

MILPER Message Number**20-087****Proponent****AHRC-PDV-E****Title**

Policy and Processing Guidance in Response to Novel Coronavirus Disease (COVID-19) Impacts to the New DA Form 1059 Series Academic Evaluation Reports (AERs), DA Form 67-10 Series (OER), and DA Form 2166-9 Series (NCOER)

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A. FRAGO 13 to HQDA EXORD 144-20 Army Wide Preparedness and Response to Coronavirus (COVID-19) Outbreak, 03/23/2020.

B. AR 623-3 (Evaluation Report System), 14 June 2019.

C. DA PAM 623-3 (Evaluation Report System), 10 November 2015.

D. AR 350-1 (Army Training and Leader Development), 12/10/2017.

E. AR 40-501 (Standards of Medical Fitness), 06/27/2019.

F. AR 600-9 (The Army Body Composition Program, 07/16/2019.

G. HQDA G-1 Memorandum, Consolidated Exceptions to Policy Concerning Enlisted Promotions During the COVID-19 Outbreak, 03/23/2020.

H. HQDA G-1 Memorandum, Temporary Suspension of Professional Military Education (PME) Requirements for Army National Guard (ARNG) Noncommissioned Officers (NCO), 03/23/2020.

1. This message will expire NLT one year from date of issue.

2. The purpose of this message is to provide updated procedures to complete the new DA Form 1059 series AERs (DA Form 1059, DA Form 1059-1, and DA Form 1059-2) when students are released early from PME requirements in response to COVID-19 and reinforce current Army policy and procedures for documenting the absence of Army Physical Fitness Test (APFT) and height / weight (HT/WT) compliance in response to COVID-19 restrictions for evaluations with a "THRU DATE" of 11 MAR 2020 and after.

3. During the COVID-19 outbreak, HQDA Evaluations Branch will not suspend evaluation processing, appeals, or policy and procedural guidance for Army leadership, field commanders, career managers, selections boards, rating officials, and individual Soldiers.

a. Current evaluation processing times are six weeks for OERs and nine weeks for NCOERs from date of receipt at HQDA Evaluations Branch for processing.

b. Expect delays for processing evaluation reports and appeals submitted via hard copy through the postal service as HQDA Evaluations Branch will comply with telework requirements IAW FRAGO 13 to HQDA EXORD 144-20.

c. Previously published guidance specific to evaluation reports through the announcement of any HQDA level promotion and selection boards remain in effect. Mandatory "THRU" dates for complete the record reports and NLT Receive Dates at HQDA for processing will not be adjusted due to COVID-19 impacts.

d. Retirees recalled to active duty may serve as rating officials; however, they will not receive OERs or NCOERs because they have completed the professional development personnel life cycle function and do not compete for subsequent promotions. Therefore, no recalled retiree will be considered as part of the senior rater profile population.

e. If the current situation changes, additional guidance will be published at a later date.

4. Early Release DA Form 1059 AERS.

a. When a student is released early from a PME course, Army Training Requirements and Resource System (ATRRS) operators are authorized to enter the Student Output Code "ZH" (Accelerated Training) in place of the Student Output Code "G" (Graduated) in ATRRS. When using the Student Output Code "ZH" signatures may be applied to the AER outside of the 14-day prior to "THRU" date window.

b. Evaluation Entry System (EES) Users will complete the following actions when using the Student Output Code "ZH":

(1) Leave the original "Course End Date" in ATRRS.

- (2) Make sure the new “THRU” date is entered on each AER.
- (3) Sign the evaluations in the proper sequence (Academic Rater, then Reviewing Official, then Rated Student).
- (4) ATRRS Operator enters “ZH” in the Student Output Code field in ATRRS.
- (5) Select the “Update Course Roster: button in EES.
- (6) Allow time for the update to process.
- (7) Submit DA Form 1059 AER to HQDA Evaluations Branch for processing.

Note: changing the “Course End Date” in ATRRS will have no effect in EES.

5. Army Physical Fitness Test (APFT)

- a. APFT requirements are administered in accordance with AR 350-1.
- b. Rater’s will enter “PASS” or “FAIL” and the date (YYYYMMDD) of the most recent record APFT administered by the unit within the 12-month period prior to the “THRU” date of the evaluation. If the APFT has not been taken within 12 months of the “THRU” date the APFT data entry will be left blank, by selecting “NO APFT” from the drop down menu in EES, and the rater will provide an explanation in the provided comments section.
- c. For evaluation reports with a “THRU DATE” of 11 MAR 2020 or later, Soldiers who are unable to take a record APFT due to the COVID-19 outbreak will select “NO APFT” from the drop down menu in EES, the rater will explain the absence of APFT data in the provided comments section. Rater comments must highlight COVID-19 as the contributing factor. Lack of APFT due to COVID-19 will not result in a derogatory or referred report.
- d. Soldier’s who are missing a record APFT unrelated to the COVID-19 outbreak will adhere to procedural guidance found in AR 623-3 and DA PAM 623-3.
- e. When the APFT is not administered for early release from PME due to COVID-19 the APFT entry is left blank. The academic rater will explain the absence of APFT data in the provided comments section. Rater comments must highlight COVID-19 as the contributing factor.

6. Height (HT) and Weight (WT).

- a. HT / WT requirements are administered in accordance with AR 600-9.
- b. Soldiers are not exempt from complying with height and weight requirements of AR

600–9. Compliance with AR 600–9 and the height and weight standards of AR 600–9 applies at all times. This entry will not be left blank other than the exceptions indicated in DA PAM 623-3.

c. Raters will enter the rated Soldier's height and weight as of the unit's last record weigh-in. If there is no unit weigh-in during the period covered by the evaluation, the rater will enter the Soldier's height and weight as of the "THRU" date of the evaluation. An entry of "YES" or "NO" will be placed in the space next to the weight to indicate compliance or noncompliance with AR 600–9.

(1) The rater will comment on a "NO" entry, indicating noncompliance with the standards of AR 600–9, in part IV, block a.

(2) The progress or lack of progress in a weight control program will be indicated.

d. For evaluation reports with a "THRU DATE" of 11 MAR 2020 or later, Soldiers who are not administered HT/WT due to the COVID-19 outbreak will enter "99" for height; "999" for weight and "YES" for within standards. Rater comments must highlight COVID-19 as the contributing factor that no HT/WT was administered. Lack of HT/WT due to COVID-19 will not result in a derogatory or referred report.

e. Soldiers currently enrolled in the Army Body Composition Program (ABCP) for previous noncompliance with HT/WT must answer "NO" to within standards until the rated Soldier successfully meets body fat standards to be removed from ABCP.

f. When HT/WT is not administered for early release from PME due to COVID-19 the Academic Rater will enter "99" for height; "999" for weight and "YES" for within standards. The Academic Rater will explain the absence of HT/WT in the provided comments section. Rater comments must highlight COVID-19 as the contributing factor.

7. Leaders at all echelons must continue to counsel, train, educate and evaluate Soldiers to ensure that Selection Boards and Assignment Officials have the information necessary to identify future leaders. The Army Evaluation Reporting System, be it OERs, NCOERs, or AERs, is used in talent management, future assignments, and promotions, which are all fundamental to managing Soldiers' careers.

8. Point of contact for this headquarters is HRC, Evaluations Policy, AHRC-PDV-E, email: usarmy.knox.hrc.mbx.tagd-eval-policy@mail.mil.