



Senior Rater Potential Evaluation (SRPE) Rater Module

**U.S. Army Acquisition Support Center (USAASC)
Army Director, Acquisition Career Management (DACM) Office**



SRPE - Types





SRPE – Types



- Annual
 - Automatically generated through the SRPE module in CAPPMIS
- Out-of-Cycle
 - Out-of-cycle SRPEs for selection boards may be issued ONLY under the following conditions:
 - The employee has been promoted to a higher graded/banded position and does not have a SRPE in that position
 - The employee is a new AAW Civilian member and has never received a SRPE
 - GS-11s (broadband equivalent) and below can have one during the annual time because theirs is not pushed
- Close out
 - Close out SRPEs may be issued if the current Senior Rater is leaving the organization or retiring and the employee will not be receiving an Annual SRPE.

Note: Non-acquisition personnel **are not eligible** to receive a SRPE



SRPE - IDP Supervisor / Rater Role





SRPE – Rater Responsibilities



- 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.
- 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.
- 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.
- Anticipate and project future SRPE evaluations (annual, out-of-cycle, or close out) for AAW professionals in the rater's rating chain.
- Keep the Senior Rater informed of upcoming evaluations.
- Advocate on behalf of the AAW professional to the Senior Rater.



SRPE – Rater Expectation & Philosophy



- Raters should develop and communicate their expectations and philosophy to those they rate and let them know where they stand leadership potential-wise.
- The rater should recommend potential developmental assignments, leadership trainings, continuing education as deemed appropriate
- Examples of ways employee demonstrated leadership, courage, innovation, etc. are encouraged
 - i.e. Did the AAW member assume leadership or supervisory duties, whether an official detail or through example?
- Remember – it is not a performance review and should not be written as such.



DIRECTOR, ACQUISITION CAREER MANAGEMENT OFFICE

Annual SRPE





SRPE – Supervisor (Rater) Module









- If an Employee's grade is incorrect, stop the process now and correct first.

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

SRPE Info | Senior Rater | Supervisor | Employee


Supervisor Module

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

Name	Cmd / UIC	Pay Scale (Equiv) / Profile	Initiate	Latest SRPE Actions/Information			
				Action / Status	Days in Progress†	Period Start Date	Period End Date
     	XD / W6QK6A	GS-12 / Profile 2					
	XD / W6QK6A	GS-13 / Profile 3	Request SRPE	Incomplete (Pending Senior Rater)	3	10/01/2015	09/30/2016
	XD / W6QK6A	GS-13 / Profile 3	Request SRPE	Incomplete (Pending Senior Rater)	3	10/01/2015	09/30/2016
	XD / W6QK6A	GS-13 / Profile 3	Request SRPE	Requested by Supervisor	1	10/01/2015	09/30/2016
	XD / W6QK6A	GS-15 / Profile 5	Request SRPE				
	XD / W6QK6A	GS-15 / Profile 5	Request SRPE				

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



SRPE – Supervisor (Rater) Module



List of Employee(s) and SRPE status are displayed.

Progress status of SRPEs can be tracked by the Employee, Rater, and Senior Rater.

HOME ACRB IDP SRPE CMS AAPDS AAC MS

SRPE Info Senior Rater Supervisor Employee

Supervisor Module

Below is a listing of your first-level employees as a "Rater" role.

Initiate/Request **Out of Cycle** SRPE relocated from the IDP Supervisor module.

Name	Cmd / UIC	Pay Scale (Equiv) / Profile	Initiate	Latest SRPE Actions / Information			
				Action / Status	Days in Progress†	Period Start Date	Period End Date
	XD / W6QK6A	GS-12 / Profile 2					
	XD / W6QK6A	GS-13 / Profile 3	Request SRPE	Incomplete (Pending Senior Rater)	3	10/01/2015	09/30/2016
	XD / W6QK6A	GS-13 / Profile 3	Request SRPE	Incomplete (Pending Senior Rater)	3	10/01/2015	09/30/2016
	XD / W6QK6A	GS-13 / Profile 3	Request SRPE	Requested by Supervisor	1	10/01/2015	09/30/2016
	XD / W6QK6A	GS-15 / Profile 5	Request SRPE				
	XD / W6QK6A	GS-15 / Profile 5	Request SRPE				

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

Select the "[Requested by Supervisor](#)" hyperlink
Note: Annual SRPEs will automatically be generated.



Spvr (Rater) Module – Employee Record



- Selecting an employee's name from among the list of rated employee(s) results in the following employee level view:

HOMEACRBIDPSRPECMSAAPDSAAC MS

SRPE InfoSenior RaterSupervisorEmployeeAdminTutorial

Employee's Name Information

Employee Information:

Supervisor Information:

Senior Rater Information:

Civilian Program Management Career Model

Employee's Acquisition Career Model Guide:
[PROGRAM MANAGEMENT](#)

A Rater can use the position's Career Development Model when completing the Rater's portions of the SRPE

Employee's Name Evaluations

Period Start Date	Period End Date	Status	Days in Progress†	Action
10/01/2016	09/30/2017	Complete		View/Print AAC Form I
10/01/2015	09/30/2016	Complete		View/Print AAC Form I



SRPE – Rater Module, Sr Rater Update



Employee Evaluation Form

Senior Rater Validation

Confirm the Senior Rater for **Employee**
☐ **Name** is the correct Senior Rater for this SRPE.

Change the Senior Rater:
If **Name** is not the correct Senior Rater for this SRPE,
click the "Change Senior Rater" link to the right and search for the correct one.

[Change Senior Rater](#)

**AAC Form I
Part 1: Administrative**

Name (Last First MI) Employee	Title/Position PROGRAM MANAGER	Grade GS-14	OCC Series 0340
Organization 			UIC
Period Covered From: 01/01/2014 Thru: 12/31/2014		Reason for Submission: <input checked="" type="radio"/> Annual <input type="radio"/> Out of Cycle	

- If the Senior Rater is incorrect, select the link to assign a different senior rater. This update/change must occur prior to submitting SRPE.
- Rating officials, both IDP and assigned, must be aware, changing the senior rater here will **not** change the supervisor's supervisor in the IDP.



SRPE – Rater Module, Sr Rater Update



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

SRPE Info Senior Rater Supervisor Employee Admin

Senior Rater Update

Search for the new Senior Rater for this SRPE.

Search Parameters		
Last Name	First Name	SSN (no dashes)
<input type="text"/>	<input type="text"/>	<input type="text"/>

Search Results	
Name	Email

- To add new Senior Rater, type the last name first name and middle initial with no commas between each.

- Select the “Search” tab

- “Search” results with CAPPMIS name and email appear so long as the person is in an acquisition-coded position or has a non-DACM acquisition account in CAPPMIS.



SRPE – Confirm Sr Rater & Parts 1 and 2



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

SRPE Info **Senior Rater** **Supervisor** **Employee** **Admin**

Employee Evaluation Form

Senior Rater Validation

Confirm the Senior Rater for WALTER P O'REILLY

☒ JANE B DOE is the correct Senior Rater for this SRPE.

Change the Senior Rater:
If JANE B DOE is not the correct Senior Rater for this SRPE, click the "Change Senior Rater" link to the right and search for the correct one.

[Change Senior Rater](#)

AAC Form I
Part 1: Administrative

Name (Last First MI) O'REILLY WALTER P	Title/Position ACQUISITION CAREER MANAGER	Grade NH-03	OCC Series 0301
Organization HQ ACQUISITION ORGANIZATION			UIC W12BAA
Period Covered From: 10/01/2019 Thru: 09/30/2020		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) CLARK KIMBERLY P	Rater Grade NH-04	Rater Title/Position SUPERVISORY ACQUISITION CAREER MANAGER
Rater Organization HQ ACQUISITION ORGANIZATION	Rater Phone (123) 456-7890	Rater Email Address KIMBERLY.P.CLARK.CIV@MAIL.MIL
Senior Rater Name (Last First MI) DOE JANE B	Senior Rater Grade NH-04	Senior Rater Title/Position SUPV REGIONAL DIRECTOR
Senior Rater Organization HQ ACQUISITION ORGANIZATION	Senior Rater Phone (123) 456-7891	Senior Rater Email Address JANE.B.DOE.CIV@MAIL.MIL

- Confirm Senior Rater's information is correct.



Rater Module, SRPE Parts 3 and 4



- In Part 3: Position Duty Description:
 - Rater must list employee's Principal Duty Title
 - Significant Duties and Responsibilities
- In Part 4: Professionalism, Competencies, and Attributes
 - Rater inputs on Broadening and Operational Assignments focused on the next 3-5 years of service
 - Strategic Assignments focused on the next 3-5 years of service
 - Future Potential assessment inputs examples of demonstrated leadership, courage and innovation

Part 3: Position Duty Description
Principal Duty Title This field defaults to the employee's Title/Position and is not editable. ACQUISITION CAREER MANAGER
Significant Duties and Responsibilities 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/her duty position. 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. Also note conditions unique to the assignment.
Rater (Supervisor) must list the rated employee's 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 Broadening & Operational Assignments 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.
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 Strategic Assignments List up to three (with a minimum of two) different duty positions (by job title) in which the employee possesses skills and abilities, relative to Strategic Assignments, focusing on the next 3 to 5 years of service.
Rater (Supervisor) must provide information on Strategic Assignments for the rated employee in the next 3-5 years of service in this block.
Provide narrative comments which demonstrate assessment of the Civilian Employee's future potential
Examples of ways employee demonstrated leadership, courage, innovation. Did the AAW member assume leadership or supervisory duties, whether an official detail or through example. This is not a performance review and should not be written as such.



SRPE – Spvr Module, Saving Inputs




This rated employee possesses skills and qualities for the following and future *Strategic Assignments*
List up to three (with a minimum of two) different duty positions (by job title) in which the employee possesses skills and abilities, relative to Strategic Assignments, focusing on the next 3 to 5 years of service.

Rater (Supervisor) must provide information on Strategic Assignments for the rated employee in the next 3-5 years of service in this block.

Provide narrative comments which demonstrate assessment of the Civilian Employee's future potential
Examples of ways employee demonstrated leadership, courage, innovation. Did the AAW member assume leadership or supervisory duties, whether an official detail or through example. This is not a performance review and should not be written as such.

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

 ☐ Digital Signature is Correct

- Select **Save Evaluation** tab to come back and complete/finish. Do not have to place a check in the box indicating the digital signature is correct in order to save and come back later to finish.



SRPE – Spvr Module, Submitting Inputs



This rated employee possesses skills and qualities for the following and future *Strategic Assignments*
List up to three (with a minimum of two) different duty positions (by job title) in which the employee possesses skills and abilities, relative to Strategic Assignments, focusing on the next 3 to 5 years of service.

Rater (Supervisor) must provide information on Strategic Assignments for the rated employee in the next 3-5 years of service in this block.

Provide narrative comments which demonstrate assessment of the Civilian Employee's future potential
Examples of ways employee demonstrated leadership, courage, innovation. Did the AAW member assume leadership or supervisory duties, whether an official detail or through example. This is not a performance review and should not be written as such.

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

Digital Signature is ☒ Correct

- Select **Submit Evaluation** tab to forward to Senior Rater, have to place a check in the box indicating the digital signature is correct.



SRPE – Supervisor (Rater) Module



- Alert notification the SRPE has been saved and SRPE status still reflects Incomplete (Pending Supervisor).

ALERT:

- SRPE for **JOHN Q. PUBLIC** has been saved.

Supervisor Module

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

Name	Cmd / UIC	Pay Scale (Equiv) / Profile	Initiate	Latest SRPE Actions/Information			
				Action / Status	Days in Progress†	Period Start Date	Period End Date
AA BLANK 1	CE / W2SF05			Complete		10/01/2008	02/28/2009
PUBLIC JOHN Q	AE / W27PAA	GS-12 / Profile 2	Request SRPE	Incomplete (Pending Supervisor)	19	10/01/2016	09/30/2017
EMPLOYEE NAME	AE / W27PAA	GS-12 / Profile 2	Request SRPE	Requested by Supervisor	37	10/01/2016	09/30/2017
EMPLOYEE NAME	AE / W27PAA	GS-12 / Profile 2	Request SRPE	Incomplete (Pending Senior Rater)	37	10/01/2016	09/30/2017
EMPLOYEE NAME	AE / W27P19	GS-13 / Profile 3	Request SRPE	Requested by Supervisor	37	10/01/2016	09/30/2017
EMPLOYEE NAME	AE / W27P19	GS-13 / Profile 3	Request SRPE	Requested by Supervisor	37	10/01/2016	09/30/2017
EMPLOYEE NAME	AE / W27PAA	GS-13 / Profile 3	Request SRPE	Requested by Supervisor	37	10/01/2016	09/30/2017
EMPLOYEE NAME	AE / W27PAA	GS-13 / Profile 3	Request SRPE	Requested by Supervisor	37	10/01/2016	09/30/2017
EMPLOYEE NAME	AE / W27PAA	GS-13 / Profile 3	Request SRPE	Requested by Supervisor	37	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

- Requested by Supervisor
 - SRPE status still has been “system pushed,” and yet to be worked by a supervisor.

- If a SRPE is Incomplete (Pending Senior Rater) in the Action / Status Column, this means the SRPE was submitted to the senior rater and a senior rater has received an email notification.



Rater - Out of Cycle SRPE Request





SRPE – Supervisor (Rater) Module



- Supervisor Requested/Initiated SRPEs:

- Out-of-Cycle

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

- The employee has been promoted to a higher graded/banded position and does not have a SRPE in that position
 - The employee is a new AAW Civilian member and has never received a SRPE
 - GS-11s (broadband equivalent) and below can have one during the annual time because theirs is not pushed



Rater-initiated Out-of-Cycle SRPE



- For an “Out of Cycle” SRPE, the Supervisor (Rater) goes to the Initiate column and selects the “[Request SRPE](#)” hyperlink. Remember, the Employee’s grade needs to be correct.

Supervisor Module

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

Name		Cmd / UIC	Pay Scale (Equiv) / Profile	Initiate	Latest SRPE Actions/Information			
					Action / Status	Days in Progress†	Period Start Date	Period End Date
Employee Name		AE / W27P19	GS-13 / Profile 3	Request SRPE	Requested by Supervisor	37	10/01/2016	09/30/2017
Employee Name		AE / W27P19	GS-13 / Profile 3	Request SRPE	Requested by Supervisor	37	10/01/2016	09/30/2017
Employee Name		AE / W27PAA	GS-13 / Profile 3	Request SRPE	Requested by Supervisor	37	10/01/2016	09/30/2017
Employee Name		AE / W27PAA	GS-13 / Profile 3	Request SRPE	Requested by Supervisor	37	10/01/2016	09/30/2017
Employee Name		AE / W27PAA	GS-13 / Profile 3	Request SRPE	Requested by Supervisor	37	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



Rater-initiated Out-of-Cycle SRPE



HOME ACRB IDP SRPE CMS AAPDS AAC MS

SRPE Info Senior Rater Supervisor Employee

SRPE Rules

All SRPE requests must comply with the following Army policies:

- Evaluation periods cannot span more than 1 year.
- Evaluation periods must be 90 days or greater.
- Evaluation end date cannot be more than 60 days past today's date.
- Evaluation periods cannot overlap with previous or in-progress SRPE's.
- Rater (First-Level Supervisor) must be at least 1 grade higher than employee.
- Senior Rater (Second-Level Supervisor) must be at least 1 grade higher than employee.
- Employees must not Rate or Senior Rate themselves.
- Rater and Senior Rater must not be the same person.
- "Annual" SRPEs must begin and end with the fiscal year (for example: 10/1/2020 to 9/30/2021)

SRPE Initialization

You are initiating a new SRPE for AAW MEMBER FIRST MI LAST NAME (Grade: GS-13).

	Start	End
Evaluation Period (Defaults to previous fiscal year)	<input type="text" value="10/1/2020"/> <small>mm/dd/yyyy format</small>	<input type="text" value="9/30/2021"/> <small>mm/dd/yyyy format</small>

	Information	Status
Rater (First-Level Supervisor)	FIRST LINE SUPERVISOR/RATER NAME first line supervisor/rater official email address	✓
Senior Rater (Second-Level Supervisor)	SECOND LINE SUPERVISOR/SENIOR RATER NAME second line supervisor/senior rater official email address	✓

Supervisor Comments
(Required)

These comments will only be seen by the Senior Rater (not the Employee). These are not part of the official SRPE document, but rather a way to provide information to the Senior Rater regarding this SRPE request.
Rater/Supervisor comments to Senior Rater - only SR can see these comments

Submit Request Cancel

- An Out-of-Cycle SRPE is performed in the Supervisor SRPE Module.
- Fill in the correct evaluation dates and ensure the correct assessment chain is inputted.
- Assessment chain (rater and senior raters) must have at least 90 days of observation of the employee, who has been in the position 120 days or more.
- Rater comments to the Senior Rater; only the Senior Rater can see.

- After selecting the Submit Request tab, the rater can begin working the SRPE form.



Rater-initiated Out-of-Cycle SRPE



[HOME](#) [ACRB](#) [IDP](#) [SRPE](#) [CMS](#) [AAPDS](#) [AAC MS](#)

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

SRPE Rules

All SRPE requests must comply with the following Army policies:

- Evaluation periods cannot span more than 1 year.
- Evaluation periods must be 90 days or greater.
- Evaluation end date cannot be more than 60 days past today's date.
- Evaluation periods cannot overlap with previous or in-progress SRPE's.
- Rater (First-Level Supervisor) must be at least 1 grade higher than employee.
- Senior Rater (Second-Level Supervisor) must be at least 1 grade higher than employee.
- Employees must not Rate or Senior Rate themselves.
- Rater and Senior Rater must not be the same person.
- "Annual" SRPEs must begin and end with the fiscal year (for example: 10/1/2016 to 9/30/2017)

SRPE Initialization

You are initiating a new SRPE for AAW MEMBER FIRST MI LAST NAME (Grade: GS-13).

	Start	End
Evaluation Period (Defaults to previous fiscal year)	<input type="text" value="10/1/2020"/> <small>mm/dd/yyyy format</small>	<input type="text" value="9/30/2021"/> <small>mm/dd/yyyy format</small>

	Information	Status
Rater (First-Level Supervisor)	FIRST LINE SUPERVISOR/RATER NAME <u>first line supervisor/rater official email address</u>	✓
Senior Rater (Second-Level Supervisor)	SECOND LINE SUPERVISOR/SENIOR RATER NAME <u>second line supervisor/senior rater official email address</u>	

Supervisor Comments
(Required)

These comments will only be seen by the Senior Rater (not the Employee). These are not part of the official SRPE document, but rather a way to provide information to the Senior Rater regarding this SRPE request.
Rater/Supervisor comments to Senior Rater - only SR can see these comments

[Submit Request](#) [Cancel](#)

- A yellow background will not stop the process.
- A red background will stop the process.



Rater-initiated Out-of-Cycle SRPE



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

ALERT:

- SRPE request for **Employee Name** has been submitted.
- As the supervisor assigned to this SRPE, you may now complete Parts 3 and 4 of the SRPE form or return later to complete.

Employee Evaluation Form

Senior Rater Validation

Confirm the Senior Rater for **EMPLOYEE NAME**:

☐ **SR RATER NAME** is the correct Senior Rater for this SRPE.

Change the Senior Rater:

If **SR RATER NAME** is not the correct Senior Rater for this SRPE, click the "Change Senior Rater" link to the right and search for the correct one.

[Change Senior Rater](#)

AAC Form I Part 1: Administrative

Name (Last First MI) EMPLOYEE CAPPMS NAME	Title/Position ACQUISITION CAREER MANAGER	Grade NH-03	OCC Series 0301
Organization HQ USAASC			UIC W27PAA
Period Covered From:	Thru:	Reason for Submission: <input type="radio"/> Annual <input type="radio"/> Out of Cycle	Close Out

Part 2: Authentication

Rater Name (Last First MI) RATER CAPPMS NAME	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) SR RATER CAPPMS NAME	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

- As discussed previously, the rater confirms the senior rater is correctly listed on the SRPE, AAC Form 1.

- Completes Parts 1 and 2 in its entirety.

- Inputs the period covered and selects "Out of Cycle" for the Reason of Submission.



- Again, used for selection boards on recently promoted, new AAW Civilian member, or GS-11 (pay band equivalent) and below.









Rater-initiated Out-of-Cycle SRPE



- Completes Parts 3 and 4 of the SRPE using the same process as the Annual and System Push to the senior rater for completion as previously discussed in slide 15.

Part 3: Position Duty Description
Principal Duty Title This field defaults to the employee's Title/Position and is not editable. <input type="text" value="ACQUISITION CAREER MANAGER"/>
Significant Duties and Responsibilities 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/her duty position. 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. Also note conditions unique to the assignment. <div></div> Rater (Supervisor) must list the rated employee's 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> 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. <div></div> Rater (Supervisor) must provide information on Broadening and Operational Assignments for the reated 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> List up to three (with a minimum of two) different duty positions (by job title) in which the employee possesses skills and abilities, relative to Strategic Assignments, focusing on the next 3 to 5 years of service. <div></div> Rater (Supervisor) must provide information on Strategic Assignments for the reated employee in the enxt 3-5 years of service in this block.
Provide narrative comments which demonstrate assessment of the Civilian Employee's future potential <div></div> Examples of ways employee demonstrated leadership, curage, innovation. Did the AAW member assume leadership or superisory duties, wheather an official detail or through example. This is not a performance review and should nto be written as such.



Rater-initiated Out-of-Cycle SRPE



HOME | ACRB | IDP | IDP ADMIN | SRPE | CMS | REPORTS | SYS ADMIN | AAPDS | WFM | AAC MS

SRPE Info Senior Rater Supervisor Employee Admin

Employee's Name Information

Employee Information:	Supervisor Information:	Senior Rater Information:
Name:	Name:	Name:
Phone:	Phone:	Phone:
DNS:	DSN:	DSN:
E-mail:	E-mail:	E-mail:
Org:	Org:	Org:

- IDP senior rater's info will be displayed here.

Employee's Past Evaluations

Period Start Date	Period End Date	Status	Days in Progress†	Action
10/01/2015	09/30/2016	Complete		View/Print AAC Form I
10/01/2016	09/30/2017	Incomplete (Pending Supervisor)	0	Begin/Continue Evaluation Withdraw SRPE Request

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

<< Return to Supervisor Module

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

- Selecting the “[Begin/Continue Evaluation](#)” link takes you to the SRPE form.

- “[Withdraw SRPE Request](#)” if the senior rater has not started. (Examples of when to withdraw: Employee does not meet 120 days in position or no rater meets the 90 day observation period). Complete the SRPE using the same process as completing the Annual SRPE.



SRPE Resources



- SRPE Resources Page:
 - <https://asc.army.mil/web/senior-rater-potential-evaluation/>
- SRPE Reference Guide for Supervisors:
 - <https://asc.army.mil/web/wp-content/uploads/2020/07/SRPE-Sup-Ref-Guide-2.pdf>
- Army Senior Rater Potential Evaluation (SRPE) Policy
 - <https://asc.army.mil/web/wp-content/uploads/2020/07/SRPE-Policy.pdf>
- Army Senior Rater Potential Evaluation (SRPE) Guidance
 - <https://asc.army.mil/web/wp-content/uploads/2020/07/SRPE-Guidance.pdf>
- Career Acquisition Management Portal (Navigate to SRPE Tab and SRPE link)
 - Additional SRPE Employee, Rater and Senior Rater Info (References)
- SRPE FAQs
 - <https://asc.army.mil/web/all-faqs/>



Questions



UNITED STATES ARMY



DIRECTOR, ACQUISITION CAREER MANAGEMENT OFFICE

