



Senior Rater Potential Evaluation (SRPE)



Senior Rater's Role



SRPE Senior Rater Responsibilities



Under the [SRPE Module](#) :

- Review Senior Rater worksheet
- Rate employee among peers in grade/payband (profile)
- Rate employee potential
- Provide comments on employee's potential
- Have a conversation with the employee prior to finalizing the SRPE. There should be no surprises when the employee receives their final SRPE.
- Submit SRPE as Final, whereby the employee and Rater will be notified the Final SRPE has been processed and action must be taken within 7 days
- Unlock the SRPE for corrections within the 7 day period



SRPE – Senior Rater (SRPE Module)



Completion of Annual

Senior Rater must click on the “Senior Rater’s” link under SRPE TAB to complete evaluations on employees.



SRPE – Senior Rater (SRPE Module)



HOME ACRB IDP IDP ADMIN SRPE

SRPE Info Senior Rater Supervisor Employee Ac

Lists the names of the employees the Senior Rater rates and the progress status.

Senior Rater Module

Below is a listing of your second-level employees and employees whose SRPE was directly assigned to you as a "Senior Rater" role.

Name	Cmd / UIC	Pay Scale (Equiv) / Profile	Latest SRPE Actions/Information				
			Action / Status	Days in Progress†	Period Start Date	Period End Date	Potential Mass Range
AA BLANK 1	CE / W2SF05		Complete		10/01/2008	02/28/2009	EP
R R	AE / W27PAA	GS-09 / Profile 1					
RELL E	AE / W27PAA	GS-12 / Profile 2	Requested by Supervisor	12	10/01/2016	09/30/2017	
VIE L	AE / W27PAA	GS-12 / Profile 2	Requested by Supervisor	12	10/01/2016	09/30/2017	
L	AE / W27PAA	GS-12 / Profile 2	Incomplete (Pending Senior Rater)	0	10/01/2016	09/30/2017	
:	AE / W27PAA	GS-12 / Profile 2	Requested by Supervisor	12	10/01/2016	09/30/2017	
:	AE / W27P19	GS-13 / Profile 3	Requested by Supervisor	12	10/01/2016	09/30/2017	
:	AE / W27P19	GS-13 / Profile 3	Requested by Supervisor	12	10/01/2016	09/30/2017	
:	AE / W27PAA	GS-13 / Profile 3	Requested by Supervisor	12	10/01/2016	09/30/2017	
CK KIM S	AE / W27PAA	GS-13 / Profile 3	Requested by Supervisor	12	10/01/2016	09/30/2017	
:	AE / W27PAA	GS-13 / Profile 3	Requested by Supervisor	12	10/01/2016	09/30/2017	
JA R	AE / W27PAA	GS-13 / Profile 3	Requested by Supervisor	12	10/01/2016	09/30/2017	
:	AE / W27PAA	GS-13 / Profile 3	Requested by Supervisor	12	10/01/2016	09/30/2017	

SRPE Days in Progress Legend:

0-59 days 60-89 days Overdue (90+ days)

* = Employee has submitted Reclama document
† = SRPE must be completed by Senior Rater within 90 days of initiation
 = Click to view employee's ACRB in new window

Access/Create a Rater Worksheet for:

Pay Scale Profile:

Fiscal Year:

Prior to completing employee's evaluation, Senior Rater should review the appropriate profile worksheet to determine if they are in the guidelines for awarding "EP" in the Potential Mass Range section

To review the worksheet, the Senior Rater must sort by pay scale profile and Fiscal Year, then click "open Worksheet" to view.



SRPE – Senior Rater (SRPE Module)



SRPE Evaluation Worksheet

Pay Scale Profile: 3 Fiscal Year: 2016 [Click for Instructions](#)

Current SRPE Percentages <i>(click link for more details on these calculations)</i>				Projected SRPE Percentages <i>(changes in real-time as you modify ratings below)</i>			
EP	HP	P	MP	EP	HP	P	MP
33.3%	66.7%	0.0%	0.0%	33.3%	66.7%	0.0%	0.0%

Name	Position Title	Rating Period		Profile			
		From	To	EP	HP	P	MP
* GIBBONS-WARMACK KIM S	ACQUISITION CAREER MANAGER	10/01/2015	09/30/2016	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

* This employee has an incomplete SRPE, already in progress
** The SRPE for this employee has been completed

In order for Senior Raters to rate an employee an “EP”, the “current SRPE percentages” must remain less than 50% in the “Exceptional Potential” Block.

Projected SRPE percentages are the result of the Current SRPE percentages. When combined with the Mass range selections made on the worksheet for Employees yet to be rated.



SRPE – Senior Rater (SRPE Module)



HOME ACRB IDP IDP ADMIN SRPE CMS

SRPE Info Senior Rater Supervisor Employee

Senior Rater Module

Below is a listing of your second-level employees and employees whose SRPE was directly assigned to you as a "Senior Rater" role.

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AA RANK 1	CE / W2SF05		Complete		10/01/2008	02/28/2009	EP
	AE / W27PAA	GS-09 / Profile 1					
LE	AE / W27PAA	GS-12 / Profile 2	Requested by Supervisor	12	10/01/2016	09/30/2017	
	AE / W27PAA	GS-12 / Profile 2	Requested by Supervisor	12	10/01/2016	09/30/2017	
L	AE / W27PAA	GS-12 / Profile 2	Incomplete (Pending Senior Rater)	0	10/01/2016	09/30/2017	
	AE / W27PAA	GS-12 / Profile 2	Requested by Supervisor	12	10/01/2016	09/30/2017	
	AE / W27P19	GS-13 / Profile 3	Requested by Supervisor	12	10/01/2016	09/30/2017	
	AE / W27P19	GS-13 / Profile 3	Requested by Supervisor	12	10/01/2016	09/30/2017	
	AE / W27PAA	GS-13 / Profile 3	Requested by Supervisor	12	10/01/2016	09/30/2017	
KIM S	AE / W27PAA	GS-13 / Profile 3	Requested by Supervisor	12	10/01/2016	09/30/2017	
	AE / W27PAA	GS-13 / Profile 3	Requested by Supervisor	12	10/01/2016	09/30/2017	
	AE / W27PAA	GS-13 / Profile 3	Requested by Supervisor	12	10/01/2016	09/30/2017	
	AE / W27PAA	GS-13 / Profile 3	Requested by Supervisor	12	10/01/2016	09/30/2017	

SRPE Days in Progress Legend:

0-59 days 60-89 days Overdue (90+ days)

* = Employee has submitted Reclama document
† = SRPE must be completed by Senior Rater within 90 days of initiation
 = Click to view employee's ACRB in new window

Access/Create a Rater Worksheet for:

Pay Scale Profile:

Fiscal Year:

Click on the Incomplete (Pending Senior Rater) link to rate employee and comment on potential.



SRPE – Senior Rater (SRPE Module)



Employee Evaluation Form

AAC Form I Part 1: Administrative			
Name (Last First MI) GIBBONS-WARMACK KIM S	Title/Position ACQUISITION CAREER MANAGER	Grade NH-03	OCC Series 0301
Organization HQ USAASC			UIC W27PAA
Period Covered From: 10/01/2015 Thru: 09/30/2016		Reason for Submission: <input checked="" type="radio"/> Annual <input type="radio"/> Out of Cycle <input type="radio"/> Close Out	

Part 2: Authentication		
Rater Name (Last First MI) LIN WEN J	Rater Grade NH-04	Rater Title/Position SUPERVISORY ACQUISITION CAREER MANAGER
Rater Organization HQ USAASC	Rater Phone -	Rater Email Address -
Senior Rater Name (Last First MI) EVANS THOMAS R	Senior Rater Grade NH-04	Senior Rater Title/Position SUPV REGIONAL DIRECTOR
Senior Rater Organization HQ USAASC	Senior Rater Phone -	Senior Rater Email Address -
Employee Digital Signature		Date
Rater Digital Signature		Date
Senior Rater Digital Signature		Date
Employee has submitted a Reclama - Memorandum for Record <input type="checkbox"/> YES		

Review information in Parts I & II for accuracy.



SRPE – Senior Rater (SRPE Module)



Review completed sections in Parts 3 and 4 written by the Rater.

Part 3: Position Duty Description	
Principal Duty Title	ACQUISITION CAREER MANAGER
Significant Duties and Responsibilities	Rater (Supervisor) must list the rated employees duty title, significant duties and responsibilities in this block.

Part 4: Professionalism, Competencies, and Attributes	
This rated employee possesses skills and qualities for the following and future <i>Broadening & Operational Assignments</i>	Rater (Supervisor) must provide information on Broadening and Operational Assignments for the rated employee in the next 3-5 years of service in this block.
This rated employee possesses skills and qualities for the following and future <i>Strategic Assignments</i>	Rater (Supervisor) must provide information on Strategic Assignments for the rated employee in the next 3 to 5 years of service in this block.
Provide narrative comments which demonstrate assessment of the Civilian Employee's future potential	Rater (Supervisor) must provide information on future potentials for the rated employee in this block.

Return for Changes	
Do you need to return this SRPE to the rater (LIN WEN J) for changes?	
<input type="radio"/> Yes, I need to return this SRPE for changes to Part 3 and/or Part 4.	
<input type="radio"/> No, I do not need to return this SRPE for changes to Part 3 and/or Part 4.	

Select whether or not the SRPE needs to be sent back to the rater for changes.



SRPE – Senior Rater (SRPE Module)



Returning SRPE to Rater for Corrective Action

Part 3: Position Duty Description

Principal Duty Title
ACQUISITION CAREER MANAGER

Significant Duties and Responsibilities
Rater (Supervisor) must list the rated employees duty title, significant duties and responsibilities in this block.

This rated employee possesses skills and
Rater (Supervisor) must provide information

This rated employee possesses skills and
Rater (Supervisor) must provide information

Provide narrative comments which dem
Rater (Supervisor) must provide information

Return for Changes

Do you need to return this SRPE to the rater (LIN WEN J) for changes?

Yes, I need to return this SRPE for changes to Part 3 and/or Part 4.

No, I do not need to return this SRPE for changes to Part 3 and/or Part 4.

Return Evaluation **Cancel**

Message from webpage

Are you sure you wish to return this evaluation to LIN WEN J? Once returned, the Rater will immediately see this evaluation and you will no longer be able to review.

OK Cancel

If the SR opts to return the SPRE to the rater for changes, the SRPE is immediately return to the rater's SRPE module.



SRPE – Senior Rater (SRPE Module)



Returning SRPE to Rater for Corrective Action

SRPE Info Senior Rater Supervisor Employee Admin

ALERT:
• SRPE for THOMAS R. EVANS has been returned to the Rater.

Senior Rater Module

Below is a listing of your second-level employees and employees whose SRPE was directly assigned to you as a "Senior Rater" role.

Name	Cmd / UIC	Pay Scale (Equiv) / Profile	Latest SRPE Actions/Information				
			Action / Status	Days in Progress†	Period Start Date	Period End Date	Potential Mass Range
AA BLANK 1	CE / W2SF05		Complete		10/01/2008	02/28/2009	EP
FARLOW JEN	AE / W27PAA	GS-09 / Profile 1					
WHITEHURS	AE / W27PAA	GS-12 / Profile 2	Requested by Supervisor	12	10/01/2016	09/30/2017	
BATLIFF MIL	AE / W27PAA	GS-12 / Profile 2	Requested by Supervisor	12	10/01/2016	09/30/2017	
WATSON ST	AE / W27PAA	GS-12 / Profile 2	Incomplete (Pending Supervisor)	0	10/01/2016	09/30/2017	
LAMBERT SA	AE / W27PAA	GS-12 / Profile 2	Requested by Supervisor	12	10/01/2016	09/30/2017	
PORRAS LAU	AE / W27P19	GS-13 / Profile 3	Requested by Supervisor	12	10/01/2016	09/30/2017	
CHAVEZ EDI	AE / W27P19	GS-13 / Profile 3	Requested by Supervisor	12	10/01/2016	09/30/2017	
TAYLOR LUV	AE / W27PAA	GS-13 / Profile 3	Requested by Supervisor	12	10/01/2016	09/30/2017	
GIBBONS W	AE / W27PAA	GS-13 / Profile 3	Requested by Supervisor	12	10/01/2016	09/30/2017	
SMITH UHUJ	AE / W27PAA	GS-13 / Profile 3	Requested by Supervisor	12	10/01/2016	09/30/2017	
JACKSON RC	AE / W27PAA	GS-13 / Profile 3	Requested by Supervisor	12	10/01/2016	09/30/2017	
COLE BRIAN	AE / W27PAA	GS-13 / Profile 3	Requested by Supervisor	12	10/01/2016	09/30/2017	

SRPE Days in Progress Legend:
0-59 days 60-89 days Overdue (90+ days)

* = Employee has submitted Reclama document
† = SRPE must be completed by Senior Rater within 90 days of initiation
[icon] = Click to view employee's ACRB in new window

Access/Create a Rater Worksheet for:

Pay Scale Profile: [dropdown]
Fiscal Year: [dropdown]
Open Worksheet

Alert notification: SRPE was sent back to rater. SRPE status indicates "Incomplete (Pending Supervisor)". SR will not have access at this time.



SRPE – Senior Rater (SRPE Module)



Rater Correct and Return back to Senior Rater to Finalize

HOME ACRB IDP IDP ADMIN SRPE CMS

SRPE Info Senior Rater Supervisor Employee

Senior Rater Module

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Name	Cmd / UIC	Pay Scale (Equiv) / Profile	Latest SRPE Actions/Information				
			Action / Status	Days in Progress†	Period Start Date	Period End Date	Potential Mass Range
	CE / W2SF05		Complete		10/01/2008	02/28/2009	EP
	AE / W27PAA	GS-09 / Profile 1					
LE	AE / W27PAA	GS-12 / Profile 2	Requested by Supervisor	12	10/01/2016	09/30/2017	
	AE / W27PAA	GS-12 / Profile 2	Requested by Supervisor	12	10/01/2016	09/30/2017	
L	AE / W27PAA	GS-12 / Profile 2	Incomplete (Pending Senior Rater)	0	10/01/2016	09/30/2017	
	AE / W27PAA	GS-12 / Profile 2	Requested by Supervisor	12	10/01/2016	09/30/2017	
	AE / W27P19	GS-13 / Profile 3	Requested by Supervisor	12	10/01/2016	09/30/2017	
	AE / W27P19	GS-13 / Profile 3	Requested by Supervisor	12	10/01/2016	09/30/2017	
	AE / W27PAA	GS-13 / Profile 3	Requested by Supervisor	12	10/01/2016	09/30/2017	
KIM S	AE / W27PAA	GS-13 / Profile 3	Requested by Supervisor	12	10/01/2016	09/30/2017	
	AE / W27PAA	GS-13 / Profile 3	Requested by Supervisor	12	10/01/2016	09/30/2017	
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SRPE Days in Progress Legend:

0-59 days 60-89 days Overdue (90+ days)

* = Employee has submitted Reclama document
† = SRPE must be completed by Senior Rater within 90 days of initiation
 = Click to view employee's ACRB in new window

Access/Create a Rater Worksheet for:

Pay Scale Profile:

Fiscal Year:

After the rater corrects and digitally sign, the SRPE is sent back to the SR for completion.



SRPE – Senior Rater (SRPE Module)



Validating Senior Rater Status for Completion of SRPE

Return for Changes

Do you need to return this SRPE to the rater (LIN WEN J) for changes?

Yes, I need to return this SRPE for changes to Part 3 and/or Part 4.

No, I do not need to return this SRPE for changes to Part 3 and/or Part 4.

Senior Rater Assignment Confirmation

Are you the correct Senior Rater for this SRPE?

Yes, I am the correct Senior Rater for this SRPE.

No, I am not the correct Senior Rater for this SRPE and need to re-assign.

Confirm whether or not you are the correct Senior Rater to completed the SRPE evaluation.



SRPE – Senior Rater (SRPE Module)



Part 3: Position Duty Description

Principal Duty Title
ACQUISITION CAREER MANAGER

Significant Duties and Responsibilities

This rated employee possesses s

This rated employee possesses s

Provide narrative comments wh

Do you need to return this SRPE to the rater (LIN WEN J) for changes?

Yes, I need to return this SRPE for changes to Part 3 and/or Part 4.

No, I do not need to return this SRPE for changes to Part 3 and/or Part 4.

Senior Rater Assignment Confirmation

Are you the correct Senior Rater for this SRPE?

Yes, I am the correct Senior Rater for this SRPE.

No, I am not the correct Senior Rater for this SRPE and need to re-assign.

Re-assign SRPE to a different Senior Rater

Click the "Change Senior Rater" link to the right and search for the correct one.

[Change Senior Rater](#)

Message from webpage

Are you sure you wish to re-assign this evaluation? Once re-assigned, the new Senior Rater will immediately see this evaluation and you will no longer be able to review.

OK Cancel

Confirm the re-assignment of the SRPE evaluation to new Senior Rater. Once confirmed you will no longer have access to complete the SRPE evaluation.



SRPE – Senior Rater (SRPE Module)



Validating Senior Rater Status for Completion of SRPE

Senior Rater Assignment Confirmation

Are you the correct Senior Rater for this SRPE?

Yes, I am the correct Senior Rater for this SRPE.

No, I am not the correct Senior Rater for this SRPE and need to re-assign.

Re-assign SRPE to a different Senior Rater

Click the "Change Senior Rater" link to the right and search for the correct one.

[Change Senior Rater](#)

If you are not the correct SR, you have the option to send to the SRPE to the correct the SR. "Click the "Change Senior Rater" Link".



SRPE – Senior Rater (SRPE Module)



HOME ACRB IDP IDP ADMIN SRPE CMS

SRPE Info Senior Rater Supervisor Employee

Senior Rater Update

Search for the new Senior Rater for this SRPE.

Search Parameters		
Last Name	First Name	SSN (no dashes)
Evans Thomas R		

Search Clear Search

Name

[EVANS THOMAS R](#)

To add new Senior Rater, type name and click "Search" then click individual's name to select

A caution will be given to the Rater if the Senior Rater assigned to the SRPE is a grade lower than the employee



SRPE – Senior Rater (SRPE Module)



SRPE Info Senior Rater Supervisor Employee Admin

ALERT:

- The Senior Rater for this SRPE has been successfully updated.

Senior Rater Module

Below is a listing of your second-level employees and employees whose SRPE was directly assigned to you as a "Senior Rater" role.

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WHITEHURST DJ	27PAA	GS-12 / Profile 2	Requested by Supervisor	12	10/01/2016	09/30/2017	
RATLIFF MILES I	27PAA	GS-12 / Profile 2	Requested by Supervisor	12	10/01/2016	09/30/2017	
WATSON STEPH	27PAA	GS-12 / Profile 2	Incomplete (Pending Senior Rater)	0	10/01/2016	09/30/2017	
LAMBERT SARAH	27PAA	GS-12 / Profile 2	Requested by Supervisor	12	10/01/2016	09/30/2017	
PORRAS LAUREL	27P19	GS-13 / Profile 3	Requested by Supervisor	12	10/01/2016	09/30/2017	
CHAVEZ EDNA A	27P19	GS-13 / Profile 3	Requested by Supervisor	12	10/01/2016	09/30/2017	
TAYLOR LUWAYI	27PAA	GS-13 / Profile 3	Requested by Supervisor	12	10/01/2016	09/30/2017	
GIBBONS-WARM	27PAA	GS-13 / Profile 3	Requested by Supervisor	12	10/01/2016	09/30/2017	
SMITH UHURA N	27PAA	GS-13 / Profile 3	Requested by Supervisor	12	10/01/2016	09/30/2017	
JACKSON ROLAN	27PAA	GS-13 / Profile 3	Requested by Supervisor	12	10/01/2016	09/30/2017	
COLE BRIAN K	27PAA	GS-13 / Profile 3	Requested by Supervisor	12	10/01/2016	09/30/2017	

SRPE Days in Progress Legend:

- 0-59 days
- 60-89 days
- Overdue (90+ days)

* = Employee has submitted Reclama document
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☐ = Click to view employee's ACRB in new window

Access/Create a Rater Worksheet for:

Pay Scale Profile:

Fiscal Year:

Alert notification: SRPE was sent to the new SR. The previous SR will not have access to the SRPE at this time.



SRPE – Senior Rater (SRPE Module)



HOME ACRB IDP IDP ADMIN SRPE CMS

SRPE Info Senior Rater Supervisor Employee

Senior Rater Module

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	AE / W27P19	GS-13 / Profile 3	Requested by Supervisor	12	10/01/2016	09/30/2017	
	AE / W27PAA	GS-13 / Profile 3	Requested by Supervisor	12	10/01/2016	09/30/2017	
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	AE / W27PAA	GS-13 / Profile 3	Requested by Supervisor	12	10/01/2016	09/30/2017	
	AE / W27PAA	GS-13 / Profile 3	Requested by Supervisor	12	10/01/2016	09/30/2017	
	AE / W27PAA	GS-13 / Profile 3	Requested by Supervisor	12	10/01/2016	09/30/2017	

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0-59 days 60-89 days Overdue (90+ days)

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 = Click to view employee's ACRB in new window

Access/Create a Rater Worksheet for:

Pay Scale Profile:

Fiscal Year:

The SRPE is now displayed in the new SR's SRPE module to be completed.



SRPE – Senior Rater (SRPE Module)



Senior Rater Assignment Confirmation

Are you the correct Senior Rater for this SRPE?

Yes, I am the correct Senior Rater for this SRPE.

No, I am not the correct Senior Rater for this SRPE and need to re-assign.

Part 5: Senior Rater

I currently Senior Rate AAW Civilians in this grade/payband (GS-13 / Profile 3).

Potential Mass Range	#	%
<input type="radio"/> EXCEPTIONAL POTENTIAL	1	33%
<input type="radio"/> HIGH POTENTIAL	2	67%
<input type="radio"/> POTENTIAL	0	0%
<input type="radio"/> MINIMAL POTENTIAL	0	0%

Comment on Potential

Senior Rater must provide comments on the employee's potential in this block.

Note: "Comment on Potential" field is limited to 1600 characters. Current character count:

Your digital signature (as it appears below) will be annotated on the SRPE document upon submission

Thomas Richard Evans [thomas.evans1.1020868984]
cn=thomas.evans1,ou=people,ou=army,ou=dod,o=U.S. Government,c=US

Digital Signature is Correct

Provide comments on employee's potential and rate employee on Potential Mass Range.



SRPE – Senior Rater (SRPE Module)



Senior Rater Assignment Confirmation

Are you the correct Senior Rater for this SRPE?

Yes, I am the correct Senior Rater for this SRPE.

No, I am not the correct Senior Rater for this SRPE and need to re-assign.

Part 5: Senior Rater

I currently Senior Rate AAW Civilians in this grade/payband (GS-13 / Profile 3).

Potential Mass Range	Comment on Potential	
POTENTIAL COMPARED WITH AAW CIVILIANS SENIOR RATED IN THIS GRADE/PAYBAND	#	%
<input checked="" type="radio"/> EXCEPTIONAL POTENTIAL	2	50%
<input type="radio"/> HIGH POTENTIAL	2	50%
<input type="radio"/> POTENTIAL	0	0%
<input type="radio"/> MINIMAL POTENTIAL	0	0%

Message from webpage

You cannot select "Exceptional Potential" for the potential mass range for this employee. Doing so breaks the less than 50% EP rule. It is recommended that you stay around 25%. Also, it is recommended that you complete the evaluations of the lower potential mass (HP, P, MP) range individuals first. Therefore, when it becomes time to do so, you will have more freedom to mark your higher potential mass individuals with an EP rating.

OK

Current character count:

Your digital signature (as it appears below) will be annotated on the SRPE document upon submission

Thomas Richard Evans [thomas.evans.1020868984]
cn=thomas.evans1,ou=people,ou=army,ou=mod,o=U.S. Government,c=US

Digital Signature is Correct

If your Potential Mass Range exceeds the 50 percentile', the system will not allow SRs to rate employees "EP" if the "EP" section exceeds 50% in the Potential Mass Range.



SRPE – Senior Rater (SRPE Module)



Senior Rater Assignment Confirmation

Are you the correct Senior Rater for this SRPE?

Yes, I am the correct Senior Rater for this SRPE.
 No, I am not the correct Senior Rater for this SRPE and need to re-assign.

Part 5: Senior Rater

I currently Senior Rate AAW Civilians in this grade/payband (GS-13 / Profile 3).

Potential Mass Range	Comment on Potential			
POTENTIAL COMPARED WITH AAW CIVILIANS SENIOR RATED IN THIS GRADE/PAYBAND	<p>Senior Rater must provide comments on the employee's potential in this block.</p> <p><small>Note: "Comment on Potential" field is limited to 1600 characters. Current character count: <input type="text" value="79"/></small></p>			
<input type="radio"/> EXCEPTIONAL POTENTIAL			#	%
<input checked="" type="radio"/> HIGH POTENTIAL			1	25%
<input type="radio"/> POTENTIAL			3	75%
<input type="radio"/> MINIMAL POTENTIAL			0	0%

Submit Evaluation **Save Evaluation** **Cancel** **Reset**

When deemed final, click "Submit Evaluation" to forward to employee.



SRPE – Senior Rater (SRPE Module)



Senior Rater Assignment Confirmation

Are you the correct Senior Rater for this SRPE?

Yes, I am the correct Senior Rater for this SRPE.

No, I am not the correct Senior Rater for this SRPE and need to re-assign.

Part 5: Senior Rater

I currently Senior Rate AAW Civilians in this grade/payband (GS-13 / Profile 3).

Potential Mass Range	#	%
<input type="radio"/> EXCEPTIONAL POTENTIAL	1	25%
<input checked="" type="radio"/> HIGH POTENTIAL	3	75%
<input type="radio"/> POTENTIAL	0	0%
<input type="radio"/> MINIMAL POTENTIAL	0	0%

Comment on Potential

Message from webpage

Are you sure you wish to submit this evaluation? Once submitted, the rated individual and their supervisor will immediately see this evaluation.

OK Cancel

Note: "Comment on Potential" field is limited to 1600 characters. Current character count:

Your digital signature (as it appears below) will be annotated on the SRPE document upon submission

Thomas Richard Evans [thomas.evans1.1020868984]
cn=thomas.evans1,ou=people,ou=army,ou=dod,o=U.S. Government,c=US

Digital Signature is Correct

Click "OK" to finalize your portion of the evaluation. The rated individual and their supervisor will immediately see the SRPE once the "OK" button is clicked.



SRPE – Senior Rater (SRPE Module)



Name	Cmd / UIC	Pay Scale (Equiv) / Profile	Rater Action / Latest SRPE Status	Days in Progress †	Period Start Date	Period End Date	Potential Mass Range
Y BELINDA	XR / W4G8AA	GS-08 / Profile 1					
TOPHER J	XR / W4G8AA	GS-09 / Profile 1					
HARY LAWRENCE	XR / W4G8AA	GS-09 / Profile 1					
REIJHA L	XR / W4G8AA	GS-09 / Profile 1					
PHEN L	XR / W4G8AA	GS-12 / Profile 2					
RT P	XR / W4G8AA	GS-12 / Profile 2					
O J	XR / W4G8AA	GS-12 / Profile 2					
MAS A	XR / W4G8AA	GS-12 / Profile 2					
TONIO	XR / W4G8AA	GS-12 / Profile 2					
SEPH A	XR / W4G8AA	GS-13 / Profile 3	Complete		01/01/2004	12/31/2004	P
	XR / W4MKAA	GS-13 / Profile 3	Complete		01/01/2004	12/31/2004	P
K G	XR / W4G8AA	GS-13 / Profile 3	Complete		01/01/2004	12/31/2004	P
	XR / W4GHAA	GS-13 / Profile 3	Complete (Pending Employee Signature) Unlock Evaluation for Editing		10/01/2015	09/30/2016	EP
L K	XR / W4G8AA	GS-13 / Profile 3	Complete		01/01/2004	12/31/2004	HP
A L	X6 / W0H9AA	GS-13 / Profile 3	Requested by Supervisor	104	10/01/2015	09/30/2016	
ERICK J	XR / W4G8AA	GS-13 / Profile 3	Complete		01/01/2004	12/31/2004	P
MES D	XR / W4G8AA	GS-13 / Profile 3	Complete		01/01/2004	12/31/2004	HP
					04	12/31/2004	HP
					04	12/31/2004	HP
					04	12/31/2004	P
					04	12/31/2004	P

“Completed (Pending Employee’s Signature)” indicates the SRPE is visible to the employee and requires their action. The employee will have received email notification indicating seven days to review/reclama/digitally sign evaluation. The SR can unlock the SRPE to make adequate corrections during the “seven” day window.



SRPE – Senior Rater (SRPE Module)



Senior Rater Module

Below is a listing of your second-level employees and employees whose SRPE was directly assigned to you as a "Senior Rater" role.

Name	Cmd	Period End Date	Potential Mass Range
R.R	AE / W27PAA		
SRELL E	AE / W27PAA		
NIE L	AE / W27PAA	09/30/2016	
[Name]	AE / W27PAA	09/30/2016	
[Name]	AE / W27PAA	09/30/2016	P
[Name]	AE / W27PAA	09/30/2016	HP
[Name]	AE / W27PAA	10/01/2015	
[Name]	AE / W27PAA	10/01/2015	0
[Name]	AE / W27PAA	10/01/2015	0

SRPE Days in Progress Legend:
0-59 days (Green) 60-89 days (Yellow) Overdue (90+ days) (Red)

* = Employee has submitted Reclama document
† = SRPE must be completed by Senior Rater within 90 days of initiation

Access/Create a Rater Worksheet for:
Pay Scale Profile: [Dropdown]
Fiscal Year: [Dropdown]
Open Worksheet

Message from webpage
Are you sure you wish to unlock this evaluation? If unlocked, the employee and rater will no longer see the completed evaluation, and it will be returned to your Senior Rater queue for editing.
OK Cancel


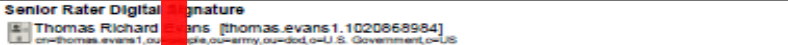
“SRPEs unlocked during “seven” day window will immediately be sent back to the SR module for editing.



Completed SRPE



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

AAC Form 1			
Part 1: Administrative			
Name (Last First MI) GIBBONS-WARMACK KIM S	Title/Position ACQUISITION CAREER MANAGER	Grade NH-03	OCC Series 0301
Organization HQ USAASC	Period Covered From: 10/01/2014 Thru: 09/30/2015		UIC W27PAA
Reason for Submission: <input checked="" type="checkbox"/> Annual <input type="checkbox"/> Out of Cycle			
Part 2: Authentication			
Rater Name (Last First MI) INGRAM JR ROOSEVELT	Rater Grade NH-03	Rater Title/Position ACQUISITION CAREER MANAGER	
Rater Organization HQ USAASC	Rater Phone (703) 805-9434	Rater Email Address ROOSEVELT.INGRAM.CIV@MAIL.MIL	
Senior Rater Name (Last First MI) EVANS THOMAS R	Senior Rater Grade NH-04	Senior Rater Title/Position SUPV REGIONAL DIRECTOR	
Senior Rater Organization HQ USAASC	Senior Rater Phone (703) 805-1526	Senior Rater Email Address THOMAS.R.EVANS3.CIV@MAIL.MIL	
Employee Digital Signature		Date	
Rater Digital Signature  Roosevelt Ingram [roosevelt.ingram.1057937323] cn=roosevelt.ingram, o=Army, ou=army, ou=dod, o=U.S. Government, c=US		Date 11/10/2015 01:11:00PM	
Senior Rater Digital Signature  Thomas Richard Evans [thomas.evans1.1020869964] cn=thomas.evans1, o=Army, ou=army, ou=dod, o=U.S. Government, c=US		Date 11/10/2015 01:26:19PM	
Employee has submitted a Reclaim - Memorandum for Record <input type="checkbox"/> YES			

If the employee digitally signs the evaluation, the digital signature will be listed on the evaluation. If not, it will be finalized on the eight day without a signature.

Part 5: Senior Rater	
I currently Senior Rate <u>8</u> , AAW Civilians in this grade/payband (GS-13 / Profile 3).	
Potential Mass Range	Comment on Potential
<input checked="" type="checkbox"/> EXCEPTIONAL POTENTIAL <input type="checkbox"/> HIGH POTENTIAL <input type="checkbox"/> POTENTIAL <input type="checkbox"/> MINIMAL POTENTIAL POTENTIAL COMPARED WITH AAW CIVILIANS SENIOR RATED IN THIS GRADE/PAYBAND	Promote Now Vital Asset to the Division Ready for increased responsibilities



SRPE – Senior Rater (SRPE Module)



HOME ACRB IDP **SRPE** CMS AAPDS AAC MS

[SRPE Info](#) [Senior Rater](#) [Supervisor](#) [Employee](#)

Senior Rater Module

Below is a listing of your second-level employees and employees whose SRPE was directly assigned to you as a "Senior Rater" role.

Name	Cmd / UIC	Pay Scale (Equiv) / Profile	Rater Action / Latest SRPE Status	Days in Progress †	Period Start Date	Period End Date	Potential Mass Range
NATHANIEL	TC / W30U1E						
ER	XD / W6QK5A	GS-13 / Profile 3	Requested by Supervisor	10	10/03/2014	09/30/2015	
	XR / W4GHAA	GS-13 / Profile 3	Requested by Supervisor	71	10/01/2015	09/30/2016	
	X6 / W0H9AA	GS-13 / Profile 3	Requested by Supervisor	104	10/01/2015	09/30/2016	
A	XD / W6QLAA	GS-13 / Profile 3					
HER V	MC / W3VY01	GS-14 / Profile 4	Incomplete (Pending Senior Rater)	213	10/01/2014	09/30/2015	
W	X7 / W4GGAA	GS-15 / Profile 5	Complete		01/01/2010	12/31/2010	EP

SRPE Days in Progress Legend:
0-59 days
60-89 days
Overdue (90+ days)

* = Employee has submitted Reclama document
† = SRPE must be completed within 90 days

Access/Create a Rater Worksheet for:

[Pay Scale Profile](#):
Fiscal Year:

The Senior Rater's tab will show documents as completed after the employee signs and/or reclaims.



SRPE Resources



Access SRPE module:

<https://rda.altess.army.mil/camp/>

SRPE Resources Page:

<http://asc.army.mil/web/senior-rater-potential-evaluation/>

YouTube Video:

<https://www.youtube.com/watch?v=xDrGE5jG1-A>

SRPE FAQs: <http://asc.army.mil/web/all-faqs/>

SRPE Employee Instructions:

<http://asc.army.mil/web/wp-content/uploads/2016/11/SRPE-v-3-7-Employee-Instructions.pdf>

SRPE Supervisor and Senior Rater Instructions:

http://asc.army.mil/web/wp-content/uploads/2016/11/SRPE-v-3-7-Rater-and-Senior-Rater-Instructions_Aug-16.pdf



Back-Up Slides



SRPE – Senior Rater

Rater initiates a SRPE – SR See Rater Comments



SRPE Info **Senior Rater** Supervisor Employee Admin

Employee Evaluation Form

Supervisor Comments

TEST - Requesting an out of cycle SRPE for employee. Employee came on board after the annual SRPE push and need a SRPE for a board. SR - Of the GS-12 (profile 2) employees I rater, this employee is in the top 40%.

AAC Form I Part 1: Administrative

Name (Last First MI) MITCHELL SHARDEY S	Title/Position ACQUISITION CAREER MANAGER	Grade NH-03	OCC Series 0301
Organization HQ USAASC			UIC W27PAA
Period Covered From: 01/02/2017 Thru: 09/30/2017		Reason for Submission: <input type="radio"/> Annual <input checked="" type="radio"/> Out of Cycle <input type="radio"/> Close Out	

Part 2: Authentication

Rater Name (Last First MI) LIN WEN J	Rater Grade	Rater Title/Position
Rater Organization HQ USAASC		
Senior Rater Name (Last First MI) EVANS THOMAS R		
Senior Rater Organization HQ USAASC		

Rater's (Supervisor) comments are listed if SRPE was requested by the Rater. Annual SRPEs that are automatically generated in the SRPE module do not require comments.

Once the supervisor's comment have been reviewed the senior raters will complete the remainder of the SRPE evaluation.



Samples of Senior Rater Comments



Enumeration – How they stand out from a population perspective. The bigger the population, the more impressive the potential. i.e. currently rated; rated over a career

- Strong Comments
 - Of the ___ (pay plan/grade profile) I rate, this employee is in the top ___%.
 - Of all the ___ (pay plan/grade profile) I have known in ___ years of service, this employee is in the top ___%.
- Average Comments
 - One of the best employees I currently rate.
 - In the top half of the employees I rate in this grade.

Promotion Potential

- Strong comments
 - Displays great potential for key leadership position – promote now.
 - Excellent organizational skills; great communicator and leaders – promote now.
- Average comments
 - Is presently capable of assuming greater responsibility in present position.
 - Displays potential for advancement to positions of increased responsibility.



Samples of Senior Rater Comments Cont'd



Schooling/Leader Development Opportunities

- Strong Comments
 - Send to Eisenhower now.
 - Select now for SSC.
- Average Comments
 - Select for leadership training.
 - Could benefit from advanced degree.

Leadership Positions

- Strong comments
 - Excellent potential to serve in a key leadership position.
 - Will be a distinguished PM, etc.
- Average comments
 - Is eager to demonstrate greater potential.
 - Is capable of assuming an increased leadership role.