



DEPARTMENT OF THE ARMY
OFFICE OF THE ASSISTANT SECRETARY OF THE ARMY
ACQUISITION LOGISTICS AND TECHNOLOGY
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WASHINGTON DC 20310-0103

JUL 10 2015

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MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Senior Rater Potential Evaluation (SRPE) Guidance—Expansion of Acquisition Workforce Employees Subject to Completion of SRPE

1. References:

a. Title 10, United States Code, Chapter 87, Defense Acquisition Workforce, Section 1701-1764, Defense Acquisition Workforce Improvement Act of 1990, as amended (DAWIA).

b. Army Regulation 623-3, Evaluation Reporting System, 31 March 2014.

c. Department of the Army Senior Rater Potential Evaluation Policy and Guidance, Rev. 23 July 2007 (hereby revoked).

d. Memorandum, Director of Acquisition Career management (DACM), SFAE, 11 March 2014, subject: Memorandum #7-Annual Acquisition Workforce Standards FY14.

2. **Applicability:** Effective immediately, this guidance applies to all current and subsequent civilian Army Acquisition Workforce (AAW) members in the grade of GS-12 and higher, broadband equivalents, and their rating officials. The SRPE will be prepared by senior raters every fiscal year, commencing 1 October 2015 and based on the potential demonstrated during the previous fiscal year (i.e. October 2014–September 2015). SRPEs must be completed within 90 days of the effective date of the policy mandate. The completion of a SRPE for GS-11 and lower/broadband equivalents is optional, unless required for a selection board.

3. **Purpose:** This document provides guidance on the use of the Army SRPE for the AAW and is a complementary document to the policy. The SRPE is a tool to evaluate the potential of civilian employees in designated grades/broadbands to perform in positions of increased responsibility in special designated senior leadership positions in Board selection programs.

4. Background:

a. Policy mandates an annual SRPE for all AAW personnel, in the grades GS-12 and higher, to include broadband equivalents.

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b. The SRPE is an automated module within the Career Acquisition Management Portal (CAMP)/Career Acquisition Personnel & Position Management Information System and may be accessed here: <https://rda.altess.army.mi/camp>.

5. Guidance:

a. Senior Rater (SR) profiles are maintained for each of the four Profile Ranges designated as “Exceptional Potential, High Potential, Potential, Minimal Potential.” The profiles are cumulative and remain with the SR regardless of his or her grade/band or position (i.e., if a SR is promoted and moves to another organization, he or she retains the profile for each of the Potential Rating Categories previously rated).

b. The SR's evaluation compares the evaluated employee's overall potential compared to all other civilian AAW members in the same grade/band pool that the SR has rated.

c. For SRPE purposes, potential is evaluated in terms of the majority of employees in that group. The grouping of profiles coincides with the General Schedule (GS) grade (or broad band pay equivalent) of the employee. The Office of Personnel Management (OPM) GS Pay Tables, published annually, is utilized for this process <http://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/> (enclosed).

d. If the employee's potential for success, in positions of increasing responsibility, greatly exceeds that of the majority of the employees in that grade/broadband, the SR will check the “Exceptional Potential” block. The number of “Exceptional Potential” designations by a SR for each profile is restricted to less than 50 percent of all reports processed for that SR in that grade/band pool (to include the reports currently being rendered). This guards against inflated ratings and renders the SRPE a more reliable document. To maintain flexibility, SRs should reserve the top block for their upper third in a grade/band range.

e. If the employee's overall potential exceeds the civilians in that grade/band, the SR will check the “High Potential” block.

f. If the employee's potential is consistent with that of the majority of civilians in that grade/band the SR will check the “Potential” block.

g. If the rated employee's potential is below that of the majority of civilians in that grade/band, the SR will check the “Minimal Potential” block and initiate employee counseling as necessary.

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h. There is an exception to the less than 50 percent rule in the SRPE module when the SR's profile size in any grade is two employees or less. This enables SRs to rate only one individual in each grade/broadband as having "Exceptional Potential," since annually the SR must complete a SRPE for each employee regardless of whether they apply for a Board selection position. For example, if a SR has only two employees and they are GS-14s, the SR can only rate one employee as having "Exceptional Potential," even though this equates to 50 percent.

i. SRs may also comment on the fact that the rated employee is in a rating population that includes three or fewer employees at that grade. The SR may not comment on, or make reference to, actual placement of the box check in part V, block b. or how the rated employee would be profiled.

j. SRs are responsible for managing their profiles to ensure that only the employees with the greatest potential are placed in the "Exceptional Potential" block.

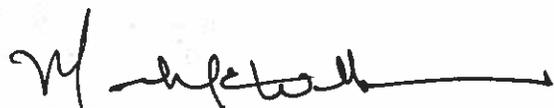
k. To help SRs maintain their profiles, the automated SRPE module allows them to view their profiles by potential rating categories and provides a worksheet for their use. Additionally, the software alerts SRs if they exceed the "Exceptional Potential" P profile by not accepting a SRPE that increases the block to greater than 50 percent of the population concerned.

l. Within 7 days of receiving notification of SRPE completion, employees may download a copy and/or submit a reclama, by uploading a Memorandum for Record. The SRPE form will be annotated accordingly.

6. Guidance Support: For questions regarding this SRPE guidance, please contact the U.S. Army, Acquisition Support Center (USAASC) Army DACM Office via the Career Acquisition Portal: <https://rda.altess.army.mil/camp/index.cfm?fuseaction=support.helpRequest>, or commercial (575) 678-2247.

7. Proponent: The proponent for this SRPE guidance is Ms. Kelly Terry of the USAASC Army DACM Office, commercial (571) 329-2053, DSN 655-2053, or e-mail: kelly.l.terry2.civ@mail.mil

Encl



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