



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

SFAE

SEP 17 2010

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Senior Rater Potential Evaluation (SRPE) Supplemental Guidance

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 II).

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

c. Memorandum, Director of Acquisition Career Management (DACM), SFAE, July 10, 2015, subject: Senior Rater Potential Evaluation (SRPE) Policy.

d. Memorandum, Director of Acquisition Career Management (DACM), SFAE, July 10, 2015, subject: Senior Rater Potential Evaluation (SRPE) Guidance—Expansion of Acquisition Workforce Employees Subject to Completion of SRPE.

2. Applicability. Effective immediately, this guidance applies to all current and future civilian Army Acquisition Workforce (AAW) members in the grade of GS12 and higher, broadband equivalents, and their rating officials.

3. Purpose. This document provides continued guidance on the use of the Army SRPE for the AAW and is a complementary document to refs 1c and 1d.

4. Background. Ref 1c. mandates an annual SRPE for all AAW personnel, in the grades GS12 and higher, to include broadband equivalents.

5. Guidance:

a. SRPEs are designed to evaluate an employee's potential, for Army Director Acquisition Career Management (DACM) specified selection boards, for specific leadership positions, and acquisition education/training opportunities, and shall be used only for those purposes and no other purposes relating to job selection, performance evaluations, or awards.

b. As per the SRPE policy, dated 10 July 2015, if the AAW wishes to place a copy of the SRPE in their own Official Personnel File (OPF), the AAW member is

SFAE

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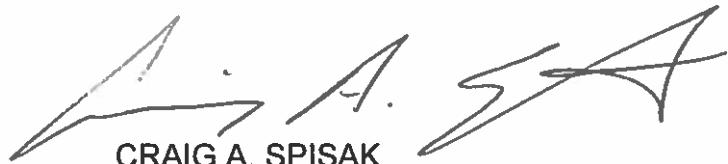
responsible for coordinating with their servicing CPAC. As a result, the SRPE shall be deemed a private document, viewed only by the employee and the employee's SRPE rater, and not otherwise copied or distributed until it is used for the purposes outlined in para 5a. above.

c. As per SRPE Guidance Memorandum, dated 10 July 2015, the "Minimal Potential" block shall only be checked by the SR if the rated employee's potential is below that of the majority of civilians in that grade/band. It shall not be used if the employee's position does not provide the SR an opportunity to evaluate potential at a higher than "Minimal" level. In all cases, management will initiate employee counseling, as necessary. Further, Raters and Senior Raters are to ensure employee counseling occurs consistently, completely and in-person throughout the SRPE evaluation cycle.

6. For questions regarding this SRPE guidance, please contact the U.S. Army Acquisition Support Center (USAASC) Army DACM Office via the Career Acquisition Management Portal at:

<https://rda.altess.army.mil/camp/index.cfm?fuseaction=support.helpRequest>.

7. Proponent. My point of contact is Ms. Kelly Terry, USAASC Army DACM Office, email: [kelly.l.terry2.civ@mail.mil](mailto:kelly.l.terry2.civ@mail.mil); or commercial: (571) 329-2053.



CRAIG A. SPISAK  
Director  
Acquisition Career Management

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