

Senior Rater Potential Evaluation (SRPE)

Rater

U.S. Army Acquisition Support Center (USAASC)

U.S. 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 through GS15 and broadband equivalent Army Acquisition Workforce (AAW) civilians.
- **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.
- **WHEN:** On 1 October of each FY, the Career Acquisition Personnel and Position Management Information System (CAPPMIS) will automatically release the system-generated SRPE.
- **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.

Potential not Performance

Benefits of the SRPE

- Talent Management Tool
 - ✓ *Identify and measure leadership potential and develop future AAW professionals*
 - ✓ *Mentor and help advance AAW into positions of greater responsibility*
 - ✓ *Internal organizational selection of developmental or professional opportunities (i.e., CES Advanced, shortage of quotas); Required for many Army DACM Office programs*
 - ✓ *Succession Planning*
- Employee Development Tool
 - ✓ *Rater view of employee strengths, skill levels, potential training and experiences*
 - ✓ *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*
- Most critical document in a civilians file on centralized selection boards (CSB PD, CSL PM, LEAD, DAU-SSCF)

AAW professionals in the grades of GS-12 through GS-15 are required to receive annual SRPEs

SRPE – Types

- **Annual SRPE (SRPE 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 system generated.
- **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 – Rater Responsibilities

- Initiate the SRPE process in accordance with the established timelines and/or when requested by the AAW professional.
- 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.
- Advocate on behalf of the AAW professional to the Senior Rater.
- Monitor and track SRPE through completion.

SRPE – Supervisor (Rater) Module

HOME ACRB IDP IDP ADMIN **SRPE** CMS REPORTS SYS ADMIN AAPDS WFM

SRPE Info Senior Rater Supervisor Employee Admin Tutorial SRPE Documents

Employee's Name Information

Employee Information:	Supervisor Information:	Senior Rater Information:
Name:	Name:	Name:
Phone:	Phone:	Phone:
DSN:	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	Complete		View/Print AAC Form I
10/01/2017	09/30/2018	Complete		View/Print AAC Form I
10/01/2018	09/30/2019	Complete		View/Print AAC Form I
10/01/2019	09/30/2020	Complete		View/Print AAC Form I
10/01/2020	09/30/2021	Complete		View/Print AAC Form I
10/01/2021	09/30/2022	Complete		Begin/Continue Evaluation
10/01/2022	09/30/2023	Complete		Withdraw SRPE Request

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

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

- “**Withdraw SRPE Request**” if the 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). Withdraw the SRPE by selecting the “Withdraw SRPE Request” link.

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.

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

SUPERVISOR MODULE

Below is a listing

use SRPE was directly assigned to you as a "Rater" role.

Name	Cmd / UIC	Pay Scale (Equivalent) / Profile	Initiate	Latest SRPE Actions/Information			
				Action / Status	Days in Progress †	Period Start Date	Period End Date
	AE / W27PAA	GS-12 / Profile 2	Request SRPE				
	AE / W27PAA	GS-12 / Profile 2	Request SRPE				
	AE / W27PAA	GS-13 / Profile 3		Complete		10/01/2020	09/10/2021
	AE / W27PAA	GS-13 / Profile 3	Request SRPE	Requested by Supervisor	3	10/01/2022	09/30/2023
	AE / W27PAA	GS-13 / Profile 3	Request SRPE	Complete		10/01/2022	09/30/2023
	AE / W27PAA	GS-13 / Profile 3	Request SRPE	Complete		10/01/2022	09/30/2023
	AE / W27PAA	GS-13 / Profile 3	Request SRPE	Complete		10/01/2022	09/30/2023
	AE / W27PAA	GS-13 / Profile 3	Request SRPE	Complete		10/01/2022	09/30/2023
	AE / W27PAA	GS-13 / Profile 3	Request SRPE	Complete		10/01/2022	09/30/2023

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

Select the "[Requested by Supervisor](#)" hyperlink

Note: Annual SRPEs will automatically be generated.

SRPE – Confirm Senior Rater & Parts 1 and 2

Senior Rater Validation			
Confirm the Senior Rater for COLE BRIAN K: ☐ is the correct Senior Rater for this SRPE.			
Change the Senior Rater: If ☐ 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) [Redacted]	Title/Position ACQUISITION CAREER MANAGER	Grade GS-13 or equivalent	OCC Series 0301
Organization HQ USAASC			UIC W27PAA
Period Covered From: 10/01/2023 Thru: 09/30/2024		Reason for Submission: ☐ Annual ☐ Out of Cycle ☐ Close Out	
Part 2: Authentication			
Rater Name (Last First MI) [Redacted]	Rater Grade NH-04	Rater Title/Position SUPERVISORY ACQUISITION TRAINING AND CAREER MANAGER	
Rater Organization HQ USAASC	Rater Phone [Redacted]	Rater Email Address [Redacted]	
Senior Rater Name (Last First MI) [Redacted]	Senior Rater Grade NH-04	Senior Rater Title/Position SUPERVISORY ACQUISITION TRAINING AND CAREER MANAGER	
Senior Rater Organization HQ USAASC	Senior Rater Phone [Redacted]	Senior Rater Email Address [Redacted]	
Employee Digital Signature		Date	
Rater Digital Signature		Date	
Senior Rater Digital Signature		Date	

- 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

Part 3: Position Duty Description
Principal Duty Title This field defaults to the employee's Title/Position and is not editable. COMPUTER ENGINEER
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.

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.
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.
Provide narrative comments which demonstrate assessment of the Civilian Employee's future potential

SRPE – Submit Evaluations

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.

ENTER TEXT HERE

Provide narrative comments which demonstrate assessment of the Civilian Employee's future potential

ENTER TEXT HERE

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

DIGITAL CERTIFICATE

☒ Digital Signature is Correct

Submit Evaluation

Save Evaluation

Save and Close

Cancel

Reset

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

SRPE – Supervisor (Rater) Module

- Alert notification the SRPE has been submitted and SRPE status reflects Incomplete (Pending Senior Rater).

ALERT:

- SRPE for [REDACTED] has been completed and forwarded to the Senior Rater.

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
	AF / W1D1AA	GS-13 / Profile 3	Request SRPE	Incomplete (Pending Senior Rater)	0	10/01/2022	09/30/2023
	AF / W1D1AA	GS-13 / Profile 3					
	AF / W1D1AA	GS-13 / Profile 3	Request SRPE	Incomplete (Pending Supervisor)	0	10/01/2022	09/30/2023
	AF / W1D1AA	GS-15 / Profile 5	Request SRPE	Requested by Supervisor	0	10/01/2022	09/30/2023

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

- If a SRPE is saved, it will display Incomplete (Pending Supervisor) in the Action / Status Column.

Questions?

BACK UP SLIDES

Potential

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

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
- Leadership Positions: 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.

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*