

## **AL&TWF Frequency asked Questions & Answers (FAQs) on the Senior Rater Potential Evaluation (SRPE) Process**

### **Policy Related Questions/Answers**

**(Note: Text of questions is represented exactly as received, except for clarification of some acronyms used):**

**1. Broad Band (BB)-Ills and the GS-13/Step 4 rule. For those Acquisition Demonstration Project employees whose FY04 CSI results in meeting/exceeding GS-13/4 pay....how do you handle this?** Since the Army G1 (Personnel) prohibits the requirement for a SRPE for a GS-12/BB-Equivalents, these individuals should be rated in the subsequent year, after having completed one full year of GS-13/BB equivalent experience.

**2. If a Senior Rater (SR) is departing in December, and the new SR starts in January, who should complete the SRPE?** When possible, the departing SR should rate early, so the employee is not disadvantaged by the 90-day rule.

**3. In this situation, a senior rater has left and will probably be unwilling to rate a group of people. Would they wait for the 90 days, which would make them past the due date or just use another supervisor/rater that was working in the organization?** They would wait 90 days.

**4. If a Selecting official, as part of a non-Best Qualified (BQ) selection process (i.e. promotion to a GS-14 position) wants to request a copy of an employee's SRPE during a down-select/interview process, is this acceptable?** No. Over the next few years, SRPEs will only be used for selection boards for key leadership positions and acquisition education/training opportunities. At some point when this is well established, we'll want to use for selections to all Critical Acquisition Positions (CAPs) and Key Leadership Potentials (KLPs). In the meantime, supervisors should not randomly request SRPEs.

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**5. Are there any Base Realignment And Closure (BRAC) implications associated with the SRPE?** SRPE should not play a part in BRAC activities.

**6. What is the position of the National Security Personnel System (NSPS) office relative to rating employees on potential, either as part of this SRPE exercise or as part of the "to be developed" appraisal process they will utilize. Looking for any potential conflict or compliment?** The ASC is not aware that NSPS is looking at a potential rating for civilian employees. However, the Senior Army Workforce (SAW) is considering such a document and ASC has briefed them on this form and process. If SAW later establishes such a requirement, a decision will be made which will be used.

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**7. Understand that the 'policy' requires a SRPE for CY2004 for all GS-13s and demo equivalents but to what purpose? What is the SRPE to be used for if an employee is not competing for a board selected position? This is an enormous amount of work for what appears to be no value added to either the employee or the supervisor?** This is in keeping with DAWIA and developing a professional workforce. DAWIA's focus is ensuring people with leadership abilities--not just technical abilities-- are placed in critical and key positions. This will assist employees with

identifying their shortcomings early enough to make improvements and focus more on leadership abilities at an earlier grade. *SRPE currently has been suspended for further input from the Workforce.*

**a. Did ASC conduct any preliminary Return On Investment (ROI) analysis relative to the level of effort imposed...especially the tech community, whose workforce predominately would stay in a tech track and does not aspire to be a PM?** We can't just select certain communities and exclude others. The ROI remains to be seen. If SRPEs prove valuable in selections for key positions, then they have served their purpose.

**b. Has any consideration been made to narrow the scope of the release, by either?** Several suggestions to narrow the population were considered to but were rejected. The belief is that SRPEs will be beneficial for all.

**8. What is our plan if the local Unions non-concur on deployment? How can we capture the affected community to ensure that they are not deemed non-compliant based on the Union negotiations and non-support?** ASC will report communities that have non-concurred along with the compliance data sent to ASC Headquarters.

**9. Why do we have 2 separate profiles determined by pay plan, per SR?** Unfortunately, this is a software/programming issue. Until all personnel fall under one pay system (i.e. NSPS), the system will break out the populations by pay system for SRPE reporting purposes.

**10. Are non-Acquisition Workforce personnel required to have a SRPE?** No. The SRPE applies only to Acquisition Logistics Technology Workforce (ALTFW) members in the designated grades and those applying to BQ positions/opportunities (i.e. PM Board, AETE).

**11. Policy Paragraph G-3, Page 4. Does this statement indicate that regardless of Pay Plan, and regardless of the SR under that Pay Plan Performance Evaluation rules...the PEO/PM is the SR for this exercise?** No. It is only recommended that the PEO/PM conduct the SRPE for these employees. Personnel rules prohibit ASC from dictating who conducts the SRPE.

**12. How will we monitor compliancy?** The Civilian Acquisition Personnel Position Management Information System (CAPPMS) will generate compliancy reports and will disseminate them very much like the Continuous Learning Policy's compliancy reports. These will go first to the Army Acquisition Executive (AAE) and then to the respective Commanders/PEOs/PMs.

**13. Will this document be used for promotions?** No. The only instance in which the SRPE is used for a selection process is during Best Qualified (BQ) boards, Competitive Development Group Program selection boards and some ASC Acquisition Education Training Experience (AETE) Training boards.

**14. For example, a SR in PEO EIS will do the SRPE for an embedded matrix employee, but normally the "parent" supervisor would approve the Individual Development Plan (IDP). That supervisor will get a notification that a SRPE is**

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1. Under an acquisition workforce personnel demonstration project, the senior rater should be the rater of the employee's supervisor, except as recommended in paragraph G.3. ¶

2. Under TAPES, the senior rater is as noted on the TAPES form, except as recommended in paragraph G.3. ¶

3. For employees providing collocated/dedicated matrix support to Department of Army chartered (Command Select List) project managers (PM) or program executive officers (PEO), the senior rater should be the PM or PEO supported, regardless of pay plan. ¶ Neither of which is directed, but rather recommended. The form leads one to believe it is dire... [1]

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required and have to identify the appropriate SR in EIS to do the SRPE, correct? If they do that, it should only affect SRPE preparation, not regular approval of the IDP, correct? Correct, if the SR gets a SRPE request from the IDP Supervisor (from the Parent organization) then the SR does not deal with IDP related issues. Since there can only be one Supervisor to one Employee then the IDP Supervisor from the Parent organization will have to initiate the SRPE request to the SR in PEO EIS and not the Supervisor in the Matrix Organization. Therefore, there will have to be some coordination amongst the supervisors from the Parent and Matrix organization.

**15. For a SR Rater who has only 1 employee for which they are SR, that profile is 1 of 1, and the highest rating that can be assigned is Center of Mass (COM). Under Military practice, there are exceptions to the 50% rule in this instance on a one-time basis. Civilians do not have that exception nor the capability. This individual highest rating possible would be COM but the SR needs to address in the comments block on potential block of the SRPE form the less than 50% restriction based on their rated population.**

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**16. Can GS-12s request for SRPEs?** Yes, the Software will allow employees in grades below GS-13 to have a SRPE; however, these employees will be provided one at the discretion of the supervisor and the senior rater.

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**17. Definition of a Rater vs. a Supervisor....and how to identify who the appropriate SR Rater is, when the Rater and the Supervisor are 2 separate people?** The senior rater would be the next management level above the rater

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**Software Related Questions:**

**1. Shouldn't the email notification sent to employee upon completion of SRPE application be delayed to allow time for counseling/discussions?** The system will auto notify the employees upon completion of the SRPE. At such time, the employees will only be allowed to view the status of the SRPE and not completed electronic AAC Form 1's or Profiles. However, 61 days after initial notification of completion, the employee will be able to view the completed SRPE online within their SRPE, Employee Module.

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**2. If Supervisors have employees that are DE-04's, which is GS-13-14 equivalent, once logged into their IDP supervisor module, their employees that are DE-04's that make at least the pay of a GS-14 step 8 are showing to "Request a SRPE". Does this mean they need to complete the SRPE, if so everyone should be made aware of this, please let me know so that I can inform the supervisor?** If an individual is in the DE-IV (13/14) pay band, he is considered a 14 and is not required to have a SRPE until next year. The IDP module states "SRPE Required" because the database was set up to show all GS-13s and anyone at the minimum 13 step 4 and above as needing a SRPE. Anyone below GS-13 step 4 will show "SRPE Not Required". However, if an individual is not required to have a SRPE, he/she also can have a SRPE if the supervisor so desires to give them one. They can just click on the words "SRPE Not Required" and it will take them to the same link as if they clicked on "SRPE Required".

**3. When I, the Supervisor, click on Select SR for my employee, the results from the Senior Rater Selection Filter show individuals that are not Senior Raters?** The results from the Selection Filter list brings all active individuals registered in IDP, regardless of pay. Please only select the appropriate/actual SR and attach to the employee.

**4. When SR are in the process of completing a SRPE form, there is an entry that states "I currently rate \_\_\_ employees in this grade/pay grade". How is this number computed?** Prior to the modification this number was computed by adding the number of active employees in all the Supervisor IDP Module the SR rates. Since this number may be skewed depending on when the Supervisor adds all his employees to his Supervisor Module, an enhancement has been made to make the default number "blank". Therefore, when the SR is ready to finalize his/her SRPE form for an employee, the system will prompt the SR to input the accurate and total number he/she Senior Rates.

**5. Do boards have access to the profile of SR's percentages? We were told that on the military side, boards do know the percentage profile of SRs. Many indicated they would like to see it printed on the form.** Software has this capability for board member to view SR profiles and it could be made available to boards if made a requirement.

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**Neither of which is directed, but rather recommended. The form leads one to believe it is directed. Does this open up the results to be skewed base on the inconsistent interpretation? Form will be revised to say, "could be" to the form. The important thing is that the senior rater should be senior to the rater and in a supervisory position.**

**11. Many also felt the deployment should have commenced with the G-15/Equip population, which is considerably smaller and more manageable...gather data on results and then determine whether to proceed with 14/13. This was discussed but management felt it should start with the lower grade since they were more in need of information**