

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

AAC Form 1

Part I. ADMINISTRATIVE (Employee)

Name (Last, First, MI)	Title/Position	Grade	OCC Series
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Organization: _____ UIC: _____

Period Covered						Reason for Submission	
From			Thru				1. Annual
Year	Month	Day	Year	Month	Day		2. Board

PART II – AUTHENTICATION (Employee's submission of the completed SRPE, verifies that all administrative data is correct)

Rater Name (Last, First, MI)		Grade	Rater Title/Position
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Rater Email Address	Rater Digital Signature	Date
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Senior Rater Name (Last, First, MI)		Grade	Senior Rater Title/Position
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Senior Rater Organization	Senior Rater Phone Number	Senior Rater Email Address
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Senior Rater Digital Signature	Date
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Employee Digital Signature	Date
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Employee has submitted a Reclama - Memorandum for Record yes

PART III – POSITION DUTY DESCRIPTION (Completed by the RATER)

a. PRINCIPAL DUTY TITLE:

b. SIGNIFICANT DUTIES AND RESPONSIBILITIES:

PART IV – PROFESSIONALISM, COMPETENCIES, AND ATTRIBUTES (Completed by the RATER)

a. This rated employee possesses skills and qualities for the following and future **Broadening & Operational Assignments**.

b. This rated employee possesses skills and qualities for the following and future **Strategic Assignments**.

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Name	Period Covered FROM (YYYYMMDD)	THRU (YYYYMMDD)
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c. Provide narrative comments which demonstrate assessment of the Civilian Employee's future potential.

COMMENTS:

PART V – SENIOR RATER

a. I CURRENTLY SENIOR RATE _____ AAW CIVILIANS IN THIS GRADE/PAYBAND.	c. COMMENT ON POTENTIAL:
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b. POTENTIAL COMPARED WITH AAW CIVILIANS SENIOR RATED IN THIS GRADE/PAYBAND.									
<table border="1" style="width: 100%;"> <tr> <td style="width: 5%;"><input type="checkbox"/></td> <td>EXCEPTIONAL POTENTIAL (limit to 49%)</td> </tr> <tr> <td><input type="checkbox"/></td> <td>HIGH POTENTIAL</td> </tr> <tr> <td><input type="checkbox"/></td> <td>POTENTIAL</td> </tr> <tr> <td><input type="checkbox"/></td> <td>MINIMAL POTENTIAL</td> </tr> </table>	<input type="checkbox"/>	EXCEPTIONAL POTENTIAL (limit to 49%)	<input type="checkbox"/>	HIGH POTENTIAL	<input type="checkbox"/>	POTENTIAL	<input type="checkbox"/>	MINIMAL POTENTIAL	
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INSTRUCTIONS FOR AAC FORM 1, JANUARY 2015

PART I: ADMINISTRATIVE – [EMPLOYEE]

Part I is for administrative data that is prefilled by the Career Acquisition Position Person Management Information System (CAPP MIS). This section includes identification of the Army Acquisition Workforce member, the period covered and reason for submission of the SRPE. The period covered should equate to October – September of the prior Fiscal Year, unless an out of cycle request is being submitted for board purposes.

PART II: AUTHENTICATION - [EMPLOYEE]

This part of the form is prefilled by CAPP MIS for authentication by the employee, his/her rater and his/her senior rater. Regardless of Pay Plan, the senior rater is the employee's supervisor's rater. If the employee submits a Reclama within 7 days of SRPE completion, annotation will appear, in order to enable download.

PART III: SIGNIFICANT DUTIES AND RESPONSIBILITIES - [RATER]

The rating officials are responsible for ensuring that the duty description information is factually correct. State the Army Acquisition Workforce member's significant duties and responsibilities, written in a succinct narrative (not bullet) format, using the present tense to identify what the employee is supposed to do or be responsible for in his or her duty position. The rater will describe in detail the rated employee's duties and responsibilities, the number of personnel supervised, amount of resources under his/her control, and scope of responsibilities. Descriptions must be clear and concise with emphasis on specific functions required of the employee. The rater should also note conditions unique to the assignment.

PART IV: PROFESSIONALISM, COMPETENCIES, AND ATTRIBUTES - [RATER]

Part IV provides an assessment of the employee's professionalism, performance, and adherence to attributes and core leader competencies focusing on what a leader is and what a leader does.

- a. The rater will list up to three (with a minimum of two) different duty positions (by job title) in which the employee would benefit from, relative to Broadening and Operational experience, focusing on the next 3 to 5 years of service.
- b. The rater will list up to three (with a minimum of two) different duty positions (by job title) in which the employee possess skills and abilities, relative to Strategic Assignments, focusing on the next 3 to 5 years of service.
- c. The rater will provide narrative comments which demonstrate future potential.

PART V: SENIOR RATER POTENTIAL EVALUATION - [SENIOR RATER]

Part V is the senior rater's assessment of the employee's potential. It is intended to capitalize on the senior rater's additional experience, broad organizational perspective, and tendency to focus on the organizational requirements and actual performance results. In evaluating the employee, the senior rater makes an assessment of the employee's potential to contribute at higher levels and/or in positions of increasing responsibility, when compared with his/her peers.

- a. The senior rater will identify the number of Army Civilians he/she currently senior rates in the same grade/broadband.
- b. **POTENTIAL:** Defined as existing in possibility, capable of development into actuality
Exceptional Potential: Employee's assessed potential for success, in positions of increasing responsibility, exceeds 50% of his peers
High Potential - Employee's potential for success, in positions of increasing responsibility, exceeds his peers
Potential: Employee's assessed potential for success, in positions of increasing responsibility, equals his peers
Minimal Potential: Employee's assessed potential for success, in positions of increasing responsibility, requires development
- c. The senior rater must carefully manage the percentage of his or her "EXCEPTIONAL POTENTIAL. The senior rater may not exceed having more than 49% of those he/she rates fall into this category. Potential Rating Categories: Exceptional Potential High Potential; Potential; Minimal Potential (Note: formerly these categories were identified as Above Center of Mass, Center of Mass and Below Center of Mass.)
- d. Narrative comments by the senior rater on employee's potential are mandatory. Simply stating concurrence with the rater's evaluation does not fulfill the intent of this paragraph.
- e. The senior rater will list up to three (with a minimum of two) different successive duty positions (by job title) in which the employee is best suited to serve based on the employee's demonstrated potential, focusing on the next 3 to 5 years of service.