

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)

The screenshot shows the Adobe Acrobat Pro interface with a DA Form 7222-1 open. The form is titled "SENIOR SYSTEM CIVILIAN EVALUATION REPORT SUPPORT FORM" and includes instructions: "For use of this form, see AR 690-400; the proponent agency is ASA(M&RA)." The form is divided into four main parts:

- PART I - RATEE IDENTIFICATION**: Contains fields for name, pay plan, and organization.
- PART II - RATING CHAIN - YOUR RATING CHAIN FOR THE EVALUATION PERIOD IS:**: A table for listing raters (Intermediate, Senior) with their names and positions.
- PART III - VERIFICATION OF FACE-TO-FACE DISCUSSION**: A section for recording face-to-face discussions, including a table with columns for Dates, Ratee Initials, Rater Initials, Intermediate Rater Initials, Senior Rater Initials, and Date.
- PART IV - RATEE (Complete a, b, c below for this rating period)**: A section for stating significant duties and responsibilities.

An "Attachments Menu" button is visible in the top right corner of the form area.

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.

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:

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.

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

PART III - VERIFICATION OF FACE-TO-FACE DISCUSSION

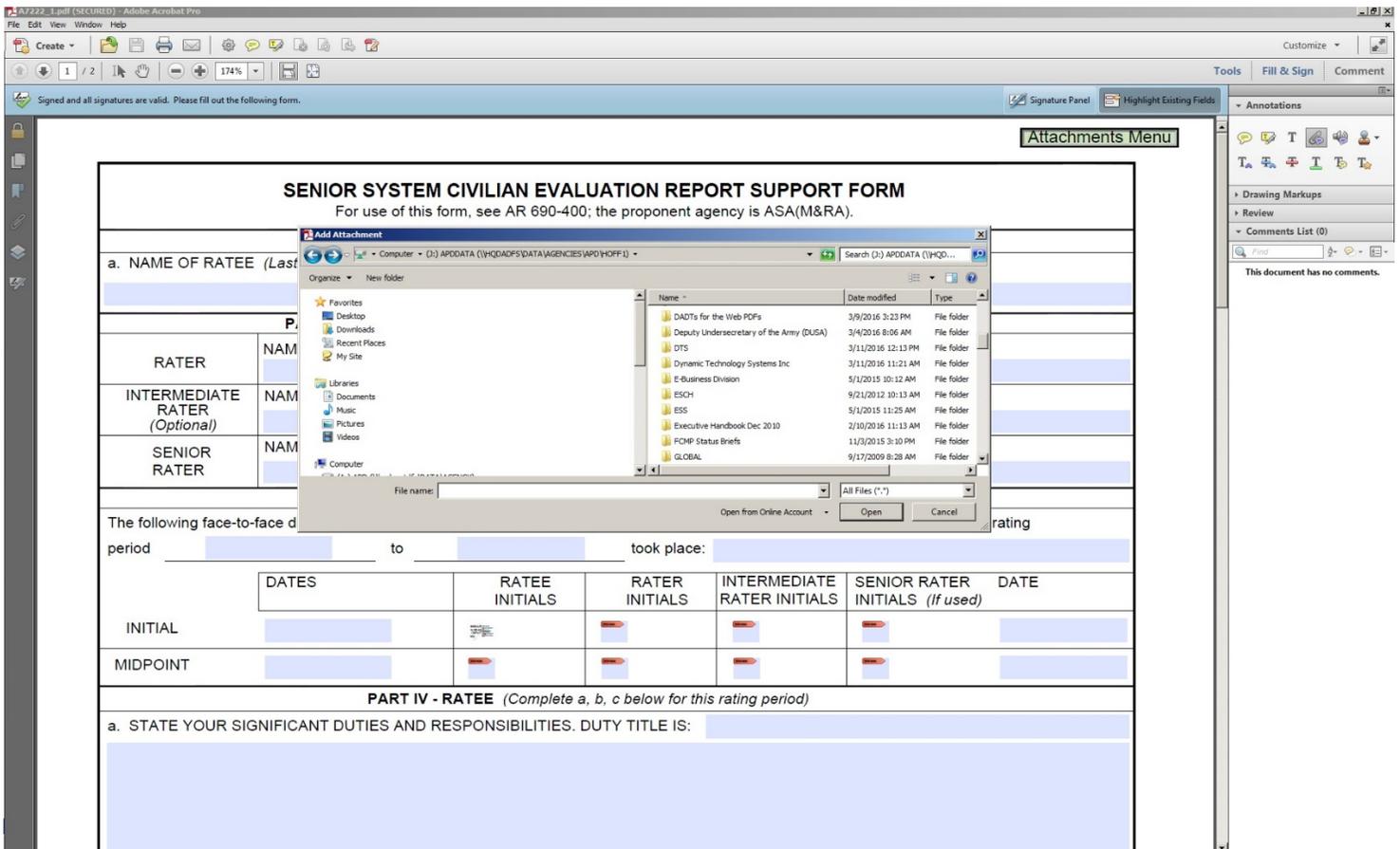
The following face-to-face discussions of duties, responsibilities, performance objectives, standards, and accomplishments for the rating period _____ to _____ took place: _____

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

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

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

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.



The screenshot shows the Adobe Acrobat Pro interface with a document titled "AR7222 - 1.pdf (SECURED)". The document is a "SENIOR SYSTEM CIVILIAN EVALUATION REPORT SUPPORT FORM" for use of AR 690-400, with the proponent agency listed as ASA(M&RA). The form includes sections for RATER information, a table for rating periods, and a section for the ratee's duties. An "Add Attachment" dialog box is open, showing a file explorer view of the "APDDATA" folder. The dialog box is titled "Add Attachment" and shows a list of folders and files. The file explorer shows the following contents:

Name	Date modified	Type
DADTs for the Web PDFs	3/9/2016 3:23 PM	File folder
Deputy Undersecretary of the Army (DUGA)	3/4/2016 8:06 AM	File folder
DTS	3/11/2016 12:13 PM	File folder
Dynamic Technology Systems Inc	3/11/2016 11:21 AM	File folder
E-Business Division	5/1/2015 10:12 AM	File folder
ESCH	9/21/2012 10:13 AM	File folder
ESS	5/1/2015 11:25 AM	File folder
Executive Handbook Dec 2010	2/10/2016 11:13 AM	File folder
FCHP Status Briefs	11/3/2015 3:10 PM	File folder
GLOBAL	9/17/2009 8:28 AM	File folder

The form also includes an "Attachments Menu" on the right side and a "Comments List (0)" at the bottom right. The form content is as follows:

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

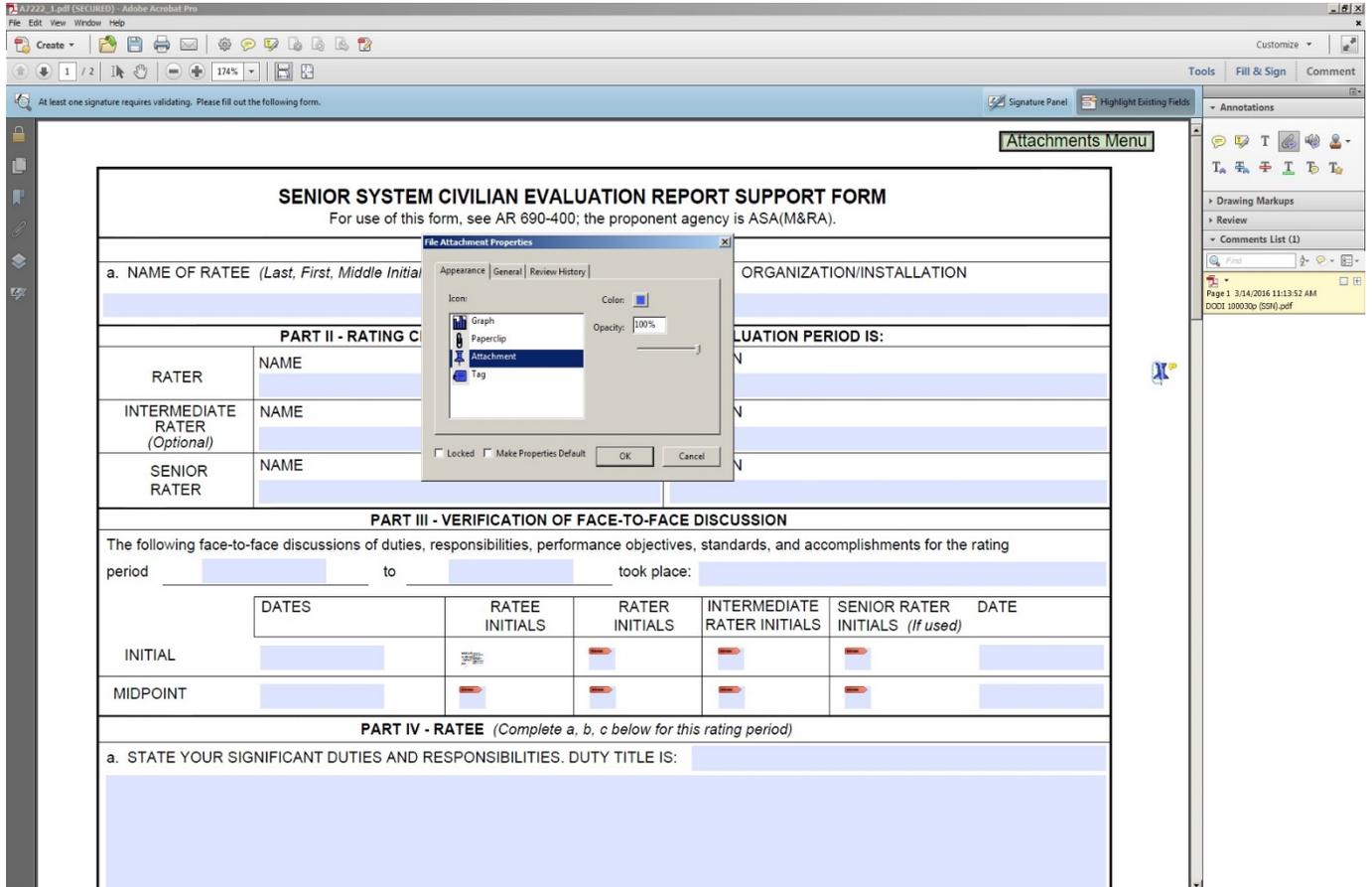
The following face-to-face discussion period _____ to _____ took place: _____

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 Acrobat window, the 'Annotations' panel is open, showing a 'Comments List (3)'. Three comments are visible, each with a yellow pin icon indicating an attachment:

- Page 1 3/14/2016 11:13:52 AM DCOI 10003op (S9I).pdf
- Page 1 3/14/2016 11:18:22 AM AR 23-10 (2 Mar 16 APD).pdf
- Page 1 3/14/2016 11:18:59 AM Adobe LiveCycle ES4 servers that are available.docx

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

The screenshot displays the Adobe Acrobat Pro interface. The main document is a PDF form titled "SENIOR SYSTEM CIVILIAN EVALUATION REPORT SUPPORT FORM". A "Save As" dialog box is open, showing the file name "A2222.LPDF" and the save type "Adobe PDF Files (*.pdf)". The background form is partially obscured by the dialog box but shows sections for "PART I - RATEE IDENTIFICATION" and "PART IV - RATEE".

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 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 _____