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# Senior Rater Potential Evaluation (SRPE)

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







#### AGENDA:

- ✓ Background
- ✓ SRPE Overview
- ✓ SRPE Rater and Senior Raters Responsibilities



## **Senior Rater Potential Evaluation (SRPE)**





- WHO: All GS12 GS15 and broadband equivalent Army Acquisition Workforce (AAW) civilians unless an exception is granted from the Army Acquisition Executive or his Principal Military Deputy\*.
- WHAT: The SRPE is a Talent Management tool to assess the leadership potential of AAW civilian employees in designated grades/broadbands to perform in positions of increased responsibility for selection into senior leadership positions and programs. It is not a performance evaluation.
- WHEN: Annual SRPE Automation Pushed within the CAPPMIS system on 1 OCT.
- WHERE: https://apps.asc.army.mil/camp/
- WHY: The SRPE enables AAW Senior Raters (SRs) to identify employees' leadership potential, helping employees identify their strengths and underdeveloped areas, and offering suggested positions to enhance their professional and leadership development.

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### **Benefits of the SRPE**





#### Talent Management Tool

- ✓ Identify your high potentials, measure leadership potential
- ✓ Help identify and develop 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
- ✓ Mechanism to provide constructive feedback on employee's potential for selection to positions of greater responsibility compared to their peers
- ✓ Identify employee strengths and underdeveloped areas and offer recommended positions to enhance their professional and leadership development
- ✓ Forces supervisors to have an honest and frank conversations with their employees should be no surprises if not selected for a position or opportunity
- □ Internal organizational selection of developmental or professional opportunities (i.e., CES Advanced, shortage of quotas); Required for many Army DACM Office programs
- ☐ Most critical document in centralized AAW civilian selection boards (CSL PM, PD)









- Annual (SPRE PUSH)
  - 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 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 <u>are not eligible</u> to receive a SRPE



## **SRPE – Rater Responsibilities**





- Initiate the SRPE process in accordance with the established timelines and/orwhen 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.



## **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:

Н	IOME	ACRB IDP	SRPE	CMS AAP	DS AA	C MS					
	SRPE Info	Senior Rater	Supervisor	<u>Employee</u>	Admin 1	<u>utorial</u>					
4	Empl	ovee's Nar	ne Inform	nation							
ŀ	СПР	ployee's Name Information						D . T			
	Name:	Employee Inf	ormation:		Name:	Supervisor Information:	_	Senior Rater Information:  Name:			
	Phone:				Phone:		Phone:				
	DSN:				DSN:		DSN:				
E-mail:					E-mail						
	Org:				Org:						
Civilian Program Management Career Model  Employee's Acquisition Career Model Guide:  PROGRAM MANAGEMENT											
		Ginshard markit Million to Annual Language and Company	17.6			A Rater can use the position's Career					
						completing					
Compared to the compared to						Development Model when completing					
						the Rater's portions of the SRPE					
Employee's Name Evaluations											
	Per	iod Start Date	p	eriod End Da	ite	Status	Days in Progress†	Action			
10/01/2016 09/30/2017 10/01/2015 09/30/2016				Complete	View/Print AAC Form I						
				Complete		View/Print AAC Form I					



# SRPE – Confirm Sr Rater & Parts 1 and 2





номе	ACRB	IDP	SRPE	CMS	AAPDS							
SRPE Info	Senior R	ater <u>Su</u>	pervisor	Employee	<u>Admin</u>							
Employ	Employee Suplyation Form											
Linploy	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.											
If JANE	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.											
	AAC Form I Part 1: Administrative											
_	Name (Last First MI) Title/Position O'REILLY WALTER P ACQUISITION CAREER MANAGE						Grade OCC NH-03 0301			Series		
Organiza	Organization HQ ACQUISITION ORGANIZATION								UIC W12BAA			
	Period Covered From: 10/01/2019 Thru: 09/30/2020 Reason for Submission:   Annual Out of Cycle Close Out									of Cycle Close Out		
	Part 2: Authentication											
Rater Name (Last First MI) CLARK KIMBERLY P								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		MAIL.MIL		
Senior Rater Name (Last First MI)  DOE JANE B  Senior Rater NH-04					er Grade	Senior Rater Tit SUPV REGIONAL I						
Senior Rater Organization HQ ACQUISITION ORGANIZATION Senior Rater Phone (123) 456-7891						JANE.B.DOE.CIV@MAIL.MIL						

Confirm Senior Rater's information is correct.

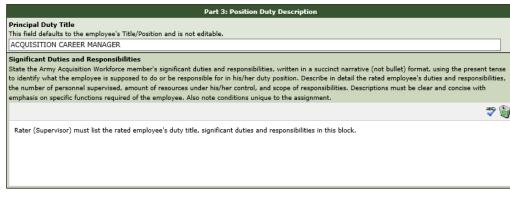
## Rater Module, SRPE Parts 3 and 4

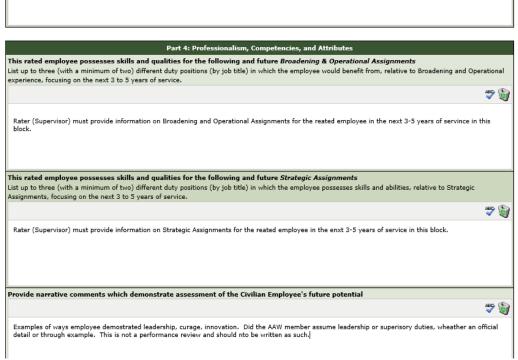




- In Part 3: Position Duty Description:
  - Rater must list employee's Principal Duty Title
  - Significant Duties and Responsibilities

- In Part 4: Professionalism, Competences, 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







## **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).

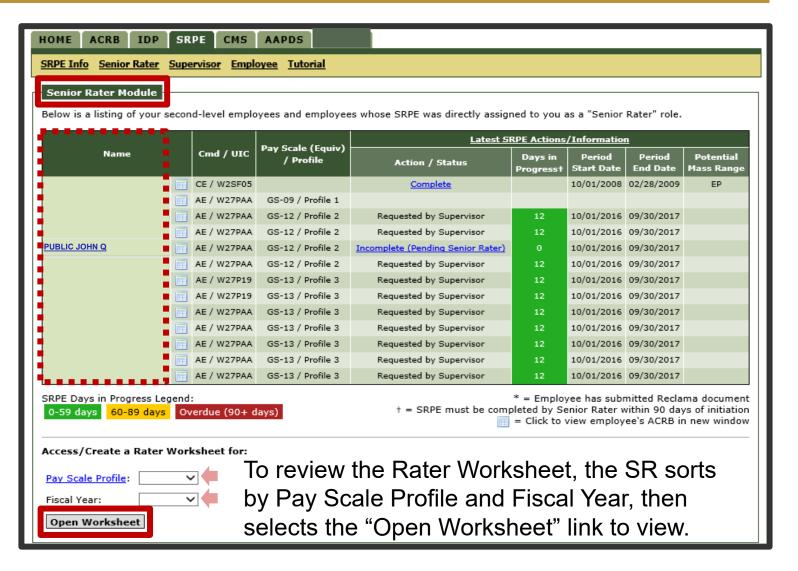


#### **SRPE - Senior Rater Module**





- 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.



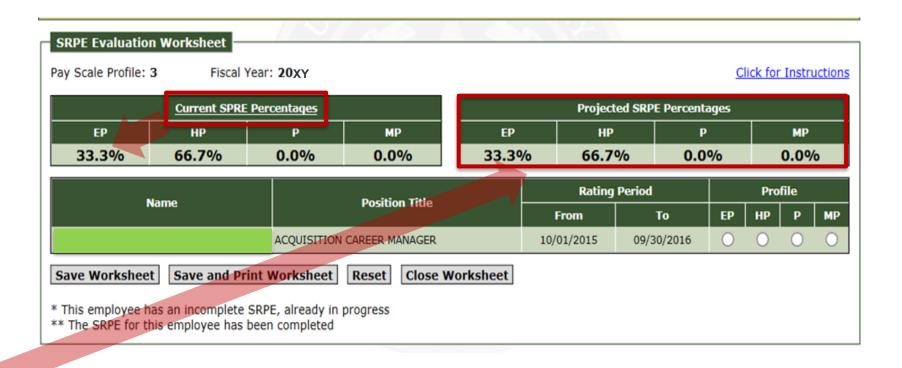


#### **SRPE - SR Evaluation Worksheet**





• 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.



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.



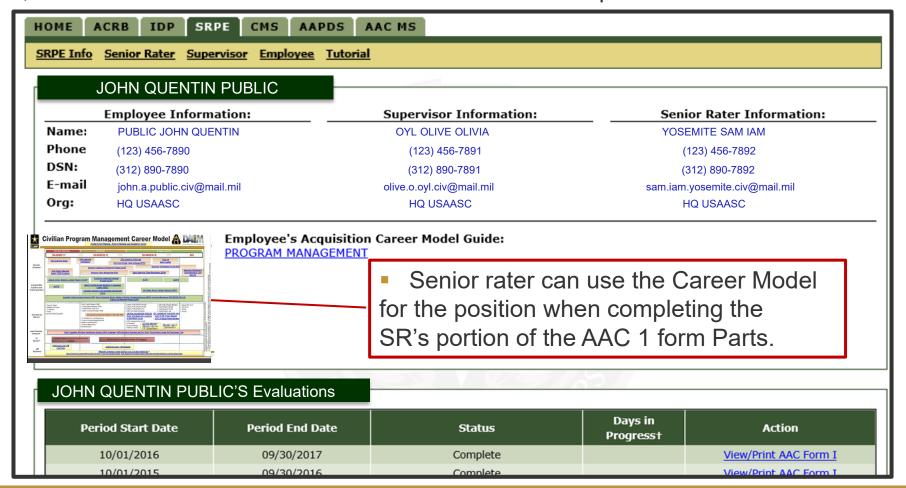
### **SRPE - Senior Rater Module**







• 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.



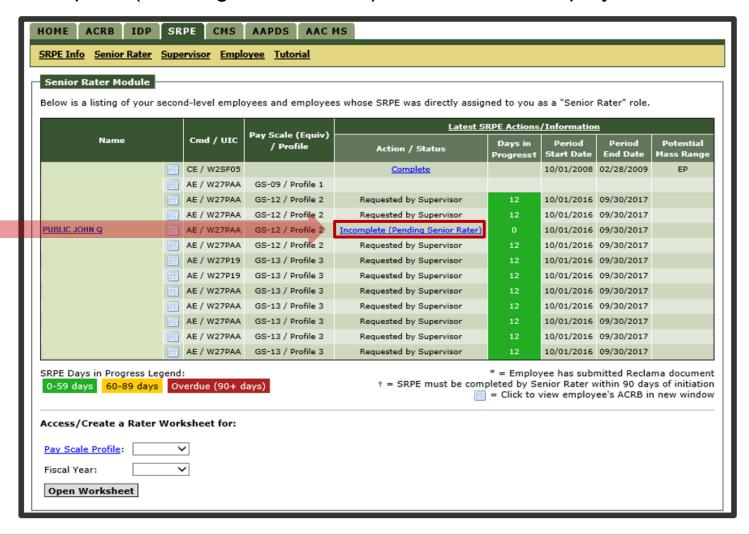


### **SRPE - Senior Rater Module**





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



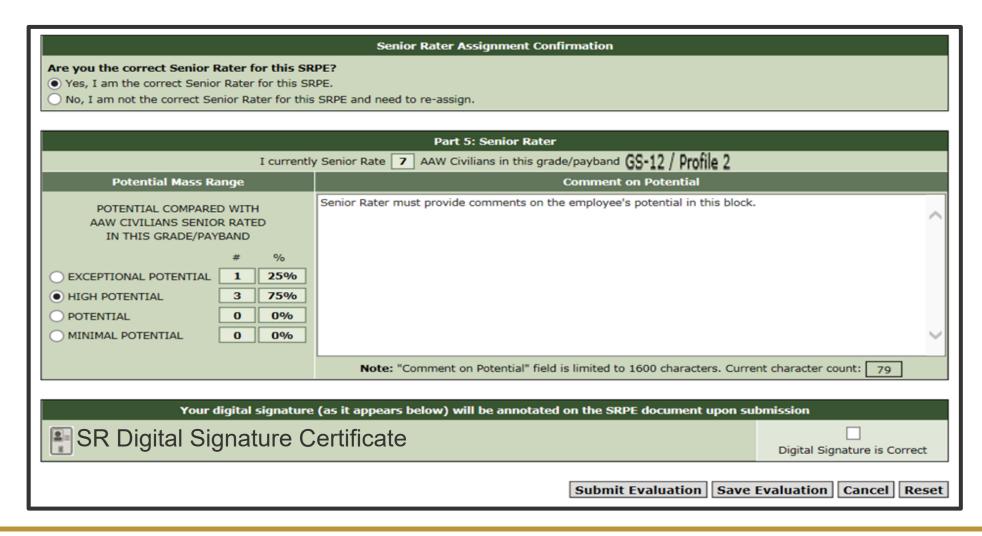


## Part 5, SR Comment on Potential





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





## **Senior Rater Potential Evaluation (SRPE)**





- Based on feedback, after-action reports and lessons learned, a common theme among board members
  is that the SRPE is the most critical document in a board file.
- It is the primary tool used to document and communicate a candidate's potential and readiness to assume positions of increased responsibility.
- If done right, it will send a definitive message to the board that eliminates any guesswork. A well-written SRPE should contain five key elements:
  - ➤ Block check: Forces distinction (exceptional potential, strong potential, potential or minimum potential).
  - Enumeration: This should be the first sentence in the senior rater's narrative and probably the most important sentence in the writeup. This sentence sets the tone and sends a clear signal to the board where you stand among your peers.
  - Potential: This element is an assessment of promotion potential.
  - Broadening assignments/schooling: Addresses selective schooling and professional development programs.
  - Service potential, next higher grade: Highlights the most suitable positions

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# Questions?







# BACK UP SLIDES







#### Potential: Defined as existing in possibility, capable of development into actuality.

- Exceptional (EP): Results far surpass expectations. Readily (fluently/naturally/effortlessly) demonstrates a high level of the all attributes and competencies. Recognizes and exploits new resources; creates opportunities. Demonstrates initiative and adaptability even in highly unusual or difficult situations. Emulated; sought after as expert with influence outside organization. Actions have significant, enduring, and positive impact on mission, the organization and beyond. Innovative approaches to problems produce significant gains in quality and efficiency. Employee's assessed potential for success, in positions of increasing responsibility, exceeds 50% of his peers
- High (HP): Consistently produces quality results with measurable and lasting improvement in unit performance. Consistently
  demonstrates a high level of performance for each attribute and competency. Proactive in challenging situations. Habitually makes
  effective use of time and resources; improves position procedures and products. Positive impact extends beyond position
  expectations. Employee's potential for success, in positions of increasing responsibility, exceeds his peers
- Potential (P): Meets requirements of position and additional duties. Actively learning to apply them at a higher level or in more situations. Aptitude, commitment, competence meets expectations. Actions have a positive impact on unit or mission but may be limited in scope of impact or duration. Employee's assessed potential for success, in positions of increasing responsibility, equals his peers
- Minimal Potential (MP): Employee's assessed potential for success, in positions of increasing responsibility, requires development

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## **SRPE COMMENTS GUIDE**





- Raters and SRs should address the following elements in the comments section:
- Enumeration: Standing among other employees in the same grade/broadband population (x number out of 100 other GS x rated by this SR)
- Potential or Promotion Potential: Potential to serve in a position of increased responsibility (ready now; ready in the future with development)
- Schooling/Leadership Developmental Opportunities: Potential for selection to competitive premier schools and other acquisition leadership opportunities
- <u>Leadership Positions</u>: Potential to serve in a significant leadership position within the Army Acquisition Workforce (i.e. Key Leadership Positions (KLPs), Centralized Selection List (CSL) Project/Product Manager (PM)/Acquisition Director and/or Project/Product Director (PD) positions, etc.)
- NOTE: While failure to comment on one or more of the elements is not derogatory, it may convey the message that the employee is weak in this element. Historically, employees who consistently received constructive comments on all elements do better on boards.

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### **SRPE Evaluation Narrative**





- Selection boards should understand what input the Rating Chain is providing without having to guess
- Raters focus on specifics to quantify and qualify potential
- Senior raters need to amplify their potential box checks by using the narrative to clearly send the appropriate message to selection boards. Focus on potential (3 to 5 years; schooling and promotion)
- Cannot mention Box Check in the narrative (i.e. EP, HP)
- Be careful with your narrative
  - ✓ What is NOT said can have the same impact as what IS said.
  - ✓ Don't say the same thing for all your people (Boards can easily detect repeated verbiage)
  - ✓ Avoid using the same verbiage year to year for the same AAW member (modified cut and paste)
  - ✓ Accurately and fairly assess all AAW members' potential

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## **SRPE Highlights for Boards**





- Most important document in the application only opportunity for the Board to assess potential
- All completed SRPEs displayed in an applicant's board file
- □ SR comments need to be quantified (John is my #3 GS-14 I Senior Rate) and qualified (select now for SSC, select now for CDG)
- □ Ensure an annual SRPE is completed every FY (1 Oct 30 Sept); Out of cycles are discouraged
- Comments over Level of Senior Rater
- BEST ARTICLE ON SRPE: April 2018 DACM Newsletter

#### Potential Mass Range

- **☑** EXCEPTIONAL POTENTIAL
- ☐ HIGH POTENTIAL
- **POTENTIAL**
- ☐ MINIMAL POTENTIAL

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

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MP

Total

0

## **SRPE - Maintaining A Profile**





	2020	2021	2022	Total	%	
EP	4	2	6	12	40%	
HP	4	8	3	15	50%	
Р	2	0	0	2	6.7%	
MP	0	0	1	1	3.3%	
Total	10	10	10	30	100%	
	2019	2020	2021	2022	Total	%
EP	1*	0	0	2	3	37.5%
HP	1	2	2	0	5	62.5%
P	0	0	0	0	0	0

0

0

\*Silver Bullet

0

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0

8

0

100%