



# **Senior Rater Potential Evaluation (SRPE) Employee Module**

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**U.S. Army Acquisition Support Center (USAASC)  
Army Director, Acquisition Career Management (DACM) Office**

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# Senior Rater Potential Evaluation (SRPE)

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# SRPE – Employee Responsibilities

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- 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 Notification



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

From

Sent:

To:

Subject: A SRPE Request has been submitted on your behalf

Your supervisor, \_\_\_\_\_, 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://apps.asc.army.mil/camp/>. Click on the "CAPPMIS" 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 CAPPMIS "IDP" tab, the employee will receive an email notification.



# SRPE – Employee Notification



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

From:

Sent:

To:

Cc:

Subject: SRPE Notification: Senior Rater Review Complete

Employee Name

Sr Rater Name . 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, 20\_\_ . 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, 20\_\_ .

Please login to CAMP <https://apps.asc.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



CAMP  
CAREER ACQUISITION MANAGEMENT PORTAL

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

CAMP CAPPMS WMI Help Links Help Request Feedback Logout

**CAPPMS** supporting the acquisition workforce

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 workforce. DAWIA requires the Department of Defense to develop a tool to help professionals (P/CL) that,...

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

The SRPE is used to evaluate the potential of civilian employees in designated grades to perform in positions of increased responsibility, whereas the Total Army Personnel Evaluation System (TAPES) and the various personnel demonstration projects evaluate the quality of performance associated with the current duties and contributions to the mission. Please see the SRPE Policy and Guidance memos (listed above) for more details on completing a 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).

USAASC  
PREPARING FOR THE FUTURE



# SRPE – Employee Module

## Employee's Rater

**Name:**  
**Phone:**  
**DSN:**  
**E-mail:**  
**Organization:**

## Employee's Senior Rater

**Name:**  
**Phone:**  
**DSN:**  
**E-mail:**  
**Organization:**

## ALAN R ANDRYSIK'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 seven calendar days.

# SRPE – Employee Module



## Employee's Rater

**Name:**  
**Phone:**  
**DSN:**  
**E-mail:**  
**Organization:**

## Employee's Senior Rater

**Name:**  
**Phone:**  
**DSN:**  
**E-mail:**  
**Organization:**

## 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 seven calendar 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**

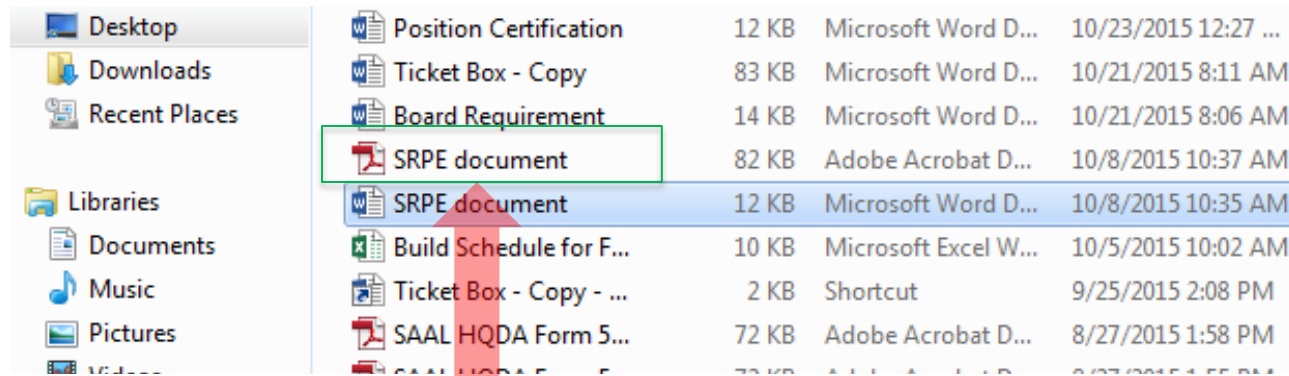
**Cancel**

**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.

### Employee's Rater

**Name:**  
**Phone:**  
**DSN:**  
**E-mail:**  
**Organization:**

### Employee's Senior Rater

**Name:**  
**Phone:**  
**DSN:**  
**E-mail:**  
**Organization:**

### 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



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

SRPE Info Senior Rater Supervisor Employee

## Employee's Rater

Name:

Phone:

DSN:

E-mail:

Organization:

## Employee's Senior Rater

Name:

Phone:

DSN:

E-mail:

Organization:

## FUDGENE 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)	Title/Position	Grade	OCC Series
Organization HQ USAASC			UIC
Period Covered From: Thru:		Reason for Submission: <input checked="" type="checkbox"/> Annual <input type="checkbox"/> Out of Cycle	

Part 2: Authentication		
Rater Name (Last First MI)	Rater Grade	Rater Title/Position
Rater Organization HQ USAASC	Rater Phone	Rater Email Address
Senior Rater Name (Last First MI)	Senior Rater Grade	Senior Rater Title/Position
Senior Rater Organization HQ USAASC	Senior Rater Phone	Senior Rater Email Address
Employee Digital Signature 		Date
Rater Digital Signature 		Date
Senior Rater Digital Signature 		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.






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# Completed SRPE



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

AAC Form 1			
Part 1: Administrative			
Name (Last First MI)	Title/Position	Grade	OCC Series
Organization HQ USAASC			UIC
Period Covered From: Thru:		Reason for Submission: <input checked="" type="checkbox"/> Annual <input type="checkbox"/> Out of Cycle	

Part 2: Authentication		
Rater Name (Last First MI)	Rater Grade	Rater Title/Position
Rater Organization HQ USAASC	Rater Phone	Rater Email Address
Senior Rater Name (Last First MI)	Senior Rater Grade	Senior Rater Title/Position
Senior Rater Organization HQ USAASC	Senior Rater Phone	Senior Rater Email Address
Employee Digital Signature 		Date
Rater Digital Signature 		Date
Senior Rater Digital Signature 		Date
Employer Signature		
Principal ACQU		
Signif This is		

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.



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# SRPE Resources

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- SRPE Resources Page:
  - <https://asc.army.mil/web/senior-rater-potential-evaluation/>
- SRPE FAQs
  - <https://asc.army.mil/web/all-faqs/>
- SRPE Employee Instructions
  - <https://asc.army.mil/web/wp-content/uploads/2016/11/SRPE-v-3-7-Employee-Instructions.pdf>
- SRPE Supervisor and Senior Rater Instructions
  - [https://asc.army.mil/web/wp-content/uploads/2016/11/SRPE-v-3-7-Rater-and-Senior-Rater-Instructions\\_Aug-16.pdf](https://asc.army.mil/web/wp-content/uploads/2016/11/SRPE-v-3-7-Rater-and-Senior-Rater-Instructions_Aug-16.pdf)



