



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

SFAE

JUL 10 2015

**MEMORANDUM FOR SEE DISTRIBUTION**

**SUBJECT: Senior Rater Potential Evaluation (SRPE) Policy—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 policy 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). The completion of a SRPE for GS-11 and lower/broadband equivalents is optional, unless required for a selection board.

**3. Purpose:**

a. This document provides policy on the use of the Army SRPE for the AAW. The SRPE is a tool to evaluate the potential of civilian employees in designated grades/broadbands to perform in positions of increased responsibility for selection into positions in designated senior leadership programs. Whereas the various performance management systems evaluate the quality of performance associated with the employee's current duties and contributions to the mission, as measured against an employee's performance standards for a given annual performance rating cycle.

SFAE

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

b. Currently, the SRPE is a required document to be completed only by candidates competing for selection into positions subject to the Army Acquisition Corps (AAC) Centralized Selection List (CSL) boards as well as for the Competitive Development Group/Army Acquisition Fellowship (CDG/AAF) and the Defense Acquisition University-Senior Service College Fellowship (DAU-SSCF) Program boards. The SRPE enables an assessment of a civilian employee's potential for these opportunities, when compared to his/her peers, and as such provides a valuable tool for managing the AAW talent for potential selection into these special senior leadership programs.

#### 4. Policy:

a. Effective immediately, the SRPE is required annually for all AAW personnel, in the grades GS12 and higher, to include broadband equivalents. This mandate will commence immediately for all Non Bargaining Unit AAW members, and upon completion of bargaining obligations, for all Bargaining Unit, AAW members. Completed SRPEs for the Non Bargaining unit employees are required within ninety days of October 2015 and in accordance with the defined phases below. Expanding the requirement by the rater and the senior rater (SR) to complete a SRPE form for all members of the AAW within their rating pool will allow the raters to better assess the candidates competing for positions in these special Board selection programs within the context of the entire rating pool of the raters. This will provide for a more meaningful and useful comparison of the subject candidate's potential for selection into leadership positions when compared to their peers.

(1) Phase I: October 2015-GS14s (to include broadband equivalents)

(2) Phase II: October 2016—Phase I plus GS-13s (to include broadband equivalents)

(3) Phase III: October 2017—Phase II plus GS-12s (to include broadband equivalents)

(4) Phase IV: October 2018—Phase III plus GS-15s (to include broadband equivalents)

b. Regardless of bargaining unit status, a SRPE remains required for anyone applying for a position subject to the board or school listed in paragraph 3b during the phased implementation period for using the SRPE.

c. DAWIA responded to the need for increased emphasis on the development of a better-qualified and more professional acquisition workforce. The SRPE supports this goal by helping AAW members and their Senior Raters (SRs) identify the employees'

SFAE

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

leadership potential, both their strengths and weaknesses, for selection into these designated board selection positions, but also for their own professional development purposes.

d. Because of the valuable assessment information provided by the rater and the SR in the SRPE, employees are encouraged to consider using this SRPE information, in consultation with their supervisors, to structure and update their Individual Development Plan (IDP), to maximize their potential for performance in positions of increased responsibility.

e. DAWIA Section 1733(a) requires that the best-qualified individuals, whether military or civilian, be selected for critical acquisition positions. By evaluating and documenting the overall potential of civilian employees, the SRPE allows selecting officials to more easily and equitably compare a civilian candidate's leadership potential with not only that of their civilian peers, as well as their military peers, as documented in the Senior Rater section of the Officer Evaluation Record (OER).

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

g. Completed SRPEs may be downloaded, at the employee's discretion, in order to place copies in official personnel files.

h. Within 7 days of receiving notification of SRPE completion, employees may submit a reclama, by uploading a Memorandum for Record. The SRPE form will be annotated accordingly.

i. An employee newly assigned to a position will not require a SRPE until the next annual SRPE rating cycle following their assignment to the position, unless required in paragraph 3b.

j. Out-of-cycle SRPEs for selection boards may be issued only under the following conditions:

(1) The employee has been promoted to a higher graded/banded position and does not have a SRPE in that position.

(2) The employee is a new AAW and has never received a SRPE.

k. To be rated, the employee must have been in the AAW position a minimum of 120 days and under the Rater and SR for a minimum of 90 days, unless the new SR

SFAE

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

is assigned in a separate rating cycle. Under that circumstance the rater will identify an alternate SR for the effected cycle.

l. The SR must be a supervisor and senior in grade/organizational position to the rated employee.

m. The SR is the rater of the employee's rater.

5. Responsibilities:

a. In accordance with DACM Memorandum #7, commanders and organizational senior leaders are responsible for ensuring acquisition career development is an integral part of the command/organization's mission, to include placing the same level of attention and importance on the civilian's SRPE as is placed on the military's OER.

b. Commanders/senior leaders are responsible for:

(1) Validating the SRPE rating chain.

(2) Ensuring that employees know when a SRPE is needed and identifying their appropriate SR.

(3) Ensuring that the rater and SR have an accurate list of the employees to be senior rated. The Individual Development Plan (IDP) supervisor module, within the CAMP/CAPPMIS, provides this list.

c. SRs are responsible for:

(1) Ensuring that all employees receive their SRPE in a timely manner and in accordance with SRPE guidance (enclosed).

(2) Providing an objective and comprehensive evaluation of an employee's potential.

(3) Maintaining the SR profile in accordance with the instructions provided in the SRPE guidance (enclosed).

d. Raters are responsible for:

(1) Initiating the SRPE process, in accordance with the established timelines and/or when requested by the employee, and following it through to completion.

SFAE

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

(2) Evaluating the employee's leadership potential amongst his/her peers within the SR's pool of rater employees, providing evaluative comments, and suggesting training, developmental and strategic growth opportunities.

(3) Reviewing the SRPE evaluation with the employee to identify ways to capitalize on the employee's strengths and improve weaknesses.

(4) Supporting the employee's acquisition career development by helping to identify experience or training that will improve leadership skills and potential and approving these on the employee's IDP.

e. Employees are responsible for using the SRPE as an aid for determining training and experience that will enhance their leadership skills and potential and documenting these on their IDP.

f. A completed SRPE will be viewable in the SRPE employee module seven calendar days after the SRPE is finalized by the SR.

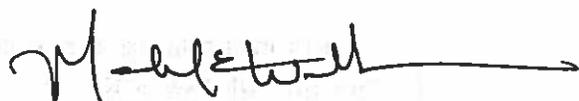
6. Labor Relations: All labor relations obligations must be met prior to the implementing the guidance provided in this memorandum for bargaining unit employees.

7. Effective Date and Implementation: The policy and procedures are effective immediately and will remain in effect until superseded.

8. SRPE System Support: For questions regarding utilization of the SRPE automated system, 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=splash.aup&r=hr> or commercial (575) 678-2247.

9. Proponent: The proponent for this policy 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](mailto:kelly.l.terry2.civ@mail.mil)

Encl



MICHAEL E. WILLIAMSON  
Lieutenant General, GS  
Director, Acquisition Career Management

DISTRIBUTION  
(see next page)

**SFAE**

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

**DISTRIBUTION:**

Secretary of the Army  
Executive Director, Army National Militaries Cemeteries  
Deputy Chief of Staff, G-1  
Deputy Chief of Staff, G-2  
Deputy Chief of Staff, G-3/5/7  
Deputy Chief of Staff, G-4  
Deputy Chief of Staff, G-8  
Chief, Army Reserve

**Commander**

U.S. Army Forces Command  
U.S. Army Training and Doctrine Command  
U.S. Army Materiel Command  
U.S. Army Special Operations Command  
U.S. Army Space and Missile Defense Command  
U.S. Army Medical Command  
U.S. Army Intelligence and Security Command  
U.S. Army Corps of Engineers  
U.S. Army Test and Evaluation Command  
U.S. Army Research, Development and Engineering Command  
U.S. Army Installation Management Command  
Eighth Army  
Superintendent, United States Military Academy

**Program Executive Officer:**

Ammunition  
Assembled Chemical Weapons Alternatives  
Aviation  
Combat Support and Combat Service Support  
Command, Control, and Communications (Tactical)  
Enterprise Information Systems  
Ground Combat Systems  
Intelligence, Electronic Warfare and Sensors  
Missiles and Space  
Simulation, Training and Instrumentation  
Soldier

Joint Program Executive Officer, Chemical and Biological Defense  
(CONT)

SFAE

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

DISTRIBUTION: (CONT)

Director:

System of Systems Engineering and Integration

Army National Guard

United States Army Acquisition Support Center