



Senior Rater Potential Evaluation (SRPE) Senior 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 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 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



UNITED STATES ARMY



DIRECTOR, ACQUISITION CAREER MANAGEMENT OFFICE

SRPE - IDP 2nd Line Spvr / Senior Rater (SR) Role





SRPE – Senior Rater Responsibilities



- Ensure all AAW professionals within the rating chain receive their SRPEs in a timely manner and in accordance with the guidance.
- Provide an objective and comprehensive evaluation of a rated AAW professional's potential.
- Maintain the SR profile in accordance with the SRPE guidance.
- 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).



Senior Rater Expectation & Philosophy



- A SR should develop and communicate their expectations and philosophy to those they assess and to work through raters to let subordinate employees know where they stand
- Communicate expectations of an acquisition employee in demonstrating leadership, courage, innovation, etc.
 - i.e. Did the AAW member assume leadership or supervisory duties, whether an official detail or through example?
- A SR should communicate the kinds of potential enhancing developmental assignments, leadership trainings, continuing education or self-development activities separating peers from the profile population.
- Remember – it is not a performance review and should not be written as such.



SRPE – Senior Rater Module



- A SR selects the SRPE Tab and Senior Rater link under to:
 - Access SRPE References and Tutorial links
 - Access AAC Form 1 and complete AAW potential assessments for GS-12 through GS-15 (and pay band equivalents).

UNITED STATES ARMY
DACM
DIRECTOR, ACQUISITION CAREER MANAGEMENT OFFICE

supporting the acquisition workforce

CAPPMIS
Career Acquisition
Potential and Position
Management Information System

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

SRPE Info **Senior Rater** Supervisor Employee Tutorial

SRPE Info

[SRPE FAQs](#)
[SRPE Employee Instructions](#)
[SRPE Supervisor and Senior Rater Instructions](#)
[SRPE Senior Rater Comments Guide](#)
[SRPE Policy Dated 7/01/2020](#)
[SRPE Guidance Dated 7/01/2020](#)

References

Introduction

The Defense Acquisition Workforce Improvement Act (DAWIA) responded to the need for increased emphasis on the development of a better-qualified and more professional Acquisition, Logistic and Technology Workforce (AL&T). Toward this end, the SRPE is first and foremost a tool to help civilian workforce employees identify their leadership strengths and weaknesses in regard to a set of competencies needed by professionals in leadership positions. Employees will use this information to structure an Individual Development Plan / Continuous Learning (IDP/CL) that, among other things, maximizes their potential for performance in positions of increased responsibility.

Secondly, Section 1733(a) of the DAWIA requires that the best-qualified individuals, whether military or civilian, be selected for acquisition positions. By evaluating and documenting the leadership potential of civilian employees; the SRPE provides a document that allows selection boards to more easily and equitably compare a civilian candidate's leadership potential with that of a military candidate, as documented on the Senior Rater section of the Officer Evaluation Report (OER). Additionally, and just as important, selecting officials/boards will use the SRPE to evaluate the leadership potential of candidates for key civilian leadership positions in the AL&T workforce.

The SRPE is used to evaluate the potential of civilian employees in designated grades to perform in positions of increased responsibility, whereas the Total Army Personnel Evaluation System (TAPES) and the various personnel demonstration projects evaluate the quality of performance associated with the current duties and contributions to the mission. Please see the SRPE Policy and Guidance memos (listed above) for more details on completing a SRPE.

Employee Module

The employee module is used by rated individuals to view and digitally sign their completed SRPE(s). The rated employee will be able to view the completed SRPE seven (7) calendar days after the Senior Rater completes the SRPE. The employee may also submit a reclama document which will be attached to the completed SRPE.

Supervisor Module

The supervisor module of SRPE is accessed by Supervisors to begin and provide input for evaluations. Additionally, using the Supervisor module of the IDP Module, a supervisor (for qualifying employees) may request a SRPE for their employee(s).

Senior Rater Module

The Senior Rater Module is accessed by the Senior Raters to complete evaluations requested by the Supervisor on their employees. Using the module they can perform the evaluations, and view their historical rater profiles. The module also includes a tool called the Senior Rater Evaluation worksheet. The system will not allow a Senior Rater to enter evaluation(s) that will disobey the less than 50% Exceptional Potential (EP) rule. This worksheet is used as preliminary tool before performing the actual evaluations to ensure Senior Raters layout how they want to evaluate their employees in a given pay grade/plan profile before they do the actual evaluations.

Tutorial – an excellent SRPE refresher tool



SRPE – Senior Rater Module



- Under the **Name Column** lists the total number of AAW members the SR assesses by name and pay scale and profile grouping.
- Prior to starting the SRPE process, a SR should review the appropriate Profile Worksheet by fiscal year and pay scale/profile.
 - Next, a SR reviews the total number of AAW members in the same profile.
 - Then, this SR plans the assessments of the entire population of AAW members in the same profile to determine the number of EPs available for award. EP assessments are cumulative, following a SR while s/he remains a SR of AAW members.

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

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

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
PUBLIC JOHN Q	CE / W2SF05		Complete		10/01/2008	02/28/2009	EP
	AE / W27PAA	GS-09 / Profile 1					
	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	
	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	
	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:

Open Worksheet

To review the Rater Worksheet, the SR sorts by Pay Scale Profile and Fiscal Year, then selects the "Open Worksheet" link to view.



SRPE – Senior Rater Module



- After a SR selects an AAW member's name from under the Name column, the view below appears identifying the AAW member, the assessment rater and senior rater, contact information, the Career Model for the selected AAW member and past SRPEs.

HOMEACRBIDPSRPECMSAAPDSAACMS

SRPE InfoSenior RaterSupervisorEmployeeTutorial

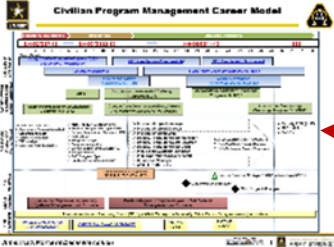
JOHN QUENTIN PUBLIC

Employee Information:

Supervisor Information:

Senior Rater Information:

Civilian Program Management Career Model



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

JOHN QUENTIN PUBLIC'S 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

- Senior rater can use the Career Model for the position when completing the SR's portion of the AAC 1 form Parts.



SRPE – SR Evaluation Worksheet



- In order for senior raters to assess an employee an “EP”, the “**Current SRPE Percentages**” must remain **less than 50%** in the “Exceptional Potential (EP)” block.

SRPE Evaluation Worksheet

Pay Scale Profile: 3 Fiscal Year: 20XY [Click for Instructions](#)

Current SPRE Percentages				Projected SRPE Percentages			
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
	ACQUISITION CAREER MANAGER	10/01/2015	09/30/2016	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Save Worksheet Save and Print Worksheet Reset Close Worksheet

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

- Projected SRPE Percentages are the result of the Current SRPE percentages combined with a pay scale profile’s mass range selections made on the worksheet for employees yet to be assessed.



SRPE – Senior Rater Module



- Select the Incomplete (Pending Senior Rater) link to assess employee and comment on potential.

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

Senior Rater Module

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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	
	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:

[Open Worksheet](#)

11



SRPE – Senior Rater Module



- Review Parts 1 and 2 for accuracy.

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 JOHN Q PUBLIC						
<input checked="" type="checkbox"/> 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) PUBLIC JOHN Q	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) OYL OLIVE OLIVIA	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) YOSEMITE SAM IAM	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				



SRPE – Senior Rater Module



- Review completed sections in Part 3, Position Duty Description, and Part 4, Professionalism, Competencies, and Attributes, written by the rater.
- Select whether or not the SRPE needs to be returned to the rater for changes.

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 (OYL OLIVE O) 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.

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 q
Rater (Supervisor) must provide information on

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

Provide narrative comments which demons
Rater (Supervisor) must provide information on

Message from webpage

 Are you sure you wish to return this evaluation to OYL OLIVE O!? Once returned, the Rater will immediately see this evaluation and you will no longer be able to review.

OK

Cancel

Return for Changes

Do you need to return this SRPE to the rater (OYL OLIVE O) 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.

- Select whether or not the SRPE needs to be returned to the rater for changes.



SRPE – SR Returns SRPE to Rater



- A system-generated Alert Notification is provided.
- SRPE was sent back to rater. SRPE status now Indicates “Incomplete (Pending Supervisor)”.
- The SR will no longer have access to the returned SRPE at this time

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

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

ALERT:
• SRPE for PUBLIC JOHN Q 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
	CE / W2SF05		Complete		10/01/2008	02/28/2009	EP
	AE / W27PAA	GS-09 / Profile 1					
	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	
PUBLIC JOHN Q	AE / W27PAA	GS-12 / Profile 2	Incomplete (Pending Supervisor)	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	
	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 – Rater Returns SRPE to SR



- After the rater corrects and digitally signs, the SRPE the is sent back to the senior rater for completion.
 - SR has the blue hyperlink.
- The SR will have access to the returned SRPE now.

HOME ACRB IDP SRPE CMS AAPDS AAC MS							
SRPE Info Senior Rater Supervisor Employee Tutorial							
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
	CE / W2SF05		Complete		10/01/2008	02/28/2009	EP
	AE / W27PAA	GS-09 / Profile 1					
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PUBLIC JOHN Q	AE / W27PAA	GS-12 / Profile 2	Incomplete (Pending Senior Rater)	0	10/01/2016	09/30/2017	
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	AE / W27P19	GS-13 / Profile 3	Requested by Supervisor	12	10/01/2016	09/30/2017	
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SRPE – Senior Rater Module



- Confirm whether or a SR is the correct senior rater to complete the SRPE evaluation.

Validating Senior Rater Status for Completion of SRPE

Return for Changes
Do you need to return this SRPE to the rater (OYL OLIVE O) 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.

Senior Rater Assignment Confirmation
Are you the correct Senior Rater for this SRPE?
<input type="radio"/> Yes, I am the correct Senior Rater for this SRPE.
<input type="radio"/> No, I am not the correct Senior Rater for this SRPE and need to re-assign.



SRPE – Senior Rater Module



- 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.

Part 3: Position Duty Description

Principal Duty Title
ACQUISITION CAREER MANAGER

Significant Duties and Responsibilities

This rated employee possesses

This rated employee possesses

Provide narrative comments with

Do you need to return this SRPE?
☐ 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



SRPE – Senior Rater Module



- To add new senior rater, type Name and click “Search” then select individual’s name.

[HOME](#) [ACRB](#) [IDP](#) [IDP ADMIN](#) [SRPE](#) [CMS](#)

[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" value="DOE JANE B"/>	<input type="text"/>	<input type="text"/>

Search Results	
Name	Email
DOE JANE B	JANE.B.DOE.CIV@MAIL.MIL



SRPE SR Module – Changing SRs



- A system-generated Alert Notification is provided.
- SRPE was sent to the new senior rater.
- The previous senior rater will not have access to the SRPE now.

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ALERT:

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

Senior Rater Module

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



SRPE – SRPE Available to the New SR



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

HOME ACRB IDP SRPE CMS AAPDS AAC MS							
SRPE Info Senior Rater Supervisor Employee Tutorial							
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	AE / W27PAA	GS-13 / Profile 3	Requested by Supervisor	12	10/01/2016	09/30/2017	



Part 5, SR Comment on Potential



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

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

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

SR Digital Signature Certificate

☐
Digital Signature is Correct



SRPE – Part 5, SR Assessment Issue



- If your Potential Mass Range exceeds the 50 percentile, the system will not allow a SR to assess additional employee(s) as an “EP.”

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-12 / Profile 2**

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.

Current character count:

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

SR Digital Signature Certificate
☐ Digital Signature is Correct



SR Forwards SRPE to AAW Member



- When comments have been inserted and considered final, select “Submit Evaluation” to forward to employee.

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 **7** AAW Civilians in this grade/payband GS-12 / Profile 2.

Potential Mass Range	Comment on Potential	
POTENTIAL COMPARED WITH AAW CIVILIANS SENIOR RATED IN THIS GRADE/PAYBAND	Senior Rater must provide comments on the employee's potential in this block.	
<input type="radio"/> EXCEPTIONAL POTENTIAL	<input type="text" value="1"/>	<input type="text" value="25%"/>
<input checked="" type="radio"/> HIGH POTENTIAL	<input type="text" value="3"/>	<input type="text" value="75%"/>
<input type="radio"/> POTENTIAL	<input type="text" value="0"/>	<input type="text" value="0%"/>
<input type="radio"/> MINIMAL POTENTIAL	<input type="text" value="0"/>	<input type="text" value="0%"/>

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

SR Digital Signature Certificate

☒ Digital Signature is Correct

Submit Evaluation Save Evaluation Cancel Reset

- Ensure to “check the box” confirming the digital signature is correct in order to forward the SRPE.



SR Forwards SRPE to AAW Member



- Select the **“OK” tab** to finalize the senior rater portion of the evaluation. The assessed individual and their supervisor will immediately see the SRPE once the tab has been registered by the system.

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 **7** AAW Civilians in this grade/payband GS-12 / Profile 2

Potential Mass Range

POTENTIAL COMPARED WITH
AAW CIVILIANS SENIOR RATED
IN THIS GRADE/PAYBAND

	#	%
<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%

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.

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

SR Digital Signature Certificate

☒
Digital Signature is Correct



SRPE – SR 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
PUBLIC JOHN QUENTIN	AB/W7FJAA	GS-12 / Profile 2	Complete (Pending Employee Signature) Unlock Evaluation for Editing	75	10/01/2019	09/30/2020	EP

“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 calendar days to review/reclama/digitally sign evaluation.

The SR can unlock the SRPE to make adequate corrections during the seven-calendar day window.

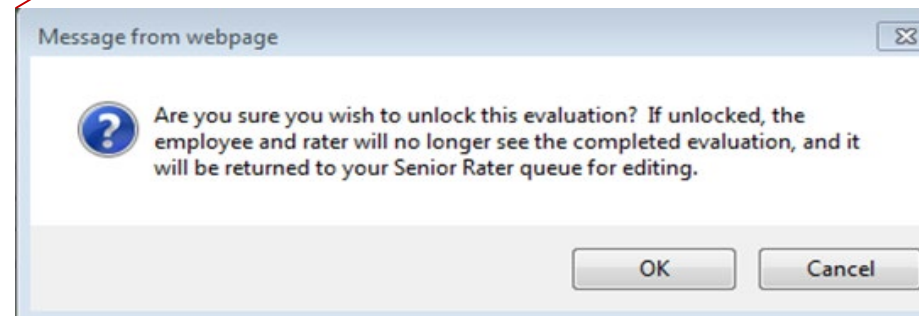


SRPE – SR Module



- SRPEs unlocked during seven-calendar day window will immediately be sent back to the SR Module for editing.

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
PUBLIC JOHN QUENTIN	AB/W7FJAA	GS-12 / Profile 2	Complete (Pending Employee Signature) Unlock Evaluation for Editing	75	10/01/2019	09/30/2020	EP





Completed SRPE



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

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

AAC Form 1			
Part 1: Administrative			
Name (Last First MI)	Title/Position ACQUISITION CAREER MANAGER	Grade NH-03	OCC Series 0301
Organization HQ USAASC			UIC W27PAA
Period Covered From: 10/01/2014 Thru: 09/30/2015		Reason for Submission: <input checked="" type="checkbox"/> Annual <input type="checkbox"/> Out of Cycle	
Part 2: Authentication			
Rater Name (Last First MI)	Rater Grade NH-03	Rater Title/Position ACQUISITION CAREER MANAGER	
Rater Organization HQ USAASC	Rater Phone	Rater Email Address	
Senior Rater Name (Last First MI)	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 Reclaima - Memorandum for Record <input type="checkbox"/> YES			
Part 3: Position Duty Description			
Principal Duty Title ACQUISITION CAREER MANAGER			
Significant Duties and Responsibilities Serves as a employee in the Workforce Support Division			
Part 4: Professionalism, Competencies, and Attributes			
This rated employee possesses skills and qualities for the following and future Broadening & Operational Assignments Position 1 Position 2			
This rated employee possesses skills and qualities for the following and future Strategic Assignments Position 1 Position 2			
Provide narrative comments which demonstrate assessment of the Civilian Employee's future potential Ready for increased responsibilities			
Part 5: Senior Rater			
I currently Senior Rate _8_ 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		Promote Now Vital Asset to the Division Ready for increased responsibilities	
POTENTIAL COMPARED WITH AAW CIVILIANS SENIOR RATED IN THIS GRADE/PAYBAND			



SRPE – SR Module



- The senior rater's tab will show documents as completed after the employee signs and/or reclaims.

[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
PUBLIC JOHN QUENTIN	AB/W7FJAA	GS-12 / Profile 2	Complete		10/01/2019	09/30/2020	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:

[Open Worksheet](#)



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>
- SRPE Tutorial
 - <https://apps-train.asc.army.mil/camp/apps/cappmis/modules/srpe/index.cfm?fuseaction=cTutorial.dashboard>
- SRPE FAQs
 - <https://asc.army.mil/web/all-faqs/>



Questions



UNITED STATES ARMY



DIRECTOR, ACQUISITION CAREER MANAGEMENT OFFICE

