DA FORM 1059 in EES
From the EES Home Page, select “AER Home”.
Select “Continue/View Active AERs”.

Need IT Assistance?
- 502-613-7777
- usarmy.knox.hro.mbx.it-help-desk@mail.mil
- IT FAQ

Need Policy Assistance?
- 502-613-9019
- usarmy.knox.hro.mbx.tagd-eval-policy@mail.mil
- OER POLICY FAQ
- NCOER POLICY FAQ

Evaluation Tools
- Training Tools
- Appeals and Corrections
- Evaluation Entry System Users Guide
**EES/AER Functionality - 1059**

EES will display only the courses for which the Rating Official has been assigned.

**Click on the “+” symbol to the left of the class to view your student list and initiated AERs.**

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<table>
<thead>
<tr>
<th>Title</th>
<th>FY</th>
<th>Location</th>
<th>Class ID</th>
<th>From Date</th>
<th>Thru Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>JOINT &amp; COMBINED WARFIGHTING SCH INTERMEDIATE</td>
<td>2019</td>
<td>JOINT FORCES STAFF COLLEGE, NORFOLK, VA</td>
<td>4</td>
<td>2019/04/01</td>
<td>2019/06/07</td>
</tr>
<tr>
<td>JOINT &amp; COMBINED WARFIGHTING SCHOOL/HYBRID</td>
<td>2019</td>
<td>JOINT FORCES STAFF COLLEGE, NORFOLK, VA</td>
<td>5</td>
<td>2019/02/11</td>
<td>2019/05/10</td>
</tr>
</tbody>
</table>

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Once the user clicks the “+” symbol, EES will display a list of all initiated AERs. To open a specific AER, click on the desired row.
After opening the AER, the Evaluation ID# is located in the upper left side of the screen.
Select “Rated Soldier” to verify admin data.
Upon selecting the appropriate Service Branch, the corresponding Rank, Branch, and Component options will be provided.
Select the appropriate Service Branch.
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Please select the appropriate Rank, Branch and Component.
The course “From” and “Thru” dates can be adjusted for late registration and early graduation. The “From” date cannot be earlier, and the “Thru” date cannot be later than the original course dates as listed (and imported from ATRRS) into EES.
Selecting “Academic Rater” allows the designated Rating Official to conduct the assessment.
Select the appropriate reason for submitting the AER.

Course Completion. Requires the Military Education Level (MEL) annotated (where applicable).

Interim Report. Courses that exceed 15 months in duration.

Phase Completion. Completion of a course phase of a multiphase course.

AHRC Directed. Directed by CG, HRC

Did Not Graduate. Students failing to meet course standards and do not complete the course. (Referred)

Released Early (No Fault of Student), para. 3-14 (i)
- Must be explained in academic rater’s narrative.
- Part II, blocks (d-k) and (m) and Part III, blocks (a) and (c) will not be completed.
- Explanation required in Part III, block b. (overall academic achievement)
If the student is released early (no fault of student), EES will remind the Rating Official that Rater comments are required in the Comments field.
If the Academic Rater selects “DID NOT GRADUATE”, EES will remind the Academic Rater that the AER will automatically be referred and that the Academic Rater must provide comments in the narrative.
Phase completion reports are only for courses designated as having multiple phases, as indicated by ATRRS.
The Academic Rater will complete the SHARP, EO, EEO Statement, APFT, Overall Grade Point Average (GPA), and ASI/SQI data as appropriate.

The “Overall GPA” is **NOT** intended to display the Student’s final grade. If Rating Officials wish to notate a final grade for a class, it must be entered within the Narrative comment box(es) assigned to the Academic Rater and/or Reviewing Official.
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EES will provide the Academic Rater with a dropdown menu to make the appropriate APFT selection.
If “PREGNANT/POST PARTUM” is selected, EES automatically generates a comment above the Academic Rater Comment narrative block. This comment will auto-populate in Block I.
If “PASS” is selected, the Academic Rater will enter the appropriate Date, HT/WT.

If an APFT is not required for a specific course, an APFT taken within 12 months of the course thru date may be entered but is not required.
If the Academic Rater indicates “No” for “Within Standard”, the student will be limited to receiving a rating of either “Achieved Course Standards” or “Failed to Achieve Course Standards”.

EES will display a message to the Academic Rater that the AER “will become REFERRED”.

Click “OK” to continue.
If the Academic Rater indicates “Major Limb Loss”, EES will remind the Academic Rater to upload a copy of the rated student’s approved G-1 memo as an enclosure.
If the Academic Rater indicates that the Rated Student is on a Profile, the student’s “Height” and “Weight” are still required.

The AER CANNOT be processed without HT/WT data.
Select the appropriate Skill Identifier. (if applicable)

Any code associated with the Skill Identifier will be entered into the block directly below the selected Skill Identifier.
For the “Performance Metrics” portion, select the appropriate option based on how the student performed against the course standards, not how the student compared against his/her peers.

Note: Selecting “DID NOT MEET STANDARDS” will limit the Academic Rater to selecting “Achieved Course Standards” or “Failed To Achieve Course Standards”. Comments are not required if the “NOT EVALUATED” option is selected.
“Block I” provides the Academic Rater up to 8 lines of narrative text and should address capabilities, limitations, significant achievements, and or deficiencies observed during the course.

Comments should include:
- exceptional potential, aptitude and/or limitations for future selections/assignments.
- lacked ability/motivation.
- demonstrated moral deficiencies.
- failed to respond to recommendations for improvement.
- released from student status (no fault of own, retirement, resignation).
- appearance in front of academic board and any potential to be a service school instructor.

“Block m” provides the Academic Rater the opportunity to list up to three Special Projects/Papers the student completed during the course (if applicable). The Academic Rater may include additional information in Block I as needed.
If the Academic Rater indicates negative comment entries, EES will remind the Academic Rater that the report will automatically be referred.

Click “OK” to continue.
“Part III, Block a” displays the numerically assigned class standing (once applied within the “Class Standing” tool, if applicable) as well as permits the Reviewing Official to evaluate the student’s overall academic achievement using either the 4- or 2-box check system, as determined within the “Class Creation” tool.

Notes:
- Class Standing and the Overall Academic Achievement box cannot be applied until all students in the graded section receive a “Reason for Submission” selection, SHARP selection, and a box check for each of the part II Attributes (Character/Accountability, etc…) as they pertain to the individual form types.
- If the course concludes as Pass/Fail, the top two box checks will not be used.
- Class Standing (limited to top 40%).
- Managed “Overall Academic Achievement” box check system.
  - Commandant’s List (limited to 20%)
  - Superior Academic Achievement (21% - 40%)
“Block b” provides the Reviewing Official with 6 lines of narrative text to evaluate the Student’s academic potential to the next higher level of schooling pertaining to normal career progression/professional development courses as well as the ability to apply KSAs learned during the course; potential; and ability to contribute to group discussions.

In “Block c”, the Reviewing Official lists up to three future assignments reflecting demonstrated student aptitude.
If the Reviewing Official indicates “Yes” for including negative comment entries, EES will remind the Reviewing Official that the report will automatically be referred.

Click “OK” to continue.
Once the Reviewing Official completes all the fields, select “Save”. Finally, select “Next” or “Go to Signatures” to return to the Signatures Page.
Each time a User/Rating Official leaves any evaluation, he/she must select “Exit” in order to unlock the evaluation for others to access the form.