

SRPE

Senior Rater Potential Evaluation Application

User Manual

Version 1.05

November 15, 2004

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1.0 Scope

1.1 Identification

This User Manual applies to the web-based Senior Rater Potential Evaluation (SRPE) application.

1.2 Application Overview

SRPE is a required document to be completed by Senior Raters for GS-13, GS-14, and GS-15/equivalent personnel demonstration project employees each calendar year. 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. The SRPE is an automated module within the Civilian Acquisition Personnel and Position Management Information System (CAPPMIS).

The Defense Acquisition Workforce Improvement Act (DAWIA) responded to the need for increased emphasis on the development of a better-qualified and more professional AL&T Workforce. The SRPE supports this goal by helping workforce employees identify their leadership strengths and weaknesses in regard to a set of competencies needed by professionals.

Secondly, Section 1733(a) of the DAWIA requires that the best-qualified individuals, whether military or civilian, be selected for acquisition positions. By evaluating and documenting the leadership potential of civilian employees, the SRPE provides a document that allows selection boards to more easily and equitably compare a civilian candidate's leadership potential with that of a military candidate, as documented on the Senior rater section of the Officer Evaluation Report (OER). Selecting officials/boards will also use the SRPE to evaluate the leadership potential of candidates for civilian key leadership positions in the AL&T Workforce.

1.3 Document Overview

The SRPE User Manual outlines the processes for utilizing the SRPE application.

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2.0 Referenced Documents

- [Memo, Implementation Guidance for the Revised Senior Rater Potential Evaluation, October 2004](#)
- [Policy and Guidance Senior Rater Evaluation, October 2004](#)
- [Army Acquisition Corps \(AAC\) Career Management Handbook 2003](#)

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3.0 SRPE Application Access

3.1 User Access

If your information is currently maintained in the CAPPMS Database, you are automatically qualified to be a SRPE application user. If you have already created a login account for use within CAPPMS Individual Development Plan/Continuous Learning (IDP/CL) or Acquisition Career Record Brief (ACRB) modules then you may use the same login name and password for the SRPE module. However, if you do not currently have an account in any of the previously mentioned modules, you have forgotten your login name or password or not in the CAPPMS Database then follow the sections below.

3.1.1 Creating a New Account for individuals already in the CAPPMS Database

1. From the CAPPMS Homepage at <https://rda.rdaisa.army.mil/cappms/>, click on the SRPE button, .
2. You will be taken to the main login screen for SRPE, click on the link below the login screen titled, "[NEW USERS:Click here to create YOUR Login name/Password.](#)".
3. The link will take you to a page with a field to enter in your Social Security Number (SSN). Enter your SSN (without dashes) in the text field and click the "Submit" button.
4. You will see a screen like figure 1. You will be required to completely fill in all the text fields. Click the, "Submit" button.
5. A confirmation page displaying login name, password, your question, hint, and answer, will be returned from a successful submission. The confirmation screen will also contain "Login" button, which will re-direct you to the application you are trying to access.

NAME:

LOGIN NAME:

PASSWORD:

RE-ENTER PASSWORD:

QUESTION:

HINT:

ANSWER:

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<#>Go to the CAPPMS Homepage at <https://rda.rdaisa.army.mil/cappms/>. From here you are provided with a link to the IDP/CL, ACRB, and SRPE

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<#>You will then be given the instructions for getting an account. Please refer to section 3 1 1 to create a new account

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should you forget your password before your password can be emailed to you.

Figure 1 Create New Login Name and Password Screen

3.1.2 Creating a New Account for individuals not in the CAPP MIS Database

- From the CAPP MIS Homepage at <https://rda.rdaisa.army.mil/cappmis/index.htm>, click on the SRPE button.
- You will be taken to the main login screen for SRPE; click on the link below the login screen titled, "NEW USERS: Click here to create YOUR Login name/Password."
- This will bring up a page with a field to enter in your SSN. Enter your SSN (without dashes) in the field and click the "Submit" button. You will get a message saying, "No record was found for the SSN you entered" (figure 2).
- You need to print a blank ACRB at https://rda.altess.army.mil/cappmis/acrb_ins/blank.pdf. You will then fill-out the blank ACRB with an ink pen as instructed on the instructions page provided on https://rda.rdaisa.army.mil/cappmis/acrb_ins/.
- After you have completed filling in the ACRB, you will need to contact your local Acquisition Career Manager (ACM) for an ACRB submission. Your designated ACM can be found at <http://asc.army.mil/contact/acms.cfm>

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CAPP MIS

NEW PASSWORD REGISTRATION

Login Name and Password Registration for IDP/CL and ACRB

No record was found for the SSN you entered.

- Please retry using the "Back Arrow" on your browser.
- Either [CREATE LOGIN NAME AND PASSWORD](#) or follow the [FORGOT PASSWORD](#) process from the main login page.
- If you fail to retrieve your password through the [FORGOT PASSWORD](#) process, send an email to rdaisa.login@altess.army.mil to request your password. Please use YOUR office email account and include your first, middle, and last name and duty phone number.
- If your SSN is not in the Army Acquisition database and needs to be added, print and fill in the [blank ACRB form](#) (PDF format) following the [ACRB Instructions](#) and forward to your [Acquisition Career Manager](#). An addition to the Army Acquisition database grants an automatic access to the ACRB and IDP/CL web applications after establishing your login name and password.
- If you are a supervisor requiring access to the IDP/CL Supervisor Module only to perform the supervisor functions for your Acquisition & Technology Workforce employee(s), click on [Non-DACM Addition](#) for addition to the Army Acquisition database.

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3.1.3 Creating a New Account for non-DACM Supervisors and Senior Raters

If you are a [non-Acquisition supervisor only](#) requiring access to the IDP/CL Supervisor Module, click on [Non-DACM Addition link](#), on Option #5 of as shown on Figure 2.

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Deleted: Click on the link labeled [FORGOTTEN PASSWORD](#). Enter in your SSN in the field provided and click submit (figure 3)

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1. After clicking option #5, a screen will prompt you to enter your SSN. Click Submit.
2. You will come to a form, which you will be required to completely fill in and submit. Asterisks (*) next to each field denote a mandatory field.
3. A confirmation page will appear, displaying your login name, password, your question, hint and answer. The confirmation screen will also contain a "Login" button, which will re-direct you to the IDP/CL login page. Login using your new login name and password.

3.1.4 Forgotten User Login or Password

1. From the CAPP MIS Homepage at <https://rda.rdausa.army.mil/cappmis/index.htm>, click on the [SRPE button](#).
2. You will be taken to the main login screen for SRPE; click on the link below the login screen titled, "[Forgot Password ??](#)".
3. Enter your SSN in the field provided and click the "Submit" button (figure 3).

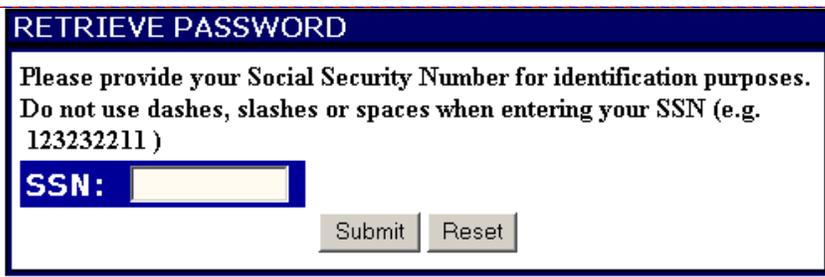


Figure 3. Forgot Password Screen

4. The next screen, "PASSWORD MAINTENANCE" will provide you your question and hint and will prompt you for an answer.
5. Input your answer. If the correct answer is provided then your password will be displayed.

3.1.5 Assistance and Problem Reporting

Users who encounter problems logging into or using the SRPE application should contact their local ACMs for assistance, a list is provided at <http://asc.army.mil/contact/acms.cfm>.

3.2 Levels of Users

3.2.1 Employee

The employee usage of the system is limited to viewing or printing the completed SRPE Evaluation form (AAC Form 1) within the SRPE Employee Module. The only allowable input for the Employees level user is the e-mail address that is registered in CAPP MIS for that individual. Instructions on using the Employee Module are contained in [Section 6, Employee Module](#).

3.2.2 Supervisor

The supervisor usage of the SRPE module includes all the capabilities of the Employee role and in addition allows supervisor's to initiate a request for a SRPE evaluation for any employee under their

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direct supervision and view/print an employee's completed SRPE. The Supervisor will utilize the Supervisor Module of the CAPPMS IDP/CL module to perform these functions, more detailed instructions are shown in [Section 4, Supervisor Module](#).

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3.2.3 Senior Rater

The Senior Rater is the primary user of SRPE system. The Senior Rater performs the SRPE evaluations on their subordinates at the request of the employee's supervisor. The Senior Raters may also view or print any of their own completed employee SRPE evaluations. Instructions on using the Senior Rater Module are contained in [Section 5, Senior Rater Module](#).

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3.3 System Access

3.3.1 Systems Configuration

We recommend using Internet Explorer (I.E.) as your Web Browser when opening SRPE Application. Prior to beginning SRPE evaluation and Senior Rater Pay Plan Worksheet, you will need to first place specific settings to your IE browser:

- Go to "Tools"
- Go to "Internet Options"
- Click on the "Advanced" Tab
- Scroll down to "Microsoft VM" and
- Check, "JIT compiler for virtual machine enabled (requires restart)"
- Restart your computer

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3.3.2 Direct Access

As mentioned in the [New User Section 3.1](#), you may access the SRPE system from the CAPPMS homepage at <https://rda rdaisa army mil/cappmis/index.htm> by using the "SRPE" button on the left-hand side of the screen under Acq.

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3.3.3 Linkage with IDP/CL Application

You may also access the SRPE from within the IDP/CL. From the "Individual" module of your IDP/CL, SRPE users may move directly to the SRPE module via the "Link TO My SRPE" button without having to log into the SRPE application.

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From the "Supervisor" module of IDP/CL, you may access the Senior Rater module by using the "Link To SRPE Rater Module" button provided you are currently registered as a Senior Rater.

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4.0 Supervisor Module

4.1 Supervisor's Responsibilities

Supervisors are responsible for identifying their employees who require SRPEs and providing the names of these employees to their designated senior rater. The names must be submitted to the senior rater early enough to permit him/her to senior rate the employees within the allotted timeframe. After the request has been initiated, the supervisor is responsible for ensuring that the SRPE evaluation is completed within the allocated time frame.

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4.2 Module Overview

Supervisors may request SRPE evaluations and monitor evaluation progress through the "Supervisor" module of the IDP/CL. Steps to request an evaluation:

1. Log into IDP/CL application and enter the "Supervisor" module

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- Use the "Request SRPE" link (see figure 4) in the same row of the employee for which they are requesting an evaluation. You will also see a "Not Required" link under the SRPE column, this signifies that person as not requiring them to have a SRPE due to his grade and pay step. At the discretion of the Supervisor, he/she may still request for a SRPE by clicking on the "Not Required" link.
- The "Request SRPE" link leads to the "Supervisor Module/Employee Access Page" (figure 5) for the selected employee

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Name	Planned Events	Last IDP Submit	Last IDP Review	Completed Events	CL Cycle Start	CL Cycle End	Prorated CL Points	Total CL Points	SRPE
AA BLANK	Current	09/29/2004	09/29/2004	Review	01/02/2004	09/30/2004	80	110	Request SRPE

Click here to Request SRPE

Figure 4 IDP Supervisors Employee List

If the employee requiring the evaluation is not listed, then use the "Add Employee" button. You will be prompted to enter the employee's SSN. If the employee is found in the CAPP MIS DB then the individual would be added to the list and the system will automatically return you back to the Supervisor Module.

Add Employee

The "Supervisor Module/Employee Access Page" contains a table summarizing the employee's information, such as name, position, pay grade, etc., (figure 5). Several options are available for employees including buttons for requesting an evaluation and for selecting a Senior Rater. A table of all previous SRPE evaluations requested or performed on the employee is also shown (figure 6).

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SRPE EMPLOYEE INFORMATION	
Name	AA BLANK
Title	LEAD TECHNICAL MANAGER
Pay Plan / Grade-Rank	GS-15
Series /AOC	
Command	US Army Intelligence and Security Command
Organization	704 MI BDE PENTAGON
E-Mail Address	employee.name@us.army.mil
Senior Rater Name/Contact Info	AA BLANK Phone: 9999999999 DSN: 7777777 Email: employee.name@us.army.mil

Figure 5 SRPE Supervisor's Employee Information

Select Senior Rater for MAKEUP PERSON				
Request Evaluation for MAKEUP PERSON				
EVALUATIONS LIST				
Action	Period Start Date	Period End Date	Status	Potential Mass Range
No action applicable at this point	01/01/2004	12/31/2004	Incomplete	COM
View/Print AAC Form 1	01/01/2003	12/31/2003	Completed	BCOM
Modify Request or Withdraw Request	01/01/2002	12/31/2002	Requested by Supervisor	

Figure 6 Evaluations List

Action	Potential Mass Range
View/Print AAC Form 1	1000
Withdraw Request or Modify Request	1000

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For each SRPE evaluation performed on an employee, the following columns are displayed: Action, Period Start Date, Period End Date, Status, and Potential Mass Range. Refer to the glossary for definitions of terms. The same terms appear within employee and evaluation lists in the Supervisor, Senior Rater, and Employee modules. The action column provides links to either "View/Print AAC Form 1", or "Modify Request" and "Withdraw Request". The "View/Print AAC Form 1" option opens the printable form of the SRPE evaluation listed in that row. The "Modify Request" and "Withdraw Request" links will be described fully in the next section 4.3 SRPE Request.

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4.2.1 Selecting a Senior Rater

To select a new or change a Senior Rater for an employee, the Supervisor will need to be on the "Supervisor Module/Employee Access Page" (figure 6). See below for detail steps:

1. From the IDP Supervisor Module's Main Page (figure 4)
2. Click on the "Request SRPE" link for the employee you want to add or change a new Senior Rater
3. After you click the "Request SRPE" link, the system will then take you to the "Supervisor Module/Employee Access Page"
4. Select the "Request Senior Rater for AA Blank (Employee)" button
5. You will be taken to the "SRPE Rater Selection Filter" Screen (figure 7)
6. The UIC selection will default to Supervisor's Senior Rater.
7. Click the drop-down menu item if the default UIC criteria is incorrect
8. Click the "Search" button after you have completed the selection criteria
9. You will then be taken to a Senior Rater Selection List; select a Senior Rater by clicking on the Radio button then click the "Select Senior Rater" button
10. Once a Senior selection your make, you be taken back to the "Supervisor Module/Employee Access Page" with the new Senior Rater reflected under the "SRPE Employee Information" Table

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SRPE RATER SELECTION FILTER

COMMAND Selection:	AE - US Army Acquisition Executive Support Agency
ACQUISITION_CORPS Status Selection:	All
UIC / ORGANIZATION Selection:	W27PAA - AAESA

Figure 7 Senior Rater Selection Page

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4.3 SRPE Request

4.3.1 Requesting an Evaluation

To request an evaluation, click on the button, “Requesting Evaluation for Employee XXX”. The button will list/contain the name of the individual for whom you are requesting an evaluation. This will take you to the “New SRPE Request Form” page (Figure 8). This form will contain the name of the employee, the evaluation period dates, and the name and email address of the Senior Rater to whom the request will be delivered. It is critical that you verify the Senior Rater’s email address for correct delivery.

The evaluation period “From” and “To” dates will be pre-filled with the beginning and end dates of the previous calendar year. Supervisors will need to modify the “From” and “To” date fields if the actual rating period differs from the default. When changing the period dates, you must follow the following business rules; the rating period:

- Cannot span more than a year
- Must be greater than 90 days
- The “To” date cannot be more than 60 days past the current request date.
- If the SRPE is not an annual SRPE (one that does not cover an entire calendar year), it is recommended that you not leave less than 90 days within the calendar year unrated. This ensures that the next evaluation within the calendar year can meet the 90-day minimum length requirement.

The form also has a “Comments” text field. Any comments the Supervisor enters in this field will appear in the automated email sent to the Senior Rater, when the “Submit Request” button is clicked an automated email will then be sent to the Senior Rater and Employee. The system will automatically return to the “Supervisor/Employee Module Access Page” for that employee.

NEW SRPE REQUEST FORM	
Ratee:	SUPERVISOR X
Date of Request:	10/25/2004
Evaluation Period	From: 01/01/2003 (mm/dd/yyyy) To: 12/31/2003 (mm/dd/yyyy) Evaluation Period is defaulted to previous calendar year
Senior Rater	SUPERVISOR X Email: SUPERVISOR.X@us.army.mil
Comments	
Submit Request	
BACK	
Help	

Figure 8, Requesting a SRPE

4.3.2 Modifying Evaluation Request

To modify an evaluation request, click on the “Modify Request” link in the evaluations list within the “Supervisor Module/Employee Access Page” (figure 9). A request form similar to the one in figure 8 will open with all the data included from the original/initial request. Incorrect information may be edited or

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- Deleted: 90 day
- Deleted:
- Deleted: input...
- Deleted: you will be relocated to the
- Deleted: the Supervisor

Ratee:	AA BLANK
Date of Request:	01/13/2004
Evaluation Period	From: 10/01/2002
Senior Rater	AA BLANK Email:

- Deleted:
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replaced typed over, and then resubmitted using the "Submit Request" button. This will effectively remove the old request and initiate a new one. The automated notification system will send e-mail to the Senior Rater notifying him/her of the modified request.

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4.3.3 Withdrawing Evaluation Request

Withdraw a request by clicking on the "Withdraw Request" link provided the evaluations list page (figure 6).

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**NOTE: Once the Senior Rater has begun the initial SRPE evaluation requested by the Supervisor then the ability for Supervisors to modify or withdraw the request will no longer be available.

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5.0 Senior Rater Module

The "Rater Module/Administration Page" contains 3 main sections: Senior Rater Information, Employee List and Rater Worksheet access. The first section contains a table of information pertaining to the Senior Rater (figure 9). The Senior Rater may change the email address held in the CAPPMS database by using the "Change Email Address" button found. The second section contains a table listing employee information (figure 10). This section is explained fully in section 5.2 that follows. The third section is used for accessing the SRPE Rater Evaluation Worksheet (figure 11). This section will also be explained fully in 5.3.2 section that follows. At the bottom of the Senior Rater main page is the "Link To IDP Supervisor Module" button. Using this button allows an individual with both supervisor and rater privileges the ability to switch between their IDP/CL Supervisor and SRPE rater modules.

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SENIOR RATER INFORMATION	
Name	AA BLANK
Title	LEAD TECHNICAL MANAGER
Pay Plan / Grate-Rank	GS-15
Series /AOC	
Command	US Army Intelligence and Security Command
Organization	704 MI BDE PENTAGON
E-Mail Address	employee.name@us.army.mil <input type="button" value="Change E-Mail Address"/>

Figure 9, Senior Rater Information

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EMPLOYEES LIST							
Name	Cmd	UIC	Pay Grade	Rater Action/ Latest SRPE Status	SRPE Start Date	SRPE End Date	Potential Mass Range
ANOTHER EMPLOYEE	XA	W1D101	GS-13	Completed	01/01/2003	12/31/2003	COM
ANOTHER EMPLOYEE2	AT	W04WAA	GS-13	Completed	01/01/2003	04/30/2003	COM
ANOTHER EMPLOYEE2	X7	W4MKAA	GS-13	Completed	01/01/2003	04/30/2003	COM

Figure 10, Employees List

Name	Command
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Access/Create a Rater Worksheet for Pay Plan/Grade

For

Year

Figure 11, Accessing SRPE Evaluation Worksheet

Access/Create a Ra

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5.1 Senior Rater’s Role/Responsibilities

The Senior Rater’s main responsibility is to ensure that he/she performs the annual SRPE evaluations on all the employees they senior rate.

For each grade/broadband senior rated, the Senior Rater is also required to maintain a less than 50% the Above Center of Mass (ACOM) block at any given time.

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Deleted: Not all personnel are required to have an evaluation performed on them, but if an employee is required to have one, then it is the responsibility of the Senior Rater upon the employee’s supervisor’s request, to complete an evaluation for the employee on an annual basis or non-annual basis, i e , board

5.2 Employee List Table

In order to perform an evaluation on an employee, the Senior Rater must be logged into the Senior Rater Module and have the employee listed as a subordinates within the “Employee List” Table (figure 10).

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For each employee listed in the “Employee List” Table, the following columns are displayed: “Name, Cmd, UIC, Pay Grade, Rater Action/Latest SRPE Evaluation Status, SRPE Start Date, SRPE End Date, and Potential Mass Range”. Each employee name serves as a link to the “Rater Module/Employee Access Page” (see section 5.3) for that employee. The “Rater Action/Latest SRPE Evaluation Status” column provides a link to the last evaluation performed or being performed on that particular employee. If the “Rater Action/Latest SRPE Evaluation Status” column is shown as “complete”, then the link will take the Senior Rater to the “View/print Form AAC 1” page for that evaluation, (see section 5.4.3). If “requested” or “incomplete” link is shown under the “Latest SRPE Evaluation Status” column then the hyperlink will take the Senior Rater to the “SRPE Evaluation Entry Form” to either start or complete the evaluation (see section 5.4.1).

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Deleted: When the rater performs an evaluation they must place the employee in the ACOM, Center of Mass (COM), or Below Center of Mass (BCOM) range. However, at any point in time, the rater may not have more than a cumulative percentage of their performed, completed evaluations for their employee receiving an ACOM rating to exceed 50%.

5.2.1 Modifying Employee List Table

The Senior Rater may alter the employees shown in their “Employee List” Table either by adding, or deleting the employee(s) (figure 10).

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5.2.1.1 Adding Employees

The Senior Rater may add employees that are not shown on the “Employee List” Table to the table in one of two ways. If the Senior Rater knows the SSN of the employee they wish to add, then the Senior Rater can use the “Add Employee” button provided and following the instructions on the page that follows. However, if a Supervisor has not requested an evaluation then the Senior Rater will not be able to begin a SRPE until the Supervisor does so.

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5.2.1.2 Selecting Employees

If the senior rater does not know the employee’s SSN, he/she may select from a list of employees by using the “Select Employees” button. Using this button brings up the “Select Filter” selection page (figure 12). The Command and UIC selection filters default to the Command and UIC of the current user, i.e., the Senior Rater. The Senior Rater may change the filter if necessary. Once the proper filter conditions have been set then the Senior Rater may use the “Search” button to return a list of employees matching the selected search criteria (figure 13). To add specific employee(s) the Senior Rater need only place a checkmark in the box that appears next to the names of the employee(s) and then use the “Add” button at the bottom of the page. This will add the selected employee(s) to the “Employee List” Table and return to the “Senior Rater/Administration Page”.

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COMMAND Selection:	AE - US Army Acquisition Executive Support Agency
ACQUISITION_CORPS Status Selection:	All
UIC / ORGANIZATION Selection:	W27P55 - PEO EIS RADFORD
<input type="button" value="Search"/> <input type="button" value="Reset"/>	

Figure 12, Select Employee Filter Selection

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EMPLOYEE LIST	
<input type="checkbox"/>	AA BLANK

Figure 13, Search Results

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5.2.1.3 Deleting Employees

To delete employee(s) from the “Employee List” Table, the Senior Rater need only use the “Delete Employee(s)” button. Using this button will return a list similar to the “Employee Selection List” Table (figure 13), which contains all the employees currently in the “Employee List” Table. To delete an employee, or multiple employees, the Senior Rater should place a checkmark in the checkbox(s) next to the appropriate name(s) and then use the “Delete” button at the bottom of the list. This will delete the selected employee(s) from the “Employee List” Table and return to the “Senior Rater/Administration Page”.

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5.3 Rater Module/Employee Access Page

The purpose of the “Rater Module/Employee Access Page” is to allow the Senior Rater to review each employee separately from the list of all employees. The Senior Rater will be directed to this page from the main page of Senior Rater Module if they click on the employee name link in the “Employee List” Table (figure 10). The Senior Rater can see the history of evaluations performed on a specific employee regardless of who their rater may have been (figure 14). This page contains a list of the evaluations for a selected employee, similar to the lists in the Supervisor and Employee module. The “Action” column may contain three options depending on actions taken by the Senior Rater.

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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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EMPLOYEE INFORMATION				
Name	AA BLANK			
Position Title	LEAD TECHNICAL MANAGER			
Pay Plan / Grade-Rank	GS 15			
Series / AOC	0011			
EVALUATIONS LIST				
Action	Period Start Date	Period End Date	Status	Potential Mass Range
View/Print AAC Form 1	10/01/2002	09/30/2003	Completed	COM
Begin Evaluation	10/01/2001	09/30/2002	Requested by Supervisor	

Done

Figure 14, Senior Rater’s Employee Access Page

Each evaluation listed will show the “Action, Period Start Date, Period End Date, Status and Potential Mass Range” for that evaluation. The “Action” column text acts as a link to the relevant action to be taken on the evaluation.

5.3.1 SRPE Evaluation Entry Form

The Senior Rater may access the SRPE Evaluation forms by either of the two methods: the status message hyperlink in the “Rater Action/Latest SRPE Evaluation Status” column on the “Rater Module/Administration Page” (figure 10); or the status message hyperlink in the “Action” column on the “Rater Module/ Employee Access Page” (figure 14).

5.3.1.1 Instructions for Completing Evaluation(s)

****PLEASE NOTE:**

In order to maintain a single-page form, the sum of the character lengths of the “Comment on Potential” and Future Assignments fields is limited to 1600. If you go over the number of characters you will be alerted and advised in the number of words to reduce your comments in order to achieve a proper one-page fit. Also make sure you read over Systems Configuration, Section 3.3.1 before starting this section.

1. Supervisor Comment
 - a. Pre-populated.
 - b. Supervisor comment captured during original request for an evaluation.
 - c. This comment does not appear anywhere on the actual completed AAC Form 1.
2. Employee Information
 - a. Pre-populated.
 - b. Includes Name, Pay Plan, Series, and Duty Title.
3. Evaluation “From” and “To” dates
 - a. Pre-populated by Supervisor during initial request, this field may be overwritten.
4. Reason for submission
 - a. Must select one, either Annual or Board
5. Evaluation Last Updated
 - a. Pre-populated date
6. Nine Leadership Actions
 - a. Entry Required
 - b. The nine leadership actions default to “Yes” (on radio buttons), change it to “No” depending on whether or not the employee exhibits this leadership action.
 - c. A selection of “No” for any leadership action requires comment or explanation to be entered in the leadership comment block for that leadership action. Any leadership action comments included for either a “Yes” or “No” selection will appear on page 2 of AAC Form 1
 - d. The nine leadership actions are:
 - i. Political Savvy, Interpersonal Skills, Influencing Negotiating, Accountability, Decisiveness, Problem Solving, Conflict Management, Team Building, and Continual Learning.
7. Best Describing Action
 - a. Entry required.
 - b. Select 3 out of the nine leadership actions that best described the employee. Place checkmarks in the appropriate checkboxes to the left of the leadership actions.

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8. Number of employees you currently rate in this pay grade

- a. Pre-populated.
- b. This number is the number of all IDP employees of the senior rater's IDP Supervisor in a specific pay category.
- c. May be overwritten by the Senior Rater.

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Comment [WJL2]: This can [84]

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9. Potential Mass Range

- a. Entry Required.
- b. Select ACOM, COM, or BCOM depending on whether the employee's potential falls above, within, or below the center range of the mass of employees that you currently rate and have rated in the past.
- c. In making this selection you should keep in mind the less than 50% ACOM rule (section 5.1).

10. Comment on Potential

- a. Entry required. Recommended 225 words or less. Approximately 1350 characters or less counting spaces as characters.
- b. Comments are essential in performing these evaluations. Senior Raters are strongly encouraged to provide additional comments. DO NOT address performance duties in the current position.

11. Future Assignments

- a. Entry Required
- b. Text field limited to 30 words or less. Approximately 180 characters or less counting spaces as characters.
- c. Briefly describe no more than three future assignments that this employee would be qualified to fill.

12. 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 Spell Check in Microsoft Word.

13. 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:

- a. To resume evaluation at a later time: Check the "Click here to save and come back later".
- b. To complete an Evaluation: Check, the "Click here to finalized this evaluation", the system will do a check to make sure you have filled in everything properly, and have not broken any business rules. This page will require you to correct mistakes before completing the evaluation.

14. When finished, whether complete or planning to resume the evaluation later, click the "Submit" button. After the "Submit" button is clicked, the system will bring you back to the "Rater/Module Employee Access Page".

**EVALUATION BEST PRACTICE:

1. Complete the Senior Rater Pay Plan Worksheet prior to performing evaluations (see section 5.4.2)
2. Enter actual evaluations starting with the lowest potential rating within each pay grade (employees that fall within COM or BCOM first).
3. Finally, enter those employees in ACOM bracket last.

This practice will assist the Senior Rater to reduce the number of evaluations rejected due to the less than 50% ACOM rule (See Section 5.1)

Supervisor Comment			
No Comments Were Provided			
Employee Information			
Name	Pay Plan	Series	Duty Title
AA BLANK	GS-15	0011	LEAD TECHNICAL MANAGER
From Date: mm/dd/ccyy	To Date: mm/dd/ccyy	Reason For Submission	Evaluation Last Updated
10/01/2001	09/30/2002	<input type="radio"/> 1. Annual <input type="radio"/> 2. Board	12/30/2003
LEADERSHIP ACTIONS			
1. Select Yes or No for all nine leadership actions 2. If you selected a No, for any of the leadership actions, then you must supply a comment for that leadership action in the comment block provided for that leadership action. Any comments provided will be included in the Comment On Potential block on the official AAC Form 1 3. Check the box to the left of <u>three</u> leadership actions that you believe best describe the employee.			
Building Coalitions / Influencing	Political Savvy		
	Approaches problem situations with a clear perception of organizational and political reality.		<input checked="" type="radio"/> Yes <input type="radio"/> No
	Comments: (Required with No selection)		
Building Coalitions / Influencing	Interpersonal Skills		
	Considers differences and capabilities of people; is tactful, compassionate and sensitive; treats others with respect.		<input checked="" type="radio"/> Yes <input type="radio"/> No
	Comments: (Required with No selection)		
Building Coalitions / Influencing	Influencing/Negotiating		
	Persuades others; builds consensus through give and take; gains cooperation from others to obtain information/accomplish goals.		<input checked="" type="radio"/> Yes <input type="radio"/> No
	Comments: (Required with No selection)		
Results Driven / Operating	Accountability		
	Holds self and others accountable; ensures projects completed in a timely manner with a focus on results and outcomes.		<input checked="" type="radio"/> Yes <input type="radio"/> No
	Comments: (Required with No selection)		
Results Driven / Operating	Decisiveness		
	Makes sound, well informed decisions; perceives the impact and implications of decisions; is proactive and achievement oriented.		<input checked="" type="radio"/> Yes <input type="radio"/> No
	Comments: (Required with No selection)		

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Building Coalitions / Influencing	<input type="checkbox"/>	Polit Appr politi Com
Building Coalitions / Influencing	<input type="checkbox"/>	Inter Cons sens Com
Building Coalitions / Influencing	<input type="checkbox"/>	Influ Pers from Com
Results Driven / Operating	<input type="checkbox"/>	Acco Hold manr Com
Results Driven / Operating	<input type="checkbox"/>	Deci Mak of de Com
Building Coalitions / Influencing	<input type="checkbox"/>	Con Disp Com
Building Coalitions / Influencing	<input type="checkbox"/>	Dec Emp Com
Building Coalitions / Influencing	<input type="checkbox"/>	Moti Inspi Com
Results Driven / Operating	<input type="checkbox"/>	Plar Dev suite Com
Results Driven / Operating	<input type="checkbox"/>	Exe Sho peop Com
Influencing	<input type="checkbox"/>	Comr Displ Comn
Influencing	<input type="checkbox"/>	Decis Empl Comn
Influencing	<input type="checkbox"/>	Motiv Inspir Comn

... [88]

... [89]

Leading People / Improving	Problem Solving	Distinguishes between relevant and irrelevant information to make logical decisions to individual/organizational problems. <input type="radio"/> Yes <input type="radio"/> No
	Comments: (Required with No selection)	
	Conflict Management	Manages/resolves conflicts in a positive constructive manner to minimize negative impact on mission/organization. <input type="radio"/> Yes <input type="radio"/> No
	Comments: (Required with No selection)	
Team Building	Inspires/motivates/guides others toward goal accomplishment; develops cooperative relations within groups/organizational elements. <input type="radio"/> Yes <input type="radio"/> No	
	Comments: (Required with No selection)	
Continual Learning	Pursues self-development; seeks feedback from others and opportunities to master new knowledge. <input type="radio"/> Yes <input type="radio"/> No	
	Comments: (Required with No selection)	
How many employees do you rate in this employees current pay plan/grade (1LT)? <input type="text" value="1"/>		
POTENTIAL COMPARED WITH CIVILIANS SENIOR RATED IN THE SAME GRADE (OVERPRINTED BY DA) <input type="radio"/> ABOVE CENTER OF MASS(Less than 50% in top box; Select Center of Mass if 50% or more in top box <input checked="" type="radio"/> CENTER OF MASS <input type="radio"/> BELOW CENTER OF MASS	COMMENT ON POTENTIAL (225 words or less)	
	<input type="text"/> List up to 3 future assignments for which this employee is best suited; this should include education/training opportunities.	
Spell Check Form		
<p style="color: red;">Please do not hit the back button to leave this page. You should always review your comments and selections before submitting the form. Then, make the proper selection below, and click "Submit".</p> <p>Click here to finalize this evaluation. <input type="radio"/></p> <p>Click here to save and come back to it later. <input type="radio"/></p> <p style="text-align: center;">Submit Undo</p>		

Figure 15, SRPE Entry Form

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Leading People / Improving	Assess	Uses	<input type="checkbox"/>	
	Develop	Invest lead	<input type="checkbox"/>	
	Build	Spent ethic	<input type="checkbox"/>	
	Learn	Seek and l	<input type="checkbox"/>	
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Operating	Plan	Devel	<input type="checkbox"/>	
	Exec	Show peopl	<input type="checkbox"/>	
	Assess	Uses	<input type="checkbox"/>	
	Deve	Invest	<input type="checkbox"/>	
Improving	Build	Spent ethic	<input type="checkbox"/>	
	Learn	Seek leadir	<input type="checkbox"/>	
	Deleted:			
	In the left block select the pot other employees that you rate i COMMENT POTENTIAL COMPARED WITH CIVILIANS SENIOR RATED IN THE SAME GRADE (OVERPRINTED BY DA) <input type="radio"/> ABOVE CENTER OF MASS(Less than 50% in top box; Select Center of Mass if 50% or more in top box <input checked="" type="radio"/> CENTER OF MASS <input type="radio"/> BELOW CENTER OF MASS List up to education This one			

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5.3.2 SRPE Rater Pay Plan Worksheet

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The SRPE Rater worksheet is a tool for a Senior Rater to use prior to performing the required actual SRPE evaluations. This worksheet is a very helpful tool in that it provides a working copy to help the Senior Rater maintain a less than 50% ACOM range for each pay grade/broadband level (see section 5.1).

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The SRPE evaluation entry module does not allow the Senior Rater to input an evaluation that would break the less than 50% ACOM rule. This could be frustrating for the Senior Rater if they typed in all of the data and then went to finalize the SRPE, only to discover that they couldn't complete the SRPE due to this rule. The worksheet will allow the Senior Rater to select any given mass range for more than one employee all at one time. As mass range selections are made, the projected mass range figures on the page are dynamically calculated to reflect the Potential Mass Range for that Senior Rater. This feature allows the Rater to do "what-if" scenarios for all of the employees in each pay grade, in order to see how it affects the projected mass ranges. When the Senior Rater is satisfied with the results, the worksheet may then be printed and used to enter the actual data into the evaluation entry forms without the risk of being prohibited from finalizing an evaluation due to the less than 50% ACOM limitation. A Senior Rater may access a Rater worksheet by selecting a Pay Grade from the drop down list and the rating year within the third section of the Rater Module/Administration Page (figure 11).

**PLEASE NOTE:

This feature requires JavaScript to be enabled within the browser. Please go to section 3.1.1 above if you have not configured you Internet browser.

5.3.2.1 Worksheet Example

**NOTE:

The completion of the Rater worksheet (figure 16) is not mandatory to complete any SRPE employee evaluations. This is only a tool provided for the Senior Rater. Note also that, unlike the actual evaluation(s), the worksheet may be saved with as much or as little data entered as desired. There are no data entry requirements to be met for the worksheet.

SRPE Evaluation Worksheet

(Click for instructions)
For PayPlan/Grade GS-13

Current SRPE Percentages
(Click to access historical profile)
ACOM 0.0% COM 100.0% BCOM 0.0%

Projected SRPE Percentages
ACOM 33.33% COM 66.66% BCOM 0%

Name	Position	Rating Period		Leadership Actions											Profile			
				Building Coalitions / Influencing			Results Driven / Operating			Leading People / Improving			Above Center of Mass	Center of Mass	Below Center of Mass			
				Political Savvy	Interpersonal Skills	Influencing/Negotiating	Accountability	Decisiveness	Problem Solving	Conflict Management	Team Building	Continual Learning						
ANOTHER EMPLOYEE2	GENERAL ENGINEER	05/01/2003	12/31/2003	<input type="checkbox"/>														
** ANOTHER EMPLOYEE3	ACCOUNTANT	01/01/2003	12/31/2003	<input type="checkbox"/>														
EMPLOYEE X	SUPERVISORY GENERAL ENGINEER	01/01/2003	12/31/2003	<input type="checkbox"/>														
ANOTHER EMPLOYEE2	ELECTRONICS ENGINEER	05/01/2003	12/31/2003	<input type="checkbox"/>														
* ANOTHER EMPLOYEE	MECHANICAL ENGINEER	01/01/2003	12/31/2003	<input checked="" type="checkbox"/>														
EMPLOYEE Y	CHEMICAL ENGINEER	01/01/2003	12/31/2003	<input type="checkbox"/>														

Figure 16. SRPE Evaluation Worksheet Example

5.3.2.2 How to Use SRPE Evaluation Worksheet

1. **Current SRPE Percentages** – This reflects the current mass range percentages for all SRPEs completed by the Senior Rater for a specific pay-grade/broadband selected. These numbers will remain constant with each session of the page because it reflects SRPEs that are already completed. As the Senior Rater completes actual evaluations, these numbers will be updated dynamically.

▪ The Senior Rater may access their historical evaluations by clicking on the, "Current SRPE Percentages" link. They may view the spreadsheet in HTML format or download as an Excel Spreadsheet.

2. **Projected SRPE Percentages** – These percentages are the result of the current mass range percentages when combined with the mass range selections made on the worksheet.

For instance if the Senior Rater has previously completed 4 evaluations, two of which received COM, then the current COM percentage would be 50%. Then if the Senior Rater had one employee listed on the worksheet and rated an additional employee with another COM, then the projected COM would be 50%.

The Projected SRPE Percentages are the figures the Senior Rater should watch most closely. The projected ACOM percent is the number that the rater must keep less than 50%. As the Senior Rater selects ranges for their employees on this page, the Projected SRPE Percentages will automatically be calculated.

3. **Employee Table** - Below the SRPE Percentages is the employees list table. The columns in the table are as follows:

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Current SRPE Percentages
(Click to access historical profile)
ACOM 0.0% COM 100.0% BCOM [

Name	Position
*EVANS MITCHELL CHANDRA L	ACQ CAREER MGR
DAHM BRUCE E	ACQ CAREER MGR

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Current SRPE Percent
ACOM 0.0% COM 100.0% BC

Name	Position	Rating Period
		From
* AA BLANK	LEAD TECHNICAL MANAGER	10/01/2002

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o **Name** - The name will appear with one asterisk (*), two asterisks (**) or no asterisks

▪ No asterisk -- This employee has not had any SRPE Evaluation(s) for the selected year or has not had any evaluation(s) that span the entire selected year. No data is pre-filled for this employee except for the default rating period. If a previous evaluation has been completed for the employee for a portion of the selected year, then the rating period will be defaulted to the remaining unrated portion of the year.

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▪ One asterisk (*) -- This employee has already received at least one SRPE Evaluation 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.

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▪ Two asterisks (**) -- Information provided for this employee in this row reflects an incomplete SRPE by the Senior Rater for this employee within the selected year. The data is pre-filled with the partially completed evaluation but may be overridden on the worksheet. Entries for this employee may be saved to the worksheet itself but does not affect the actual incomplete SRPE.

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o **Position** - Indicates the employee's duty title.

▪ **Rating Period** - pre-populated by Supervisor's initial request.

Deleted: for this employee will be saved, and further access of this worksheet will reflect the previ... [101]

o **9 leadership action columns**

▪ For each of the nine leadership actions, input a "Y" for Yes or "N" for No. The worksheet will default to "Y" and you may change to "N". Enter a "Y" if you think this employee possesses this leadership action, or "N" if you do not think they possess this leadership action.

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Deleted: <#>selected year or ... [103]

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Deleted: <#>selected year ¶ ... [104]

This is not mandatory, but could be useful to complete for all listed employees to assist the Senior Rater in making decisions regarding Mass Range selections.

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o **Mass Ranges**

▪ Select the corresponding radio button under Profile for the mass range choice for a given employee for the current pay group.

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▪ See the "Projected SRPE Percentages" change with the mass range selection.

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o **Save**

▪ Use the "Save Worksheet" button to save the data entries and modifications.

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PLEASE NOTE: all data entered for employees will be saved only to the worksheet and not their actual SRPE evaluations.

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o **Print**

▪ You may print the worksheet by using your browser print option ().

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▪ Microsoft Internet Explorer version 5.0 or higher is recommended for printing the worksheet. Other browsers or versions may produce unpredictable results.

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- To ensure that the worksheet prints solely on one page, select the "Landscape" mode and reduce the margins to 0.25 inches under File > Page Setup.

5.3.3 View/Print AAC Form 1

5.3.3.1 Basis for AAC Form 1

Data that is collected during the SRPE Evaluation Entry (Section 5.3.1) and data available from the CAPPMS database is compiled and merged into the viewable/printable version accessible through the SRPE application (AAC Form 1). The AAC Form 1 must be printed and signed by the Senior Rater and Employee for official purposes. The actual data for the evaluation is kept on file in the SRPE Application, and can be re-printed at any time.

5.3.4 AAC Form 1 Content

The form has four main sections, Part I, Part II, Part III and Part IV.

Part I: Employee Senior Rater Information Sections/Signature blocks.

ARMY ACQUISITION CORPS SENIOR RATER POTENTIAL EVALUATION FOR CIVILIANS											
AAC FORM 1											
Part I. ADMINISTRATIVE DATA											
Employee Name AA BLANK			Employee SSN			Employee Pay Plan and Grade GS-14			Employee Series 0501		
Organization											
Period Covered						Ratee Copy (Check one and date)			Reason for Submission		
From			Thru			1. Given to Employee			1. Annual		
Year 2003	Month 01	Day 01	Year 2003	Month 12	Day 31	2. Forwarded to Employee			2. Board		
Senior Rater Name (Last, First, MI) JANES MIMI K				Senior Rater SSN		Grade GG-13		Senior Rater Title/Position INFORMATION TECHNOLOGY SPECIALIST			
Senior Rater Organization HQ USA INTEL SEC CMD				Senior Rater Phone Number 7036047134				Senior Rater Email Address wen.lin1@us.army.mil			
Senior Rater Signature								Date			
Employee Signature								Date			

Figure 17, AAC Form Part I

Part II: Leadership Actions. This section displays results in the leadership action fields from the evaluation entry form, including the three best describing actions.

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ARMY ACQUISITION CORPS SENIOR RATER POTENTIAL EVALUATION FOR CIVILIANS

Employee Name AA BLANK											
Organization 704 MI BDE PENTAGON											
Period Covered											
From			Thru			Ratee Copy (Check one and date)			Reason for Submission		
Year 2002	Month 10	Day 01	Year 2003	Month 12	Day 31	1. Given to Employee			1. Annual		
Senior Rater Name (Last, First, MI) AA BLANK				Senior Rater SSN		Grade		Senior Rater Title/Position 704 MI BDE PENTAGON			
Senior Rater Organization 704 MI BDE PENTAGON				Senior Rater Phone Number				Senior Rater Email Address			
Senior Rater Signature								Date			
Employee Signature								Date			

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Employee Name ANOTHER EMPLOYEE											
Organization EDGEWOOD / NAT											
Period Covered											
From			Thru			Ratee Copy (Check one and date)			Reason for Submission		
Year 2003	Month 01	Day 01	Year 2003	Month 12	Day 31	1. Given to Employee			1. Annual		
Senior Rater Name (Last, First, MI) SRPE Senior Rater				Senior Rater SSN		Grade		Senior Rater Title/Position PEO EIS RADFORD			
Senior Rater Organization PEO EIS RADFORD				Senior Rater Phone Number				Senior Rater Email Address			
Senior Rater Signature								Date			
Employee Signature								Date			

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Employee Name AA BLANK											
Organization											
Period Covered											
From			Thru			Ratee Copy (Check one and date)			Reason for Submission		
Year 2002	Month 12	Day 31	Year 2003	Month 12	Day 31	1. Given to Employee			1. Annual		
Senior Rater Name (Last, First, MI) VILLALOBOS PATRICIA				Senior Rater SSN		Grade		Senior Rater Title/Position AAESA ELEMENT WSMR NM			
Senior Rater Organization AAESA ELEMENT WSMR NM				Senior Rater Phone Number				Senior Rater Email Address			
Senior Rater Signature								Date			
Employee Signature								Date			

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PART II. LEADERSHIP ACTIONS (First, mark "YES or NO for each action. Second, choose a total of three actions that best describe the rated employee.)			Y E S	N O
BUILDING COALITIONS/ INFLUENCING Method of reaching goals while operating / improving		POLITICAL SAVVY Approaches problem situations with a clear perception of organizational and political reality.	■	
		INTERPERSONAL SKILLS Considers differences and capabilities of people; is tactful, compassionate and sensitive; treats others with respect.	■	
		INFLUENCING/NEGOTIATING Persuades others; builds consensus through give and take; gains cooperation from others to obtain information/accomplish goals.	■	
RESULTS DRIVEN/ OPERATING Short-term mission accomplishment		ACCOUNTABILITY Holds self and others accountable; ensures projects completed in a timely manner with a focus on results and outcomes.	■	
	■	DECISIVENESS Makes sound, well informed decisions; perceives the impact and implications of decisions; is proactive and achievement oriented.	■	
	■	PROBLEM SOLVING Distinguishes between relevant and irrelevant information to make logical decisions to individual/organizational problems.	■	
LEADING PEOPLE/ IMPROVING Long-term improvement in the Army, its people and organizations		CONFLICT MANAGEMENT Manages/resolves conflicts in a positive constructive manner to minimize negative impact on mission/organization.	■	
	■	TEAM BUILDING Inspires/motivates/guides others toward goal accomplishment; develops cooperative relations within groups/organizational elements.	■	
		CONTINUAL LEARNING Pursues self-development; seeks feedback from others and opportunities to master new knowledge.	■	

Figure 18 AAC Form Part II

(First, mark "YES or NO	
	BUILDING COALITIONS/ INFLUENCING Method of reaching goals while operating / improving
	RESULTS DRIVEN/ OPERATING Short-term mission accomplishment
	LEADING PEOPLE/ IMPROVING Long-term improvement in the Army its people and organizations

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(First, mark "YES or NO	
	INFLUENCING Method of reaching goals while operating / improving
	OPERATING Short-term mission accomplishment
	IMPROVING Long-term improvement in the Army, its people and organizations

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Part III: Potential Evaluation. This section contains the potential comment, future assignments, and the potential mass range fields that were captured in the evaluation entry form.

PART III. POTENTIAL EVALUATION							
I currently senior rate <u>0</u> employees in this grade/payband.	NOTE: Under the demo project, the senior rater is the rated employee's supervisor's rater. Under TAPES, the senior rater is as noted on the TAPES form. For employees providing collocated/dedicated matrix support to DA Chartered (Command Select List) PMs or PEOs, the senior rater is the PM or PEO supported, regardless of pay plan.						
POTENTIAL COMPARED WITH CIVILIANS SENIOR RATED IN THE SAME GRADE (OVERPRINTED BY DA)	COMMENT ON POTENTIAL--Promote now						
<table border="1"> <tr><td><input type="checkbox"/></td><td>Above Center of Mass</td></tr> <tr><td><input checked="" type="checkbox"/></td><td>Center of Mass</td></tr> <tr><td><input type="checkbox"/></td><td>Below Center of Mass</td></tr> </table>	<input type="checkbox"/>	Above Center of Mass	<input checked="" type="checkbox"/>	Center of Mass	<input type="checkbox"/>	Below Center of Mass	
<input type="checkbox"/>	Above Center of Mass						
<input checked="" type="checkbox"/>	Center of Mass						
<input type="checkbox"/>	Below Center of Mass						
List up to 3 future assignments for which this employee is best suited; this should include education/training opportunities.							

Figure 19, AAC Form Part III

I currently senior rate <u>1</u> employees in this grade/payband.							
POTENTIAL COMPARED WITH CIVILIANS SENIOR RATED IN THE SAME GRADE (OVERPRINTED BY DA)							
<table border="1"> <tr><td><input type="checkbox"/></td><td>Above Center of Mass</td></tr> <tr><td><input checked="" type="checkbox"/></td><td>Center of Mass</td></tr> <tr><td><input type="checkbox"/></td><td>Below Center of Mass</td></tr> </table>	<input type="checkbox"/>	Above Center of Mass	<input checked="" type="checkbox"/>	Center of Mass	<input type="checkbox"/>	Below Center of Mass	
<input type="checkbox"/>	Above Center of Mass						
<input checked="" type="checkbox"/>	Center of Mass						
<input type="checkbox"/>	Below Center of Mass						
List up to 3 future assignments for which this employee is best suited; this should include education/training opportunities.							

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Part IV: Leadership Action Comments

PART III. POTENTIAL EVALUATION							
I currently senior rate <u>0</u> employees in this grade/payband.	NOTE: Under the demo project, the senior rater is the rated employee's supervisor's rater. Under TAPES, the senior rater is as noted on the TAPES form. For employees providing collocated/dedicated matrix support to DA Chartered (Command Select List) PMs or PEOs, the senior rater is the PM or PEO supported, regardless of pay plan.						
POTENTIAL COMPARED WITH CIVILIANS SENIOR RATED IN THE SAME GRADE (OVERPRINTED BY DA)	COMMENT ON POTENTIAL--Promote now						
<table border="1"> <tr><td><input type="checkbox"/></td><td>Above Center of Mass</td></tr> <tr><td><input checked="" type="checkbox"/></td><td>Center of Mass</td></tr> <tr><td><input type="checkbox"/></td><td>Below Center of Mass</td></tr> </table>	<input type="checkbox"/>	Above Center of Mass	<input checked="" type="checkbox"/>	Center of Mass	<input type="checkbox"/>	Below Center of Mass	
<input type="checkbox"/>	Above Center of Mass						
<input checked="" type="checkbox"/>	Center of Mass						
<input type="checkbox"/>	Below Center of Mass						
List up to 3 future assignments for which this employee is best suited; this should include education/training opportunities.							

Figure 20, AAC Form Part IV

I currently senior rate <u>1</u> employees in this grade/payband.							
POTENTIAL COMPARED WITH CIVILIANS SENIOR RATED IN THE SAME GRADE (OVERPRINTED BY DA)							
<table border="1"> <tr><td><input type="checkbox"/></td><td>Above Center of Mass</td></tr> <tr><td><input checked="" type="checkbox"/></td><td>Center of Mass</td></tr> <tr><td><input type="checkbox"/></td><td>Below Center of Mass</td></tr> </table>	<input type="checkbox"/>	Above Center of Mass	<input checked="" type="checkbox"/>	Center of Mass	<input type="checkbox"/>	Below Center of Mass	
<input type="checkbox"/>	Above Center of Mass						
<input checked="" type="checkbox"/>	Center of Mass						
<input type="checkbox"/>	Below Center of Mass						
List up to 3 future assignments for which this employee is best suited; this should include education/training opportunities.							

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6.0 Employee Module

The employee module is used by the employee to view all of his/her previously SRPE evaluations.

Employees are able to access this module by clicking on

Continue To The SRPE Employee Module

after they have successfully logged into

SRPE application or if they are in their individual IDP/CL module they can click on

Link TO My SRPE

as a shortcut.

The main page of the employee module has two main sections: SRPE Rater Information and the Evaluations Listing. The SRPE Rater Information section is a table containing information pertaining to the employee: Name, Position Title, Pay Plan, Series, etc (see figure 21). The employee can change the email address within the CAPPMS database using the "Change E-Mail Address" button available in this section. Selecting the "Change E-Mail Address" button will present a list of instructions to follow to successfully complete the change.

PLEASE NOTE: This change applies to all CAPPMS applications to include, ACRB and IDP/CL and not just the SRPE application.

The second section on this page lists all previous evaluations performed on the employee (figure 22).

This list is similar to other evaluation lists presented throughout the SRPE application. Completed evaluations provide a link to the View/Print Form 1 option (section 5.3).

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The “Close Browser...Done with IDP/SRPE” button may be used to exit the browser window. The “To IDP Individual Module” button will take the employee to their individual IDP/CL record to allow for ease of access between the two applications.

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SRPE EMPLOYEE INFORMATION		
Name	AA BLANK	
Title	LEAD TECHNICAL MANAGER	
Pay Plan / Grade-Rank	GS-15	
Series /AOC		
Command	US Army Intelligence and Security Command	
Organization	704 MI BDE PENTAGON	
E-Mail Address	employee.name@us.army.mil	<input type="button" value="Change E-Mail Address"/>
Senior Rater Name/Contact Info	AA BLANK	Phone: 9999999999 DSN: 7777777 Email: employee.name@us.army.mil

Figure 21 Employee Module Employee Info Table

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EVALUATIONS LIST				
Action	Period Start Date	Period End Date	Status	Potential Mass Range
View/Print AAC Form 1	10/01/2002	09/30/2003	Completed	COM
View/Print AAC Form 1	10/01/2001	09/30/2002	Completed	COM

Figure 22 Evaluations List

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7.0 Feedback

Users of the SRPE application (Senior Rater, Supervisor or Employee) may provide feedback about the SRPE system by selecting any of the FEEDBACK links provided on the SRPE pages. The Feedback feature provides a text entry form, which allows users to enter free-text information. The Feedback information will be sent once the “Submit” button is clicked. The feature will automatically create and send email notification to the proper personnel within the SRPE application.

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Appendix A: Acronyms

AAC	Army Acquisition Corps
ACM	Acquisition Career Manager
ACOM	Above Center of Mass
ACRB	Acquisition Career Record Brief
AETE	Army Acquisition, Education, Training and Experience
<u>AL&TWF</u>	<u>Acquisition, Logistics and Technology Workforce</u>
BCOM	Below Center of Mass
CAPPMIS	Career Acquisition Personnel and Position Management Information System
CE	Corps Eligible
CMIF	Career Management Individual File
COM	Center of Mass
DACM	Director, Acquisition Career Management
DAWIA	Defense Acquisition Workforce Improvement Act
IDP/CL	Individual Development Plan/Continuous Learning
IE	Internet Explorer
OPM	Office of Personnel Management
SRPE	Senior Rater Potential Evaluation
SSN	Social Security Number
TAPES	Total Army Personnel Evaluation System
UIC	Unit Identification Code

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Appendix B: Glossary

- **Action** – Column usually present in Evaluation List Tables within the SRPE system. The column will contain a text hyperlink to perform various actions. The action link text can be: “AAC Form 1”, Begin Evaluation or Continue Evaluation”.
- **Period Start Date** – begin date of the evaluation period; synonyms are SRPE Start Date, SRPE begin date SRPE from date, etc.
- **Period End Date** – end date of the evaluation period; synonyms that also appear within the system are SRPE end date, SRPE to date, etc.
- **Latest Evaluation Status** – various employee list tables within the SRPE system contain a column labeled, “Latest Evaluation Status”. This column contains the status of evaluation with the latest evaluation period. The status could be listed as either: “Requested by Supervisor”, “Incomplete”, or “Complete”.
- **Status** – status of the evaluation: “Requested”, “Incomplete”, “Complete”.
- **Potential Mass Range**—mass range awarded to an employee during an evaluation: “ACOM, COM, BCOM”.
- **AAC Form 1** – printable form of the SRPE Evaluation. Receives signatures from employee and from Senior Rater for official submissions.
- **Evaluation Entry Form** – entry form used to collect data. Completes the AAC Form 1.
- **Supervisor** – Employee registered as a supervisor within the IDP system.
- **Senior Rater** – The employee must also be registered as a supervisor of the IDP system. The Senior Rater of an employee is the employee responsible for completing a SRPE evaluation on that employee.
- **Employee** – person registered within the CAPPMIS system for which a SRPE has been requested.
- **ACOM** – Above Center of Mass. Rating given to an employee by the employee’s Senior Rater during an evaluation. Refers to the employee’s potential as compared with all other employees the Senior Rater has rated in the same pay grade/broadband.
- **COM** -- Center of Mass. Rating given to an employee by the employee’s Senior Rater during an evaluation. Refers to the employee’s potential as compared with all other employees the Senior Rater has rated in the same pay grade/broadband.
- **BCOM** -- Below Center of Mass. Rating given to an employee by the employee’s Senior Rater during an evaluation. Refers to the employee’s potential as compared with all other employees the Senior Rater has rated in the same pay grade/broadband.
- **Evaluations List Table** – table used with in the SRPE system that contains a row for each evaluation performed on the individual for which the table is being accessed.
- **Employee List Table** – table used with in the SRPE system. Contains a list of all of the employees that a supervisor or Senior Rater manages.
- **SRPE Request** – Request for an evaluation. Initiated by the employee’s Supervisor for the employee’s Senior Rater to perform.
- **SRPE Rater Pay Plan Worksheet** – worksheet provided as a tool to Senior Raters by the SRPE system. Assists Senior Raters in performing their required evaluations. A worksheet is available to a Senior Rater for every pay plan for which they have subordinates/employees.
- **Leadership Actions** – qualities for which the Senior Rater must rate his/her subordinates.
- **Best-Describing Actions** -- The three leadership actions of the nine leadership actions that best describe the employee.
- **Overall Potential Comment** – Comment from the Senior Rater on an employee’s potential. Required on the SRPE Evaluation entry form. Pertains to the Senior Rater’s view of the employee’s leadership potential.

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- ***Future Assignments*** – entry required on the SRPE Evaluation entry form. Pertains to assignment or positions for which the employee would be a good candidate
- ***Current SRPE Percentages*** – number of completed evaluations receiving ACOM, COM, and BCOM each divided by the total number of completed evaluations in the SRPE system for any one given Senior Rater.
- ***Projected SRPE Percentages*** – what the current SRPE Percentages would be after the Senior Rater completed a series of evaluations.

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[Figure 3 Forgot Password Screen](#)..... 5

[Figure 4 IDP Supervisors Employee List](#)..... 7

[Figure 5 SRPE Supervisor's Employee Information](#) 7

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[Figure 6 Evaluations List](#) 7

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[Figure 7 Senior Rater Selection Page](#) 8

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[Figure 8 Requesting a SRPE](#) 9

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[Figure 9 Senior Rater Information](#) 10

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[Figure 10 Employees List](#) 10

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[Figure 11 Accessing SRPE Evaluation Worksheet](#) 10

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[Figure 12 Select Employee Filter Selection](#) 11

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[Figure 13 Search Results](#) 12

[Figure 14 Senior Rater's Employee Access Page](#) 12

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[Figure 15 SRPE Form](#) 16

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[Figure 16 SRPE Evaluation Worksheet Example](#) 17

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[Figure 17 AAC Form Part I](#)..... 20

[Figure 18 AAC Form Part II](#) 20

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[Figure 19 AAC Form Part III](#) 21

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[Figure 20 AAC Form Part IV](#) 21

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[Figure 21 Employee Module Employee Info Table](#) 22

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[Figure 22 Evaluations List](#) 22

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Secondly, Section 1733(a) of DAWIA requires that the best-qualified individuals be selected for acquisition positions, whether they are military or civilian. By evaluating and documenting the leadership potential of civilian employees, the SRPE provides a document that allows selection boards to more easily and equitably compare a civilian candidate's leadership potential with that of a military candidate.

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SRPE is the method/policy used by the Senior Rater to evaluate their subordinates. The primary purpose of the SRPE is to assess leadership potential for the civilian acquisition workforce of GS-13 equivalent Personnel Demonstration Project and above. Individuals are evaluated against nine leadership competencies. The results of the SRPE will provide an assessment of an individual's strengths and weaknesses in regard to these leadership competencies. These results will be used to develop each employee's Individual Development Plan (IDP) for purposes of career development. The SRPE evaluation will be completed annually for members of the Army Acquisition Corps (AAC) and the AAC's Corps Eligible (CE) Program who are currently occupying an acquisition position. In addition, AAC and CE members who are not currently encumbered in an acquisition position are required to have a completed SRPE when applying for Army acquisition, education, training, and experience (AETE) opportunities.

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Completed and signed SRPE's will be included in the Career Management Individual File (CMIF) for AAC and CE members. In addition to evaluating leadership potential of the civilian acquisition workforce, the SRPE program will also establish and maintain Senior Rater profiles. The Senior Rater

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An automated profile is maintained on each Senior Rater for each grade/pay band he/she rates. The profiles are cumulative and are the responsibility of the senior rater to maintain.

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profile will be a cumulative history showing the distribution of all SRPE ratings completed by a senior rater for each pay grade and/or broadband level. Each year a Senior Rater profile will be forwarded to the senior rater's CMIF.

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Another purpose of the SRPE policy is to comply with the requirements of the Defense Acquisition Workforce Improvement Act (DAWIA), which requires the most qualified individuals be selected for acquisition positions, whether they are military or civilian. This authority is cited from Title 10 of the U.S. Code, Chapter 87, Sub chapter II, Section 1722(a) and (d). The SRPE will evaluate and document leadership potential of the Army civilian acquisition workforce. This documented leadership potential is balanced against information contained in the evaluation of military personnel for purposes of selecting the "best qualified" individuals for critical acquisition leadership positions. For purposes of conducting a SRPE evaluation process, the employee's senior rater is defined as the supervisor's supervisor if the employee is under a Personnel Demonstration project. If the employee is under the Total Army Personnel Evaluation

System (TAPES), the senior rater for SRPE is the same senior rater as identified under TAPES, within the chain of command at the employee's parent organization. This applies to employees whether or not they are in matrixed organizations, on long-term training, in developmental assignments, and/or detailed to another organization. If the Commander, or equivalent leader, is the employee's immediate supervisor, he/she may also serve as the employee's senior rater.

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The senior rater will annually assess the leadership potential of an employee during the employee's annual performance appraisal rating period. Also, senior raters of personnel currently not encumbered in an acquisition position, will be required to rate the leadership potential of an employee for purposes of competing in a selection board with other employees for career development opportunities. Senior raters are required to evaluate the leadership potential of their civilian employees using the nine competencies as defined on the SRPE Rating Factor Form (AAC Form 1). The competencies used have been defined and identified by Office of Personnel Management (OPM) as competencies desired at the basic supervisory level and above, thereby providing benchmarks and enabling consistent rating among senior raters. The purpose of these procedures is to provide detailed information and instructions on the Acquisition Corps' SRPE system. This evaluation has been designed to assess the leadership potential of AAC employees.		
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page. Enter in your answer to the question you provided during original account creation. If the listed email is incorrect or missing, change it and then click submit. You will receive a confirmation page that tells you that you will be receiving your password in an email.		
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http://asc.rdaisa.army.mil/contact/acms.cfm		
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If an employee is A VALID employee in the CAPPMS database then that employee will be added to the supervisor's list and the system will automatically return to the Supervisor Module.		
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and then follow the instructions provided for a supervisor		
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and should then follow the instructions for adding an employee		
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to your list of employees supervised.		
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for who you are requesting the evaluation		
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with the last digit in each year left off.		
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selected rating year respectively		
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to match the fiscal year the evaluation		
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will cover.		
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If the actual evaluation period is something other than (different) than the fiscal year, then the actual dates the evaluation will cover should be used for input. For example, an on-the-spot board evaluation would require actual dates rather than a fiscal year.

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However, if the actual evaluation period is totally different than the fiscal year, for instance, for an on the spot board evaluation, then input the actual dates the evaluation will cover

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Cannot span two different fiscal years

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Whatever information the supervisor

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them

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as a response to the		
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first evaluation request, the		
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Senior Rater Evaluation Worksheet		
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with the greatest of ease		
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The IDP/CL Supervisor module has a complementary “Access SRPE Rater Module” button, which may be used to move directly to the SRPE Rater Module.		
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Page 13: [49] Deleted	Lin, Wen	11/15/2004 3:07:00 PM
. If the SRPE evaluation has been completed, then the only action that will be possible is the “View/print AAC Form 1” action. When an evaluation is incomplete, the text in the “Action” column will provide a link for the Senior Rater to access and complete that specific evaluation.		
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The status messages in both columns are dependent upon the stage in the process that the evaluation is currently in and will change as modifications are made to the evaluation. The “Latest SRPE Evaluation Status” column on the “Rater Module/Administration Page” has messages that will display either “Requested by Supervisor” or “Incomplete”; both function as hyperlinks to the SRPE Evaluation forms. The “Action” column may display “Begin evaluation”, “Continue Evaluation” or “View/Print Form” but all of the status messages function as hyperlinks to the SRPE Evaluation forms.

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sum of all the characters in all of the comment blocks		
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Entry Required.

Place a checkmark in either “Yes or No” for each of the nine leadership actions depending on whether or not the employee exhibits this leadership action.

A selection of “No” for **any** leadership action **requires** comment or explanation to be entered

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in the leadership comment block for that leadership action. Any leadership action comments included for either a “Yes” or “No” selection will appear on page 2 of AAC Form1

The nine leadership actions are:

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provide a comment in the leadership comment block under each leadership action.

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to address this in the “Comment on Potential” block.

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Page 14: [76] Comment [a1] akinsc

Removed 7.b that said that the leadership action comments would be included in the comment on potential block. So what was 7.c is now 7.b

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Any comments included in the leadership action comment blocks will be included here as well as any additional comments the Senior Rater desires to be included here.

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Comments are essential in performing these evaluations. Senior Raters are strongly encouraged to provide additional comments. **DO NOT** address performance duties in the current position.

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Text field limited to 150 characters

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

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from the bottom up

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Enter evaluations for all employees anticipated to fall within the BCOM and COM areas first		
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Complete the Senior Rater Pay Plan Worksheet prior to performing evaluations (see section 5.4.2)		
Page 14: [84] Comment [WJL2]	Lin, Wen J	
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NOTE: In order to maintain a single-page form, the sum of all of the characters in all of the comment blocks is limited to 1500. If you go over this number of characters you will be alerted and advised in the number of words to reduce your comments in order to achieve a proper one-page fit		
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is SRPE because it would break the less than 50

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. If you are still experiencing difficulties then contact Ms. Wen Lin at wen.lin1@us.army.mil or 703 805-2234.

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****PLEASE NOTE:**

This feature requires JavaScript to be enabled within the browser. Please go to section 3.1.1 of up have not configure you Internet browser. If you are still experiencing difficulties then contact Ms. Wen Lin at wen.lin1@us.army.mil or 703 805-2234.

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for this employee will be saved, and further access of this worksheet will reflect the previous saved worksheet, and not the actual incomplete SRPE Evaluation.

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No asterisk -- Dates will reflect either the entire

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selected year or will reflect the date span not covered by any previous evaluation for that

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selected year.

One asterisks (*) – Dates for the rating period will display on the completed evaluation.

Two asterisks (**) – Dates reflect the dates entered into the incomplete evaluation. These dates may be changed on the worksheet, but changes on the worksheet will not affect the actual evaluation.

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Again this is not mandatory, but could be useful to complete for all your listed employees, and help your decision as to what Mass Range to select for them.

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This field is not mandatory. It may be left blank by the Senior Rater.

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Remember, all data entered for employees without stars (**) next to them will be saved however, employees with **marked next to the names will not be saved since the reflection of the incomplete SRPE will be displayed the next time the worksheet is brought up.

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Page 20: [109] Deleted The fields are generally self-explanatory. Note that a printed and signed copy of the form is required for all official submissions. The SSN, signature, signature date, and ratee copy fields are pre-populated upon form creation.	Lin, Wen	11/15/2004 4:33:00 PM
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