



Senior Rater Potential Evaluation (SRPE) Senior Rater

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







AGENDA:

- √ Background
- ✓ SRPE Overview
- ✓ SRPE Rater 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.





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)







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 - 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 (IAW) the guidance.
- Provide an objective and comprehensive evaluation of a rated AAW professional's potential.
- Maintain the SR profile IAW 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 underdeveloped areas.
- 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 FPs available for award. EP assessments are cumulative, following a SR while he/she remains a SR of AAW members.

SENIOR RATER MODULE

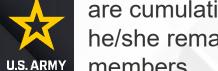
Below is a listing of your second-level employees and employees whose SRPE was directly assigned to you as a "Senior Rater" role

		D C (F)		<u>Latest SRP</u>	E Actions/Infor	mation	
Name	Cmd / UIC	Pay Scale (Equiv) / Profile	Action / Status	Days in Progress †	Period Start Date	Period End Date	Potential Mass Range
	AE / W27PAA	GS-12 / Profile 2					
■	AE / W27PAA	GS-12 / Profile 2					
<u> </u>	AE / W27PAA	GS-13 / Profile 3	<u>Complete</u>		10/01/2022	09/30/2023	EP
□	AE / W27PAA	GS-13 / Profile 3	<u>Complete</u>		10/01/2022	09/30/2023	EP
<u> </u>	AE / W27PAA	GS-13 / Profile 3	<u>Complete</u>		10/01/2023	04/06/2024	HP
<u> </u>	AE / W27PAA	GS-13 / Profile 3	<u>Complete</u>		10/01/2022	09/30/2023	EP
<u></u>	AE / W27PAA	GS-13 / Profile 3	<u>Complete</u>		10/01/2022	09/30/2023	HP
	AE / W27PAA	GS-13 / Profile 3	<u>Complete</u>		10/01/2022	09/30/2023	EP
■	AE / W27PAA	GS-13 / Profile 3	<u>Complete</u>		10/01/2023	04/06/2024	EP
■	AE / W27PAA	GS-13 / Profile 3	<u>Complete</u>		10/01/2022	09/30/2023	HP
	AE / W27PAA	GS-13 / Profile 3	<u>Complete</u>		10/01/2022	09/30/2023	EP
	AE / W27PAA	GS-13 / Profile 3	<u>Complete</u>		10/01/2022	09/30/2023	HP
■	AE / W27PAA	GS-13 / Profile 3	<u>Complete</u>		10/01/2022	09/30/2023	HP
<u> </u>	AE / W27PAA	GS-13 / Profile 3	<u>Complete</u>		10/01/2022	09/30/2023	EP
	AE / W27PAA	GS-13 / Profile 3	<u>Complete</u>		10/01/2023	04/07/2024	EP
¥	AE / W27PAA	GS-13 / Profile 3	<u>Complete</u>		10/01/2022	09/30/2023	HP
■	AE / W27PAA	GS-13 / Profile 3	<u>Complete</u>		10/01/2022	09/30/2023	HP
<u></u>	AE / W27PAA	GS-13 / Profile 3	<u>Complete</u>		10/01/2020	09/10/2021	HP
	AE / W27PAA	GS-13 / Profile 3	<u>Complete</u>		10/01/2023	03/31/2024	EP
■	AE / W27PAA	GS-13 / Profile 3	<u>Complete</u>		10/01/2023	04/06/2024	EP
■	AE / W27PAA	GS-13 / Profile 3	<u>Complete</u>		10/01/2023	04/06/2024	EP
	AE / W27PAA	GS-13 / Profile 3	<u>Complete</u>		10/01/2022	09/30/2023	HP
SRPE Days in Progress Legend:					* - Employe	a had submitted [adama dagumant

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: FY2023 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, and past SRPEs.

	JOHN QUENTIN PUBLIC	
PUBLIC JOHN QUENTIN	OYL OLIVE OLIVIA	YOSEMITE SAM IAM
(123) 456-7890	(123) 456-7891	(123) 456-7892
(312) 890-7890	(312) 890-7891	(312) 890-7892
john.a.public.civ@mail.mil	olive.o.oyl.civ@mail.mil	sam.iam.yosemite.civ@mail.mil
HQ USAASC	HQ USAASC	HQ USAASC

eriod Start Date	Period End Date	Status	Days in Progress †	Action	Potential Mass Range
10/01/2015	09/30/2016	Complete		View/Print AAC Form I Re-Open/Unlock	EP
10/01/2016	09/30/2017	Complete		View/Print AAC Form I Re-Open/Unlock	EP
10/01/2017	09/30/2018	Complete		View/Print AAC Form I Re-Open/Unlock	EP
10/01/2018	09/30/2019	Complete		View/Print AAC Form I Re-Open/Unlock	EP
10/01/2019	09/30/2020	Complete		View/Print AAC Form I Re-Open/Unlock	EP
10/01/2020	09/30/2021	Complete		View/Print AAC Form I Re-Open/Unlock	EP
10/01/2021	09/30/2022	Complete		View/Print AAC Form I Re-Open/Unlock	EP
10/01/2022	09/30/2023	Complete		View/Print AAC Form I Re-Open/Unlock	EP
E Days in Progress I	_	days)		* = Employee has † = SRPE must be completed by Senior Ra	submitted Reclama docume ter within 90 days of initiati

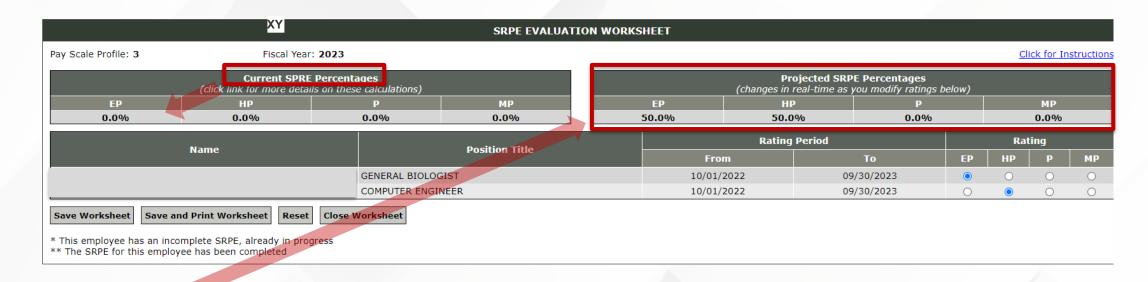






SRPE – SR Evaluation Worksheet

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

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

		Pay Scale (Equiv)				rmation		
Name	Cmd / UIC	/ Profile	Action / Status	Days in Progress †	Period Start Date	Period End Date	Potential Mass Rang	
- 11	AE / W27PAA	GS-12 / Profile 2		100				
- (AE / W27PAA	GS-12 / Profile 2						
	AE / W27PAA	GS-13 / Profile 3	Complete		10/01/2022	09/30/2023	EP	
	AE / W27PAA	GS-13 / Profile 3	Complete		10/01/2022	09/30/2023	EP	
- The state of the	AE / W27PAA	GS-13 / Profile 3	Complete		10/01/2023	04/06/2024	HP	
	AE / W27PAA	GS-13 / Profile 3	Complete		10/01/2022	09/30/2023	EP	
-	AE / W27PAA	GS-13 / Profile 3	Complete		10/01/2022	09/30/2023	HP	
	AE / W27PAA	GS-13 / Profile 3	Complete		10/01/2022	09/30/2023	EP	
	AE / W27PAA	GS-13 / Profile 3	Complete		10/01/2023	04/06/2024	EP	
	AE / W27PAA	GS-13 / Profile 3		4	10/01/2022	09/30/2023	HP	
.	AE / W27PAA	GS-13 / Profile 3	Incomplete (Pending Senior Ra	alei	10/01/2022	09/30/2023	EP	
• (AE / W27PAA	GS-13 / Profile 3	Complete		10/01/2022	09/30/2023	HP	
	AE / W27PAA	GS-13 / Profile 3	Complete		10/01/2022	09/30/2023	HP	
	AE / W27PAA	GS-13 / Profile 3	Complete		10/01/2022	09/30/2023	EP	
	AE / W27PAA	GS-13 / Profile 3	Complete		10/01/2023	04/07/2024	EP	
	AE / W27PAA	GS-13 / Profile 3	Complete		10/01/2022	09/30/2023	HP	
	AE / W27PAA	GS-13 / Profile 3	Complete		10/01/2022	09/30/2023	HP	
The second secon	AE / W27PAA	GS-13 / Profile 3	Complete		10/01/2020	09/10/2021	HP	
and the second s	AE / W27PAA	GS-13 / Profile 3	Complete		10/01/2023	03/31/2024	EP	
_ 11.55	AE / W27PAA	GS-13 / Profile 3	Complete		10/01/2023	04/06/2024	EP	
THE RESERVE	AE / W27PAA	GS-13 / Profile 3	Complete		10/01/2023	04/06/2024	EP	
- market	AE / W27PAA	GS-13 / Profile 3	Complete		10/01/2022	09/30/2023	HP	
days in Progress Legend: days 60-89 days Overdue (90+ s/Create a Rater Worksheet for:	days)		+	= SRPE must be	completed by Sen	e has submitted R ior Rater within 90 ew employee's ACI	days of initia	





Number Currently Senior Rates

• In Section 5, the I currently Senior Rate number must be updated by adding the cursor in front of the number clicking the space bar.

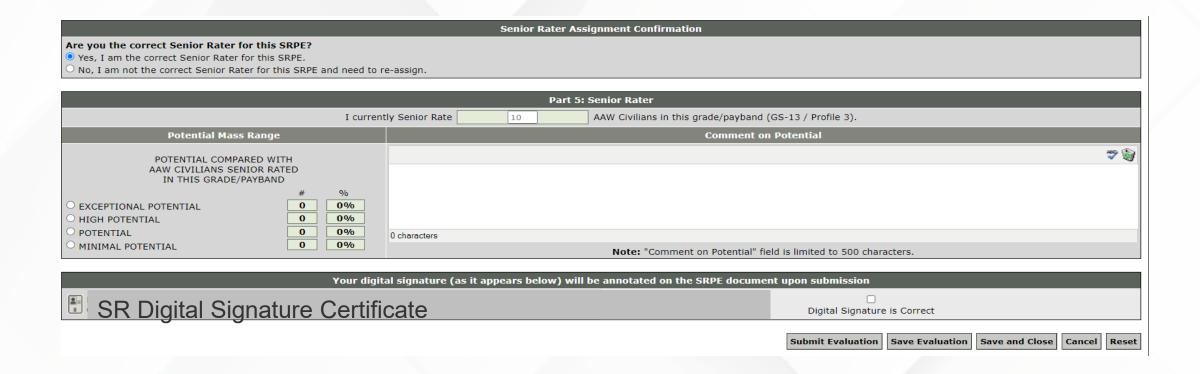
			Part 5: 9	Senior Rater		
	I current	tly Senior Rate 5		AAW Civilians in this grade/payb	pand (GS-13 / Profile 3).	
Potential Mass Range				Comme	ent on Potential	
POTENTIAL COMPARED WITH AAW CIVILIANS SENIOR RATED IN THIS GRADE/PAYBAND	%	ENTER TEXT HERE			•	*
EXCEPTIONAL POTENTIAL HIGH POTENTIAL POTENTIAL MINIMAL POTENTIAL O O	50% 50% 0%	15 characters		Note: "Comment on Potenti	ial" field is limited to 500 characters.	
Your digital signature (as it appears below) will be annotated on the SRPE document upon submission						
SR Digital Signature C	ertifica	ate			Digital Signature is Correct	
					Submit Evaluation Save and Close Cancel	Reset





Part 5, SR Comment on Potential

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

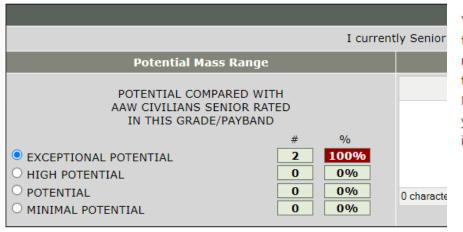






SRPE – Part 5, SR Assessment Issue

- If your Potential Mass Range exceeds the 50 percentile, the system will not allow a SR to assess additional employee(s) as an "EP."
- Recommend that Senior Rater (SR) rank all their employees being rated from Minimal Potential (MP) up to Exceptional Potential (EP) and complete SRPEs in the same manner to give them a clearer picture of how many EPs they are authorized to grant.



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.

L3 / Profile 3).	
ential	

OK limited to 500 characters.





SR Completes

• 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.

	Part 5: Senior Ra	ter
I curre	ently Senior Rate 5 AAW Civil	ians in this grade/payband (GS-13 / Profile 3).
Potential Mass Range		Comment on Potential
POTENTIAL COMPARED WITH		₩
AAW CIVILIANS SENIOR RATED IN THIS GRADE/PAYBAND	ENTER TEXT HERE	Are you sure you wish to submit this evaluation? Once submitted, the
# % EXCEPTIONAL POTENTIAL HIGH POTENTIAL POTENTIAL O 0% MINIMAL POTENTIAL O 0%	15 characters Note	rated individual and their supervisor will immediately see this evaluation. OK Cancel "Comment on Potential" field is limited to 500 characters.
Your dig	gital signature (as it appears below) will be annota	ted on the SRPE document upon cubmission
SR Digital Signature Certific	cate	Digital Signature is Correct
		Submit Evaluation Save and Close Cancel Reset

 Ensure to "check the box" confirming the digital signature is correct in order to forward the SRPE.







SRPE - SR Module

	AF / W1D1AA	GS-13 / Profile 3	<u>Complete (Pending Employee Signature)</u> <u>Unlock Evaluation for Editing</u>	10/01/2022	09/30/2023	EP
	AF / W4MKAA	GS-13 / Profile 3	<u>Complete (Pending Employee Signature)</u> <u>Unlock Evaluation for Editing</u>	10/01/2022	09/30/2023	НР
Δ.	/				/ /	

"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.

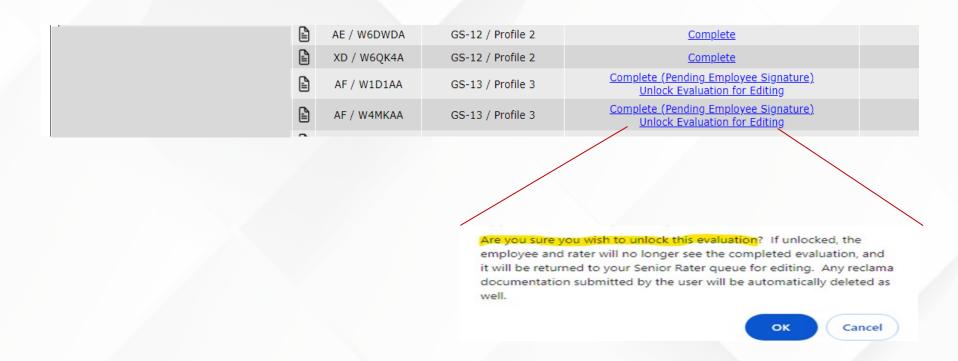






SRPE - SR Unlock

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







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)	OCC Series 0301				
Organization HQ USAASC			UIC W27PAA		
Period Covered From: 10/01/2014 Thru: 09/30/2015		Reason for Submission:	Annual 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 Reclama - Memorandu	m for Record	

	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
	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 reclamas.









SRPE - SR Module with Reclama

The Senior Rater's tab will show documents as completed after the employee signs and/or reclamas.







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, high 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 write-up. 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.







Questions?







BACK UP SLIDES



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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
- <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.





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

