

SUPERVISOR 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. Established IDP/CL Supervisors](#)

[Section II. New Supervisors to IDP/CL](#)

[Section III. Non-Acquisition Supervisors](#)

Section I. Established IDP/CL Supervisors

1. Open the main Career Acquisition Personnel Position Management Information System (CAPPMIS) Homepage with your Internet Explorer (I.E.) web browser at <https://rda.altess.army.mil/cappmis/>

2. Login using your CAPPMIS User Name and Password and Click on “IDP” tab at the top of the screen.

3. From the main page IDP/CL, click on the “Supervisor” Module.

4. You will come to an Instructions/Overview Page, click on the “Continue to IDP” button.

5. The main page of the Supervisor Module will appear. Confirm your e-mail address, and change on Main CAPPMIS Home Page, under “Profile” if incorrect. From this page, add employees who need to be Senior Rated if they are not already listed.

6. Click on the “Add Employee” button, enter your Employee’s SSN and click Submit. If your employee is found and added, the system will automatically take you back to the main IDP Supervisor/Information Page. Repeat this process until

you have all your employees listed. Skip this step if you already have all the Employees listed on the main Supervisor Module.

7. To initiate a SRPE for an employee, click on the “Request SRPE” link under the “SRPE” column. You will be taken to the “Supervisor Module Employee Access Page”. From this page you will be able to select a Senior Rater and request SRPEs for that employee.
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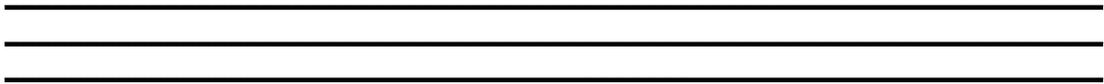
8. If a Senior Rater has not been selected or an incorrect one is listed for those employees then click on the  button prior to requesting a SRPE. The UIC selection will be defaulted to the Supervisor’s Senior Rater. If the default UIC is incorrect then select the correct UIC from the drop-down list and click the “Search” button. Select the appropriate Senior Rater from the list by clicking the radio button () and then click the “Select Senior Rater” button. You will automatically return to the “Supervisor Module/ Employee Access Page”.
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9. From the “Supervisor Module/Employee Access Page, click on the  button.
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10. Input the evaluation period for the employee which you are requesting a SRPE. [Keep in mind the rules for the evaluation period] Include comments if required for the Senior Rater to view and then click “Submit Request” button. [You will be taken back to the “Supervisor Module/Employee Access Page”.] An automated e-mail will be sent to the employee’s Senior Rater with comments, along with one copy to the Employee without the Supervisor comments.

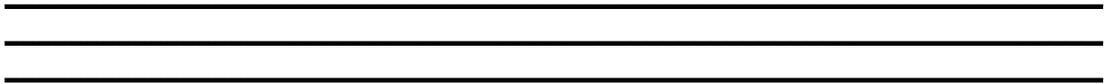
Rules for the Evaluation Periods:

- a) Cannot span more than a year
- b) Must be 90 days or greater
- c) The end date cannot be more than 60 days past today’s date.
- d) The dates cannot overlap



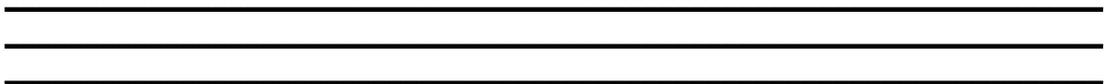
Note: Modifying an existing Request:

If you need to modify a request previously submitted to the Senior Rater you may only do so if the Senior Rater has not begun to perform the employee's evaluation. From the main page of the IDP, Supervisor Module, click the "Request SRPE" link; this will take you to the "Supervisor Module/Employee Access Page". Click on "Modify Request" link under the "Evaluations List" table. [If the block states, "No Action applicable at this point" then the Senior Rater has initiated the evaluation and you can no longer modify the request.] "SRPE Request Modification Form" will appear which includes information from the previously requested evaluation. Edit this form and resubmit the request. This will effectively remove the old request and initiate a new one and generate another e-mail notification to send to the Senior Rater, Supervisor and the Individual.



Note: Withdrawing an existing Request:

The Supervisor may withdraw an initial request only if the Senior Rater has not begun to perform an evaluation. From the main page of the IDP, Supervisor Module, click the "Request SRPE" link; this will take you to the "Supervisor Module/Employee Access Page". Click on "Withdraw Request" provided under the "Evaluations List" table. [If the block states, "No Action applicable at this point" then the Senior Rater has initiated the evaluation and you can no longer withdraw the request.] You will be prompt with a message, "Are you sure you want to delete this SRPE request." Click "OK" to delete the request. An automated e-mail will be sent to the Senior Rater.



11. Close Browser when you have completed requesting the evaluations.



Section II. New Acquisition Supervisors to IDP/CL

1. Open the main CAPPMS 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 the IDP by clicking on the “IDP” tab.

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

Section III. Non-Acquisition Supervisors (whom we refer to as Non-DACM 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 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 CAPPMIS.
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