

Senior Rater Potential Evaluation (SRPE)

Employee Lunch and Learn

U.S. Army Acquisition Support Center (USAASC)

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

■ AGENDA:

- ✓ Background
- ✓ SRPE Overview
- ✓ SRPE Employee 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 Enterprise Leadership Course, 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, SSC-F)

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 - Employee Role

SRPE – Employee Responsibilities

- The employee may:
 - View/digitally sign SRPE and/or print once completed
 - Submit a reclama document NLT 7 calendar days on a completed SRPE (if applicable)

Note: The digital signature and reclama are due within **seven calendar days** or the evaluation will be automatically finalized.

SRPE – “Request SRPE” (Employee Notification)

-----Original Message-----

SRPE Notification: Request submitted on your behalf

USAASC.CAMP.SRPE.Administrator@mail.mil

To: Employee Email Address

Cc: Supervisor Email Address

Employee Name,

Your supervisor, Last name First Name, has submitted a request to have a Senior Rater Potential Evaluation (SRPE) completed on your behalf.

You will receive additional automated email notifications as your SRPE evaluation progresses, but you may view the current status at any time by logging into CAMP [https://usg01.safelinks.protection.office365.us/?url=https%3A%2F%2Fapps.asc.army.mil%2Fcamp%2F&data=05%7C02%7CSUPERVISORNAME.CIV%40army.mil%7C77b4598825804086d88408dddf2f540%7Cfae6d70f954b481192b60530d6f84c43%7C0%7C0%7C638910757743227030%7CUnknown%7CTWFpbGZsb3d8eyJFbXB0eU1hcGkiOnRydWUsIYiOiLwLjAuMDAwMCIsIlAiOiJXaW4zMtIsIkFOljoitWFpbCIsIlIdUljoyfQ%3D%3D%7C0%7C%7C%7C&sdata=WCN4ZKTW%2BBS%2BEEMkc%2BykjeLLLxBRUDA1w%2BmwCcdE7UI%3D&reserved=0] and accessing the SRPE Employee module.

Thank you,
SRPE Administrator

If the SRPE was requested by the Rater using the
“Request SRPE” Link in the SRPE Supervisor module,
the employee will receive an email notification.

SRPE – System Auto-Generated - Employee Notification

-----Original Message-----

SRPE Notification: Senior Rater Review Complete

USAASC.CAMP.SRPE.Administrator@mail.mil

To: Employee Email Address

Cc: Supervisor Email Address

Employee Name,

Senior Rater Name has completed your SRPE and it is now available for your review.

If desired, you must submit a reclama document and digitally sign this SRPE by 3:26 PM (Eastern) on Monday, December 23, 20XX. If you do not submit and/or sign, the SRPE will be automatically marked as complete and no further actions will be permitted at 3:26 PM (Eastern) on Monday, December 23, 20XX.

Please login to CAMP

[<https://usg01.safelinks.protection.office365.us/?url=https%3A%2F%2Fapps.asc.army.mil%2Fcamp%2F&data=05%7C02%7CSUPERVISORNAME.CIV%40army.mil%7C9acdd51955b0403abf6408dd1e0ffc05%7Cfae6d70f954b481192b60530d6f84c43%7C0%7C0%7C638699776180312210%7CUnknown%7CTWFPbGZsb3d8eyJFbXB0eU1hcGkiOnRydWUsIIYiOilwLjAuMDAwMCIsIIAiOiJXaW4zMlslkFOljoITWFPbClldUljoyfQ%3D%3D%7C0%7C%7C%7C&sdata=CxINY4k05P7ku%2F0PRXUAg1PE144s6SZo248mk8Z7Ng0%3D&reserved=0>] and access the SRPE Employee Module to complete these actions.

Thank you,
SRPE Administrator

Once the senior has **completed** the SRPE, an auto-generated email notification will be sent to the employee. The employee will have 7 days to sign and/or reclama. SRPE will be finalized on the 8th calendar day.

SRPE – Employee Notification

This information system is approved for data up to CUI

USAAASC
United States Army Acquisition Support Center

CAMP CAPPMIS WMI AAWD Help Links Help Request My Profile Feedback Logout

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

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

SRPE INFO

Introduction

The Senior Rater Potential Evaluation (SRPE) is, first and foremost, a tool to help civilian workforce employees identify their leadership strengths and weaknesses regarding a set of competencies required by professionals in leadership positions. It's just one component of the U.S. Army Acquisition Support Center's efforts to develop a highly qualified Army acquisition workforce (AAW). Employees will use the information in the SRPE to structure continuous learning and an Individual Development Plan that maximizes their potential for performance in positions of increased responsibility.

Section 1722(d) of the Defense Acquisition Regulation (DAR) requires the U.S. Army to evaluate the leadership potential of civilian employees as documented in the Senior Rater Potential Evaluation (SRPE) as part of the AAW.

The SRPE is used to evaluate the leadership potential of civilian employees and the various personnel in the AAW.

Employee Module

The employee module is used by rated individuals to view and digitally sign their completed SRPE(s). The rated employee can 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

Supervisors access the supervisor module of SRPE to begin and provide evaluation input. Additionally, using the Supervisor module of the IDP Module, a supervisor (for qualifying employees) may request an SRPE for their employee(s).

Senior Rater Module

The Senior Raters access the Senior Rater Module to complete evaluations requested by the Supervisor on their employees. Using the module, they can evaluate 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 a preliminary tool before performing the actual evaluations to ensure Senior Raters lay out how they want to evaluate their employees in a given pay grade/plan profile before they do the actual assessments.

The employee will log into CAPPMIS, click the SRPE tab, then select the employee link to view/sign and/or submit a reclama (if applicable) on their SRPE.

SRPE – Employee Module

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JOHN Q. PUBLIC'S INFORMATION

PUBLIC JOHN QUENTIN
(123) 456-7890
(312) 890-7890
john.a.public.civ@mail.mil
HQ USAASC

OYL OLIVE OLIVIA
(123) 456-7891
(312) 890-7891
olive.o.oyl.civ@mail.mil
HQ USAASC

YOSEMITE SAM IAM
(123) 456-7892
(312) 890-7892
sam.iam.yosemite.civ@mail.mil

JOHN Q. PUBLIC'S INFORMATION

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		View/Print AAC Form I
10/01/2022	09/30/2023	Complete		View/Print AAC Form I
10/01/2023	08/10/2024	Complete		View/Print AAC Form I
10/01/2024	09/30/2025	Complete (Pending Employee Signature)		Review and Sign Submit Reclama

SRPE Days in Progress Legend:

0-89 days

90-119 days

Overdue (120+ days)

* = Employee has submitted Reclama document
† = SRPE must be completed by Senior Rater within 120 days of initiation

Click the “Review and Sign” link to review SRPE form completed by the Rater and Senior Rater.

SRPE – Employee Module

The screenshot shows the USAAASC SRPE Employee Module interface. At the top, there are navigation tabs: CAMP, CAPPMS, WMI, AAWD, and a main menu with options like HOME, ACRB, IDP, IDP ADMIN, SRPE (selected), CMS, REPORTS, SYS ADMIN, AAPDS, and WFM. Below the main menu, there are sub-tabs: SRPE Info, Senior Rater, Supervisor, Employee (highlighted with a green box), Admin, Tutorial, and SRPE Documents. The main content area is titled 'SRPE SIGNATURE' and contains a link 'View SRPE Document for PUBLIC JOHN QUENTIN' (highlighted with a green box). Below this, there is a note about digital signatures and a link to the 'SRPE Employee Dashboard' (highlighted with a green box). At the bottom, there is a 'Digitally Sign' button (highlighted with a green box) and a 'Cancel' button. Three red arrows point from callout boxes to these elements: one to the 'View SRPE Document' link, one to the 'SRPE Employee Dashboard' link, and one to the 'Digitally Sign' button.

USAAASC
United States Army Acquisition Support Center

CAMP CAPPMS WMI AAWD

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

SRPE Info Senior Rater Supervisor **Employee** Admin Tutorial SRPE Documents

SRPE SIGNATURE

[View SRPE Document for PUBLIC JOHN QUENTIN](#)

Digital signature of this document is validation of the administrative data in Part I of the AAC Form I. It is not verification that you either agree or disagree with the ratings provided by the Rater or the Senior Rater.

NOTE: If you want to submit a reclama document, you must do so BEFORE you digitally sign this SRPE. Visit the [SRPE Employee Dashboard](#) to submit a reclama document. If you have already submitted a reclama document, it will be automatically appended to the end of the SRPE.

After you digitally sign this SRPE document, you will not be able to submit a reclama if one has not already been uploaded.

Once you click the "Digitally Sign" button, your signature will be recorded on the SRPE document and cannot be removed.

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

 **Digitally Sign** **Cancel**

Click link to review the actual completed SRPE form.

Click link to digitally sign the completed SRPE form.

Click link to be directed to SRPE Employee Dashboard to upload the reclama document.

SRPE – Employee Reclama

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KIM S. GIBBONS'S INFORMATION

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	

KIM S. GIBBONS'S 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		View/Print AAC Form I
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To upload a reclama, the employee must click the “submit reclama” link

SRPE – Employee Reclama

Submit Reclama Document

Please upload a PDF document representing your reclama submission in the space provided below:

Browse... (PDF files only)

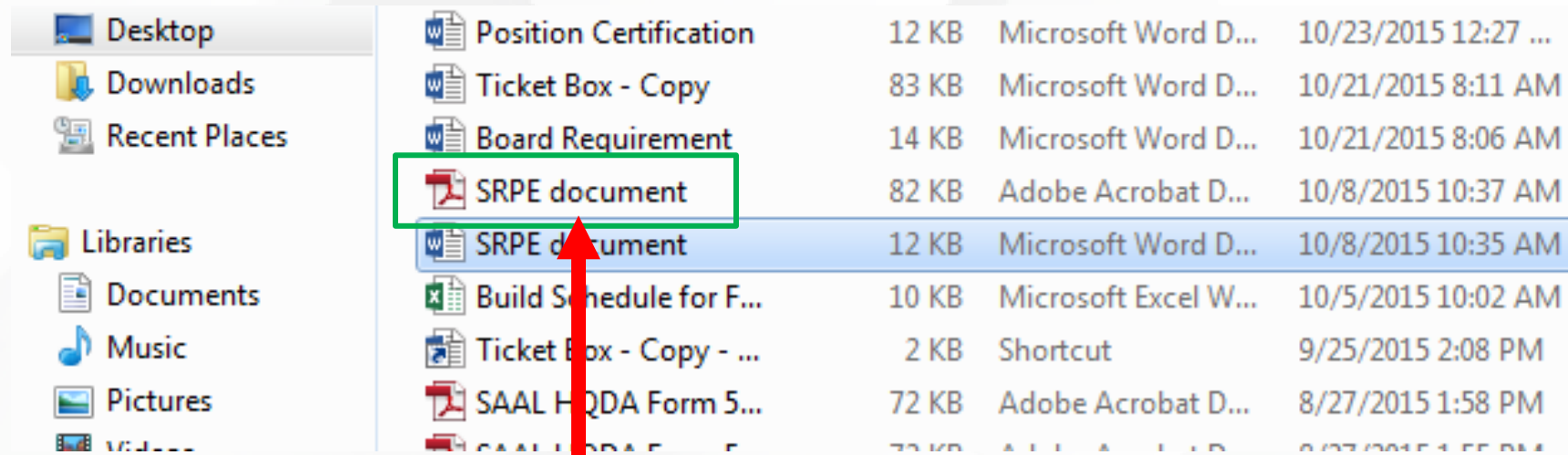
Submit Reclama

Cancel

Reset

The reclama upload looks like this and **cannot** be undone once it's submitted.

SRPE – Employee Reclama



After typing the reclama, the employee will need to upload it into the system. Click "Upload", select the document, then click "Submit." A "PDF" is the only accepted document type.

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sam.iam.yosemite.civ@mail.mil

JOHN Q. PUBLIC'S INFORMATION

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SRPE Days in Progress Legend:

0-89 days
90-119 days
Overdue (120+ days)

* Employee has submitted Reclama document
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After the reclama has been uploaded, the employee can click "Review and Sign" to digitally sign.

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

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

KIM S. GIBBONS'S INFORMATION

Employee Information:

Name: KIM GIBBONS
Phone: (703) 805-1529
DSN:
E-mail: kim.s.gibbons.civ@army.mil
Org: HQ USAASC

Supervisor Information:

Name: HILTON NORMAN A
Phone: (520) 671-0122
DSN:
E-mail: norman.a.hilton.civ@army.mil
Org: HQ USAASC

Senior Rater Information:

Name: DEGUZMAN VICTORIA LYNN
Phone:
DSN:
E-mail: victoria.l.deguzman.civ@army.mil
Org: HQ USAASC

KIM S. GIBBONS'S EVALUATIONS

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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		View/Print AAC Form I
10/01/2022	09/30/2023	Complete		View/Print AAC Form I
10/01/2023	08/10/2024	Complete		View/Print AAC Form I
10/01/2024	09/30/2025	Complete		View/Print AAC Form I

SRPE Days in Progress Legend:

0-89 days 90-119 days Overdue (120+ days)

* = Employee has submitted Reclama document

† = SRPE must be completed by Senior Rater within 120 days of initiation

This is the screen showing the SRPE was signed (with reclama attached). The reclama can be reviewed by the senior rater.

SRPE – Employee Reclama

- If the employee submits a reclama, a check mark will be in the “YES” box.



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: ☒ 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 - Memorandum for Record ☒ 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 <u>8</u> AAW Civilians in this grade/payband (GS-13 / Profile 3).			
Potential Mass Range		Comment on Potential	
☒ EXCEPTIONAL POTENTIAL ☐ HIGH POTENTIAL ☐ POTENTIAL ☐ MINIMAL POTENTIAL		Promote Now Vital Asset to the Division Ready for increased responsibilities	
POTENTIAL COMPARED WITH AAW CIVILIANS SENIOR RATED IN THIS GRADE/PAYBAND			

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: ☒ 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 - Memorandum for Record ☐ 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 <u>8</u> AAW Civilians in this grade/payband (GS-13 / Profile 3).			
Potential Mass Range		Comment on Potential	
☒ EXCEPTIONAL POTENTIAL ☐ HIGH POTENTIAL ☐ POTENTIAL ☐ MINIMAL POTENTIAL		Promote Now Vital Asset to the Division Ready for increased responsibilities	
POTENTIAL COMPARED WITH AAW CIVILIANS SENIOR RATED IN THIS GRADE/PAYBAND			

Questions?

SRPE Resources

SRPE Resources Page:

- <https://asc.army.mil/web/senior-rater-potential-evaluation/>
- SRPE FAQs
 - <https://asc.army.mil/web/all-faqs/>
- SRPE Employee Instructions
 - <https://apps.asc.army.mil/camp/apps/cappmis/modules/srpe/index.cfm?fuseaction=cDashboard.showDocument&docId=FA9A61470E3873B42ACD3AB8C568270A>
- SRPE Supervisor and Senior Rater Instructions
 - <https://apps.asc.army.mil/camp/apps/cappmis/modules/srpe/index.cfm?fuseaction=cDashboard.showDocument&docId=86A5E05F4029390A7135797D13628485>