

# TIPS

## **TIPS** for completing the SRPE.

- The SRPE is a critical piece of the application. The SRPE submitted with the application must have been completed within the 12 months prior to this announcement. The SRPE is valid for a period of one year. SRPE submitted with the application are retained as part of the official record of performance/potential and are presented to successive boards.
- Refer to the [ASC](#) home page for information on completing SRPE.
- For more information on completing a SRPE, please refer to the article "[Writing an Effective Senior Rater Potential Evaluation](#)", or contact your servicing Acquisition Career Manager.

## **TIPS** for completing your IDP.

- Ensure you indicate "yes" for each course you're requesting ATAP funding for.
- If you are already participating in ATAP and are requesting additional funding, only indicate "yes" for those courses for which you are requesting funding. (Remember, your ATAP Application and the IDP must match!)
- Ensure that your requested degree and/or required courses are acquisition related, e.g. business, engineering, computer science, contracting. See the [DAU Catalog](#), Appendix B, for more information on educational requirements.
- Examples of non-acquisition related degrees, Human Resources, General Studies, Liberal Arts, Political Science.
- Ensure that electives you choose are job or degree related. Electives that are not job/degree related will only be funded when required by the school as part of the curriculum. Examples of non-acquisition degree related courses are Art History, Astronomy, Meteorology, physical education. Unless required by the curriculum, these courses will not be funded.
- Ensure that you identify specific courses that you will be taking. Generic "Any Course" type titles will not be accepted.
- Update the Short Term and Long Term objectives on your IDP. (Here's a hint...if you've already met your short/long term goals, identify new ones to include in your IDP!).

## **TIPS** for completing the ATAP Application Form

- Complete the entire form to include supervisor's signature/e-mail/phone number as well as the applicant's signature.
- You may not revise the ATAP Application Form to increase or decrease the space provided in any block. Applications containing revised forms or attachments to the forms will not be considered. NOTE: Ensure you do NOT add lines to the space provided for comments!
- Individual and Supervisor Comments are strongly encouraged. Comments must be limited to space provided.
- Do not hand write your application.

## **TIPS** for writing your resume.

- Don't copy your job description. This doesn't tell the board what you are actually doing, only what you're generally expected to do. (Besides, the board can spot that in a heart beat and it doesn't give a good impression of your care in preparing your application.)
- Make sure that dates on your resume match those on your ACRB. If you've been promoted in the same job, you can combine (if you wish) those jobs by indicating in the resume "Promoted from GS/NH XX - GS/NH XX" then ensure the dates cover those indicated on the ACRB.
- The Resume is crucial to portraying your ability to effectively manage human and fiscal resources, materiel and projects entrusted to you. Highlight those activities that reflect your abilities in these areas. This is your opportunity to highlight your work experiences, self development, skills and accomplishments.
- Don't waste space repeating education, training, awards etc., that are documented on your ACRB.
- Follow the format exactly. It is absolutely critical and failure to do so will result in your application not making it to the board.

**TIP** on completing the Post-Utilization-Plan

- Work with your supervisor and be creative in your decisions about how you will use the training if you're approved. Document those decisions in your Post-Utilization-Plan.