

SUMMARY OF CHANGES

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

PARA	SIGNIFICANT CHANGES FROM THE PREVIOUS POLICY
1	References: Updated references and provided web links if available
3	Applicability: Adjusted first sentence to read “This policy applies to all 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.”
3	Applicability: Added sentence “The completion of a SRPE for Senior Executive Service members and GS-11 and lower (and band equivalents) is not required – an employee in the latter grade/pay band categories may request a SRPE for professional development.”
4c	Background: Provided link to the US Army Acquisition Support Center’s Civilian Program website for more information about Army DACM programs that require applicants to submit SRPEs.
4d	Background: New sub-paragraph to explain why civilian AAW professionals are required to have an annual SRPE, even if they do not intend to ever apply for a Director, Acquisition Career Management (DACM)-sponsored program or compete for a Centralized Selection List (CSL) or Centralized Selection Board (CSB) position.
5a	Responsibilities (DACM): Added sub-paragraph for the Army Director, Acquisition Career Management (DACM)
5b(1)	Responsibilities (Senior Leaders): Moved this previously unassigned responsibility to be a Senior Leaders’ responsibility.
5c(4)	Responsibilities (Senior Raters): New.
5d(5)	Responsibilities (Senior Raters): New.
5d(6)	Responsibilities (Rater): New.
5e	Responsibilities (OAPs): Added sub-paragraph for Organization Acquisition Points of Contact.
5c	Background: Provided link to the US Army Acquisition Support Center’s Civilian Program website for more information about Army DACM programs that require applicants to submit SRPEs.
6	Type of SRPEs: Created a new paragraph to consolidate information about the three different types of SRPEs.
6a(1)	Types of SRPEs (Annual SRPEs): Added statement “This mandate applies to all Bargaining and non-Bargaining Unit AAW professionals.”
6b	Types of SRPEs (Close-out SRPEs): Added sub-paragraph to address close-out SRPEs.
7a	Rating Chain: Provided web link for the SRPE Supervisor and Senior Rater Instructions contained in the SRPE module in CAPPMS.
7b	Rating Chain (Rater Qualifications): New sub-paragraph.
7c(1)	Rating Chain (SR Qualifications): Clarified that the Senior Rater must be a supervisor and be senior in grade and position to both the rated AAW professional and the Rater.

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7c(2)	Rating Chain (SR Qualifications): Added the sentences “As an exception for commands and organizations which maintain a talent managed profile at the senior leader level, ratings may be pooled at the highest level. In this case, the SR may either be the Deputy or senior leader (for example, PEO, Director, Commander, etc.) of that organization.”
8	Timelines: Consolidated information about various timelines in new paragraph.
8a	Timelines: Updated the example to more current years.
8c	Timelines: Added statement that SRPE completion due date is 31 December for all grades (and pay band equivalents).
10	Compliance: New paragraph to emphasize the importance of completing annual SRPEs for AAW professionals.
10b	Compliance: Part of this new paragraph, this subparagraph states that failure to complete an annual SRPE will result in the AAW professional’s eligibility for CSL and/or CSB boards, as well as Army DACM-sponsored programs.
10c	Compliance: Part of this new paragraph, this subparagraph states “This policy consolidates and clarifies information addressed in the references above. Should this policy substantively modify local conditions of employment, activities must fulfill all statutory labor relations obligations.”
11	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 (DAWIA) of 1990, as amended.

b. Army Regulation 623-3, Evaluation Reporting System, 14 June 2019.

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

d. 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.

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

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

2. Purpose. To provide policy on the completion requirements, rating chain, timelines, and administration of the Senior Rater Potential Evaluation (SRPE), a talent management tool used to evaluate the potential of civilian Army Acquisition Workforce (AAW) professionals in designated grades/pay band equivalents to perform in positions of increased responsibility. The SRPE is not a performance evaluation and should not be viewed or used in such a manner. This document should be read in conjunction with References 1c, 1d, and 1f above, which provide more detailed guidance and information on SRPEs.

3. Applicability. This policy applies to all civilian AAW professionals filling an acquisition-coded position in the grade of General Schedule (GS)-12 through GS-15

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

4. Background.

a. Section 1722(d) of Reference 1a requires that the best qualified individuals, whether they are military or civilian, be selected for critical acquisition positions. By evaluating and documenting the overall potential of civilian AAW professionals, the SRPE allows selecting officials to more easily and equitably compare a civilian candidate's leadership potential with not only their civilian peers, but also their military acquisition officer counterparts as documented in the Senior Rater (SR) section of the Officer Evaluation Record (OER).

b. DAWIA directs and allows for increased emphasis on the development of a better qualified and more professional acquisition workforce. The SRPE supports this goal by helping AAW professionals and their SRs to identify the employees' leadership potential, in terms of both strengths and weaknesses, for selection into these designated board selected positions and also professional development purposes. Because of the valuable assessment information provided by the rater and SR in the SRPE, AAW professionals are encouraged to use this SRPE information, in consultation with their supervisors, to structure and update their Individual Development Plan (IDP), in order to maximize their potential for performance in positions of increased responsibility.

c. Currently, the SRPE is a required document to be completed and submitted by civilian AAW candidates competing for selection into positions filled by the Army Acquisition Corps Centralized Selection List (CSL) and Centralized Selection Boards (CSB), as well as many Army Director, Acquisition Career Management (DACM)-sponsored programs. Please see the Army DACM Office's Civilian Programs website (<https://asc.army.mil/web/career-development/programs/civilian/>) for more information about Army DACM sponsored-programs that require applicants to submit SRPEs.

d. Some civilian AAW professionals may question why they need to have a completed SRPE if they never intend to compete for a CSL or CSB position and/or apply for a DACM-sponsored program. While SRPEs may not directly benefit the AAW professional who does not have such aspirations, they benefit the employee's command/organization from a holistic standpoint -- the SRPE enables an assessment of an AAW professional's potential for these opportunities when compared to his/her peers within the command/organization, and as such, provides a valuable tool for AAW talent management. Furthermore, if the AAW professional changes his/her mind in the future

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and decides to compete for these opportunities, he/she will already have a history of SRPEs in place, which will give the boards a more clear picture of his/her potential.

5. Responsibilities.

a. DACM.

(1) Provide oversight and management of this policy and program.

(2) Appoint a SRPE point of contact within the Army DACM Office to provide guidance and support to commands and organizations on SRPE-related issues as needed.

b. Senior Leaders (Commanders, Directors, Program Executive Officers (PEOs), Deputy PEOs, etc).

(1) Ensure acquisition career development is an integral part of the command/organization's mission, to include placing the same high level of attention and importance on writing and submitting an AAW professional's SRPE that is placed on a military acquisition officer's OER.

(2) Validate and ensure the correct SRPE rating chains are in place for the command/organization. See Paragraph 7 for more information about rating chains.

(3) Ensure all members of the AAW professional's rating chain, including the rated individual, know when a SRPE is needed.

(4) Ensure the Rater and SR have an accurate list of the AAW professionals to be evaluated. Upon request, the command/organization's Organizational Acquisition Point of Contact (OAP) can pull a SRPE report in the Career Acquisition Personnel and Position Management Information System (CAPPMS) that shows the hierarchy for the entire organization and provide a copy to the commanders/senior leaders.

c. Senior Raters.

(1) Ensure all AAW professionals within the rating chain receive their SRPEs in a timely manner and in accordance with the guidance outlined in Reference 1c.

(2) Provide an objective and comprehensive evaluation of a rated AAW professional's potential.

(3) Maintain the SR profile in accordance with the SRPE guidance provided in Reference 1c.

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(4) Review the completed SRPE with the AAW professional and identify ways to capitalize on the AAW professional's leadership potential strengths and improve his/her weaknesses. Developmental opportunities should be discussed during professional development sessions and captured in the AAW professional's Individual Development Plan (IDP).

d. Raters.

(1) Initiate the SRPE process in accordance with the established timelines and/or when requested by the AAW professional, and follow the SRPE through to completion.

(2) Evaluate the AAW professional's leadership potential amongst his/her peers within the Rater's pool of rated employees, providing constructive comments and suggesting training, career development, operational and broadening assignments, and strategic growth opportunities.

(3) Support the AAW professional's acquisition career development by helping to identify experiences or training that will develop his/her leadership skills and potential, and planning and approving these opportunities on his/her IDP.

(4) Anticipate and project future SRPE evaluations (annual, out-of-cycle, or close-out) for AAW professionals in the Rater's rating chain.

(5) Keep the SR informed of upcoming evaluations.

(6) Advocate on behalf of the AAW professional to the SR.

e. OAPs.

(1) Respond to questions from the SRs, Raters, and AAW professionals.

(2) Pull and maintain SRPE reports in CAPPMS as needed, in order to provide accountability and visibility of SRPE statuses and keep track throughout the entire annual cycle until all required SRPEs are completed. This monitoring includes the SRPE assessment hierarchy, status (whether needing or not needing a SRPE based upon policy eligibility for the entire organization and validating the correct member Profile status prior to the SRPE push) and assessment completion status. The OAP is responsible for keeping commanders/senior leaders advised in accordance with organization policies/guidance.

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f. AAW professionals: Use the SRPE as feedback for identifying training and experiences that will enhance leadership skills and potential, and documenting these opportunities on their IDPs.

6. Type of SRPEs.

a. Annual SRPEs.

(1) The SRPE is required annually for all AAW personnel in the grade GS-12 through GS-15 (and pay band equivalents). This mandate applies to all Bargaining and non-Bargaining Unit AAW professionals.

(2) The SRPE can be accessed through the SRPE tab in CAPPMIS (<https://apps.asc.army.mil/camp/>) which includes tutorial instructions and modules within the employee, rater and SR.

b. Close-out SRPEs.

(1) Close-out SRPEs should be done when the AAW professional is changing positions, or the AAW professional's Rater and/or SR is changing (i.e. promotions, retirements, or deployments) prior to the end of the fiscal year (FY).

(2) If a Rater or SR depart before July in a given year, they are encouraged to complete close-out SRPEs for all AAW professionals within their rating chain. This timing will give the AAW professional at least nine months of rated time and meets this policy's direction to have a completed annual SRPE. Otherwise, the AAW professional must serve a minimum of 90 days under the new Rater or SR, before the Rater and SR can prepare a SRPE.

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

(1) The AAW professional has been promoted to a higher grade/pay-band position and does not have a SRPE in this new position.

(2) The AAW professional is new to the AAW and has never received a SRPE.

7. Rating Chains.

a. The appropriate rating chain is an AAW professional, his/her Rater, and SR (who should be that Rater's Rater), which coincides with the IDP rating logic in CAPPMIS. Raters have the ability to change the rating chain in extenuating circumstances (please see the SRPE Supervisor and Senior Rater Instructions contained in the SRPE module

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in CAPPMS for more guidance. These instructions can be accessed at:

https://apps.asc.army.mil/camp/apps/cappmis/modules/srpe/assets/documents/SRPE_Supervisor_and_Senior_Rater_Instructions.pdf

b. Rater Qualifications.

(1) The Rater must be a supervisor and be senior in grade and/or organizational position to the rated AAW professional

(2) Each Rater can view a list of his/her rated AAW professionals and the designated SRs for these personnel (which should be his/her Rater unless a deviation is required) by accessing the IDP Supervisor Module in CAPPMS.

c. SR Qualifications.

(1) The SR must be a supervisor and be senior in grade and position to both the rated AAW professional and Rater.

(2) The SR must also be the supervisor (Rater) of the AAW professional's Rater. As an exception for commands and organizations which maintain a talent managed profile at the senior leader level, ratings may be pooled at the highest level. In this case, the SR may either be the Deputy or senior leader (for example, PEO, Director, Commander, etc.) of that organization. Note: Please see SRPE module in CAPPMS for more guidance on changing the rating chain in extenuating circumstances.

8. Timelines.

a. SRs will prepare SRPEs at the start of every new FY and base their evaluation on the AAW professional's potential, as observed and demonstrated during the previous FY. As an example, SRs should start to prepare SRPEs on 1 October 2020 (FY21) and base their evaluations on the rating period 1 October 2019 through 30 September 2020 (FY20).

b. To be rated, the AAW professional must have occupied an acquisition-coded position for a minimum of 120 days and served under the Rater and SR for a minimum of 90 days, unless the SR is assigned in a separate rating cycle. Under that circumstance, the rater will identify an alternate SR for the affected cycle.

c. The SRPE completion due date for all grades (and pay band equivalents) is 31 December.

9. Completed SRPEs. Rated AAW professionals will receive an automated notification from CAPPMS once their SR has completed the SRPE. They have a window of seven

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days after the SR completes the evaluation to perform one or more of the following actions: view, sign, or download a copy of the SRPE. They also have the option to decline to sign the SRPE and submit a reclama by uploading a Memorandum for Record (MFR) in the SRPE tab within CAPPMS. CAPPMS will automatically annotate the upload of this MFR on the SRPE.

10. Compliance.

a. At the start of each FY, the Army DACM Office publishes an “AAW Standards” memorandum which outlines the standards that the Army DACM sets annually for AAW professionals and their parent commands/organizations to achieve in order to comply with DAWIA statutory requirements and DACM policies. The document addresses SRPE compliance, reiterating the requirement that all civilian AAW professionals in the grade of GS-12 through GS-15 (and pay band equivalents) receive annual SRPEs. Please see the DACM Office Policy Library at <https://asc.army.mil/web/alt-workforce-policy-procedure/> for the current copy of this memorandum.

b. It is important for commands and organizations to comply with this policy and take the time to complete well-written, constructive SRPEs for their AAW professionals. Failure to complete an annual SRPE will result in the AAW professional’s ineligibility to compete for centralized selection boards and/or Army DACM-sponsored programs.

c. This policy consolidates and clarifies information addressed in the References (see paragraph 1 above). Should this policy substantively modify local conditions of employment, activities must fulfill all statutory labor relations obligations.

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

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