Academic Evaluation Report (AER) Single File Upload User's Guide

Purpose

The purpose of this guide is to provide EES users an instructional resource when using the single AER Upload feature.

Agenda

Downloading Your AER
Accessing EES
AER Functionality in EES
Uploading AERs
Troubleshooting
AER FAQs

HRC Evaluations Branch
June 2023

Academic Evaluation Report (AER)
File Upload
User's Guide
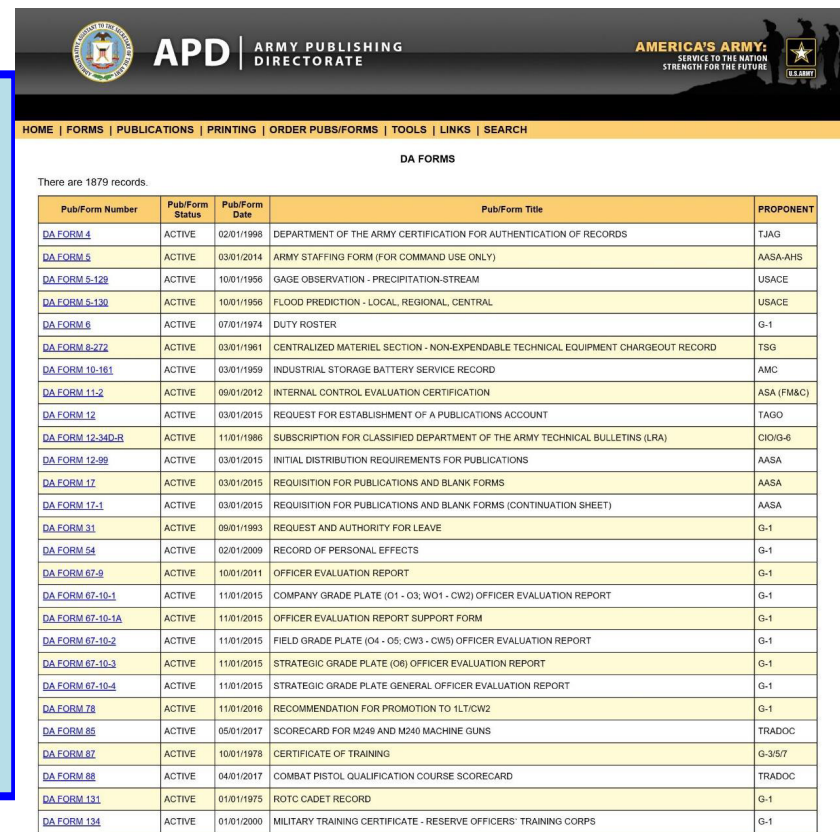
■ **All three AERs (1059, 1059-1, 1059-2) can be found on the Army Publishing Directorate (APD) website, https://armypubs.army.mil/ProductMaps/PubForm/DAForm.aspx.**

As with all other DA forms, select the appropriate form and save to your computer prior to filling out.

Pub/Form Number	Pub/Form Status	Pub/Form Date	Pub/Form Title	PROPONENT
DA FORM 4	ACTIVE	02/01/1998	DEPARTMENT OF THE ARMY CERTIFICATION FOR AUTHENTICATION OF RECORDS	TJAG
DA FORM 5	ACTIVE	03/01/2014	ARMY STAFFING FORM (FOR COMMAND USE ONLY)	AASA-AHS
DA FORM 5-129	ACTIVE	10/01/1956	GAGE OBSERVATION - PRECIPITATION-STREAM	USACE
DA FORM 5-130	ACTIVE	10/01/1956	FLOOD PREDICTION - LOCAL, REGIONAL, CENTRAL	USACE
DA FORM 6	ACTIVE	07/01/1974	DUTY ROSTER	G-1
DA FORM 8-272	ACTIVE	03/01/1961	CENTRALIZED MATERIEL SECTION - NON-EXPENDABLE TECHNICAL EQUIPMENT CHARGEOUT RECORD	TSG
DA FORM 10-161	ACTIVE	03/01/1959	INDUSTRIAL STORAGE BATTERY SERVICE RECORD	AMC
DA FORM 11-2	ACTIVE	09/01/2012	INTERNAL CONTROL EVALUATION CERTIFICATION	ASA (FM&C)
DA FORM 12	ACTIVE	03/01/2015	REQUEST FOR ESTABLISHMENT OF A PUBLICATIONS ACCOUNT	TAGO
DA FORM 12-34D-R	ACTIVE	11/01/1986	SUBSCRIPTION FOR CLASSIFIED DEPARTMENT OF THE ARMY TECHNICAL BULLETINS (LRA)	CIO/G-6
DA FORM 12-99	ACTIVE	03/01/2015	INITIAL DISTRIBUTION REQUIREMENTS FOR PUBLICATIONS	AASA
DA FORM 17	ACTIVE	03/01/2015	REQUISITION FOR PUBLICATIONS AND BLANK FORMS	AASA
DA FORM 17-1	ACTIVE	03/01/2015	REQUISITION FOR PUBLICATIONS AND BLANK FORMS (CONTINUATION SHEET)	AASA
DA FORM 31	ACTIVE	09/01/1993	REQUEST AND AUTHORITY FOR LEAVE	G-1
DA FORM 54	ACTIVE	02/01/2009	RECORD OF PERSONAL EFFECTS	G-1
DA FORM 67-9	ACTIVE	10/01/2011	OFFICER EVALUATION REPORT	G-1
DA FORM 67-10-1	ACTIVE	11/01/2015	COMPANY GRADE PLATE (O1 - O3; WO1 - CW2) OFFICER EVALUATION REPORT	G-1
DA FORM 67-10-1A	ACTIVE	11/01/2015	OFFICER EVALUATION REPORT SUPPORT FORM	G-1
DA FORM 67-10-2	ACTIVE	11/01/2015	FIELD GRADE PLATE (O4 - O5; CW3 - CW5) OFFICER EVALUATION REPORT	G-1
DA FORM 67-10-3	ACTIVE	11/01/2015	STRATEGIC GRADE PLATE (O6) OFFICER EVALUATION REPORT	G-1
DA FORM 67-10-4	ACTIVE	11/01/2015	STRATEGIC GRADE PLATE GENERAL OFFICER EVALUATION REPORT	G-1
DA FORM 78	ACTIVE	11/01/2016	RECOMMENDATION FOR PROMOTION TO 1LT/CW2	G-1
DA FORM 85	ACTIVE	05/01/2017	SCORECARD FOR M249 AND M240 MACHINE GUNS	TRADOC
DA FORM 87	ACTIVE	10/01/1978	CERTIFICATE OF TRAINING	G-3/5/7
DA FORM 88	ACTIVE	04/01/2017	COMBAT PISTOL QUALIFICATION COURSE SCORECARD	TRADOC
DA FORM 131	ACTIVE	01/01/1975	ROTC CADET RECORD	G-1
DA FORM 134	ACTIVE	01/01/2000	MILITARY TRAINING CERTIFICATE - RESERVE OFFICERS' TRAINING CORPS	G-1

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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."*
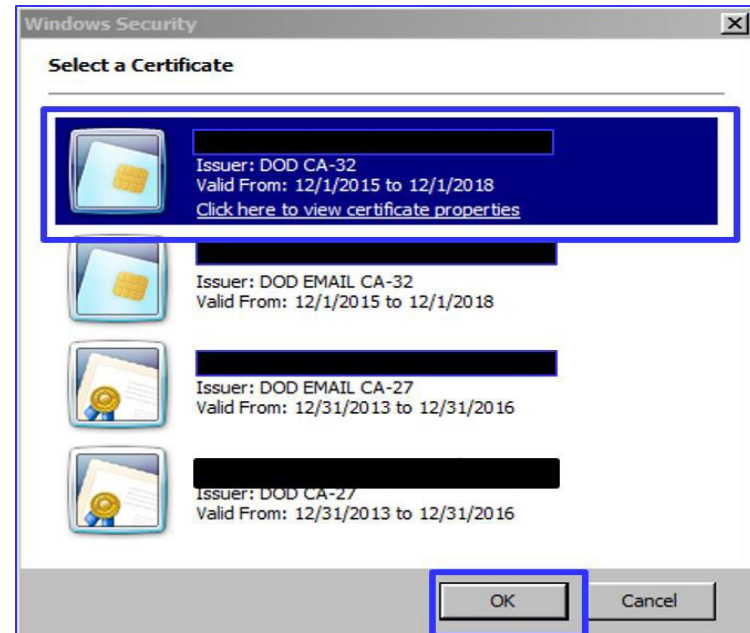
After users select the appropriate CAC certificate, the web address will take users to the *"Terms of Use"* page. Users will select *"I agree to the terms of the User Agreement"* and select *"Accept Terms."*

Terms of Use

You are accessing a U.S. government (USG) information system (IS) that is provided for USG-authorized use only. By using this IS (which includes any device attached to this IS), you conse

- The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personn
- At any time, the USG may inspect and seize data stored on this IS.
- Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG authorized purpose.
- This IS includes security measures (e.g., authentication and access controls) to protect USG interests--not for your personal benefit or privacy.
- Notwithstanding the above, using this IS does not constitute consent to PM, LE or CI investigative searching or monitoring of the content of privileged communications, or work product, related to p Agreement for details.
- This system contains Privacy Act information, which is covered by the Privacy Act of 1974, as amended, 5 U.S.C. Section 552a, and it must be protected from unauthorized access or use. For Offi

☐ I agree to the terms of the User Agreement.

[Accept Terms]   [Cancel]

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Need IT Assistance?

- 502-613-7777
- usarmy.knox.hrc.mbx.it-help-desk@army.mil
- IT FAQ

Need Policy Assistance?

- 502-613-9019
- usarmy.knox.hrc.mbx.tagd-eval-policy@army.mil
- OER POLICY FAQ
- NCOER POLICY FAQ

Evaluation Tools

- Training Tools
- Appeals and Corrections
- Evaluation Entry System Users Guide

Welcome to the HRC Evaluations Entry System
Please select an option below:

OER	NCOER	AER	TOOLS
Create OER Support Form	Create NCOER Support Form	AER Home	View Profiles where I am a delegate
Edit OER Support Form	Edit NCOER Support Form	AER File Upload	View my Rater and Senior Rater Profile
		AER File Upload Report	Signature Removal
Create New OER	Create New NCOER		Request ERS Access
Continue/View Active OERs	Continue/View Active NCOERs		Status & Management Tools: Evaluation Reports System (ERS)
	Upload DA Form 2166-8.pdf-f NCOER		View Permissions where I am a delegate
			Manage Delegates
			Counseling Management Report Tool
			Manage Rating Chain
			View Forms

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

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Need IT Assistance?

📞 502-613-7777

✉️ usarmy.knox.hrc.mbx.it-help-desk@army.mil

📋 IT FAQ

Need Policy A...

📞 502-613-9019

✉️ usarmy.knox.hrc.mbx.tagd-eval-policy@army.mil

📋 OER POLICY FAQ

📋 NCOER POLICY FAQ

Evaluation Tools

🔧 Training Tools

📁 Appeals and Corrections

📒 Evaluation Entry System Users Guide

Welcome to the HRC Evaluations Entry System
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Create OER Support Form	Create NCOER Support Form	AER Home	View Profiles where I am a delegate
	Edit NCOER Support Form	AER File Upload	View my Rater and Senior Rater Profile
		AER File Upload Report	Signature Removal
Create New OER	Create New NCOER		Request ERS Access
Continue/View Active OERs	Continue/View Active NCOERs		Status & Management Tools: Evaluation Reports System (ERS)
	Upload DA Form 2166-8.pdf-f NCOER		View Permissions where I am a delegate
			Manage Delegates
			Counseling Management Report Tool
			Manage Rating Chain
			View Forms

Select "AER File Upload" ➡️

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The "Uploader Gov't Email" will be automatically populated based on the user's CAC/login information.

Single Evaluation Upload With Enclosures

Uploader Govt. Email: robert.t.abshire2.mil@mail.mil

Uploader Alternate Email:

Evaluation: Choose File No file chosen

Add Enclosures

Submit Evaluation to HQDA   Clear

This AER submission portal will only accept pdf fillable (.pdf-f) DA For
1059 series forms, dated MAR 2019, on which all signatures are digita
Attempts to upload any other AER dated versions (prior to MAR 2019)
format types other than .pdf-f (e.g. .pdf, .xfdl) will fail.

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

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.

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Single Evaluation Upload With Enclosures

Uploader Govt. Email: robert.t.abshire2.mil@mail.mil

Uploader Alternate Email: [ ]

Evaluation: [Choose File] AER Sample.pdf

[**Add Enclosures**]

[Submit Evaluation to HQDA] [Clear]

...ubmission portal will only accept pdf fillable (.pdf-f) DA Form
...s forms, dated MAR 2019, on which all signatures are digital.
...e upload any other AER dated versions (prior to MAR 2019) or
...rmat types other than .pdf-f (e.g. .pdf, .xfdl) will fail.

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.

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If applicable, select "Add Enclosures" in order to upload any supporting documents.

You n ... ... ance on
e ... ge.)

Ple ... QDA.

HQD ... rately.

Single Evaluation Upload With Enclosures
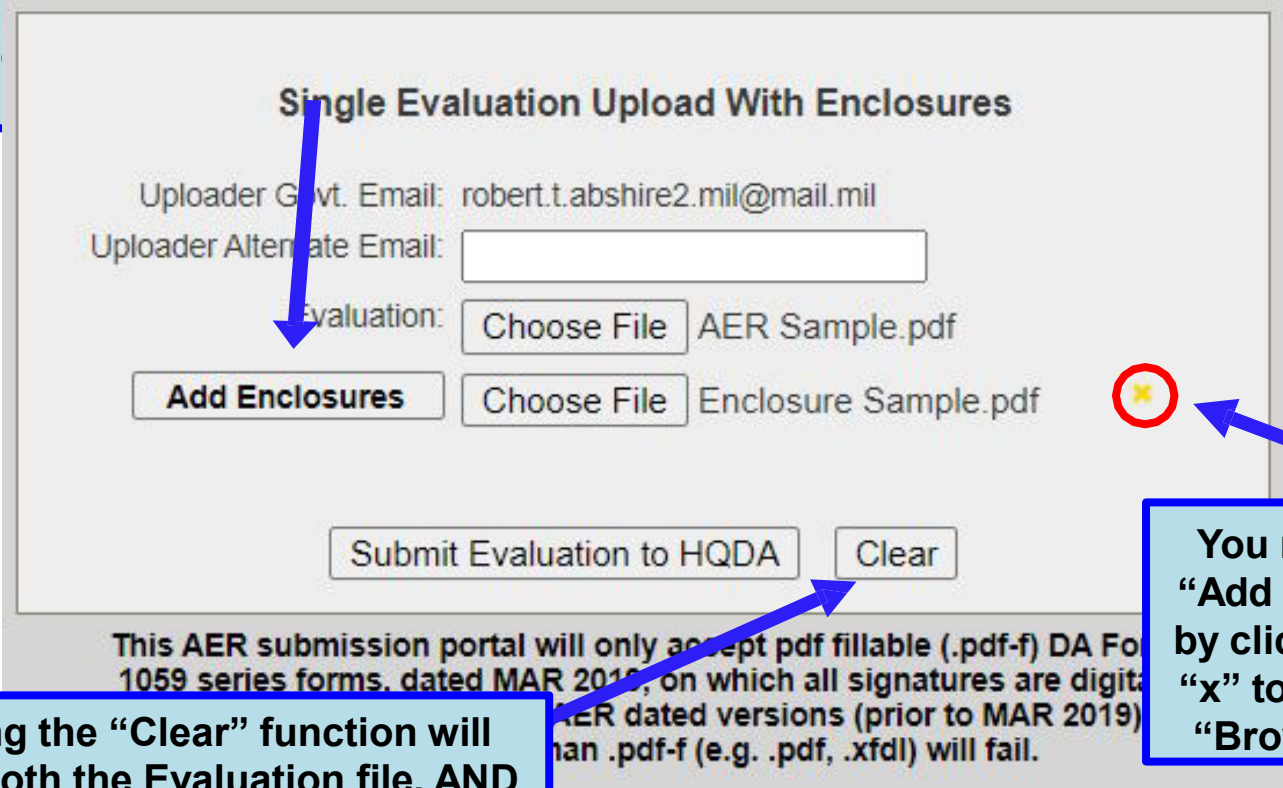
Uploader Govt. Email: robert.t.abshire2.mil@mail.mil

Uploader Alternate Email: [   ]

Evaluation: [Choose File] AER Sample.pdf

[**Add Enclosures**]

[Submit Evaluation to HQDA] [Clear]

This AER submission portal will only accept pdf fillable (.pdf-f) DA Form
1059 series forms, dated MAR 2019, on which all signatures are digital.
Attempts to upload any other AER dated versions (prior to MAR 2019) or
format types other than .pdf-f (e.g. .pdf, .xfdl) will fail.

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

Please n...

Single Evaluation Upload With Enclosures

Uploader Gvt. Email: robert.t.abshire2.mil@mail.mil

Uploader Alternate Email: [   ]

Evaluation: [Choose File] AER Sample.pdf

Add Enclosures [Choose File] Enclosure Sample.pdf ⊗

[Submit Evaluation to HQDA] [Clear]

This AER submission portal will only accept pdf fillable (.pdf-f) DA Fo... 1059 series forms, dated MAR 201..., on which all signatures are digita... ...ER dated versions (prior to MAR 2019)... ...an .pdf-f (e.g. .pdf, .xfdl) will fail.

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).

Single Evaluation Upload With Enclosures

Uploader Govt. Email: robert.t.abshire2.mil@mail.mil

Uploader Alternate Email: [_____]

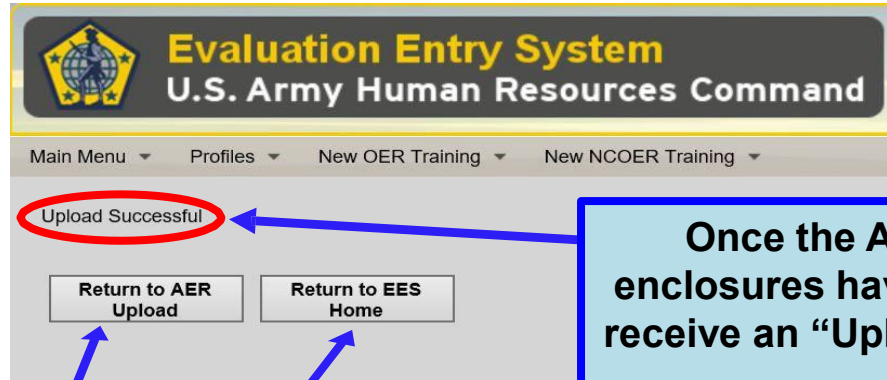Evaluation: [Choose File] AER Sample.pdf

[**Add Enclosures**] [Choose File] Enclosure Sample.

[Choose File] No file chosen

[Submit Evaluation to HQDA] [Clear]

submission portal will only accept pdf fillab
es forms, dated MAR 2019, on which all sig
to upload any other AER dated versions (pr
format types other than .pdf-f (e.g. .pdf, .xfd

Submit to HQDA? ✕

This will submit the evaluation to HQDA.
Are you sure?

[Yes] [No]

Version: 4.1.4.2

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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.

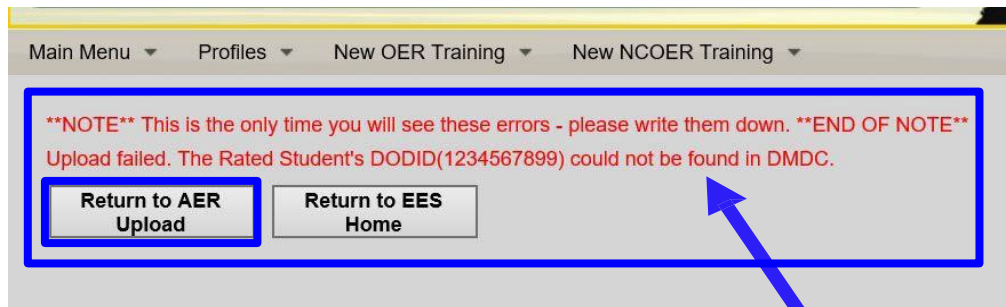**Please Note: The AER and any enclosure(s) WILL NOT upload until you make this selection!**

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Evaluation Entry System
U.S. Army Human Resources Command

Main Menu ▾   Profiles ▾   New OER Training ▾   New NCOER Training ▾

Upload Successful

| Return to AER Upload | Return to EES Home |

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.

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Main Menu ▼   Profiles ▼   New OER Training ▼   New NCOER Training ▼

NOTE This is the only time you will see these errors - please write them down. **END OF NOTE**
Upload failed. The Rated Student's DODID(1234567899) could not be found in DMDC.

Return to AER Upload   **Return to EES Home**

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.

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Main Menu ▾   Profiles ▾   New OER Training ▾   New NCOER Training ▾

NOTE This is the only time you will see these errors - please write them down. **END OF NOTE**

Upload failed. The Rated Student's DODID field is less than 10 characters.

| Return to AER Upload | Return to EES Home |

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.

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NOTE This is the only time you will see these errors - please write them down. **END OF NOTE**

Error retrieving Eval End Date.

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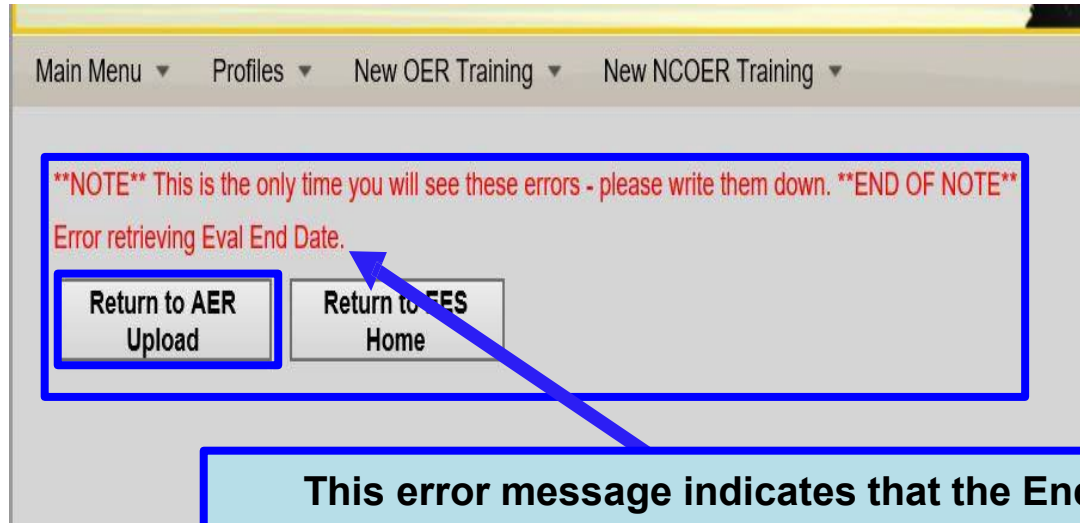
This error message indicates that the End Date is missing from AER. Select "Return to AER Upload" and ensure the appropriate End Date is entered prior to uploading.

Main Menu ▼   Profiles ▼   New OER Training ▼   New NCOER Training ▼

NOTE This is the only time you will see these errors - please write them down. **END OF NOTE**

Missing required signature(s). Please sign and re-submit.

Return to AER Upload   **Return to EES Home**
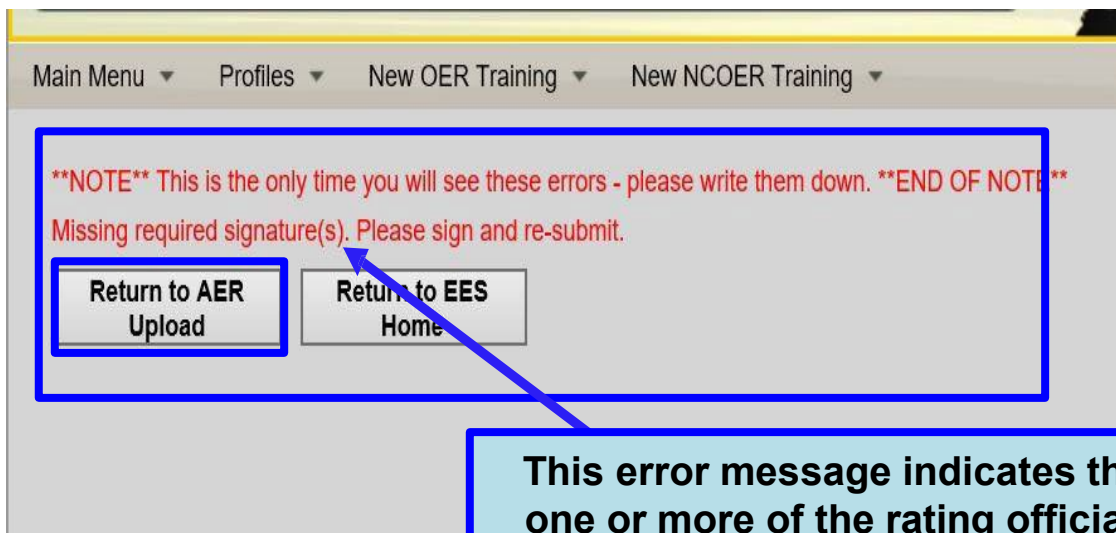
This error message indicates that one or more of the rating officials did not sign AER. Select "Return to AER Upload" and ensure ALL rating officials have digitally signed prior to uploading

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

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Evaluation Entry System
U.S. Army Human Resources Command

Main Menu ▼   Profiles ▼   New OER Training ▼   New NCOER Training ▼
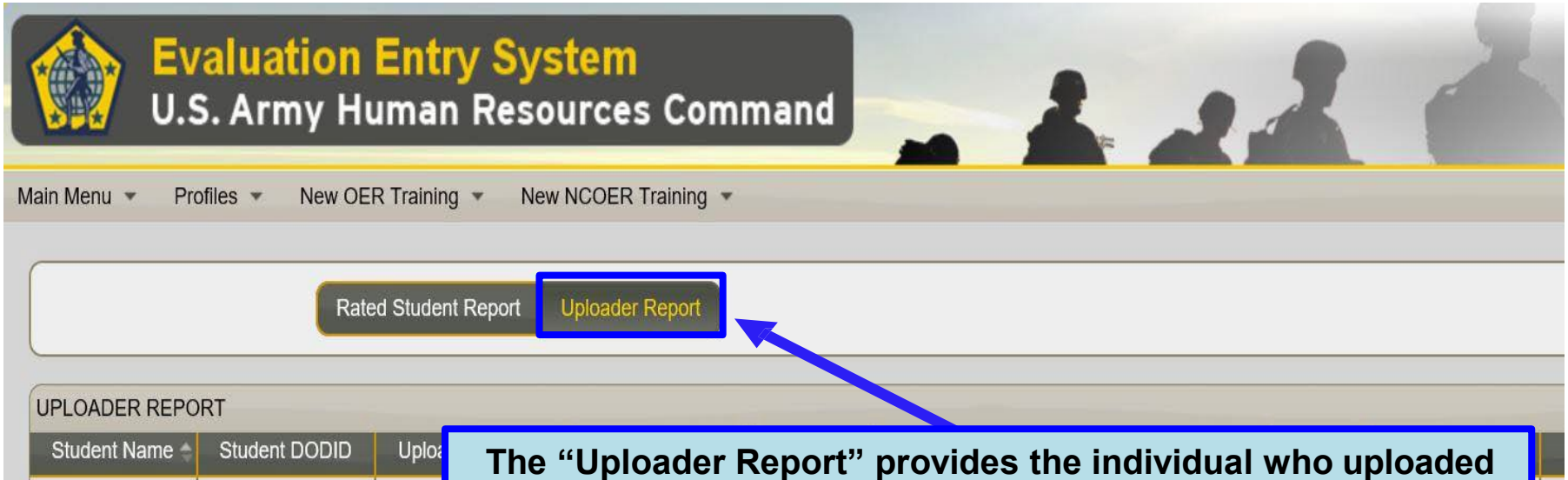
Rated Student Report   Uploader Report

UPLOADER REPORT

| Student Name ⬍ | Student DODID | Uploa... |

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.

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Evaluation Entry System
U.S. Army Human Resources Command

Main Menu ▾   Profiles ▾   New OER Training ▾   New NCOER Training ▾

Rated Student Report   Uploader Report

UPLOADER REPORT

Student Name ⬍	Student DODID	Upload Date/Time	Eval Thru Date	Referred	Document Type	Eval ID	Upload Status

Student Admin Data

**Student Name
and
Student DoDID#**

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Evaluation Entry System
U.S. Army Human Resources Command

Main Menu ▾   Profiles ▾   New OER Training ▾   New NCOER Training ▾

Rated Student Report   Uploader Report

UPLOADER REPORT

Student Name ⬍	Student DODID	Upload Date/Time	Eval Thru Date	Referred	Document Type	Eval ID	Upload Status

Upload Date/Time
Eval Thru Date
Referred (Y or N)

Evaluation Entry System
U.S. Army Human Resources Command

Main Menu ▼   Profiles ▼   New OER Training ▼   New NCOER Training ▼

Rated Student Report   Uploader Report

UPLOADER REPORT

Student Name ⇕	Student DODID	Upload Date/Time	Eval Thru Date	Referred	Document Type	Eval ID	Upload Status

Document Type (PDF or TIFF only) Eval ID Upload Status

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.

AER/EES Troubleshooting

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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 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.

AER/EES Upload Feature FAQs

Q: How many forms are there in the DA Form 1059 series.

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

Q: Where are the 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: AR 623-3 and DA PAM 623-3 provide specific guidance for completing and submitting each form.

Q: How are students assessed on the new AER?

A: The AER includes both a two tier and a 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.

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

A: All 1059 Series forms successfully uploaded are immediately sent directly to the SM's iPERMS file.

Please note: Rating officials should ensure 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: AERs will process directly to the rated student's AMHRR. Accuracy on these reports are critical. If corrections need to be made after an AER is posted in iPERMS, please contact the Appeals and Corrections Branch.