

SUMMARY OF CHANGES

SENIOR RATER POTENTIAL EVALUATION (SRPE) GUIDANCE DATE: 01 JULY 2020

PARA	SIGNIFICANT CHANGES FROM THE PREVIOUS POLICY
1	References: Updated references and provided web links if available
3	Applicability: Specified SRPEs are required for all civilian Army Acquisition Workforce (AAW) professionals filling an acquisition-coded position in the grade of GS-12 through GS-15 (and pay band equivalents).
3	Applicability: Inserted statement "The completion of a SRPE for Senior Executive Service members and GS-11 and lower (and pay band equivalents) is not required. A civilian AAW professional filling an acquisition-coded position in the grade of GS-11 or lower (and pay band equivalents) may request a SRPE for professional development.
4	General: New paragraph.
5	Initiating and Completing a SRPE: Created this new paragraph to consolidate information about how to initiate and complete a SRPE into one location.
5a	Initiating and Completing a SRPE: Provided updated web link to CAPPMIS.
6	SR Evaluation of Potential: New paragraph.
6a	SR Evaluation of Potential: Inserted new table to define how SR profiles are maintained for each of the Profile Ranges.
6c(4)	SR Evaluation of Potential: Reworded section to direct that rating officials will discuss any "minimal potential" rating with the employee, as necessary.
9	Listed the DACM Policy Mailbox as the point of contact for questions about this policy



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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, 14 June 2019.

c. U.S. Office of Personnel Management (OPM) General Schedule (GS) Pay Tables

d. Memorandum, SFAE, Assistant Secretary of the Army (Acquisition, Logistics, and Technology), 01 July 2020, subject: Senior Rater Potential Evaluation (SRPE) Policy - Expansion of Acquisition Workforce Employees Subject to Completion of SRPE.

e. Memorandum, SFAE, Assistant Secretary of the Army (Acquisition, Logistics, and Technology), 10 July 2018, subject: Senior Rater Potential Evaluation (SRPE) Guidance – Expansion of Acquisition Workforce Employees Subject to Completion of SRPE.

f. Memorandum, SFAE, Assistant Secretary of the Army (Acquisition, Logistics, and Technology), 10 July 2015, subject: Senior Rater Potential Evaluation (SRPE) Guidance - Expansion of Acquisition Workforce Employees Subject to Completion of SRPE – hereby superseded.

g. U.S. Army Acquisition Support Center Senior Rater Potential Evaluation website, <https://asc.army.mil/web/senior-rater-potential-evaluation/>

2. Purpose. This document provides guidance on the use and completion of the Army Senior Rater Potential Evaluation (SRPE) for Army Acquisition Workforce (AAW) professionals. It should be read in conjunction with References 1d, 1e, and 1g above, which provide policy and more detailed information on SRPEs.

3. Applicability. This guidance applies to all civilian AAW professionals filling an acquisition-coded position in the grade of General Schedule (GS) -12 through GS-15 (and pay band equivalents) and their rating officials. The completion of a SRPE for Senior Executive Service members and GS-11 and lower (and pay band equivalents) is not required. A civilian AAW professional filling an acquisition-coded position in the

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grade of GS-11 or lower (and pay band equivalents) may request a SRPE for professional development.

4. General:

a. SRPEs are designed to evaluate an employee's potential for Army, Director Acquisition Career Management (DACM) specified selection boards, for specific leadership positions, 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. If an AAW professional wishes to place a copy of his/her SRPE in his/her own electronic Official Personnel File (eOPF), he/she is responsible for coordinating with his/her servicing Civilian Personnel Advisory Center. As a result, the SRPE shall be deemed a private document, viewed only by the AAW professional and his/her Rater, and not otherwise copied or distributed unless it is used for the purposes outlined in paragraph 4.a. above.

c. SRPE requirements for Centralized Selection List, Centralized Selection Board, and Acquisition, Education, and Training professional development opportunities, if any, are outlined in the program or vacancy announcement.

5. Initiating and Completing a SRPE:

a. The SRPE tool is an automated module that can be accessed through the SRPE tab in the Career Acquisition Position and Personnel Management Information System (CAPPMS) at <https://apps.asc.army.mil/camp/>.

b. A SRPE is required annually for all AAW professionals identified in Paragraph 3 and will be system generated through the CAPPMS.

c. Out of Cycle and Close-out SRPEs will be initiated by the Rater, as applicable.

d. Senior Raters (SRs) and Raters will prepare a SRPE for their rated AAW professionals every fiscal year (FY), commencing 1 October and basing their evaluations on potential demonstrated during the previous FY. SRPEs must be completed by 31 December for all AAW professionals in the grades GS-12 through GS-15 (and pay band equivalents).

e. The Rater provides input to Sections III and IV.

f. The SR completes the SRPE by providing assessment and evaluation in Section V.

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g. Within seven (7) days of receiving notification from CAPPMS that their SR has completed their SRPE, AAW professionals may view, sign, and/or download a copy of the signed SRPE. They may also submit a reclama by uploading a Memorandum for Record in CAPPMS, which will annotate their record accordingly. If the AAW professional takes no action within this seven day window, the SRPE will be deemed final.

6. SR Evaluation of Potential:

a. SR profiles are maintained for each of the four profile ranges. The profiles are cumulative and remain with the SR regardless of his/her grade/band or position. For example, if a SR is promoted or moves to another organization, the SR retains his/her profile for each of the profile ranges that he/she previously rated. SR profiles are maintained for each of the Profiles Ranges as defined below:

GRADE	PROFILE RANGE	POTENTIAL RATING	NOTES
GS 15 (to include pay band equivalent)	5	EP*, HP, P, MP	* NTE 49% of entire ratings in Profile Range 5, of the SR, may receive EP.
GS 14 (to include pay band equivalent)	4	EP*, HP, P, MP	* NTE 49% of entire ratings in Profile Range 4, of the SR, may receive EP.
GS 13 (to include pay band equivalent)	3	EP*, HP, P, MP	* NTE 49% of entire ratings in Profile Range 3, of the SR, may receive EP.
GS 12 (to include pay band equivalent)	2	EP*, HP, P, MP	* NTE 49% of entire ratings in Profile Range 2, of the SR, may receive EP.

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

c. For SRPE purposes, potential is evaluated in terms of the majority of AAW professionals in the same grade/pay band pool. The grouping of profiles coincides with the GS grade (or band equivalent) of the AAW professional. Reference 1c (OPM GS Pay Tables) is published annually and is used for this process.

(1) Exceptional Potential: If an AAW professional's potential for success in positions of increasing responsibility greatly exceeds that of the majority of civilians in that grade/band, the SR will check the "Exceptional Potential" block.

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(2) High Potential: If the employee's overall potential exceeds the majority of the civilians in that grade/band, the SR will check the "High Potential" block.

(3) Potential: 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.

(4) Minimal Potential: If the employee's potential is below that of the majority of civilians in that grade/band, the SR will check the "Minimal Potential" block and discuss this evaluation with the employee as necessary.

(a) The "Minimal Potential" block shall only be checked by the SR if the rated employee's observed 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.

(b) In all cases, rating officials will discuss the evaluation with the employee, as necessary.

(c) SRs and Raters will ensure employee discussions occur consistently, completely, and in-person throughout the SRPE evaluation cycle.

d. SRs may 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, the inability of their profile to allow a higher box check, or how the rated employee would be profiled.

7. SR Profile Management.

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

(1) 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 for that grade/band pool (to include reports currently being rendered). This restriction guards against inflated ratings and makes the SRPE a more credible document. To maintain flexibility, SRs should reserve the top block for no more than their upper third in a grade/band range.

(2) There is a one-time exception to the above "less than 50 percent" rule in the SRPE module when the SR's profile size in any grade/band is two employees or less. This exception provides the SR with the option to rate one individual in each grade/band as having "Exceptional Potential," since annually the SR must complete a SRPE for each employee regardless of whether or not they apply for a board selection position.

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For example, if a SR only has two employees and they are both GS-14s, the SR can rate one employee as having “Exceptional Potential” even though this equates to 50 percent.

b. To help SRs manage their profiles, the automated SRPE module in CAPPMS allows them to view their profiles by Potential Rating Categories and provides a worksheet for their use. Additionally, CAPPMS will alert SRs if they exceed the “Exceptional Potential” profile by not accepting a SRPE that increases the Profile to greater than 50 percent of the population concerned.

8. For specific questions on how to complete a SRPE or manage a SR profile, please submit a CAPPMS Help Desk ticket through the Career Acquisition Management Portal at <https://apps.asc.army.mil/camp/index.cfm?fuseaction=support.helpRequest>.

9. For general questions about this guidance, please contact the Army DACM Office’s Policy Mailbox at email: usarmy.belvoir.usaasc.mbx.dacm-policies@mail.mil.

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