

## SENIOR RATER INSTRUCTIONS

(These instructions are a condensed version of the User Manual; please refer to the User Manual for more detailed instructions.)

### Short-cut Links:

[Section I: Users with an established IDP/CL and/or ACRB Login Name and Password](#)

[Section II: New IDP/CL, ACRB and SRPE Users](#)

[Section III. Non Acquisition Supervisors](#)

### Section I: Users with an established CAPPMIS User Name and Password:

1. There are 2 methods to access SRPE application. Method 1: Per your (Senior Rater) email inbox, on the specific IDP, Supervisor's SRPE request email. A CAPPMIS link provided to access CAPPMIS will be available. **Or** Method 2: Open the CAPPMIS homepage at <https://rda.altess.army.mil/cappmis/> using your I.E. browser.
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2. Login using your CAPPMIS User Name and Password or AKO login. Click the "SRPE" tab at the top of the screen.
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3. From the main SRPE page, click on the  button to continue.
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4. You will come to the "Rater Module/Administration Page". Verify your email address and change on Main CAPPMIS Home Page, under "Profile" if incorrect.

### Note:

It is highly recommended for Senior Raters to complete the SRPE Rater Pay Plan Worksheet prior to beginning the actual evaluation. See paragraph below for worksheet instructions. This worksheet is helpful to the Senior Rater in maintaining a less than 50% ACOM rule for each pay/grade broadband level. However, this worksheet only serves as a tool in assisting the Senior Rater and is **not reflective of what is actually being completed within the evaluations**. To access the worksheet, select a Pay Grade from the drop down list

 and the fiscal calendar  within the third section of the "Rater Module/Administration Page".

\*After Pay Plan/Grade and Year is selected, the worksheet will automatically open in a new window with employees in that pay plan/grade and year.

First, view, the “Current SRPE Percentages”; this percentage reflects the overall percentage for that specific pay plan/grade for all SRPEs completed by the Senior Rater. As the Senior Rater completes the actual evaluations, these numbers will be updated dynamically. You may also access detail historical profiles by clicking on the “Current SRPE Percentage” link. Select to view in HTML or download in Excel format.

Second, view the “Projected SRPE Percentages”; these percentages are the result of the Current SRPE percentages when combined with the mass range selections made on the worksheet.

- **No asterisk:** This employee has not had any SRPE evaluations for the selected calendar year or has not had any evaluation(s) that span the entire annual evaluation cycle. All leadership actions are pre-filled to “Y” for Yes.
- **One asterisk (\*)** – This employee has already received at least one finalized SRPE that covers the length of the selected annual evaluation cycle. The information has been pre-provided for this employee. No additional inputs are required for this employee.
- **Two asterisk (\*\*)** – Information provided for this employee in this row reflects a partially completed SRPE for this employee for the selected fiscal year. The data is pre-filled from the incomplete SRPE but may be overwritten. Entries for this employee may be saved to the worksheet itself but does not affect the actual incomplete SRPE.

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5. Input “Y” or “N” under the Leadership Actions columns and click ACOM, COM or BCOM [Note the change in the “Projected SRPE Percentage” when a profile is selected or changed]. After you have completed the worksheet, you may “Save Worksheet”, “Save and Print Worksheet” or “Reset” and start worksheet over. If you do not want to do anything on the worksheet then click on the “Quit” button to exit. Click on “Reset” button if you want to undo inputs to the worksheet.

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6. After completing the worksheet, you will return to the “Rater Module/Administration Page”. To begin an evaluation requested by the employee’s supervisor, click on “Requested by Supervisor” link under the “Rater Action/Latest SRPE Status” column and next to the requested employee.

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7. This will take you to the “SRPE Evaluation Entry Form”. It is recommended that you view the complete evaluation form and read the instructions provided prior to starting.

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8. Steps to completing an evaluation:

a) View employee’s supervisor comments if any.

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b) Edit evaluation period if incorrect.

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c) Check only one reason for submission, Annual or Board.

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d) All leadership actions are defaulted to option “Yes”; click “No” if that best exhibits the employee for each leadership action.

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e) If “No” is selected for any of the leadership action(s), then you must supply a comment for that leadership action in the comment block provided

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f) Check at least three leadership actions that best describe the employee. The check boxes are to the left of each leadership action.

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- g) The number of employees you currently rate in this pay grade is defaulted to the number of all IDP employees of the IDP Supervisors that you currently rate. You may edit this text box.
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- h) Select one option, ACOM, COM or BCOM under the “Potential Compared with Civilians in the Same Grade”. In making this selection, keep in mind the less than 50% ACOM rule. There is only one exception to the less than 50% rule. The exception allows the first individual in each grade/broadband to receive an ACOM at the initial establishment of the Senior Rater profile. This exception is referred to as the “Silver Bullet”. After the “Silver Bullet” is used, the system will not allow the Senior Rater to input an evaluation that would cause the Senior Rater profile to input an evaluation that would cause the Senior Rater profile in each grade/broadband to exceed 50% ACOM.
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- i) Provide comments under the “Comment on Potential” field. [See Guidance on Comment Recommendations for Senior Raters:  
<http://asc.army.mil/info/policies/default.cfm> ]
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- j) Provide up to three future leadership assignments for which the employee is best suited.
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- k) Indicate whether you are finished and would like to resume later, or if you have completed the evaluation. The two options are described as follows:
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(1) To complete an Evaluation: Check, the “Click here to finalized this evaluation”, the system will do a check to make sure you have completed all the required fields, and have not broken any business rules.

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(2) To resume evaluation at a later time: Check the “Click here to save and come back later”.

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9. The “Spell Check” button is provided for your convenience. When used this feature will examine all text words in the evaluation; this feature is similar to the spell check in Microsoft Word.
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10. Finalized by clicking the “Submit” button.
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11. After the “Submit” button is clicked, the system will bring you back to the “Rater Module/Administration Page”.
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**Note:** Incomplete and complete evaluations may also be accessed through the “Rater Module/Employee Access Page”:

- From the “Rater Module/Administration Page”, click an employee’s name under the “Name” column; this will take you the “Rater Module/Employee Access Page”. The Senior Rater can see the history of evaluations performed on a specific employee regardless of who their rater may have been.
  - Under the “Action” column, you may click on the following links available:
    1. “Begin Evaluation” link to begin new evaluation requested by the Supervisor
    2. “Continue Evaluation” link for an incomplete evaluation or
    3. “AAC Form 1” link to view a completed SRPE.
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12. Print a completed SRPE by clicking on, “AAC Form 1”. Ensure your internet browser margins are set to .25 inches for left, right, top and bottom. To see your margins, open an internet browser window>click on File>select Page Setup>adjust margins to .25.
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13. Close your browser to exist the system.

14. Employees will not be able to view their finalize, electronic SRPE until 7 calendar days after you have completed the SRPE.

**Section II: New SRPE Users**

1. Open the main CAPP MIS Homepage at <https://rda.altess.army.mil/cappmis/> with your I.E web browser.

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2. From the CAPP MIS Homepage, select, “Create New Account” button.

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3. The link will take you to a page with a field to enter in your SSN. Enter your SSN (without dashes) in the text field and click the “Submit” button.

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4. You will come to a form, which you will be required to completely fill in and submit to create a valid password in getting into CAPP MIS.

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5. A confirmation page will appear, displaying your login name, password, your question, hint and answer. You can go directly into SRPE by clicking on the “SRPE” tab.

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6. Go back to Section I (of this guide) and continue on Step #4.

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**Section III. Non-Acquisition Supervisors**

1. Open the main CAPP MIS Homepage at <https://rda.altess.army.mil/cappmis/> with your I.E. web browser.

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2. From the CAPP MIS Homepage, select, "Create New Account" button.

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3. The link will take you to a page with a field to enter in your SSN. Enter your SSN in the text field and click the "Submit" button. If you are in the system, a form will appear, prompting you to create a Username and Password. If you receive an alert message stating, "The social security entered was not found" then proceed to the next step, #4.

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4. Click on the "Non-DACM Addition" link.

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5. Complete all the required fields on the non-DACM Supervisor Registration form and click, "Submit".

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6. You will receive a confirmation message stating, "Your information has been forwarded to the appropriate authority. Non-DACM supervisors may take up to 6 working days to process. You will receive an e-mail notification once your request has been approved."

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7. After you receive an e-mail confirmation, approving your request then proceed to Section II to create a username and password in CAPP MIS.

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Electronic copies of this form and other SRPE related documents may be found on the ASC website at: <http://asc.army.mil/info/policies/default.cfm>