



# Senior Rater Potential Evaluation (SRPE)



# Supervisor (Rater's) Role



# Types of SRPEs



- Annual
  - Automatically generated through the SRPE module in CAPP MIS
- Out-of-Cycle
  - Out-of-cycle SRPEs for selection boards may be issued **ONLY** under the following conditions:
    - The employee has been promoted to a higher graded/banded position and does not have a SRPE in that position
    - The employee is a new AAW member and has never received a SRPE
    - GS-11s (broadband equivalent) and below can have one during the annual time because theirs is not pushed
- Close out
  - Close out SRPEs may **ONLY** be issued if the current Senior Rater is leaving the organization or retiring and the employee will not be receiving an Annual SRPE.

Note: Non-acquisition personnel are not eligible to receive a SRPE



# SRPE Rater Responsibilities



- Validate Senior Rater information
- Complete part 3: Position duty description
- Complete part 4: Professionalism, competencies, and attributes
- Finalize Rater input by submitting to Senior Rater



# What the Rater Should Comment



- Raters should develop and communicate their expectations and philosophy to those they rate and let them know where they stand
- Raters should take time and decide their personal limits for EP.
  - i.e. Are all tasks completed on time and to standard or do they exceed those parameters?
  - Do the employees possess a foundational understanding of mission/vision and do they demonstrate it?
  - Are the employees able to think outside of the box and be creative in completing their tasks?
- The rater should recommend potential developmental assignments, leadership trainings, continuing education as deemed appropriate
- Examples of ways employee demonstrated leadership, courage, innovation, etc. are encouraged
  - i.e. Did the AAW member assume leadership or supervisory duties, whether an official detail or through example?

Remember – This is not a performance review and should not be written as such



# SRPE – Rater (SRPE Module)

## Annual SRPE



List of employees will display with their SRPE status

HOME ACRB IDP SRPE CMS AAPDS AAC MS

SRPE Info Senior Rater Supervisor Employee

The progress status of SRPEs can be tracked by the employee, rater, and senior rater.

Supervisor Module

Initiate/Request out of cycle SRPE relocated from the IDP Supervisor module in FY17.

Below is a listing of your first-level employees and employees whose SRPE was directly assigned to you as a "Rater" role.

Name	Cmd / UIC	Pay Scale (Equiv) / Profile	Initiate	Latest SRPE Actions/Information			
				Action / Status	Days in Progress†	Period Start Date	Period End Date
	XD / W6QK6A	GS-12 / Profile 2					
	XD / W6QK6A	GS-13 / Profile 3	<a href="#">Request SRPE</a>	Incomplete (Pending Senior Rater)	3	10/01/2015	09/30/2016
	XD / W6QK6A	GS-13 / Profile 3	<a href="#">Request SRPE</a>	Incomplete (Pending Senior Rater)	3	10/01/2015	09/30/2016
	XD / W6QK6A	GS-13 / Profile 3	<a href="#">Request SRPE</a>	<a href="#">Requested by Supervisor</a>	1	10/01/2015	09/30/2016
	XD / W6QK6A	GS-15 / Profile 5	<a href="#">Request SRPE</a>				
	XD / W6QK6A	GS-15 / Profile 5	<a href="#">Request SRPE</a>				

SRPE Days in Progress Legend:

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

\* = Employee has submitted Reclama document  
† = SRPE must be completed by Senior Rater within 90 days of initiation  
 = click to view employee's ACRB in new window

Click on "Requested by Supervisor link"  
Note: Annuals will automatically be generated



# SRPE - Rater (SRPE Module)

## Annual SRPE



### Employee Evaluation Form

#### Senior Rater Validation

Confirm the Senior Rater for GARY [redacted]

DAVID E [redacted] is the correct Senior Rater for this SRPE.

#### Change the Senior Rater:

If DAVID [redacted] is not the correct Senior Rater for this SRPE, click the "Change Senior Rater" link to the right and search for the correct one.

[Change Senior Rater](#)

#### AAC Form I Part 1: Administrative

Name (Last First MI)	Title/Position	Grade	OCC Series
[redacted] GARY T	PROGRAM MANAGER	GS-14	0340
Organization			UIC
W2SD ENDIST BALTIMORE			W2SD01

Period Covered From: 01/01/2014 Thru: 12/31/2014

If the Senior Rater Info is incorrect, click to select a different Senior Rater. Change must happen prior to submitting SRPE.

**NOTE:** Changing the Senior Rater here will NOT change the supervisor's supervisor in the IDP



# SRPE - Rater (SRPE Module)

## Annual SRPE



HOME ACRB IDP IDP ADMIN **SRPE** CMS

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

### Senior Rater Update

Search for the new Senior Rater for this SRPE.

Search Parameters		
Last Name	First Name	SSN (no dashes)
<input type="text" value="Evans Thomas R"/>	<input type="text"/>	<input type="text"/>

Name
<a href="#">EVANS THOMAS R</a>

To add new Senior Rater, type name and click "Search" then click individual's name to select

A caution will be given to the Rater if the Senior Rater assigned to the SRPE is a grade lower than the employee





# SRPE - Rater (SRPE Module)

## Annual SRPE



HOME ACRB IDP IDP ADMIN **SRPE** CMS

SRPE Info Senior Rater Supervisor Employee

**Employee Evaluation Form**

**Senior Rater Validation**

Confirm the Senior Rater for KIM S. GIBBONS-WARMACK:  
 THOMAS R. EVANS is the correct Senior Rater for this SRPE.

Change the Senior Rater:  
 If THOMAS R. EVANS is not the correct Senior Rater for this SRPE, click the "Change Senior Rater" link to the right and search for the correct one. [Change Senior Rater](#)

**AAC Form I**  
 Part 1: Administrative

<b>Name (Last First MI)</b> GIBBONS-WARMACK KIM S	<b>Title/Position</b> ACQUISITION CAREER MANAGER	<b>Grade</b> NH-03	<b>OCC Series</b> 0301
<b>Organization</b> HQ USAASC			<b>UIC</b> W27PAA
<b>Period Covered From:</b> 10/01/2015 <b>Thru:</b> 09/30/2016		<b>Reason for Submission:</b> <input checked="" type="radio"/> Annual <input type="radio"/> Out of Cycle <input type="radio"/> Close Out	

**Part 2: Authentication**

<b>Rater Name (Last First MI)</b> LIN WEN J	<b>Rater Grade</b> NH-04	<b>Rater Title/Position</b> ACQUISITION CAREER MANAGER
<b>Rater Organization</b> HQ USAASC	<b>Confirm Senior Rater's information is correct.</b>	
<b>Senior Rater Name (Last First MI)</b> EVANS THOMAS R	<b>Senior Rater Grade</b> NH-04	<b>Senior Rater Title/Position</b> SUPV REGIONAL DIRECTOR
<b>Senior Rater Organization</b> HQ USAASC	<b>Senior Rater Phone</b> (703) 805-1526	<b>Senior Rater Email Address</b> THOMAS.R.EVANS3.CIV@MAIL.MIL
<b>Employee Digital Signature</b>	<b>Date</b>	
<b>Rater Digital Signature</b>	<b>Date</b>	
<b>Senior Rater Digital Signature</b>	<b>Date</b>	

Employee has submitted a Reclama - Memorandum for Record  YES



# SRPE - Rater (SRPE Module)

## Annual SRPE



### Part 3: Position Duty Description

#### Principal Duty Title

This field defaults to the employee's Title/Position and is not editable.

ACQUISITION CAREER MANAGER

#### Significant Duties and Responsibilities

State the Army Acquisition Workforce member's significant duties and responsibilities, written in a succinct narrative (not bullet) format, using the present tense to identify what the employee is supposed to do or be responsible for in his/her duty position. Describe in detail the rated employee's duties and responsibilities, the number of personnel supervised, amount of resources under his/her control, and scope of responsibilities. Descriptions must be clear and concise with emphasis on specific functions required of the employee. Also note conditions unique to the assignment.



Rater (Supervisor) must list the rated employee's duty title, significant duties and responsibilities in this block.

### Part 4: Professionalism, Competencies, and Attributes

#### This rated employee possesses skills and qualities for the following and future *Broadening & Operational Assignments*

List up to three (with a minimum of two) different duty positions (by job title) in which the employee would benefit from, relative to Broadening and Operational experience, focusing on the next 3 to 5 years of service.



Rater (Supervisor) must provide information on Broadening and Operational Assignments for the reated employee in the next 3-5 years of service in this block.

#### This rated employee possesses skills and qualities for the following and future *Strategic Assignments*

List up to three (with a minimum of two) different duty positions (by job title) in which the employee possesses skills and abilities, relative to Strategic Assignments, focusing on the next 3 to 5 years of service.



Rater (Supervisor) must provide information on Strategic Assignments for the reated employee in the enxt 3-5 years of service in this block.

#### Provide narrative comments which demonstrate assessment of the Civilian Employee's future potential



Examples of ways employee demonstrated leadership, curage, innovation. Did the AAW member assume leadership or superisory duties, wheather an official detail or through example. This is not a performance review and should nto be written as such.}

Rater must list employee's duty title, significant duties and responsibilities in Part 3, and information on Broadening & Operational Assignments, Strategic Assignments, and Future Potential in Part 4.



# SRPE – Rater (SRPE Module)

## Annual SRPE



### This rated employee possesses skills and qualities for the following and future *Strategic Assignments*

List up to three (with a minimum of two) different duty positions (by job title) in which the employee possesses skills and abilities, relative to Strategic Assignments, focusing on the next 3 to 5 years of service.



Rater (Supervisor) must provide information on Strategic Assignments for the rated employee in the next 3-5 years of service in this block.

### Provide narrative comments which demonstrate assessment of the Civilian Employee's future potential



Examples of ways employee demonstrated leadership, courage, innovation. Did the AAW member assume leadership or supervisory duties, whether an official detail or through example. This is not a performance review and should not be written as such.

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



Wen Lin  
cn=wen.lin



Digital Signature is Correct

Submit Evaluation

Save Evaluation

Cancel

Reset

**Submit Evaluation to Forward to Senior Rater or Click Save Evaluation to come back and complete/finish.**



# SRPE - Rater (SRPE Module)

## Annual SRPE



### ALERT:

- SRPE for [redacted] SON has been saved.

### Supervisor Module

Below is a listing of your first-level employees and employees whose SRPE was directly assigned to you as a "Rater" role.

Name	Cmd / UIC	Pay Scale (Equiv) / Profile	Initiate	Latest SRPE Actions/Information			
				Action / Status	Days in Progress†	Period Start Date	Period End Date
<a href="#">AA BLANK 1</a>	CE / W2SF05			<a href="#">Complete</a>		10/01/2008	02/28/2009
<a href="#">E L</a>	AE / W27PAA	GS-12 / Profile 2	<a href="#">Request SRPE</a>	<a href="#">Incomplete (Pending Supervisor)</a>	19	10/01/2016	09/30/2017
	AE / W27PAA	GS-12 / Profile 2	<a href="#">Request SRPE</a>	<a href="#">Requested by Supervisor</a>	37	10/01/2016	09/30/2017
<a href="#">S</a>	AE / W27PAA	GS-12 / Profile 2	<a href="#">Request SRPE</a>	<a href="#">Requested by Supervisor</a>			
	AE / W27P19	GS-13 / Profile 3	<a href="#">Request SRPE</a>	<a href="#">Requested by Supervisor</a>	37	10/01/2016	09/30/2017
	AE / W27P19	GS-13 / Profile 3	<a href="#">Request SRPE</a>	<a href="#">Requested by Supervisor</a>	37	10/01/2016	09/30/2017
	AE / W27PAA	GS-13 / Profile 3	<a href="#">Request SRPE</a>	<a href="#">Requested by Supervisor</a>	37	10/01/2016	09/30/2017
<a href="#">KIM S</a>	AE / W27PAA	GS-13 / Profile 3	<a href="#">Request SRPE</a>	<a href="#">Incomplete (Pending Senior Rater)</a>	37	10/01/2016	09/30/2017
	AE / W27PAA	GS-13 / Profile 3	<a href="#">Request SRPE</a>	<a href="#">Requested by Supervisor</a>	37	10/01/2016	09/30/2017

SRPE Days in Progress Legend:

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

\* = Employee has submitted Reclama document  
 † = SRPE must be completed by Senior Rater within 90 days of initiation

= Click to view employee's ACRB in new window

Alert notification the SRPE has been saved. SRPE status still reflects Incomplete (Pending Supervisor)

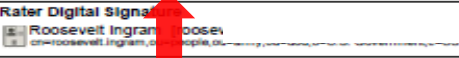
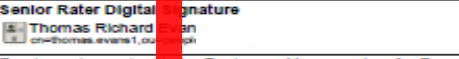
Incomplete (Pending Senior Rater) indicates the SRPE was submitted to the Senior Rater. The Senior Rater will receive email notification.



# 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) 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		Date	
Rater Digital Signature 		Date 11/10/2015 01:11:00PM	
Senior Rater Digital Signature 		Date 11/10/2015 01:26:19PM	
Employee has submitted a Reclaima - 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 on the digital signature block.

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



# Rater (Supervisor) Out of Cycle SRPE Request



# SRPE – Rater Module



Supervisors can request/initiate SRPEs:

- Out-of-Cycle
  - Out-of-cycle SRPEs for selection boards may be issued **ONLY** under the following conditions:
    - The employee has been promoted to a higher graded/banded position and does not have a SRPE in that position
    - The employee is a new AAW member and has never received a SRPE
    - GS-11s (broadband equivalent) and below can have one during the annual time because theirs is not pushed
- Close out
  - Close out SRPEs may **ONLY** be issued if the current Senior Rater is leaving the organization or retiring and the employee will not be receiving an Annual SRPE.



# SRPE – Rater (SRPE Module)

## Initiate “Out of Cycle SRPE”



HOME ACRB IDP **SRPE** CMS AAPDS AAC MS

SRPE Info Senior Rater **Supervisor** Employee

Supervisor Module

Initiate/Request “out of cycle” SRPE  
relocated from the IDP Supervisor module

Below is a listing of your first-level employees and employees whose SRPE was directly assigned to you as a “Rater” role.

Name	Cmd / UIC	Pay Scale (Equiv) / Profile	Initiate	Latest SRPE Actions/Information			
				Action / Status	Days in Progress	Period Start Date	Period End Date
	XD / W6QK6A	GS-12 / Profile 2					
	XD / W6QK6A	GS-13 / Profile 3	<a href="#">Request SRPE</a>	Incomplete (Pending Senior Rater)	3	10/01/2015	09/30/2016
	XD / W6QK6A	GS-13 / Profile 3	<a href="#">Request SRPE</a>	Incomplete (Pending Senior Rater)	3	10/01/2015	09/30/2016
	XD / W6QK6A	GS-13 / Profile 3	<a href="#">Request SRPE</a>	<a href="#">Requested by Supervisor</a>	1	10/01/2015	09/30/2016
	XD / W6QK6A	GS-15 / Profile 5	<a href="#">Request SRPE</a>				
	XD / W6QK6A	GS-15 / Profile 5	<a href="#">Request SRPE</a>				

SRPE Days in Progress Legend:

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

\* = Employee has submitted Reclama document

† = SRPE must be completed by Senior Rater within 90 days of initiation

= Click to view employee's ACRB in new window





# SRPE – Rater (SRPE Module)

## Out of Cycle SRPE



HOME ACRB IDP **SRPE** CMS AAPDS AAC MS

SRPE Info Senior Rater Supervisor Employee

### SRPE Rules

All SRPE requests must comply with the following Army policies:

- Evaluation periods cannot span more than 1 year.
- Evaluation periods must be 90 days or greater.
- Evaluation end date cannot be more than 60 days past today's date.
- Evaluation periods cannot overlap with previous or in-progress SRPE's.
- Rater (First-Level Supervisor) must be at least 1 grade higher than employee.
- Senior Rater (Second-Level Supervisor) must be at least 1 grade higher than employee.
- Employees must not Rate or Senior Rate themselves.
- Rater and Senior Rater must not be the same person.
- "Annual" SRPEs must begin and end with the fiscal year (for example: 10/1/2016 to 9/30/2017)

Requesting an out of cycle is done in the SRPE Module. Fill out the correct evaluation dates.

### SRPE Initialization

You are initiating a new SRPE for **CHRISTINA ANNE MAKHIJANI** (Grade: GS-13).

<b>Evaluation Period</b> (Defaults to previous fiscal year)	<b>Start</b> 10/01/2015 <i>mm/dd/yyyy format</i>	<b>End</b> 09/30/2016 <i>mm/dd/yyyy format</i>
<b>Rater</b> (First-Level Supervisor)	<b>Information</b> JOSEPH [redacted] <a href="mailto:william.q.nester.ctr@mail.mil">william.q.nester.ctr@mail.mil</a>	<b>Status</b> ✓
<b>Senior Rater</b> (Second-Level Supervisor)	<b>Information</b> DAVI [redacted] <a href="mailto:william.q.nester.ctr@mail.mil">william.q.nester.ctr@mail.mil</a>	<b>Status</b> ✓
<b>Supervisor Comments</b> (Required)	<p>These comments will only be seen by the Senior Rater (not the Employee). These are not part of the official SRPE document, but rather a way to provide information to the Senior Rater regarding this SRPE request.</p> <p>Rater/Supervisor comments to Senior Rater - only SR can see these comments</p>	

After submitting, it takes the rater to the SRPE form to complete.

Rater comments are visible to the SR – only the Senior Rater can see.

**Submit Request** Cancel



# SRPE – Rater (SRPE Module)

## Out of Cycle SRPE



SRPE Info Senior Rater Supervisor Employee Admin

### ALERT:

- SRPE request for **STEPHANIE L. WATSON** has been submitted.
- As the supervisor assigned to this SRPE, you may now complete Parts 3 and 4 of the SRPE form or return later to complete.

### Employee Evaluation Form

#### Senior Rater Validation

##### Confirm the Senior Rater for **STEPHANIE L. WATSON**:

THOMAS R. EVANS is the correct Senior Rater for this SRPE.

##### Change the Senior Rater:

If THOMAS R. EVANS is not the correct Senior Rater for this SRPE, click the "Change Senior Rater" link to the right and search for the correct one.

[Change Senior Rater](#)

#### AAC Form I

##### Part 1: Administrative

<b>Name (Last First MI)</b> WATSON STEPHANIE L	<b>Title/Position</b> ACQUISITION CAREER MANAGER	<b>Grade</b> NH-03	<b>OCC Series</b> 0301
<b>Organization</b> HQ USAASC			<b>UIC</b> W27PAA
<b>Period Covered From:</b> 10/01/2016 <b>Thru:</b> 09/30/2017		<b>Reason for Submission:</b> <input type="radio"/> Annual <input type="radio"/> Out of Cycle <input type="radio"/> Close Out	

##### Part 2: Authentication

<b>Rater Name (Last First MI)</b> LIN WEN J	<b>Rater Grade</b>	<b>Rater Title/Position</b>
<b>Rater Organization</b> HQ USAASC		
<b>Senior Rater Name (Last First MI)</b> EVANS THOMAS R		
<b>Senior Rater Organization</b> HQ USAASC		
<b>Employee Digital Signature</b>		
<b>Rater Digital Signature</b>		<b>Date</b>
<b>Senior Rater Digital Signature</b>		<b>Date</b>

Confirm Senior Rater is correct. Select "Close Out" for SR or Employee departing or retiring.









Confirm Senior Rater's information is correct. Select "Out of Cycle" for selection boards on recently promoted, new AAW member, or GS-11 (BB equiv) and below.



# SRPE – Rater (SRPE Module)

## Out of Cycle SRPE



Part 3: Position Duty Description
<b>Principal Duty Title</b> This field defaults to the employee's Title/Position and is not editable. ACQUISITION CAREER MANAGER
<b>Significant Duties and Responsibilities</b> State the Army Acquisition Workforce member's significant duties and responsibilities, written in a succinct narrative (not bullet) format, using the present tense to identify what the employee is supposed to do or be responsible for in his/her duty position. Describe in detail the rated employee's duties and responsibilities, the number of personnel supervised, amount of resources under his/her control, and scope of responsibilities. Descriptions must be clear and concise with emphasis on specific functions required of the employee. Also note conditions unique to the assignment.   Rater (Supervisor) must list the rated employee's duty title, significant duties and responsibilities in this block.
<b>Part 4: Professionalism, Competencies, and Attributes</b>
<b>This rated employee possesses skills and qualities for the following and future Broadening &amp; Operational Assignments</b> List up to three (with a minimum of two) different duty positions (by job title) in which the employee would benefit from, relative to Broadening and Operational experience, focusing on the next 3 to 5 years of service.   Rater (Supervisor) must provide information on Broadening and Operational Assignments for the reated employee in the next 3-5 years of service in this block.
<b>This rated employee possesses skills and qualities for the following and future Strategic Assignments</b> List up to three (with a minimum of two) different duty positions (by job title) in which the employee possesses skills and abilities, relative to Strategic Assignments, focusing on the next 3 to 5 years of service.   Rater (Supervisor) must provide information on Strategic Assignments for the reated employee in the enxt 3-5 years of service in this block.
<b>Provide narrative comments which demonstrate assessment of the Civilian Employee's future potential</b>   Examples of ways employee demonstrated leadership, curage, innovation. Did the AAW member assume leadership or superisory duties, wheather an official detail or through example. This is not a performance review and should nto be written as such.

Complete the remainder of the SRPE using the same process the Annual and push to the Senior Rater for completion.



# SRPE – Rater (SRPE Module)

## Out of Cycle SRPE



HOME | ACRB | IDP | IDP ADMIN | SRPE | CMS | RE | AAC MS

SRPE Info | Senior Rater | Supervisor | Employee | Admin

IDP senior rater's info will be displayed here.

**STEPHANIE L. WATSON's Information**

Employee Information:	Supervisor Information:	Senior Rater Information:
<b>Name:</b> STEPHANIE WATSON	<b>Name:</b> WEN J. LIN	<b>Name:</b> THOMAS R. EVANS
<b>Phone:</b>	<b>Phone:</b>	<b>Phone:</b>
<b>DNS:</b>	<b>DSN:</b>	<b>DSN:</b>
<b>E-mail:</b>	<b>E-mail:</b>	<b>E-mail:</b>
<b>Org:</b> HQ USAASC	<b>Org:</b> HQ USAASC	<b>Org:</b> HQ USAASC

**STEPHANIE L. WATSON's Evaluations**

Period Start Date	Period End Date	Status	Days in Progress†	Action
10/01/2015	09/30/2016	Complete		<a href="#">View/Print AAC Form I</a>
10/01/2016	09/30/2017	Incomplete (Pending Supervisor)	0	<a href="#">Begin/Continue Evaluation</a> <a href="#">Withdraw SRPE Request</a>

SRPE Days in Progress Legend:

0-59 days	60-89 days	Overdue (90+ days)
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\* = Employee has submitted Reclama document  
 † = SRPE must be completed by Senior Rater within 90 days of initiation

[<< Return to Supervisor Module](#)

Clicking to the “[Begin/continue Evaluation](#)” link takes you to the SRPE form. “Withdraw SRPE Request” if SR has not started. (Examples to withdraw: Employee do not meet 90/120 or is the incorrect Rater). Complete the SRPE using the same process as completing the Annual SRPE.



# SRPE Resources



Access SRPE module:

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

SRPE Resources Page:

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

YouTube Video:

<https://www.youtube.com/watch?v=xDrGE5jG1-A>

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)