

# Senior Rater Potential Evaluation (SRPE)

# SRPE – Employee Responsibilities

- The employee may:
  - View/digitally sign SRPE and/or print once completed
  - Submit a reclama document NLT 7 calendar days on a completed SRPE (if applicable)

Note: The digital signature and reclama are due within SEVEN calendar days or the evaluation will be automatically finalized.

# SRPE – Employee Email Notification

-----Original Message-----

From: ROOSEVELT.INGRAM.CIV@MAIL.MIL [mailto:ROOSEVELT.INGRAM.CIV@MAIL.MIL]

Sent: Tuesday, November 10, 2015 12:40 PM

To: Gibbons, Kim S CIV (US)

Subject: A SRPE Request has been submitted on your behalf

Your supervisor, ROOSEVELT INGRAM, JR, has submitted a request to have your Senior Rater Potential Evaluation (SRPE) completed on your behalf. You should be notified by your Senior Rater upon the completion of your evaluation.

To view your SRPE status, please log into the Career Acquisition Management Portal (CAMP) at <https://rda.altess.army.mil/camp/>. Click on the "CAPPMS" button from the navigation button at the very top of this page. Select the "SRPE" tab and then the "Employee" link.

If you have any questions on your SRPE, please contact your Senior Rater or Supervisor.

Thank you,  
SRPE Admin

If SRPE was requested via the CAPPMS "IDP" tab, the employee will receive an email notification.

# SRPE – Employee Email Notification

-----Original Message-----

From: USAASC.CAMP.SRPE.Administrator@mail.mil [mailto:USAASC.CAMP.SRPE.Administrator@mail.mil]

Sent: Tuesday, November 10, 2015 1:26 PM

To: Gibbons, Kim S CIV (US)

Cc: Ingram, Roosevelt Jr CIV USARMY USAASC (US)

Subject: SRPE Notification: Senior Rater Review Complete

GIBBONS-WARMACK KIM S,

EVANS THOMAS R has completed your SRPE and it is now available for your review.

If desired, you must submit a reclama document and digitally sign this SRPE by 1:26 PM (Eastern) on Tuesday, November 17, 2015. If you do not submit and/or sign, the SRPE will be automatically marked as complete and no further actions will be permitted at 1:26 PM (Eastern) on Tuesday, November 17, 2015.

Please login to CAMP [<https://rda.altess.army.mil/camp/>] and access the SRPE Employee Module to complete these actions.

Thank you,  
SRPE Administrator

This is the email notification for the completed SRPE; they have 7 days to sign or reclama. SRPE will be finalized on the 8<sup>th</sup> calendar day.

# SRPE – Employee Module

<https://rda.altess.army.mil/camp/>

This information system is approved for data up to Unclassified//FOUO

CAMP CAPP/MIS WMI Help Links Help Request Feedback Logout

CAPP/MIS supporting the acquisition workforce USAASC

HOME ACRB IDP IDP ADMIN SRPE CMS REPORTS SYS ADMIN AAPDS WFM AAC MS

SRPE Info Senior Rater Supervisor Employee

**SRPE Info**

[SRPE FAQs](#)  
[SRPE Employee Instructions](#)  
[SRPE Supervisor and Senior Rater Instructions](#)  
[SRPE Senior Rater Comments Guide](#)  
[SRPE Policy Dated 7/10/2015](#)  
[SRPE Guidance Dated 7/10/2015](#)

**Introduction**

The Defense Acquisition Workforce Improvement Act (DAWIA) responded to the need for increased emphasis on the development of a better-qualified and more professional Acquisition Logistic and Technology Workforce (AL&T). Toward this end, the SRPE is first and foremost a tool to...

**The employee will log into CAPP/MIS, click the SRPE tab, then select the Employee link to view/sign/reclama their SRPE.**

**Employee Module**

The employee module is used by rated individuals to view and digitally sign their completed SRPE(s). The rated employee will be able to view the completed SRPE seven (7) calendar days after the Senior Rater completes the SRPE. The employee may also submit a reclama document which will be attached to the completed SRPE.

**Supervisor Module**

The supervisor module of SRPE is accessed by Supervisors to begin and provide input for evaluations. Additionally, using the Supervisor module of the IDP Module, a supervisor (for qualifying employees) may request a SRPE for their employee(s).

CAMP CAREER ACQUISITION MANAGEMENT PORTAL USAASC PREPARING FOR THE FUTURE

# SRPE – Employee Module

## ALAN R ANDRYSIAK's Supervisor

**Name:** RAYMOND JOSEPH MCNEIL  
**Phone:** (708) 836-3061  
**DSN:**  
**E-mail:** john.t.kelly12.civ@mail.mil  
**Organization:** W2SN ENDIST JAPAN

## ALAN R ANDRYSIAK's Senior Rater

**Name:** DAVID B MORROW  
**Phone:** (308) 363-8081  
**DSN:**  
**E-mail:** john.t.kelly12.civ@mail.mil  
**Organization:** W2SD ENDIST BALTIMORE

## ALAN R ANDRYSIAK's Evaluations

Period Start Date	Period End Date	Status	Action
10/01/2014	09/30/2015	Complete (Pending Employee Signature)	<a href="#">Review and Sign</a>   <a href="#">Submit Reclama</a>

\* = Employee has submitted Reclama document

If the employee agrees with the SRPE, they can click Review and Sign within 7 days.

# SRPE – Employee Module

## ALAN R ANDRYSIAK's Supervisor

**Name:** RAYMOND JOSEPH MCNEIL  
**Phone:** (708) 836-3061  
**DSN:**  
**E-mail:** john.t.kelly12.civ@mail.mil  
**Organization:** W2SN ENDIST JAPAN

## ALAN R ANDRYSIAK's Senior Rater

**Name:** DAVID B MORROW  
**Phone:** (308) 363-8081  
**DSN:**  
**E-mail:** john.t.kelly12.civ@mail.mil  
**Organization:** W2SD ENDIST BALTIMORE

## ALAN R ANDRYSIAK's Evaluations

Period Start Date	Period End Date	Status	Action
10/01/2014	09/30/2015	Complete (Pending Employee Signature)	<a href="#">Review and Sign</a>   <a href="#">Submit Reclama</a>

\* = Employee has submitted Reclama document

If the employee does NOT agree with the SRPE, they can click the Submit Reclama link within 7 days. A reclama CANNOT be submitted after the document has been signed.

# SRPE – Employee Reclama

## Submit Reclama Document

Please upload a PDF document representing your reclama submission in the space provided below:

**Browse...** *(PDF files only)*

**Submit Reclama**

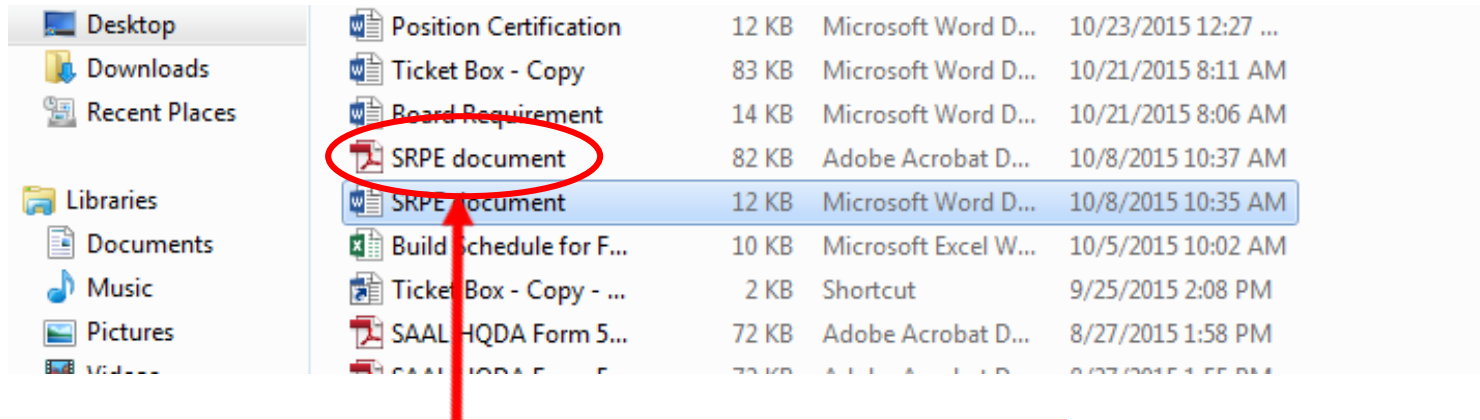
**Cancel**

**Reset**

The reclama upload looks like this and CANNOT be undone once it's submitted.



# SRPE – Employee Reclama



After typing the reclama, the employee will need to upload it into the system. Click “Upload”, select the document, then click “Submit.” A “PDF” is the only accepted document type.

# SRPE – Employee Reclama

## ALERT:

- The reclama submission has been successfully annotated on your SRPE document.

### ALAN R ANDRYSIAK's Supervisor

**Name:** RAYMOND JOSEPH MCNEIL  
**Phone:** (708) 836-3061  
**DSN:**  
**E-mail:** john.t.kelly12.civ@mail.mil  
**Organization:** W2SN ENDIST JAPAN

### ALAN R ANDRYSIAK's Senior Rater

**Name:** DAVID B MORROW  
**Phone:** (308) 363-8081  
**DSN:**  
**E-mail:** john.t.kelly12.civ@mail.mil  
**Organization:** W2SD ENDIST BALTIMORE

### ALAN R ANDRYSIAK's Evaluations

Period Start Date	Period End Date	Status	Action
10/01/2014	09/30/2015	Complete (Pending Employee Signature)	<a href="#">Review and Sign</a> *

\* = Employee has submitted Reclama document

After the reclama has been uploaded, the employee can click "Review and Sign" to digitally sign.

# SRPE – Employee Reclama

## SRPE Signature

[View SRPE Document for ANDRYSIK ALAN R](#)

Digital signature of this document is validation of the administrative data in Part I of the AAC Form I. It is not verification that you either agree or disagree with the ratings provided by the Rater or the Senior Rater.

**NOTE:** If you want to submit a reclama document, you must do so BEFORE you digitally sign this SRPE. Visit the [SRPE Employee Dashboard](#) to submit a reclama document. If you have already submitted a reclama document, it will be automatically appended to the end of the SRPE.

**After you digitally sign this SRPE document, you will not be able to submit a reclama if one has not already been uploaded.**

Once you click the "Digitally Sign" button, your signature will be recorded on the SRPE document and cannot be removed.

Your digital signature (as it appears below) will be annotated on the SRPE document



John T Kelly [john.t.kelly.1242846610]

cn=john.t.kelly,ou=people,ou=army,ou=dod,o=U.S. Government,c=US

Digitally Sign

Cancel

Click "Digitally Sign" to sign the evaluation. The reclama will be attached to the SRPE form.

# SRPE – Employee Reclama

HOME ACRB IDP SRPE CMS AAPDS AAC MS

[SRPE Info](#) [Senior Rater](#) [Supervisor](#) [Employee](#)

## FUDGE R SWAIN's Supervisor

**Name:** WEN J. LIN  
**Phone:**  
**DSN:**  
**E-mail:**  
**Organization:** HQ USAASC

## FUDGE R SWAIN's Senior Rater

**Name:** JAMES E HILLSON  
**Phone:**  
**DSN:**  
**E-mail:**  
**Organization:** USA HQ COMM ELCT COM

## FUDGE R SWAIN's Evaluations

Period Start Date	Period End Date	Status	Days in Progress †	Action
10/01/2009	09/30/2010	Complete *		<a href="#">View/Print AAC Form I</a>
10/03/2014	09/30/2015	Incomplete (Pending Supervisor)	10	

SRPE Days in Progress Legend:




0-59 days 60-89 days Overdue (90+ days)

\* = Employee has submitted Reclama document  
† = SRPE must be completed within 90 days

This is the screen showing the SRPE was signed (with reclama attached). The reclama can be reviewed by the Senior Rater.

# SRPE – Employee Reclama

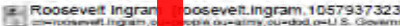
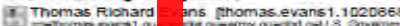
## ARMY ACQUISITION CORPS SENIOR RATER POTENTIAL EVALUATION (SRPE) FOR CIVILIANS

AAC Form 1			
Part 1: Administrative			
Name (Last First MI) TAYLOR LUWAYNE	Title/Position ACQUISITION CAREER MANAGER	Grade NH-03	OCC Series 0301
Organization HQ USAASC			UIC W27PAA
Period Covered From: 10/01/2014 Thru: 09/30/2015		Reason for Submission: <input checked="" type="checkbox"/> Annual <input type="checkbox"/> Out of Cycle	
Part 2: Authentication			
Rater Name (Last First MI) INGRAM JR ROOSEVELT	Rater Grade NH-03	Rater Title/Position ACQUISITION CAREER MANAGER	
Rater Organization HQ USAASC	Rater Phone (703) 805-9434	Rater Email Address ROOSEVELT.INGRAM.CIV@MAIL.MIL	
Senior Rater Name (Last First MI) EVANS THOMAS R	Senior Rater Grade NH-04	Senior Rater Title/Position SUPV REGIONAL DIRECTOR	
Senior Rater Organization HQ USAASC	Senior Rater Phone (703) 805-1526	Senior Rater Email Address THOMAS.R.EVANS3.CIV@MAIL.MIL	
Employee Digital Signature  LuWayne Taylor [luwayne.taylor.1062345043] <small>cn=luwayne.taylor,ou=people,ou=army,ou=dod,o=U.S. Government,c=US</small>		Date 10/08/2015 10:39:44AM	
Rater Digital Signature  Roosevelt Ingram [roosevelt.ingram.1057937323] <small>cn=roosevelt.ingram,ou=people,ou=army,ou=dod,o=U.S. Government,c=US</small>		Date 10/08/2015 10:55:57AM	
Senior Rater Digital Signature  Thomas Richard Evans [thomas.evans1.1020868984] <small>cn=thomas.evans1,ou=people,ou=army,ou=dod,o=U.S. Government,c=US</small>		Date	
Employee has submitted a Reclama - Memorandum for Record <input checked="" type="checkbox"/> YES			
Part 3: Position Duty Description			
Principal Duty Title ACQUISITION CAREER MANAGER			
Significant Duties and Responsibilities This is a test			

The employee has  
reclama-ed the  
SRPE.

# Completed SRPE

## ARMY ACQUISITION CORPS SENIOR RATER POTENTIAL EVALUATION (SRPE) FOR CIVILIANS

AAC Form 1			
Part 1: Administrative			
Name (Last First MI) GIBBONS-WARMACK KIM S	Title/Position ACQUISITION CAREER MANAGER	Grade NH-03	OCC Series 0301
Organization HQ USAASC	Period Covered From: 10/01/2014 Thru: 09/30/2015		UIC W27PAA
Reason for Submission: <input checked="" type="checkbox"/> Annual <input type="checkbox"/> Out of Cycle			
Part 2: Authentication			
Rater Name (Last First MI) INGRAM JR ROOSEVELT	Rater Grade NH-03	Rater Title/Position ACQUISITION CAREER MANAGER	
Rater Organization HQ USAASC	Rater Phone (703) 605-9434	Rater Email Address ROOSEVELT.INGRAM.CIV@MAIL.MIL	
Senior Rater Name (Last First MI) EVANS THOMAS R	Senior Rater Grade NH-04	Senior Rater Title/Position SUPV REGIONAL DIRECTOR	
Senior Rater Organization HQ USAASC	Senior Rater Phone (703) 605-1526	Senior Rater Email Address THOMAS.R.EVANS3.CIV@MAIL.MIL	
Employee Digital Signature		Date	
Rater Digital Signature  Roosevelt Ingram [roosevelt.ingram.1057937323] <small>com=roosevelt.ingram.1057937323@army.acquisition.us</small>		Date 11/10/2015 01:11:00PM	
Senior Rater Digital Signature  Thomas Richard Evans [thomas.evans1.1020669964] <small>com=thomas.evans1.1020669964@army.acquisition.us</small>		Date 11/10/2015 01:26:19PM	
Employee has submitted a Reclaim - Memorandum for Record <input type="checkbox"/> YES			

If the employee digitally signs the evaluation, the digital signature will be listed on the evaluation. If not, it will be finalized on the eight day without a signature.

Part 5: Senior Rater	
I currently Senior Rate <u>8</u> , AAW Civilians in this grade/payband (GS-13 / Profile 3).	
Potential Mass Range	Comment on Potential
<input checked="" type="checkbox"/> EXCEPTIONAL POTENTIAL <input type="checkbox"/> HIGH POTENTIAL <input type="checkbox"/> POTENTIAL <input type="checkbox"/> MINIMAL POTENTIAL  POTENTIAL COMPARED WITH AAW CIVILIANS SENIOR RATED IN THIS GRADE/PAYBAND	Promote Now Vital Asset to the Division Ready for increased responsibilities

# SRPE Resources

SRPE Resources Page:

<http://asc.army.mil/web/senior-rater-potential-evaluation/>

SRPE FAQs

<http://asc.army.mil/web/all-faqs/>

SRPE Employee Instructions

<http://asc.army.mil/web/wp-content/uploads/2016/11/SRPE-v-3-7-Employee-Instructions.pdf>

SRPE Supervisor and Senior Rater Instructions

[http://asc.army.mil/web/wp-content/uploads/2016/11/SRPE-v-3-7-Rater-and-Senior-Rater-Instructions\\_Aug-16.pdf](http://asc.army.mil/web/wp-content/uploads/2016/11/SRPE-v-3-7-Rater-and-Senior-Rater-Instructions_Aug-16.pdf)