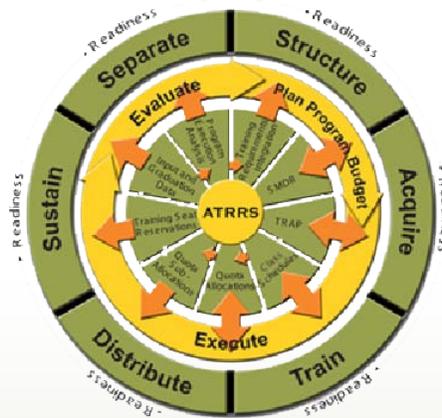




# ATRRS

## DA FORM 1059

### Preparation Module



## User Guide

### Revised April 2010

ATRRS Help Desk  
 DSN: 225-2353/2060  
 Commercial: (703) 695-2353/2060

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## Record of Changes

Cover Date	Revision Date	Change Description
March 2006	March 2006	Updated guide to standard format
April 2010	April 2010	Updated format to match ATRRS Portals Style Guide (created April 2010). Added <i>About this User Guide</i> . Changed <i>System Requirements</i> to <i>Introduction</i> . Expanded <i>Logon</i> to include specific instructions for CAC and AKO logon. Capitalized all "role" titles (Student, Rater, Reviewer, Initiator, Reviewing and Preparing Officers, Clerk, Instructor). Updated website information for the Army Publishing Directorate.
April 2010	November 2010	DA 1059 access from the ATRRS Homepage updated to reflect the ATRRS website redesign.

# Table of Contents

<b>1. About this User Guide .....</b>	<b>1</b>
<b>2. Introduction.....</b>	<b>3</b>
<b>About the ATRRS DA Form 1059 Preparation Module .....</b>	<b>3</b>
<b>3. Roles .....</b>	<b>4</b>
<b>DA Form 1059 Initiator .....</b>	<b>4</b>
<b>Rater .....</b>	<b>Error! Bookmark not defined.</b>
<b>Reviewer .....</b>	<b>Error! Bookmark not defined.</b>
<b>Student .....</b>	<b>Error! Bookmark not defined.</b>
<b>4. Logon.....</b>	<b>5</b>
<b>5. Electronic Signatures .....</b>	<b>10</b>
<b>6. Initiator .....</b>	<b>Error! Bookmark not defined.</b>
<b>7. To Do List.....</b>	<b>15</b>
<b>Working DA Form 1059's.....</b>	<b>16</b>
<b>MAR2006 Version.....</b>	<b>16</b>
<b>Action Items.....</b>	<b>19</b>
<b>NOV77 Version.....</b>	<b>21</b>
<b>Action Items.....</b>	<b>21</b>
<b>Forwarded DA Form 1059's .....</b>	<b>22</b>
<b>Pending Signature.....</b>	<b>23</b>
<b>Student Signature .....</b>	<b>27</b>
<b>Table of Figures .....</b>	<b>29</b>
<b>User Feedback Request.....</b>	<b>30</b>

# 1. About this User Guide

Users should note the following terminology and conventions used in this Guide:

- **Bolding** – Words printed in **bold letters** appear exactly that way in the Army Training Requirements and Resources System (ATRRS) DA Form 1059 Preparation Module.
- When referring to a specific area of a window, an item may be highlighted in an accompanying graphic or “Figure”. The convention used is to draw attention to the item with an arrow. An example of this convention is shown below.



Figure 1: Arrow Convention

- The term “**text box**” (  ) refers to a place in a window where text entry is required. Enter text directly from the keyboard or select from a **drop-down list** below the text box. The availability of a **drop-down list** is shown by the arrow symbol (  ) as illustrated in Figure 2. Drop-down lists allow only one option to be placed in the corresponding text box.



Figure 2: Drop-down list

- Radio buttons (   ) are used when only one option from a pair or a group should be selected. A green dot in the center of the circle indicates that option is selected. Click in a radio button to add or remove its dot.
- Checkboxes (  ) are used to select an option. A check mark inside a box indicates that option is selected. Click in a checkbox to add (  ) or remove (  ) its check mark.
- Arrow buttons are used to select one or more options from a list of total options. Click the side to side arrows (   ) to move one or more selections from one list to the other. Use the control or shift key to select more than one option. Click the up and down arrows (   ) to rearrange the priority order in a list of selections.

## 2. Introduction

### About the ATRRS DA Form 1059 Preparation Module

1. The **ATRRS DA Form 1059 Preparation Module** is part of the Army Training Requirements and Resources System (ATRRS<sup>1</sup>). The ATRRS DA Form 1059 Preparation operates as a web-based application for Army schools to use in preparation of the DA Form 1059. The Department of the Army (DA) Form 1059 is the Army's Service School Academic Evaluation Report.
2. The system utilizes both Common Access Card (CAC) and Army Knowledge Online (AKO) account credentials for logon and user identification. The logon does not require an ATRRS Logon ID and password because many of the participants in the DA Form 1059 preparation process are not ATRRS users.
3. The system supports the various procedures used by schools that prepare the DA Form 1059. The path that a DA Form 1059 takes during preparation is straightforward and user defined at each individual step. The system supports both simple and complex preparation processes.
  - a. Simple process example:
    - i. A single user creates a DA Form 1059, prints it, and then follows the standard paper-based procedures established at the school.
  - b. Complex process example:
    - i. A Training Non-Commissioned Officer (NCO) or Clerk pulls up a class roster, selects a Student, enters/verifies basic Student details and course information, and then assign the DA Form 1059 to a Preparing Officer. The DA Form 1059 appears on the Preparing Officer's To Do List. The Preparing Officer completes his/her portion of the form and returns it to the Clerk. The Clerk reviews it to make sure it meets the school's standards, makes any corrections necessary, and then sends it out for electronic signatures.

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<sup>1</sup> ATRRS is an enterprise solution used by the Army G-1 to manage training requirements and training personnel data for the Total Army.

## 3. Roles

Users of the ATRRS DA Form 1059 Preparation Module occupy one of four roles. The four roles are **DA Form 1059 Initiator**, **Rater**, **Reviewer**, and **Student**.

### DA Form 1059 Initiator

4. One person must be designated as the **DA Form 1059 Initiator** for each class. This is done on the C3 screen in ATRRS Portals.
5. The preparation process starts when the Initiator views a class roster and creates a DA Form 1059 for each Student.
6. The Initiator is the only person who may view a class roster and create a new DA Form 1059.
7. The Initiator page contains a list of classes currently in session or recently ended, tools to look up specific classes, and tools to generate new DA Form 1059's.

### Rater

8. The **Rater** performs actual rating, and then forwards it to the next person in accordance with local workflow procedures. The **Rater** is the first person in the electronic signature process.

### Reviewer

9. The **Reviewer** reviews the completed DA Form 1059, and then forwards it to the next person in accordance with local workflow procedures. The **Reviewer** is second in the electronic signature process.

### Student

10. The **Student** receives an e-mail with a link to the DA Form 1059 after the **Reviewer** signs it. The **Student** is last in the electronic signature process.

## 4. Logon

11. To **Log on** to the **ATRRS DA Form 1059 Preparation Module**, navigate to: <https://www.atrrs.army.mil/da1059> or select **DA 1059 Generator** from the **Links** menu on the ATRRS Homepage (see Figure 1).
12. Read the **Privacy and Security Notice**. Click **I Agree**.



Figure 3: Privacy and Security Notice

13. To **Log on** with your AKO User Name and password, select the **AKO** radio button. The window refreshes. Enter your **AKO Logon ID** and **AKO Password** in the text boxes. Use only the User Name part of the Logon ID, and exclude the @us.army.mil. Click the **Logon** button to continue (see Figure 4).
14. In the event your AKO credentials are not accepted by the system, verify that your password is valid. To do so, visit [www.us.army.mil](http://www.us.army.mil). If your password has expired, you must create a new one. If you are still unable to **Log on** to the system, contact:

ATRRS Help Desk

DSN: 225-2353/2060

Commercial: (703) 695-2353/2060

Email: [ahelp@asmr.com](mailto:ahelp@asmr.com)



Figure 4: AKO Logon

15. Users with a **CAC** may use their card to access the ATRRS DA Form 1059 Preparation Module. The CAC is a Department of Defense issued smartcard used for various tasks that include user authentication, email encryption, and secure computer log-ins.
16. To **Log on** with a CAC, you must have both the DoD Root Certificate and your CAC identity certificate installed on your workstation. These certificates are digital documents that provide the identity of a web site or an individual. If you do not have the DoD Root Certificate or your CAC certificate installed, you should contact your system administrator or **Log on** with your AKO ID and Password. If at any time during Log on you are prompted for a missing certificate (see Figure 5) or choose a certificate where no certificate exists (see Figure 6), contact your system administrator for assistance.

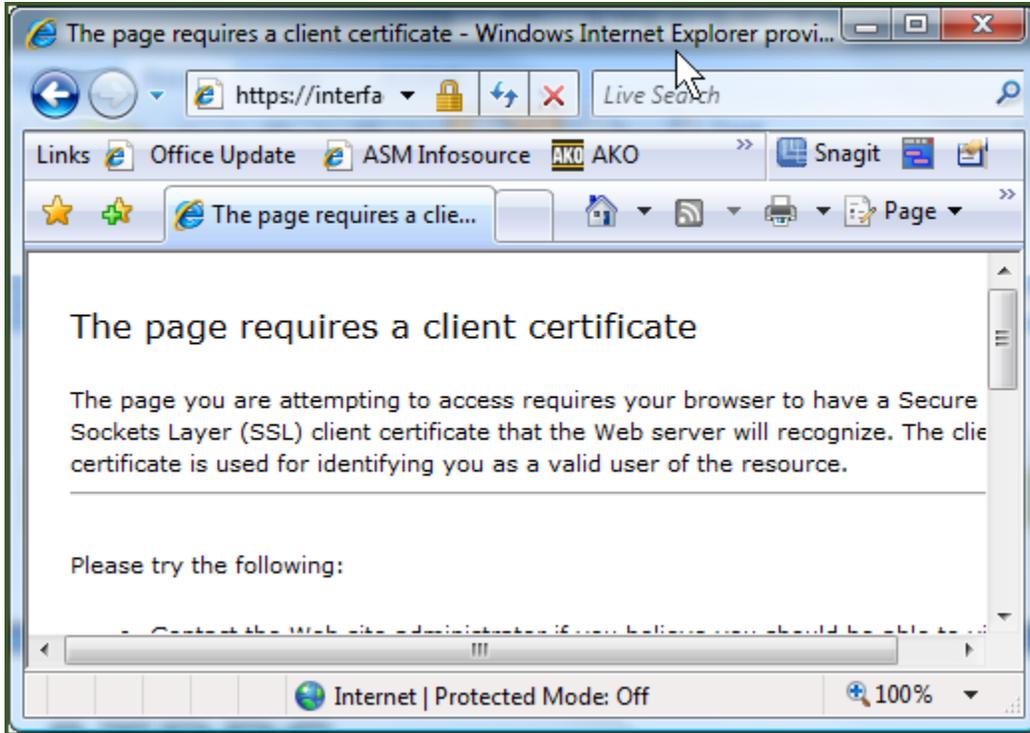


Figure 5: Missing DoD Root Certificate

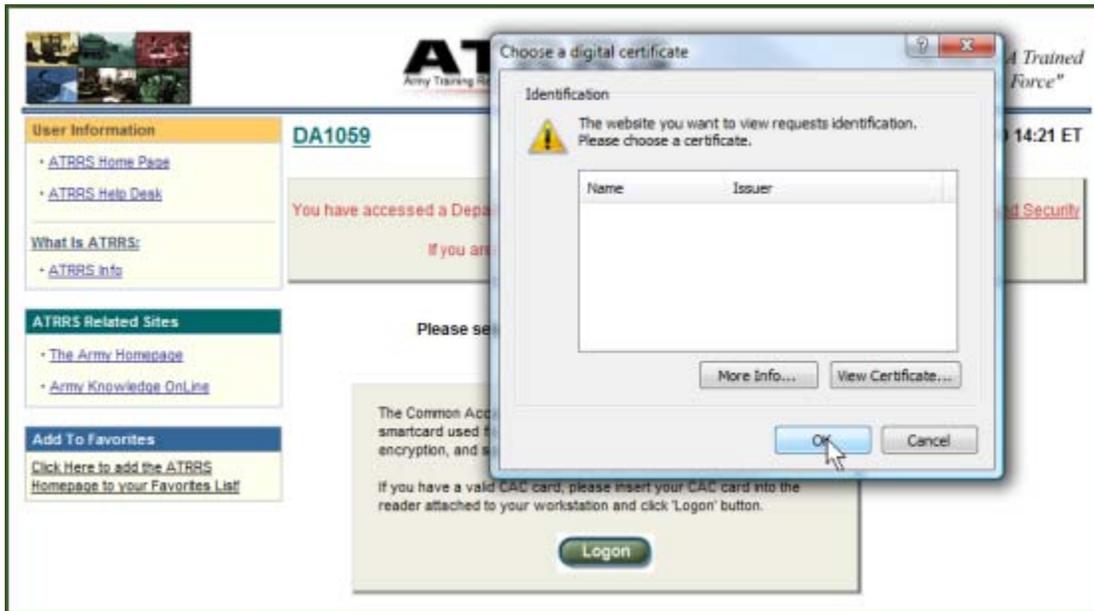


Figure 6: Missing Client Certificate

17. Ensure that your CAC reader software is running on your workstation. This guide illustrates the use of ActivCard Gold, an example of CAC read software widely used by DoD agencies. If you require assistance in the setup and installation of ActivCard Gold or any other CAC reader software, contact your system administrator for assistance.

18. Insert your CAC card into the reader attached to your workstation.
19. Click the **CAC** radio button in the **Log on** window. Read the notice that appears and click **Logon**.

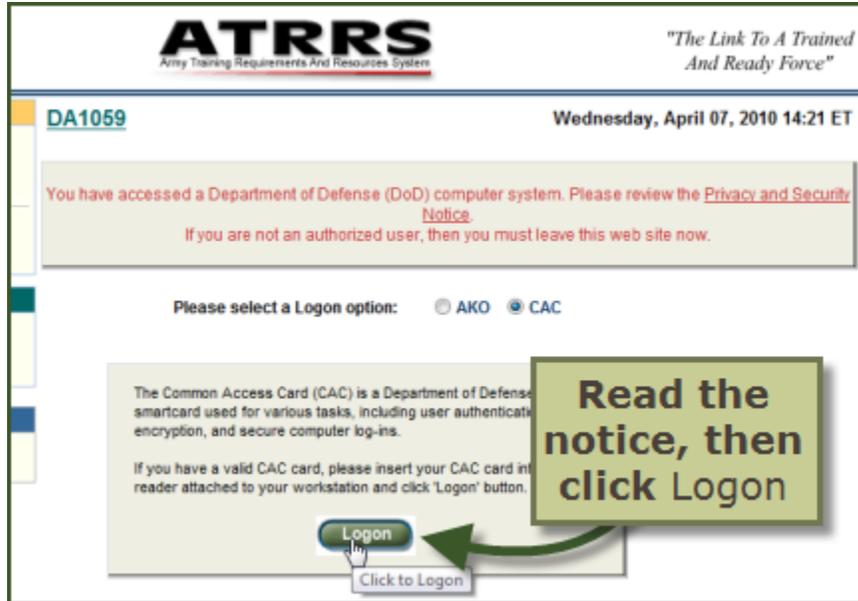


Figure 7: CAC Logon

20. The **Choose a digital certificate** window opens. Select the appropriate certificate and click **OK**. Note that more than one certificate may display (e.g., an Email certificate for Encryption or Signature). If you select the wrong certificate, and the system does not allow you to **Log on**, you must **Close** your browser and **Open** a new one, then select the appropriate certificate.

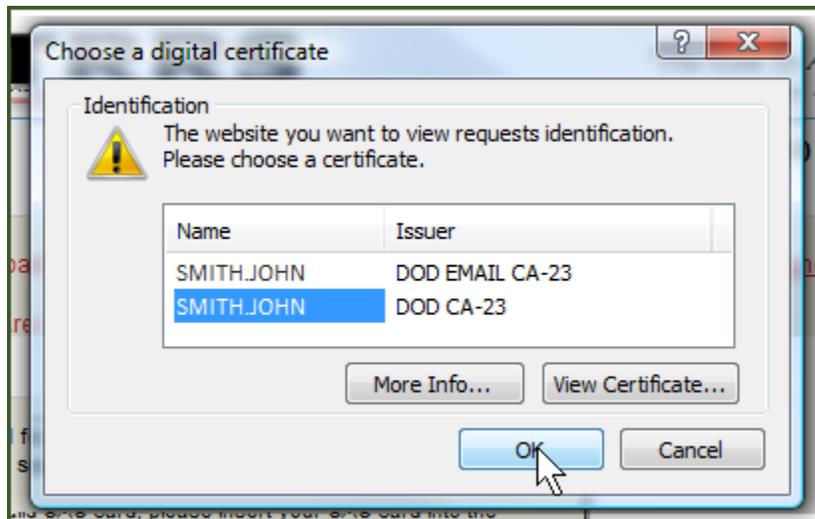


Figure 8: Choose a Digital Certificate

21. The **CAC Reader Software – Enter PIN** dialog box opens. Enter your PIN (Personal Identification Number) and click the **OK** button.



Figure 9: Enter Pin

## 5. Electronic Signatures

22. The ATRRS DA Form 1059 Preparation module complies with the policies and procedures established by the Army's Forms Content Management Program (FCMP) for electronic document signatures.
23. To perform electronic signatures, the Rater, Reviewing Officer and Student must have a CAC, CAC reader, the PureEdge Viewer software, and the Silanis ApproveIt software. The PureEdge Viewer and Silanis ApproveIt software are available for free download from the Army Publishing Directorate at: <http://www.apd.army.mil/>.

## 6. Initiator

The DA Form 1059 process begins when the class manager (Initiator) views the class roster and initiates a DA Form 1059 for each Student. Only the person designated as the DA Form 1059 Initiator for the class may view the class roster. Each school selects an Initiator. The Initiator may be a Clerk, the Instructor, Preparing Officer, or someone in another role. The DA Form 1059 module provides a screen specifically for Initiators.

25. Upon Log on to the system, select **Initiator** from the main toolbar (see Figure 10).

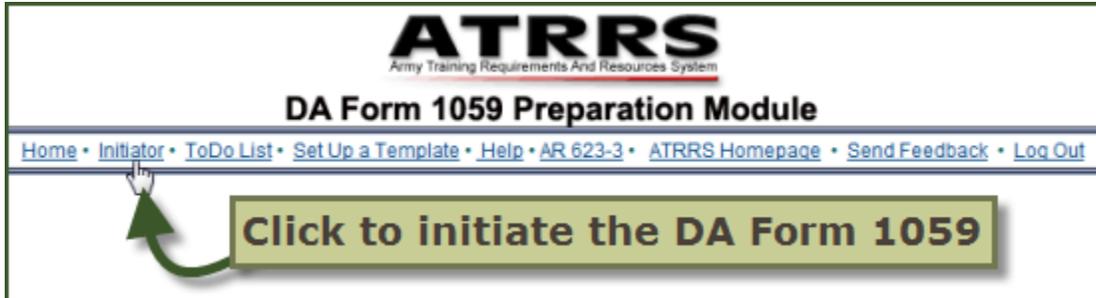


Figure 10: Initiator Link

26. The **Current Classes** list displays. This includes classes currently in session and those that ended within the last week. To view a class roster from those listed, click the **View Roster** link that corresponds to the **Class** (see Figure 11). This is useful when you need to look up a class that ended more than a week ago. Remember that only the person designated within ATRRS on the C3 screen as the DA Form 1059 Initiator for the class may view the class roster. If the class you want to view is not in the list, enter the **FY**, **School**, **Course**, **Phase**, and **Class** for that class in the **Choose a different class** text boxes below the class list panel. Click the **View Roster** button.

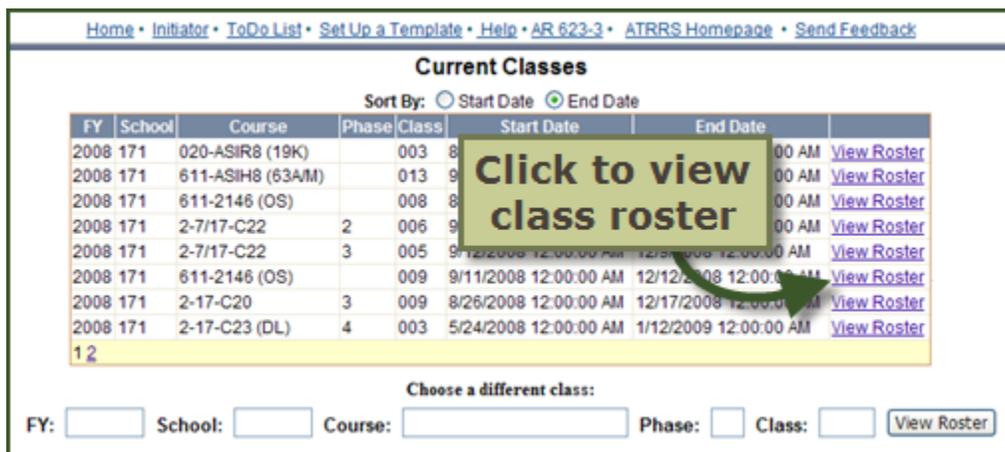


Figure 11: View Roster

27. A list of Students enrolled in the selected course opens below the list of **Current Classes** (see Figure 12). If a DA Form 1059 record exists, then the current **Status**, **Version**, **Remarks** and the current **DA Form 1059 Location** display as well.

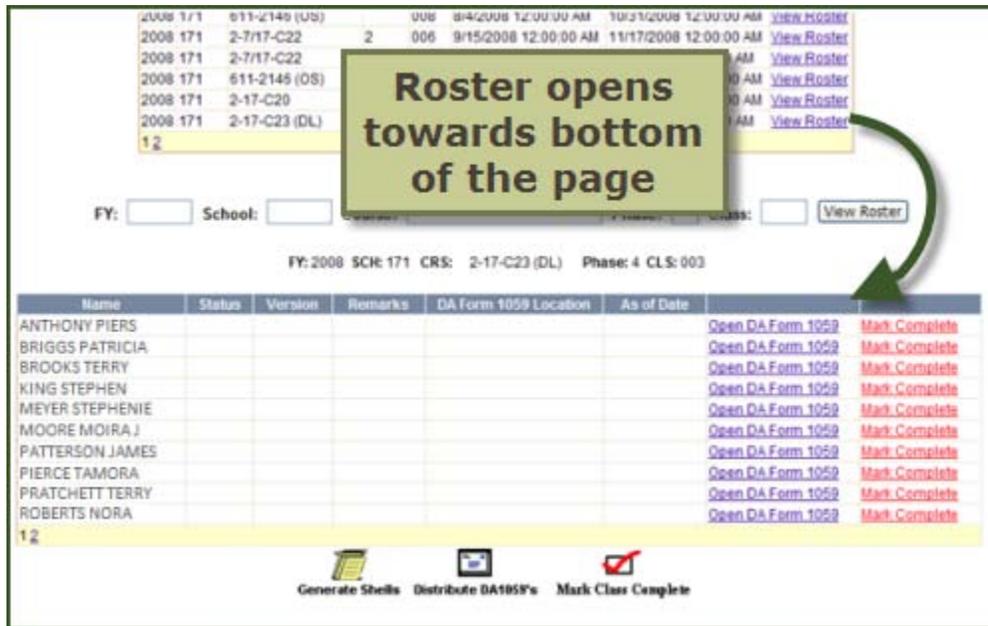


Figure 12: View Roster Result

28. To set up a template for multiple DA Form 1059's, click the **Set Up a Template** link on the main toolbar (see Figure 13). Note that a template allows you to populate standard data in all new DA Form 1059's created for this class during a single browser session. You may use a template to add a standard bulleted comment that is required for each Student in the class.

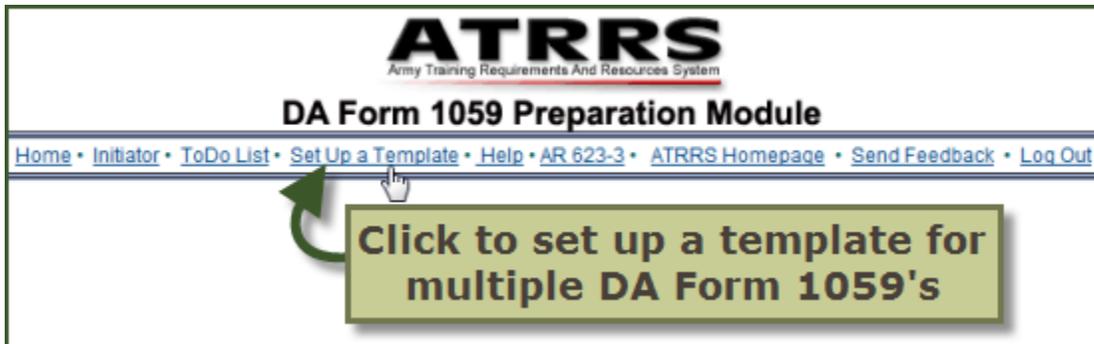


Figure 13: Set Up a Template

29. The **DA Form 1059 Template** window opens. Enter information to be pre-populated into multiple DA Form 1059's (see Figure 14) then click the **Load Template** button. The next step enables users to select Students.

**DA Form 1059 Template**  
Enter the values in the fields that you want to have preloaded in all new DA Form 1059's you create during this session.

Date of Report (YYYYMMDD): 20100429

Course Title:  
EXAMPLE COURSE 123-45

School Name:  
EXAMPLE SCHOOL, ANYWHERE

MI Ed Code:

Duration of Course (YYYYMMDD):  
From: 20090110 Thru: 20100429

Name, Grade, Branch, and Title of Rater:  
\_\_\_\_\_  
\_\_\_\_\_

Rater AKO User ID:  
\_\_\_\_\_

Name, Grade, Branch, and Title of Reviewing Officer:  
\_\_\_\_\_  
\_\_\_\_\_

Reviewing Officer AKO User ID:  
\_\_\_\_\_

Standard Comment:  
\_\_\_\_\_  
\_\_\_\_\_

Figure 14: DA Form 1059 Template

30. Click the **Generate Shells** (  ) button to create a shell. Generate a shell for all or for specific Students in the class. All subsequent DA Form 1059s are created with the new version of the form. When a template is loaded, that information appears on every DA Form 1059 record created during this process. The DA Form 1059 record appears in the **To Do List** for whoever is entered in item **1**.
31. When a template loads, item **3** reads **Template loaded** (see Figure 15). If a template is not loaded, follow the instructions in paragraphs **28** and **29** (Set Up a Template). In step **4**, select the Students to whom you wish the template to be applied (see Figure 15). To select all Students, click the **Select All** checkbox to add a check mark. To select specific Students, select from the names in the list box. Use the Ctrl or Shift key to select more than one Student in the list box. Note that any Student in the class who already has a DA Form 1059 record will not appear in the list box. Click the **Generate Shells** button to apply the template to the selected Students.

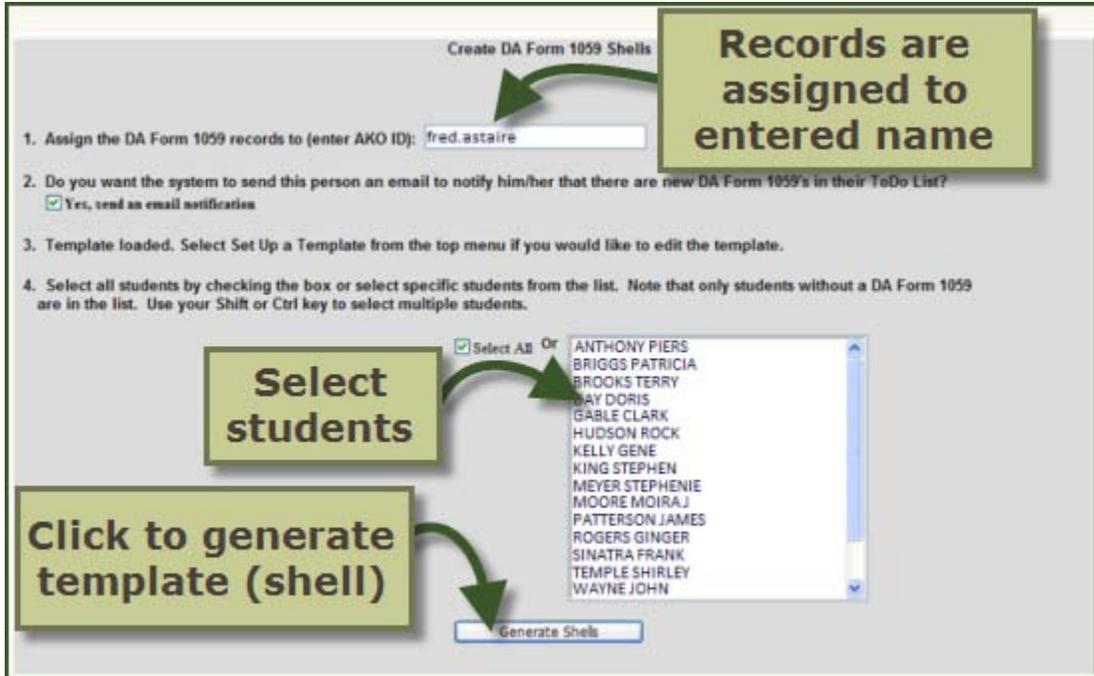


Figure 15: Apply Template (Shell) to Student(s)

32. Repeat this process for each course on your list.

## 7. To Do List

The **To Do List** window displays DA Form 1059 records that are currently assigned to you (**Working**), that you were the last person to work on (**Forwarded**), and that await your signature (**Pending Signature**). Note that this window applies to all roles except Student.

- From the main menu select **To Do List** (see Figure 16).

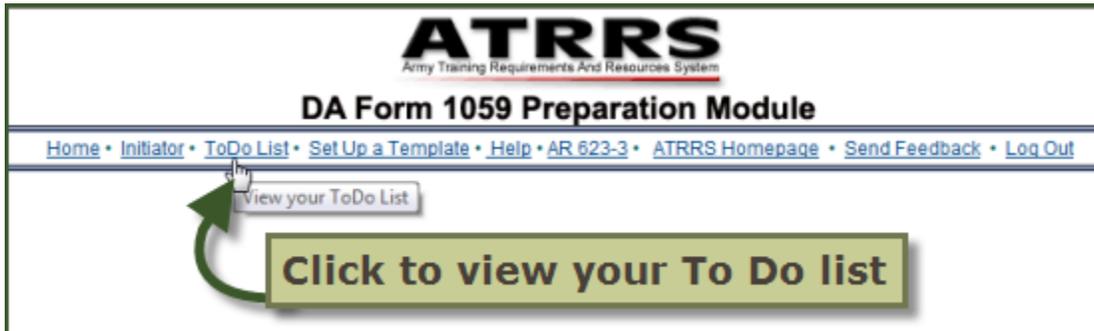


Figure 16: To Do List

- The window refreshes with all **Working DA Form 1059's**, **Forwarded DA Form 1059's** and **DA Form 1059's Pending Signature** (see Figure 17). Note that the lists include any old versions of the form that are incomplete and these can still be completed with the old process. Preparing Officers may click an **Open DA Form 1059** link to open and edit a record.

Working DA Form 1059's								
Version	Name	Course	Class	Remarks	Date Assigned	Class End Date		
NOV77	DAY DORIS	2-17-C23 (DL)	003		4/4/2006 7:35:22 PM	2006-03-31	<a href="#">Open DA Form 1059</a>	<a href="#">Mark Complete</a>
NOV77	GABLE CLARK	2-17-C23 (DL)	005		5/31/2006 2:37:51 PM	2006-06-30	<a href="#">Open DA Form 1059</a>	<a href="#">Mark Complete</a>
NOV77	HUDSON ROCK	2-17-C23 (DL)	006		8/2/2006 9:16:52 AM	2006-07-31	<a href="#">Open DA Form 1059</a>	<a href="#">Mark Complete</a>

Forwarded DA Form 1059's								
Version	Name	Course	Class	Remarks	Date Assigned	Class End Date		
MAR2006	KING STEPHEN	2-17-C22	003		5/7/2007 11:40:29 AM	20041001	<a href="#">Open DA Form 1059</a>	<a href="#">Mark Complete</a>
MAR2006	MEYER STEPHENIE	600-BNCOC	012		9/25/2006 8:55:07 PM	20060929	<a href="#">Open DA Form 1059</a>	<a href="#">Mark Complete</a>

DA Form 1059's Pending Signature								
Version	Name	Course	Class	Remarks	Date Assigned	Class End Date		
MAR2006	BONDRA PETER	2-17-C23 (DL)	007	Awaiting Rater Signature	9/11/2006 11:05:07 AM	20060831	<a href="#">Sign</a>	<a href="#">Mark Complete</a>
MAR2006	CROSBY SIDNEY	2-17-C23 (DL)	008	Awaiting Rater Signature	3/22/2007 7:20:33 PM	20060929	<a href="#">Sign</a>	<a href="#">Mark Complete</a>
MAR2006	GREEN MIKE	2-17-C23 (DL)	008	Awaiting Rater Signature	3/22/2007 6:59:31 PM	20060929	<a href="#">Sign</a>	<a href="#">Mark Complete</a>
MAR2006	GRETSKY WAYNE	2-17-C23 (DL)	009	Awaiting Rater Signature	3/22/2007 4:22:48 PM	20061031	<a href="#">Sign</a>	<a href="#">Mark Complete</a>

Figure 17: ToDo List items

## Working DA Form 1059's

This table displays all DA Form 1059 records for which you are the designated current user. Note that this section applies to all roles except Student. The table displays basic Student and class information as well as any remarks made by a previous user. The records are sorted by class end date so that reports due the soonest appear at the top.

- To work on a DA Form 1059, click the **Open DA Form 1059** link that corresponds to the appropriate Student (see Figure 18).

The screenshot shows a table titled "Working DA Form 1059's" with two sections. Each section has a table with columns: Version, Name, Course, Class, Remarks, Date Assigned, Class End Date, Open DA Form 1059, and Mark Complete. The first section lists three records for NOV77, and the second section lists two records for MAR2006. A callout box with a green arrow points to the "Open DA Form 1059" link in the second record of the second section.

Version	Name	Course	Class	Remarks	Date Assigned	Class End Date	Open DA Form 1059	Mark Complete
NOV77	DAY DORIS	2-17-C23 (DL)	003		4/4/2006 7:35:22 PM	2006-03-31	<a href="#">Open DA Form 1059</a>	<a href="#">Mark Complete</a>
NOV77	GABLE CLARK	2-17-C23 (DL)	005		5/31/2006 2:37:51 PM	2006-06-30	<a href="#">Open DA Form 1059</a>	<a href="#">Mark Complete</a>
NOV77	HUDSON ROCK	2-17-C23 (DL)	006		8/2/2006 9:16:52 AM	2006-07-31	<a href="#">Open DA Form 1059</a>	<a href="#">Mark Complete</a>
Version	Name	Course	Class	Remarks	Date Assigned	Class End Date	Open DA Form 1059	Mark Complete
MAR2006	KING STEPHEN	2-17-C22	003		5/7/2007 11:40:29 AM	20041001	<a href="#">Open DA Form 1059</a>	<a href="#">Mark Complete</a>
MAR2006	MEYER STEPHENIE	600-BNCOC	012		9/25/2006 8:55:07 PM	20060929	<a href="#">Open DA Form 1059</a>	<a href="#">Mark Complete</a>

Figure 18: Open DA Form 1059

- The Student's DA Form 1059 opens. Note that the DA Form 1059 is composed of three sections. There is a **Save Work** button at the bottom of each section. Click the **Save Work** button after each section is complete. There are two versions of the DA Form 1059. See MAR2006 Version and NOV77 Version for directions on the completion of each version.
- After the three sections are complete, you have four options: **View Entire Form**, **Save & Forward**, **Request Signatures**, or **Print View**. Note that your next step is dependent on the policy of your schoolhouse.

### MAR2006 Version

The menu bar at the top of the window contains the following options to display and complete the form. See **AR 623-3** for specific instructions on each form field. Referred reports may be created online, but must be printed, signed and distributed manually.

- Blocks 1-10:** Click this link to display the first 10 blocks of the DA Form 1059. These blocks contain Student, school, and class administrative data (see Figure 19).

Figure 19: Blocks 1-10

39. **Blocks 11-14:** Click this link to display blocks 11-14 of the DA Form 1059. These blocks contain Student performance data (see Figure 20).

Figure 20: Blocks 11-14

40. **Block 15:** Click on this link to display block 15 of the DA Form 1059. This block contains signature information. Enter the AKO ID of the Preparing Officer, Reviewing Officer, and Student if using electronic signatures and distribution. The system pre-fills the AKO ID of the Student if ATRRS has that data (see Figure 21).

KING STEPHEN      Current Status: Working

15. Authentication

a. Typed Name, Grade, Branch, and Title of Rater  
Fred Astaire  
Tester

Date and Signature  
This item will be completed automatically if doing electronic signatures or it will be written manually if doing paper copies.

b. Typed Name, Grade, Branch, and Title of Reviewing Officer  
Ginger Rogers  
Tester

Date and Signature  
This item will be completed automatically if doing electronic signatures or it will be written manually if doing paper copies.

c. Student Date and Signature  
This item will be completed automatically if doing electronic signatures or it will be written manually if doing paper copies.

Administrative Contact and Tracking Info (This must be filled in if you are using electronic signature and distribution)

Rater AKO User ID: fred.astaire  
Reviewing Officer AKO User ID: ginger.rogers  
Student AKO User ID: stephen.king

Save Work

**Click to save updates**

Figure 21: Block 15

41. **Signed:** This box appears checked if the Rater, Reviewer, and Student have electronically signed the form (see Figure 22).

Work Flow:  Blocks 1 - 10 •  Blocks 11 - 14 •  Block 15 •  Signed

Actions: View Entire Form • Save & Forward • Request Signatures • Print View

**Check appears once Rater, Reviewer, and Student have electronically signed the form**

PRESLEY ELVIS      Current Status: Min Req Data Entered

15. Authentication

a. Typed Name, Grade, Branch, and Title of Preparing Officer  
Preparing Officer  
CPT, AR, SOI

Date and Signature  
This item will be completed automatically if doing electronic signatures or it will be written manually if doing paper copies.

b. Typed Name, Grade, Branch, and Title of Reviewing Officer  
Reviewing Officer  
LTC, AR, CDR

Date and Signature  
This item will be completed automatically if doing electronic signatures or it will be written manually if doing paper copies.

c. Student Date and Signature  
This item will be completed automatically if doing electronic signatures or it will be written manually if doing paper copies.

Administrative Contact and Tracking Info (This must be filled in if you are using electronic signature and distribution)

Preparing Officer AKO User ID: fred.astaire  
Reviewing Officer AKO User ID: ginger.rogers  
Student AKO User ID: elvis.presley

Save Work

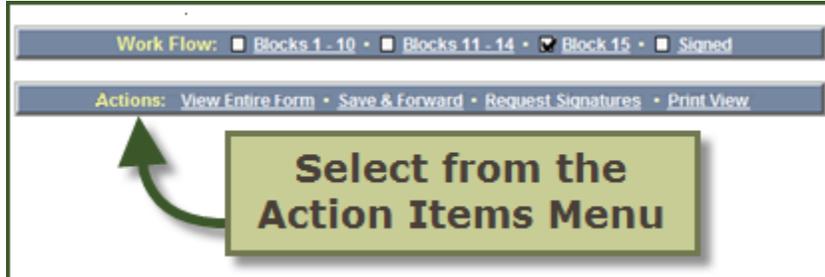
**1. Enter AKO ID of each user in the process**

**2. Click to save**

Figure 22: Signed Checkbox

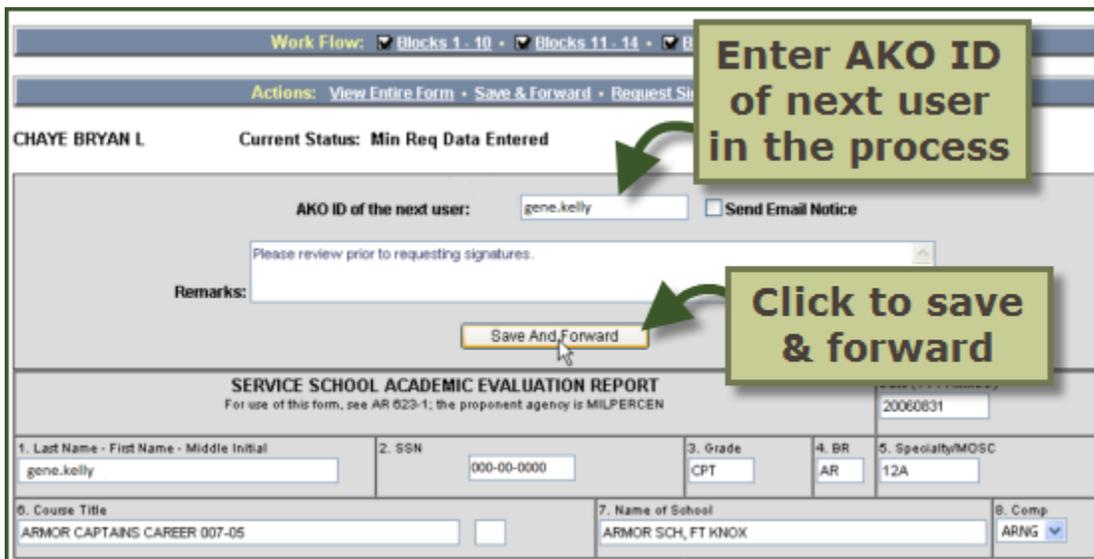
**Action Items**

- 42. Directly below the **Work Flow** navigation menu bar there is an **Actions** menu. The **Actions** menu provides users with the option to view the entire form, save the form and forward it to another user, request signatures, and view the print layout.



**Figure 23: Action Item Menu**

- 43. Click the **View Entire Form** link to display the entire form.
- 44. Click the **Save & Forward** link once the DA Form 1059 is complete in order to assign it to the next user in your chain (see Figure 24). You may also use this link to return the form to the previous user if necessary. Enter the AKO ID of the next user. Check the **Send Email Notice** box to have the system send an email to the next user that notes he or she is assigned the DA Form 1059. Enter remarks if necessary. Click the **Save and Forward** button. Note that users may forward the DA Form 1059 record to anyone with a valid AKO account. This allows schools to use any routing path they choose. The forwarded DA Form 1059 appears in the To Do list of the next user.



**Figure 24: Save and Forward**

- 45. Use **Request Signatures** to initiate an electronic signature process. Open the DA Form 1059 and click the **Request Signatures** link on the toolbar. The record is

placed in a Pending Signature status and appears in the Preparing Officer's Pending Signature List on the **To Do List** page. The record is locked and an electronic version of the form is created and stored on the server. The routing order for signatures is Preparing Officer, Reviewing Officer, and Student. Enter the AKO ID of each user in Block 15 to route the form by electronic signature.

46. **Print View:** Click this link to view the DA Form 1059 in XFDL format (see Figure 25). You must have the free PureEdge Viewer installed on your computer to view the PDF. Download the PureEdge Viewer from the Army Publishing Directorate at <http://www.apd.army.mil/>.
47. Note that the first box on the left in **Block 9** should only be checked if this is a referred report. The **Yes/No** boxes are for the Student to indicate if he/she will submit comments for a referred report.

The screenshot shows the U.S. Army Forms Content Management interface. At the top, there is a navigation bar with a 'Print' button highlighted by a green arrow. Below this is the form header: 'SERVICE SCHOOL ACADEMIC EVALUATION REPORT'. The form contains several sections:
 

- Block 1:** LAST NAME - FIRST NAME - MIDDLE INITIAL, SSN, GRADE, BR, AR, SPECIALTY/MOSC, COMP, ARNG.
- Block 2:** COURSE TITLE (ARMOR CAPTAINS CAREER 007-05).
- Block 3:** THIS IS A REFERRED REPORT, DO YOU WISH TO MAKE COMMENTS? (YES/NO).
- Block 4:** DURATION OF COURSE (YYYYMMDD) (From: 20050502, Thru: 20060831).
- Block 5:** PERFORMANCE SUMMARY (a. EXCEEDED COURSE STANDARDS, b. ACHIEVED COURSE STANDARDS, c. MARGINALLY ACHIEVED COURSE STANDARDS, d. FAILED TO ACHIEVE COURSE STANDARDS).
- Block 6:** DEMONSTRATED ABILITIES (a. WRITTEN COMMUNICATION, b. ORAL COMMUNICATION, c. LEADERSHIP SKILLS, d. CONTRIBUTION TO GROUP WORK, e. EVALUATION OF STUDENT'S RESEARCH ABILITY).
- Block 7:** HAS THE STUDENT DEMONSTRATED THE ACADEMIC POTENTIAL FOR SELECTION TO HIGHER LEVEL SCHOOLING/TRAINING? (YES/NO/N/A).

**Figure 25: Print Form**

48. **Unlock for Editing:** This link only appears if the DA Form 1059 is in a Request Signatures status or has been signed and is being viewed by the class Initiator. The **Unlock for Editing** feature is the equivalent of the destruction of a paper copy of the DA Form 1059. If a DA Form 1059 is unlocked, it must be sent through the review process and signed again. To unlock a DA Form 1059, click the **Unlock for Editing** link to open a confirmation window. Select **Yes**, and then click the **Confirm** button.

## NOV77 Version

Note that no graphics are available for this section due to the limited use of this version of the DA Form 1059. The menu bar at the top of the window contains the following options to display and complete the form:

49. **Blocks 1-12:** Click on this link to display the first 12 blocks of the DA Form 1059. These blocks contain Student, school, and class administrative data.
50. **Blocks 13-16:** Click on this link to display blocks 13-16 of the DA Form 1059. These blocks contain Student performance data. Block 16, **Comments**, is composed of 21 individual lines. Fill these out exactly as you want them to appear on the printed DA Form 1059.
51. **Blocks 17-18:** Click on this link to display blocks 17-18 of the DA Form 1059. These blocks contain signature information and the Student's forwarding address. Enter the AKO ID of the Preparing and Reviewing Officers in order to perform electronic signatures.
52. **Signed:** This box appears checked when the Preparing and Reviewing Officers have signed the form.
53. **Status Info:** Click this link to display a status section. This section displays the current status, user, and any remarks on the viewed DA Form 1059 record.

### Action Items

54. Click the **View Entire Form** link to display the entire form.
55. Click the **Save & Forward** link once the DA Form 1059 is complete in order to assign it to the next user in your chain. You may also use this link to return the form to the previous user if necessary. Enter the AKO ID of the next user. Check the **Send Email Notice** box to have the system send an email to the next user that notes he or she is assigned the DA Form 1059. Enter remarks if necessary. Click the **Save and Forward** button.
56. Click the **Request Signatures** link to place the DA Form 1059 in a Pending Signature status. This causes the DA Form 1059 to appear in the Pending Signature table of the Preparing and Reviewing Officers' To Do lists until they sign it.
57. Click the **View as PDF** link to view the DA Form 1059 in PDF format. You must have Adobe Acrobat Reader installed on your computer to view the PDF. Adobe Acrobat Reader is available as a free download at <http://www.adobe.com>. The PDF file presents a better format for printing.
58. **Unsign for Editing:** This link only appears if the DA Form 1059 has been signed and is being viewed by the class Initiator. The **Unsign for Editing** feature is the equivalent of the destruction of a paper copy of the DA Form 1059. When the DA

Form 1059 is unsigned, it must be sent through the review process and signed again. To un-sign a DA Form 1059, click the **Unsign for Editing** link to open a confirmation window. Select **Yes**, and then click the **Confirm** button.

## Forwarded DA Form 1059's

This table contains DA Form 1059's that are still in a working status and where you were the last user to update the record. This table allows you to see if you misdirected a DA Form 1059 or if the next user's action is overdue.

59. If a form was sent to the wrong person and needs to be rerouted, click the **Reroute** link that corresponds to the form (see Figure 26). Click the **Mark Complete** link if the form is complete and no further action is needed.

Version	Name	Course	Class	Forwarded To	Date Forwarded	Class End Date		
MAR2006	KING STEPHEN	2-17-C22	003	st.king@us.army.mil	6/7/2007 11:40:29 AM	20041001	<a href="#">Reroute</a>	<a href="#">Mark Complete</a>
MAR2006	MEYER STEPHENIE	600-BNCOC	012	st.meyer@us.army.mil	9/25/2006 9:11:19 PM	20060929	<a href="#">Reroute</a>	<a href="#">Mark Complete</a>
MAR2006	ROBERTS NORA	600-BNCOC	012	nora.rob1@us.army.mil	9/25/2006 8:55:07 PM	20060929	<a href="#">Reroute</a>	<a href="#">Mark Complete</a>

**Click to Reroute the form**

Figure 26: Reroute Link

60. A new window opens. Enter the correct user (by AKO ID) and any **Remarks** (comments) to explain why you rerouted the form. After you have entered the correct AKO ID and comments, click the **Reroute** button (see Figure 27).

**ATRRS**  
DA Form 1059 Preparation Module

KING STEPHEN

AKO ID of the next user:   Send Email Notice

Remarks:

**Click to send form**

Figure 27: Reroute Form

## Pending Signature

This table contains DA Form 1059's that are in a Signature Pending status and where you are either the Preparing or Reviewing Officer. The order of signatures on the form is Rater, Reviewer, and then Student. The system handles this signature routing automatically. When the Initiator selects Request Signatures, the form appears in the Rater's Pending Signature table on their To Do List page. Once the Rater signs the form, the form appears in the Reviewer's Pending Signature list. When the Reviewing Officer signs the form, an email is sent to the Student's AKO email account with a link and instructions on how to electronically sign the form.

61. To sign a DA Form 1059, click the **Sign** link that corresponds to the appropriate Student's name (see Figure 28).

Version	Name	Course	Class	Remarks	Date Assigned	Class End Date	
MAR2006	BONDRA PETER	2-17-C23 (DL)	007	Awaiting Rater Signature	8/11/2006 11:05:07 AM	20060831	<a href="#">Sign</a> <a href="#">Mark Complete</a>
MAR2006	CROSBY SIDNEY	2-17-C23 (DL)	008	Awaiting Rater Signature	3/22/2007 7:20:33 PM	20060929	<a href="#">Sign</a> <a href="#">Mark Complete</a>
MAR2006	GREEN MIKE	2-17-C23 (DL)	008	Awaiting Rater Signature	3/22/2007 6:59:31 PM	20060929	<a href="#">Sign</a> <a href="#">Mark Complete</a>
MAR2006	GRETSKY WAYNE	2-17-C23 (DL)	009	Awaiting Rater Signature	3/22/2007 4:22:48 PM	20061031	<a href="#">Sign</a> <a href="#">Mark Complete</a>

**Click to sign form**

Figure 28: Sign Form

62. The DA Form 1059 opens. Click the **Signature** box that corresponds to your role (see Figure 29).

**U.S. ARMY**  
Forms Content Management

Return Without Signing
PRINT
Save Signed Form

*respond to recommendations for improving academic or personal affairs.)*

- o Demonstrated a high degree of improvement throughout the course.
- o Displayed a positive attitude.
- o Willingly shared knowledge with his peers.
- o Performed in-ranks inspection to standard.

Commander  
AR-HRC, ATTN: ARPC-PSV-EE  
1 Reserve Way  
St. Louis, MO 63132-5200

Commander  
303rd MP CO  
1401

PASS 060672 72/185

**Click to add digital signature**

15. AUTHENTICATION

a. TYPED NAME, GRADE, BRANCH, AND TITLE OF RATER	DATE (YYYYMMDD)	SIGNATURE
Preparing Officer CPT, AR, SGI		<input type="text"/>
b. TYPED NAME, GRADE, BRANCH, AND TITLE OF REVIEWING OFFICER	DATE (YYYYMMDD)	SIGNATURE

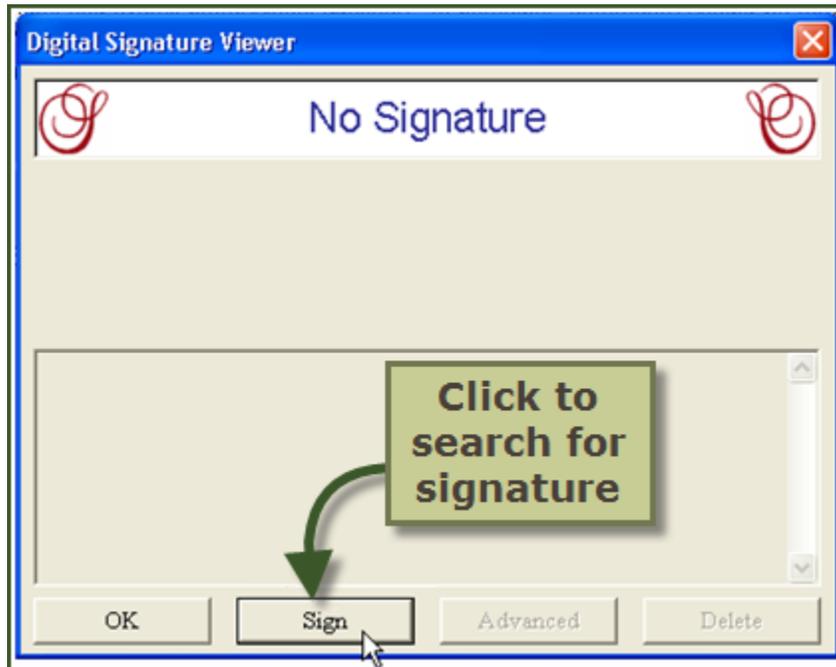
Figure 29: Add Digital Signature

63. The **Electronic Signature Notice** opens. Click the **OK** button to continue with your digital signature (see Figure 30).



**Figure 30: Digital Signature Notice**

64. The **Digital Signature Viewer** window opens. Click the **Sign** button to search your computer for your digital signature (see Figure 31).



**Figure 31: Search for Signature**

65. Select your signature file, and then click the **Open** button (see Figure 32).

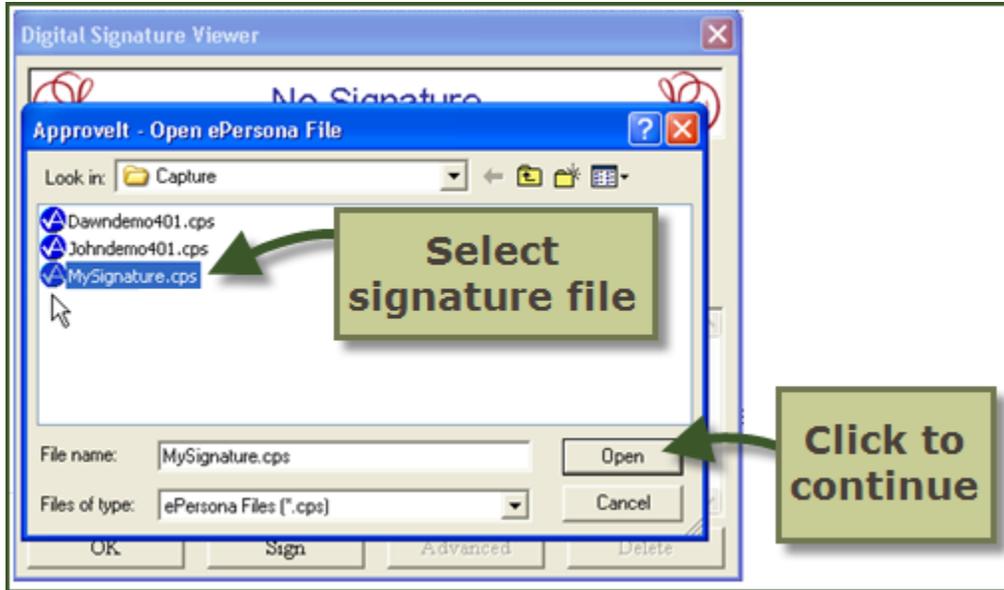


Figure 32: Select Signature file

66. Click the **Sign Using** button then select **Certificate/Smart card** to verify your signature with your CAC card. Click the **OK** button (see Figure 33).

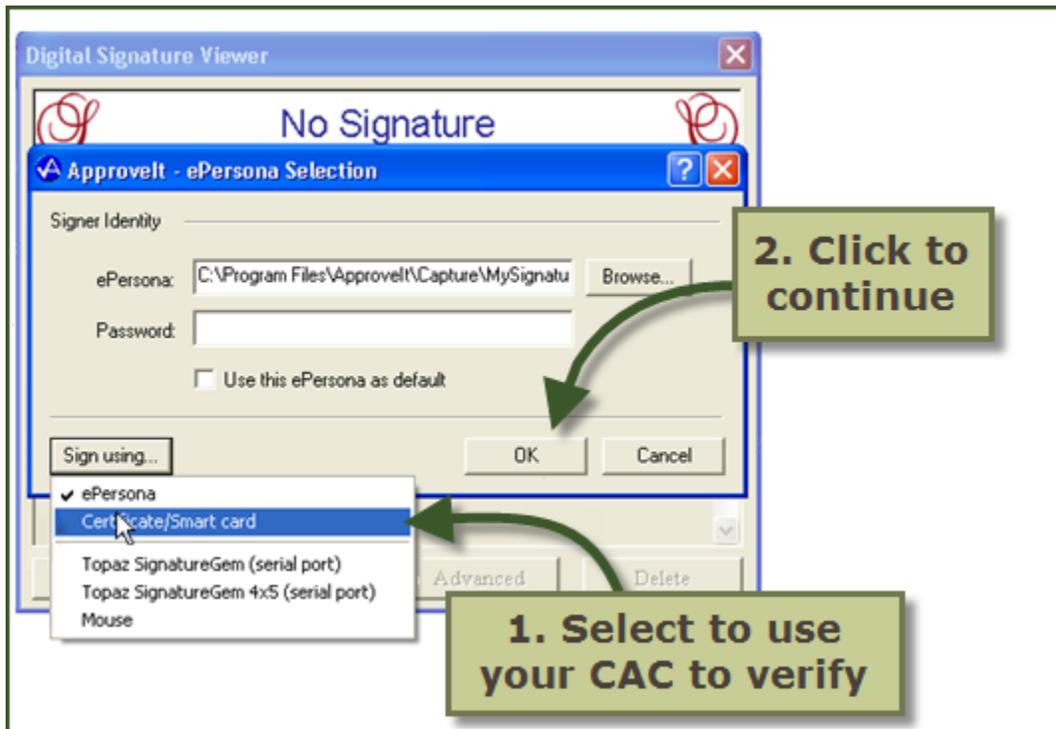


Figure 33: Use CAC to Verify

67. The **ApproveIt – Certificate Selection** window opens. Select your certificate from the certificate list, and then click **OK** (see Figure 34). If your certificate does not show in the prompt, then you may need to export the certificate to your browser.

There should be a menu option in your CAC Reader software to export your certificates to your browser.



Figure 34: Select Certificate

68. The **Approval – Approval Information** window opens. Verify the information is correct, and then click the **Sign** button (see Figure 35).



Figure 35: Verify Information

69. If your signature is valid, a **Signature is Valid** message displays at the top of the window. Click the **OK** button to finish the digital signature (see Figure 36).

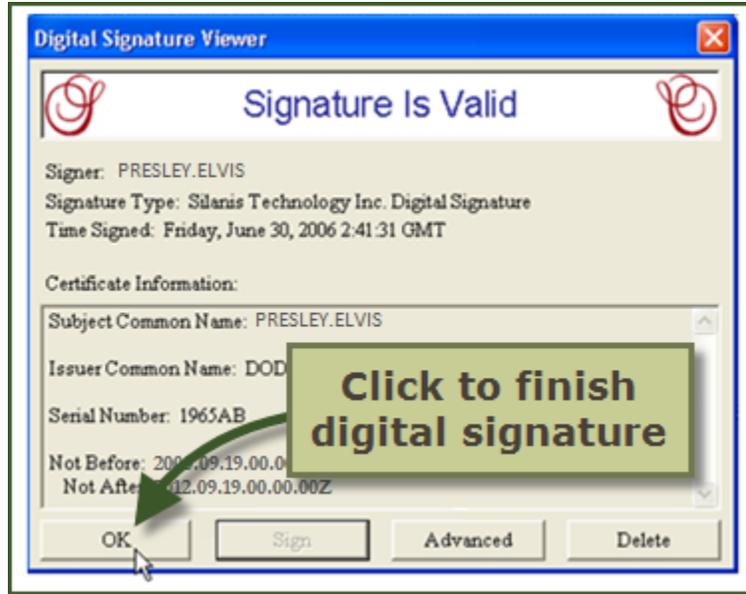


Figure 36: Signature is Valid

- The DA Form 1059 refreshes with your **Signature** in box **15a**. Click the **Save Signed Form** button to complete your part of the process (see Figure 37). The form is automatically placed in the Reviewer's Pending Signature box.



Figure 37: Save Signed Form

## Student Signature

- After the Reviewing Officer signs the form, an email is sent to the Student to instruct him/her to sign the DA Form 1059 (see Figure 38). The link provided in the email takes the Student to a login page separate from the main DA Form 1059 system.

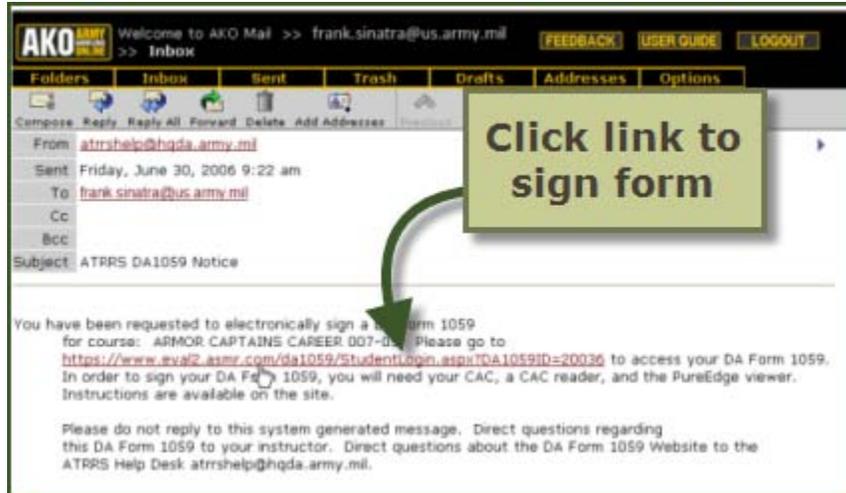


Figure 38: Email to Student

72. The electronic DA Form 1059 displays for signature once the Student logs on. The Student signs the form then clicks the **Save Signed Form** button at the top of the window (see Figure 39).

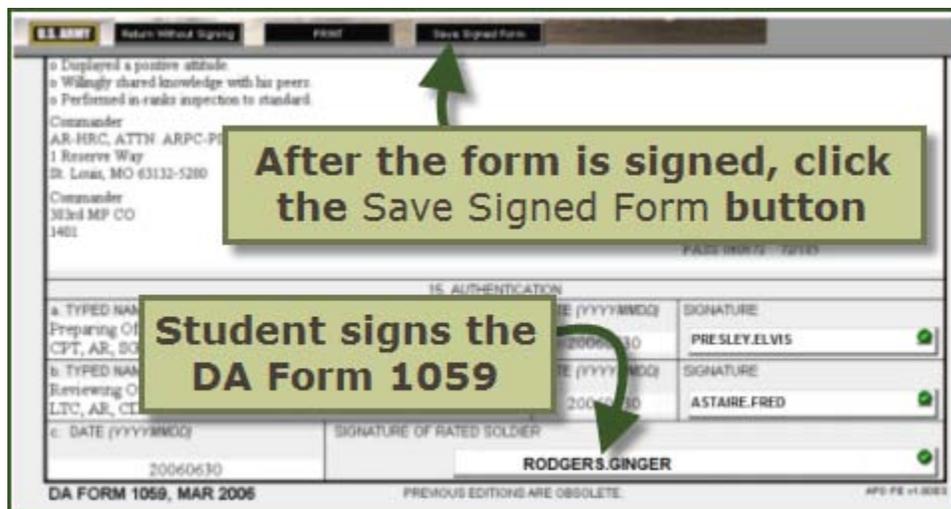


Figure 39: Student Signature

73. A confirmation message thanks the Student for signing their DA Form 1059 (see Figure 40).

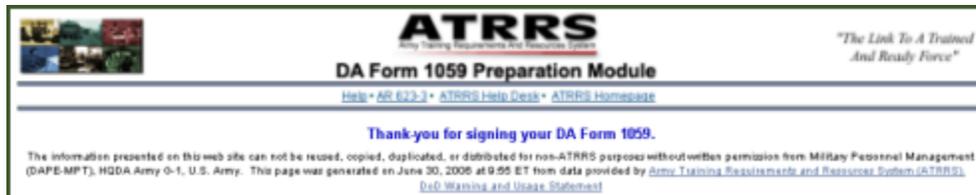


Figure 40: Confirmation window

## Table of Figures

Figure 1: Arrow Convention .....	1
Figure 2: Drop-down list .....	2
Figure 3: Privacy and Security Notice.....	5
Figure 4: AKO Logon .....	6
Figure 5: Missing DoD Root Certificate .....	7
Figure 6: Missing Client Certificate .....	7
Figure 7: CAC Logon.....	8
Figure 8: Choose a Digital Certificate.....	8
Figure 9: Enter Pin .....	9
Figure 10: Initiator Link .....	11
Figure 11: View Roster.....	11
Figure 12: View Roster Result.....	12
Figure 13: Set Up a Template .....	12
Figure 14: DA Form 1059 Template.....	13
Figure 15: Apply Template (Shell) to Student(s) .....	14
Figure 16: To Do List .....	15
Figure 17: ToDo List items .....	15
Figure 18: Open DA Form 1059.....	16
Figure 19: Blocks 1-10.....	17
Figure 20: Blocks 11-14 .....	17
Figure 21: Block 15 .....	18
Figure 22: Signed Checkbox .....	18
Figure 23: Action Item Menu .....	19
Figure 24: Save and Forward.....	19
Figure 25: Print Form .....	20
Figure 26: Reroute Link .....	22
Figure 27: Reroute Form .....	22
Figure 28: Sign Form.....	23
Figure 29: Add Digital Signature .....	23
Figure 30: Digital Signature Notice.....	24
Figure 31: Search for Signature .....	24
Figure 32: Select Signature file .....	25
Figure 33: Use CAC to Verify .....	25
Figure 34: Select Certificate .....	26
Figure 35: Verify Information.....	26
Figure 36: Signature is Valid.....	27
Figure 37: Save Signed Form.....	27
Figure 38: Email to Student.....	28
Figure 39: Student Signature.....	28
Figure 40: Confirmation window.....	28

## User Feedback Request

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- The title, date, and version number of the guide
- The page or paragraph number to which you refer (if applicable).
- The error or omission you've noted

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