

## SENIOR RATER POTENTIAL EVALUATION SENIOR RATER COMMENTS GUIDE

1. The Senior Rater Potential Evaluation (SRPE) documents an employee's leadership potential to serve in positions of increased responsibility and grade. Comments made by the senior rater are among the most important parts of the SRPE. Therefore, it is imperative that senior raters understand its purpose and use language that will accurately and effectively convey the employee's leadership potential. The information in this paper is intended as a guide to assist senior raters and not as an authoritative document that must be followed by all. With experience senior raters will develop their own writing techniques and, over time, these will develop into a common language understood by all civilian senior raters, boards, and selecting officials.

2. The information in this paper is compiled from various sources. Much of it is taken from a compilation of feedback from members of military promotion boards and published on the U.S. Army Human Resources Command home page. The Army has years of experience perfecting and documenting senior rater comments on the Officer Evaluation Report. Since the SRPE is patterned after the military process, use of this feedback seems a logical starting point.

3. It is recommended that senior raters address the following elements in the comments section of the SRPE. 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. Experience has shown that employees who consistently receive constructive comments on all elements do better on boards. Consequently, addressing all elements on employees receiving "above center of mass" ratings is highly recommended.

Enumeration: Standing among other employees in the same grade/broadband population

Promotion: Potential to serve in a position of increased responsibility

Schooling: Potential relative to selection for competitive premier schools

Key Leadership Positions/Program/Project Manager: Potential to serve in a key leadership position

4. The following are examples of "strong" and "average" comments that may be used to demonstrate the above elements. Note that strong comments separate the employee from his/her peers—a desirable characteristic of leadership. The average comments, while not detrimental in themselves, do not

present the impression that the employee “stands out” among his/her peers. Senior raters must tailor comments to the employee being rated and the overall impression they wish to convey of the employee’s potential. Properly written comments can clearly separate those employees with the potential to serve in command select positions and other key leadership positions from those employees who are good but, in the opinion of the senior rater, have not demonstrated the exclusive level of leadership attributes needed for these positions.

### **Enumeration**

#### **Strong Comments:**

Of the \_\_\_ (total) \_\_\_ (grade) I rate, this employees in the top \_\_\_%.

Of the \_\_\_(grade) I have rated in my career, this employee is number \_\_\_.

Of all the \_\_\_ (grade) I have known in \_\_\_ years of service, this employee is in the top \_\_\_\_%.

#### **Average comments:**

One of the best employees I currently rate

In the top half of the employees I rate in this grade

### **Promotion**

#### **Strong comments:**

Displays great potential for a key leadership position—promote now.

Is capable now of distinguished performance in \_\_\_\_\_ (SES, senior headquarters position, etc.)—promote now.

Excellent organizational skills; great communicator and leader—promote now.

Promote ahead of peers

#### **Average comments:**

Is presently capable of assuming greater responsibility in present position

Displays potential for advancement

Select this employee for promotion

Can handle increased responsibility

### **Schooling**

#### **Strong comments:**

Send to ICAF now

Select now for SSC

Send to SSC ahead of peers

**Average comments:**

Select for leadership training  
Could benefit from advanced degree  
Send to SSC at the next opportunity

**Key Leadership Positions; PM; Command**

**Strong comments:**

Excellent potential to serve in a key leadership position  
Groom this employee for a key leadership position (more junior grade)  
Excellent potential for key leadership position/PM  
Will be a distinguished PM  
An absolute must for PM/Command

**Average comments:**

Is eager to demonstrate greater potential  
Is capable of assuming a greater leadership role  
Consider this employee for a leadership position

5. As senior raters develop and maintain their senior rater profiles for each grade and broadband rated, it will become evident that they work under constraints that on occasion will require the placement of an employee in the center of mass (COM) block whom they would prefer to place in the above center of mass (ACOM) block. Strongly written comments can convey the message to the board that this would have been a top-block employee had it not been for the constraints of maintaining the profile. Conversely, placing an employee in ACOM block with comments that are not consistent with the placement will weaken the SRPE.

6. As the SRPE process matures over time, boards and selecting officials will learn to review an employee's file in light of the overall quality of all the reports rendered on the individual. For this reason, strong comments that address all the elements discussed above will be more meaningful than individual COM reports. The SRPE will help establish an overall impression of the employee based on the strengths and weaknesses of other files in the population.

**APPROVED:** GENARO J. DELLAROCCHO  
Colonel, QM  
Deputy Director,  
Acquisition Career Management

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