\*.pdf)". The dialog box also shows the file location and a list of files in the current directory.

**SENIOR SYSTEM CIVILIAN EVALUATION REPORT SUPPORT FORM**  
For use of this form, see AR 690-400; the proponent agency is ASA(M&RA).

**PART I - RATEE IDENTIFICATION**

a. NAME OF RATEE \_\_\_\_\_

RATER \_\_\_\_\_

INTERMEDIATE RATER (Optional) \_\_\_\_\_

SENIOR RATER \_\_\_\_\_

The following face-to-face meeting occurred during the rating period \_\_\_\_\_

INITIAL \_\_\_\_\_

MIDPOINT \_\_\_\_\_

**PART IV - RATEE** (Complete a, b, c below for this rating period)

a. STATE YOUR SIGNIFICANT DUTIES AND RESPONSIBILITIES. DUTY TITLE IS: \_\_\_\_\_

b. INDICATE YOUR MAJOR PERFORMANCE OBJECTIVES/INDIVIDUAL PERFORMANCE STANDARDS \_\_\_\_\_