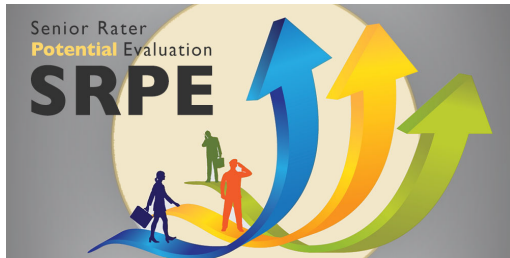




# SENIOR RATER POTENTIAL EVALUATION (SRPE)

## Reference Guide for Supervisors



**Valuable tool to facilitate an honest conversation with your acquisition employees on their leadership potential**

### Annual SRPE Requirements:

- ✓ Required for all your GS12-15 and pay band equivalent Army Acquisition Workforce (AAW) professionals
- ✓ Senior Raters must complete a Fiscal Year SRPE no later than December 31

The Army DACM Office reports SRPE completion compliancy to Commands.

### IMPORTANCE OF SENIOR RATER POTENTIAL EVALUATION



#### Talent Management Tool

- Identify your high potentials, foster growth in leadership
- Develop and broaden future AAW professionals
- Mentor and help advance AAW into positions of greater responsibility
- Succession Planning



#### Employee Development Tool

- Consistent tool used to discuss a supervisor's (rater) view of employee strengths, skill levels, potential training and experiences
- Required for many Army DACM Office leader development programs
- Internal organizational selection of developmental or professional opportunities (i.e., CES Advanced, shortage of quotas)
- Mechanism to provide constructive feedback on employee's potential for selection to positions of greater responsibility compared to their peers
- Most critical document in AAW Centralized Product and Project Director Selection Board
- Identify employee developmental assignments and training to enhance their professional and leadership skills
- Enables supervisors to have frank conversations with their employees about their potential for future opportunities

### SRPE RESOURCES

**Website:** <https://asc.army.mil/web/senior-rater-potential-evaluation/>

- ✓ Videos
- ✓ SRPE Policy and Guidance
- ✓ User Manual
- ✓ Instructional Briefings
- ✓ Frequently Asked Questions
- ✓ Comment Guides

### New Rater/Senior Rater

Check out the **live training tutorial** available within the SRPE module.  
<https://apps.asc.army.mil/camp/>

## CRITICAL STEPS TO ENSURE A SMOOTH SRPE PROCESS

### Data Accuracy URGENT

Begin: Immediately

Due: September 1, 2021

- ☐ Ensure your email is up to date in CAPPMIS.
- ☐ Ensure that the IDP identifies proper supervisor or rater as well as the proper senior rater.
- Rating chains are locked once the SRPE is pushed to supervisors October 1 and any changes require help support from the Army DACM Office.

### Complete SRPE URGENT

Begin: October 1, 2021

Due: December 31, 2021

- ☐ Initiate SRPE for all relevant acquisition professionals under your rating chain.
- A completed SRPE will be viewable in the SRPE employee module 7 days after the Senior Rater signs.
- Within 7 days of receiving notification of SRPE completion, employees may submit a reclama by uploading a Memorandum for Record.

## FREQUENTLY ASKED QUESTIONS

### Where can I find additional training and information on the annual SRPE?

You can find SRPE information and a SRPE tutorial on the SRPE tab within CAPPMIS at <https://apps.asc.army.mil/camp/apps/cappmis/modules/srpe/index.cfm>? In addition, you can find more SRPE information on the USAASC website at <https://asc.army.mil/web/senior-rater-potential-evaluation/>.

### What is a Senior Rater Potential Evaluation (SRPE)?

The SRPE is a tool to assess the potential of civilian employees in designated grades/broadbands to perform in positions of greater responsibility and for selection into positions in designated senior leadership programs. The SRPE is also a Talent Management tool enabling comparison of civilian grade/broadband structure with the incumbents in those positions. It is NOT a performance evaluation.

### What is the responsibility of the Rater?

The rater should ensure rating schemes are published and understood and serves as an advocate for the AAW employee to the SR; they should recommend future Operational and Broadening Assignments and focus on narrative comments. The rater should anticipate and project future SRPE evaluations and keep SR officials informed of upcoming evaluations.

### Who will be able to access these documents?

Only the AAW member, his/her rater, and his/her SR. If an AAW member elects to apply for a best qualified board or an acquisition leadership opportunity which requires a SRPE, then the AAW member will take action to submit the SRPE or SRPE's along with the other required documentation involved in the application process and will be seen by board members only.

### Who can rate/senior rate an AAW employee?

The rater of an AAW employee will be the supervisor of the employee and the senior rater will be the supervisor of rater. The system will automatically populate the SR as the rater's rater. The Rater may identify an alternate SR, within the same chain of command of higher grade or rank; for example the first SES or GO in the chain of command.

### What is the responsibility of the Senior Rater?

The SR is the "owner" of the evaluation and is overall responsible for the timely submission and completion of the document. They should fairly and accurately assess the potential of subordinates, quantify when appropriate, manage their SR profile and develop a rating philosophy.