

Senior Rater Potential Evaluation (SRPE)

Senior Rater Lunch and Learn

U.S. Army Acquisition Support Center (USAASC)

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

■ AGENDA:

- ✓ Background
- ✓ SRPE Overview
- ✓ SRPE Senior 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.

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.



UNITED STATES ARMY



DIRECTOR, ACQUISITION CAREER MANAGEMENT OFFICE

SRPE - IDP 2nd Line Spvr / Senior Rater (SR) Role



U.S. ARMY

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 EPs 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.

Name	Cmd / UIC	Pay Scale (Equiv) / Profile	Latest SRPE Actions/Information				
			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					
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
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	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	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	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
AE / W27PAA		GS-13 / Profile 3	Complete		10/01/2020	09/10/2021	HP
AE / W27PAA		GS-13 / Profile 3	Complete		10/01/2023	03/31/2024	EP
AE / W27PAA		GS-13 / Profile 3	Complete		10/01/2023	04/06/2024	EP
AE / W27PAA		GS-13 / Profile 3	Complete		10/01/2023	04/06/2024	EP
AE / W27PAA		GS-13 / Profile 3	Complete		10/01/2022	09/30/2023	HP

SRPE Days in Progress Legend:

0-89 days

90-119 days

Overdue (120+ days)

* = Employee has submitted Reclama document
^ = User took part in the Deferred Resignation Program (DRP)
† = SRPE must be completed by Senior Rater within 120 days of initiation
 = Click to view employee's ACRB in new window

Access/Create a Rater Worksheet for:

Pay Scale Profile:

Profile 3

←

Fiscal Year:

FY2023

←

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

JOHN QUENTIN PUBLIC					
Period 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

SRPE Days in Progress Legend:

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

<< Return to Rater Module

* = Employee has submitted Reclama document

^ = User took part in the Deferred Resignation Program (DRP)

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

= Click to view employee's ACRB in new window

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.

XY

SRPE EVALUATION WORKSHEET

Pay Scale Profile: 3

Fiscal Year: 2023

[Click for Instructions](#)

Current SRPE Percentages

(click link for more details on these calculations)

EP	HP	P	MP
0.0%	0.0%	0.0%	0.0%

Projected SRPE Percentages

(changes in real-time as you modify ratings below)

EP	HP	P	MP
50.0%	50.0%	0.0%	0.0%

Name	Position Title	Rating Period		Rating			
		From	To	EP	HP	P	MP
	GENERAL BIOLOGIST	10/01/2022	09/30/2023	☒	☐	☐	☐
	COMPUTER ENGINEER	10/01/2022	09/30/2023	☐	☒	☐	☐

Save Worksheet

Save and Print Worksheet

Reset

Close Worksheet

* This employee has an incomplete SRPE, already in progress

** The SRPE for this employee has been completed

- 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.

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

* = Employee has submitted Reclama document
 ^ = User took part in the Deferred Resignation Program (DRP)
 † = SRPE must be completed by Senior Rater within 120 days of initiation
 = Click to view employee's ACRB in new window

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: Senior Rater

I currently Senior Rate 5 AAW Civilians 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 <table style="width: 100%; border-collapse: collapse;"> <tr> <th></th> <th style="text-align: center;">#</th> <th style="text-align: center;">%</th> </tr> <tr> <td>☐ EXCEPTIONAL POTENTIAL</td> <td style="text-align: center;">1</td> <td style="text-align: center;">50%</td> </tr> <tr> <td>☒ HIGH POTENTIAL</td> <td style="text-align: center;">1</td> <td style="text-align: center;">50%</td> </tr> <tr> <td>☐ POTENTIAL</td> <td style="text-align: center;">0</td> <td style="text-align: center;">0%</td> </tr> <tr> <td>☐ MINIMAL POTENTIAL</td> <td style="text-align: center;">0</td> <td style="text-align: center;">0%</td> </tr> </table>		#	%	☐ EXCEPTIONAL POTENTIAL	1	50%	☒ HIGH POTENTIAL	1	50%	☐ POTENTIAL	0	0%	☐ MINIMAL POTENTIAL	0	0%	A/C ENTER TEXT HERE 15 characters Note: "Comment on Potential" field is limited to 500 characters.
	#	%														
☐ EXCEPTIONAL POTENTIAL	1	50%														
☒ HIGH POTENTIAL	1	50%														
☐ POTENTIAL	0	0%														
☐ MINIMAL POTENTIAL	0	0%														

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

SR Digital Signature Certificate

☐ Digital Signature is Correct

Submit Evaluation
Save 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.

Senior Rater Assignment Confirmation

Are you the correct Senior Rater for this SRPE?

☒ Yes, I am the correct Senior Rater for this SRPE.

☐ No, I am not the correct Senior Rater for this SRPE and need to re-assign.

Part 5: Senior Rater

I currently Senior Rate AAW Civilians 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 <table> <thead> <tr> <th></th> <th>#</th> <th>%</th> </tr> </thead> <tbody> <tr> <td>☐ EXCEPTIONAL POTENTIAL</td> <td> 0 </td> <td> 0% </td> </tr> <tr> <td>☐ HIGH POTENTIAL</td> <td> 0 </td> <td> 0% </td> </tr> <tr> <td>☐ POTENTIAL</td> <td> 0 </td> <td> 0% </td> </tr> <tr> <td>☐ MINIMAL POTENTIAL</td> <td> 0 </td> <td> 0% </td> </tr> </tbody> </table>		#	%	☐ EXCEPTIONAL POTENTIAL	0	0%	☐ HIGH POTENTIAL	0	0%	☐ POTENTIAL	0	0%	☐ MINIMAL POTENTIAL	0	0%	0 characters Note: "Comment on Potential" field is limited to 500 characters.	
	#	%															
☐ EXCEPTIONAL POTENTIAL	0	0%															
☐ HIGH POTENTIAL	0	0%															
☐ POTENTIAL	0	0%															
☐ MINIMAL POTENTIAL	0	0%															

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

SR Digital Signature Certificate

☐

Digital Signature is Correct

Submit Evaluation

Save Evaluation

Save and Close

Cancel

Reset

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.

I currently Senior

Potential Mass Range		
POTENTIAL COMPARED WITH AAW CIVILIANS SENIOR RATED IN THIS GRADE/PAYBAND		
	#	%
☒ EXCEPTIONAL POTENTIAL	2	100%
☐ HIGH POTENTIAL	0	0%
☐ POTENTIAL	0	0%
☐ MINIMAL POTENTIAL	0	0%

0 character

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

limited to 500 characters.

OK

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 Rater

I currently Senior Rate

5

AAW Civilians in this grade/payband (GS-13 / Profile 3).

Potential Mass Range

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

	#	%
☐ EXCEPTIONAL POTENTIAL	1	50%
☒ HIGH POTENTIAL	1	50%
☐ POTENTIAL	0	0%
☐ MINIMAL POTENTIAL	0	0%

Comment on Potential

ENTER TEXT HERE

15 characters

Are you sure you wish to submit this evaluation? Once submitted, the rated individual and their supervisor will immediately see this evaluation.

OK

Cancel

Note: "Comment on Potential" 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 Certificate

✓

Digital Signature is Correct

Submit Evaluation

Save 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	Complete (Pending Employee Signature) Unlock Evaluation for Editing		10/01/2022	09/30/2023	EP
	AF / W4MKAA	GS-13 / Profile 3	Complete (Pending Employee Signature) Unlock Evaluation for Editing		10/01/2022	09/30/2023	HP

“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.

	AE / W6DWDA	GS-12 / Profile 2	Complete	
	XD / W6QK4A	GS-12 / Profile 2	Complete	
	AF / W1D1AA	GS-13 / Profile 3	Complete (Pending Employee Signature) Unlock Evaluation for Editing	
	AF / W4MKAA	GS-13 / Profile 3	Complete (Pending Employee Signature) Unlock Evaluation for Editing	

Are you sure you wish to unlock this evaluation? If unlocked, the employee and rater will no longer see the completed evaluation, and it will be returned to your Senior Rater queue for editing. Any reclama documentation submitted by the user will be automatically deleted as well.

OK

Cancel

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 POTENTIAL COMPARED WITH AAW CIVILIANS SENIOR RATED IN THIS GRADE/PAYBAND		Promote Now Vital Asset to the Division Ready for increased responsibilities	

SRPE – SR Module

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

		AF / W1D1AA	GS-13 / Profile 3	Incomplete (Pending Supervisor)	0	10/01/2022	09/30/2023	
		AE / W6DQAA	GS-14 / Profile 4	Complete		10/01/2014	09/30/2015	EP
		AF / W03KAA	GS-15 / Profile 5	Requested by Supervisor	0	10/01/2022	09/30/2023	
		AF / W1D1AA	GS-15 / Profile 5	Requested by Supervisor	0	10/01/2022	09/30/2023	
		AF / W03KAA	GS-15 / Profile 5	Requested by Supervisor	0	10/01/2022	09/30/2023	

SRPE Days in Progress Legend:

0-89 days

90-119 days

Overdue (120+ days)

* = Employee has submitted Reclama document

^ = User took part in the Deferred Resignation Program (DRP)

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

= Click to view employee's ACRB in new window

Access/Create a Rater Worksheet for:

[Pay Scale](#)

[Profile:](#)

Fiscal Year:

[Open Worksheet](#)

SRPE – SR Module with Reclama

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

	AF / W4MKAA	GS-13 / Profile 3	Complete (Pending Employee Signature) Unlock Evaluation for Editing *		10/01/2022	09/30/2023	HP
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SRPE Days in Progress Legend:

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

* = Employee has submitted Reclama document
 ^ = User took part in the Deferred Resignation Program (DRP)
 † = SRPE must be completed by Senior Rater within 120 days of initiation
 = Click to view employee's ACRB in new window

Access/Create a Rater Worksheet for:

[Pay Scale](#)
[Profile:](#)

Fiscal Year:

[Open Worksheet](#)

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

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 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*