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Downloading Your AER

- All three AERs (1059, 1059-1, 1059-2) can be found on Army Publishing Directorate (APD) website, https://armypubs.army.mil/ProductMaps/PubForm/DAForm.aspx. As with all other DA forms, select the appropriate form and save to your computer prior to filling out.
Accessing the Evaluation Entry System (EES)

Users must use the https://evaluations.hrc.army.mil/

Users must possess a valid DOD CAC.

Users will select their Digital Certificate and select “OK.”

After users select the appropriate CAC certificate, the web address will take users to the “Terms of Use” page. Users will select “I agree to the terms of the User Agreement” and select “Accept Terms.”
AER Functionality in EES

Users can access all AER upload functions from the EES Home Page.

To upload Single or Multiple (Bulk Submission) AERs

To View Rated Student and Uploader Reports
Uploading AER Reports

Select “AER File Upload”
Uploading Single AER Reports

The “Uploader Gov’t Email” will be automatically populated based on the user’s CAC/login information.

The “Uploader Alternate Email” permits the uploader to provide an email other than a Gov’t email. This option provides the rated soldier with an additional method to contact/follow up with the uploader.

Select “Browse”, and choose the appropriate AER file you intend to upload. (MAR 2019 version only) Please Note: Your AER must be a pdf-f file!

Once an AER file has been selected (and you have NO ENCLOSURES), select, “Submit Evaluation to HQDA”.

Please Note: Selecting the “Clear” function will remove the file you selected.
If applicable, select “Add Enclosures” in order to upload any supporting documents.

You must select “Add Enclosures” for each individual enclosure.

Please note: You must upload an AER AND all enclosures BEFORE submitting to HQDA. Enclosures CANNOT be submitted to HQDA without the AER!

HQDA is unable to link Enclosures with the intended AER if they are submitted separately.

Each time “Add Enclosures” is selected, a new space will be provided to upload a separate enclosure.

Please note: The Enclosure upload IS NOT intended to upload additional AERs.

You may delete the “Add Enclosure” line by clicking the yellow “x” to the right of the “Browse…” button.

Selecting the “Clear” function will remove both the Evaluation file, AND any enclosure(s).
Once the AER and any applicable enclosures have been uploaded, select, “Submit Evaluation to HQDA”

Select “Yes” to completely submit the AER and any applicable enclosures to iPERMS.

Please Note: The AER and any enclosure(s) WILL NOT upload until you make this selection!
Once the AER and any applicable enclosures have been uploaded, you will receive an “Upload Successful” message.

Please Note: If upload was not successful, a detailed error message will appear.

If you need to upload another AER, select, “Return to AER Upload, and repeat the process.

Selecting, “Return to EES Home” will take you back to the EES Homepage.

Sample “Single Upload” Error Messages

This error message indicates that the rated soldier/student’s DODID number could not be found in DMDC. Select “Return to AER Upload”, and ensure the rated soldier’s DODID # is correct prior to uploading.

Please note: Error messages are displayed only ONCE! It is recommended that the user takes a screen shot or makes a note of any errors BEFORE returning the AER upload screen.
This error message indicates that the rated soldier/student’s DODID number does not contain enough numbers. Select “Return to AER Upload” and ensure the rated soldier’s DODID # has the appropriate number of digits on the AER prior to uploading.

This error message indicates that the End Date is missing from AER. Select “Return to AER Upload” and ensure the appropriate End Date is entered prior to uploading.

This error message indicates that one or more of the rating officials did not sign AER. Select “Return to AER Upload” and ensure ALL rating officials have digitally signed prior to uploading.
Within the “AER File Upload” function, you can submit more than one AER at a time (up to 50), By selecting “Switch to Bulk Upload”.

When you see “Bulk Evaluation Upload (No Enclosures)”, you will be able to upload up to 50 AERs at a time.
Select “Add Evaluations” for each evaluation you intend to upload with this group (MAX of 50 evaluations).

Upload only ONE AER per line. Each time “Add Evaluations” is selected you will be provided an additional line to upload another AER.

Please note: If you opened up too many lines, click the yellow “x” to the right of the “Browse…” button to remove the unnecessary line.

In the “Bulk Upload” feature, you CANNOT upload/submit enclosures. If an AER requires an enclosure, the AER AND enclosure must be submitted through the “Single Upload” feature.
Once you have attached all AERs you intend to upload, select “Submit Evaluations to HQDA”.

Please note: if you select “Clear”, ALL attached AERs will be removed!

Select “Yes” to completely submit the Bulk AER upload.

Please note: The AERs WILL NOT upload until you make this selection!
Once the AER Bulk Upload is successful, you will receive an “Upload Successful” message. If upload was not successful, a detailed error message will appear. (Please see below)

If you need to upload another AER, select, “Return to AER Upload, and repeat the process as necessary.

Selecting, “Return to EES Home” will take you back to the EES Homepage.

Sample “Bulk Upload” Error Messages

Any errors preventing AERs from being uploaded, a ONE TIME error message will be provided along with the specific AER file that was NOT successfully uploaded. You will need to select “Return to AER Upload”, make any correction(s) to the AERs and upload the corrected AERs as you would with the single upload feature. It is recommended that the user takes a screen shot or makes a note of errors associated with specific documents!

Please note: Any AERs receiving an error, WILL NOT be uploaded until ALL corrections are made and you receive and “Upload Successful” message.
You will receive a notification indicating how many AERs were successfully uploaded. The only AERs that WILL NOT be uploaded are the files identified as having errors as indicated above.

AER File Upload Report

The “Rated Student Report” notifies the rated soldier (via EES) that an AER has been submitted along with various metadata categories.

Uploader Admin Data (Individual who uploaded AER(s)) - Name, DoDID#, Email, Phone Number

Uploaded Date/ Time, Eval Thru Date, Referred Status (Y or N)

Document Type (PDF or TIFF only) Eval ID Upload Status
The “Uploader Report” provides the individual who uploaded the AERs with a list of every AER he/she submitted. Please note: AERs uploaded by other individuals are only visible to the person who actually uploaded them.

These are possible “Upload Status” seen:
1. **Pending iPERMS** – No errors detected; processing to iPERMS
2. **Accepted by iPERMS** – No errors; report completed to iPERMS.
3. **Rejected by iPERMS** – Errors identified on report; did not complete to iPERMS.
4. **Failed DMDC Check** – Upload of report failed; rated Soldier’s DoDID number not recognized/or exists on form when uploaded.
5. **THRU Date Fail** – Upload of report failed; no entered THRU date on form or attempting to submit form prior to entered THRU DATE on form.
Troubleshooting

**Unable to upload 1059 or 1059-2 form**

1. Ensure the AER form(s) have a publication date of MAR 2019.
2. Ensure the AER is a pdf-f file.
3. Ensure the enclosure is either a pdf or tiff format.
4. Verify the correct DoDID# is correctly entered on AER.
5. Verify End Date is correct and that you are not uploading prior to the End date for the class.
6. Verify all members of the rating chain digitally signed the AER.

**Unable to Submit 1059-1 (Civilian Education)**

1. The New AER Upload Feature **only** supports 1059s with **digital signatures**.
2. As applicable, Rating officials will continue to submit the 1059-1 by mail until further notice
   a. Mail – mail hard copies with ink signatures IAW AR 623-3, Table F-1.

Upload Feature FAQs

**Q: How many forms will there be in the DA Form 1059 series.**

A: Use of (3) separate AERs will align with current Army Leadership Doctrine and evaluate academic performance more closely to the Army Learning Model and the Army Leadership Requirements Model. The new DA Form 1059 series closely parallels our current performance evaluation reporting system and will reinforce leadership and professional development responsibilities to provide a clearer picture of Soldiers academic achievements.

**Q: Where are the new forms located?**

A: All three AERs can be found on APD, https://armypubs.army.mil/ProductMaps/PubForm/DAForm.aspx. Select the appropriate form, download and save to your device, fill out and follow uploading instructions as stated above.

**Q: How Do I complete the new DA Form 1059 AER series forms?**

A: The Army will publish an update to AR 623-3 and DA PAM 623-3 in mid June 2019 which will provide specific guidance for completing and submitting each form.

**Q: How are students assessed on the new AER?**

A: The new AER includes four tier “Overall Academic Achievement” box check system on DA Form 1059 and DA Form 1059-2. DA Form 1059-1 does not include a box check system. The “Overall Academic Achievement” selection indicates the level of performance for the student compared against course standards and the student’s performance when compared to other students initially enrolled at the start date for that specific class.
Q: Will HQDA publish guidance on the new AER, e.g. effective dates of implementation, transition to the new form(s), etc?

A: The Army will publish an update to AR 623-3 and DA PAM 623-3 in mid June 2019. At that time HRC will publish a MILPER to provide guidance regarding processing of AERs both old and new versions. We expect older forms to continue to process as they have over the last decade. Once the regulation update is effective new AER forms will process thru HRC regardless of component.

** Note TRADOC/OTJAG/AMEDD/USAR/ARNG will determine implementation guidance and transition plans for schools in session or new courses with a graduation date within six months of publication in accordance with AR 350-1.

Q: When will we start using the new AER forms?

A: Implementation of the new AER will take place throughout 2019, and continue through early 2020. During initial fielding DA Forms 1059, 1059-1, and 1059-2 will be prepared outside of EES, completed forms will be uploaded and submitted electronically in EES for processing. During initial fielding uploads are limited to fifty (50) AERs per submission within EES.

** Note TRADOC/OTJAG/AMEDD/USAR/ARNG will determine implementation guidance and transition plans for schools in session or new courses with a graduation date within six months of publication in accordance with AR 350-1.

Q: Once my AER is uploaded, what happens next?

A: During Phase 1 of the new AER implementation (Manual Upload Phase), all 1059 Series forms that are successfully uploaded will be sent directly the service member’s iPERMS file immediately. Please note: Rating officials should ensure that the forms are accurately filled out PRIOR TO submitting as each AER WILL NOT be subject to examination before becoming a permanent file in the Soldier’s official military record.

Q: What if I find errors after the AER is submitted for processing?

A: During initial fielding AERs will process directly to the rated student’s AMHRR. Accuracy on these reports and any reports submitted prior to system full functionality are critical. As the system matures HQDA will gain functionality in EES to conduct reviews and returns when errors are identified. The ability to appeal an AER will not be available until full system maturation.