



SECRETARY OF THE ARMY  
WASHINGTON

08 JUN 2018

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Army Directive 2018-10 (Authorizing Use of DA Form 1059-2 (Senior Service and Command and General Staff College Academic Evaluation Report) for the U.S. Army War College)

1. References:

- a. Army Regulation (AR) 623-3 (Evaluation Reporting System), 4 November 2015.
- b. Department of the Army (DA) Pamphlet 623-3 (Evaluation Reporting System), 10 November 2015.
- c. AR 350-1 (Army Training and Leader Development), 12 December 2017.
- d. AR 600-9 (The Army Body Composition Program), 28 June 2013.
- e. AR 621-7 (Army Fellowships and Scholarships), 8 August 1997.
- f. Memorandum, U.S. Army War College, CSWC, 12 December 2017, subject: Request to Use Revised DA Form 1059-2 (CGSC/USAWC/SSC) for U.S. Army War College Class of 2018.

2. This directive prescribes use of DA Form 1059-2 for resident students currently enrolled at the U.S. Army War College (USAWC) who will graduate in academic year 2018 and thereafter.

3. The new DA Form 1059-2 will only be rendered for all Regular Army, Active Guard Reserve, U.S. Army National Guard, and U.S. Army Reserve resident students, physically located and enrolled at USAWC.

4. The Commandant, USAWC will ensure each DA Form 1059-2 is completed in compliance with prescribed policies and procedural guidance associated with this directive. Completed DA Form 1059-2s will be forwarded error-free to reach Headquarters, Department of the Army no later than 90 days after the "THRU" date of the duration of the course.

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5. USAWC will coordinate the submission method for the completed forms with U.S. Army Human Resources Command, Evaluations Selection and Promotions Division, Evaluations Policy Branch.
6. Students who separated or departed from USAWC before implementation of this directive will be assessed on the current DA Form 1059 and in accordance with policy prescribed in AR 623-3. Separation or departure is defined as a student being released early from USAWC, either through no fault of the student or because of a condition that prevented the student from fulfilling course requirements. Students who separate or depart USAWC on or after the effective date of this directive will be assessed on the new DA Form 1059-2.
7. Human Resources Command's Evaluations Selection and Promotions Division, Evaluations Policy Branch is the point of contact for all policy and procedural inquiries related to this directive. The branch can be reached at 502-613-9019, DSN 983-9019, or [usarmy.knox.hrc.mbx.tagd-eval-policy@mail.mil](mailto:usarmy.knox.hrc.mbx.tagd-eval-policy@mail.mil).
8. The Deputy Chief of Staff, G-1 is the proponent for this directive and will ensure its provisions are incorporated into AR 623-3 and DA Pamphlet 623-3. The Deputy Chief of Staff, G-1 will coordinate required revisions to AR 350-1 and AR 621-7 with the Deputy Chief of Staff, G-3/5/7.
9. This directive is rescinded upon publication of the revised publications.



Mark T. Esper

Encl

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## **PROCEDURES FOR USING DA FORM 1059-2 FOR STUDENTS AT THE U.S. ARMY WAR COLLEGE**

**1-1 Rules for Designating an Academic Rater for DA Form 1059-2.** The academic rater may be military or civilian and, if military, will normally be senior to the rated student by grade or date of rank. An academic rater is designated by the commandant and is the person who directly oversees and is most responsible for directing and observing the student's progress through a military course of instruction that requires a DA Form 1059-2.

**1-2 Rules for Designating a Reviewing Official for DA Form 1059-2.** The reviewing official for DA Form 1059-2 will be the commandant or a designated official above the academic rater. The reviewing official is the authorized individual responsible for ensuring the accuracy of the DA Form 1059-2 the academic rater prepared. Reviewing officials will ensure timely submission of the completed DA Form 1059-2 to Headquarters, Department of the Army (HQDA) and the rated student. An additional documented review, identified as a supplementary review, is required for academic failure evaluation reports (see paragraphs 1-3 and 1-4).

### **1-3 Reviewing Official Requirements for DA Form 1059-2**

a. The reviewing official will perform the final review to ensure that:

(1) evaluation rating chains are correct and provide a realistic evaluation of the rated student.

(2) evaluations rendered are examined and discrepancies are clarified or resolved.

(3) all parties have complied with this directive and the DA Form 1059-2 Procedural Instructions.

(4) the communication process between the academic rater and rated student has taken place and is documented properly in accordance with academic counseling standards the commandant established.

(5) all comments are consistent with counseling or other communications between rating officials and the rated student during the duration of the course.

(6) all DA Form 1059-2s are submitted to HQDA, along with any comments the rated student provided in response to a referred report and the reviewing official's letter of referral.

b. In addition, a "Did Not Graduate" selection in part I, block I (Reason for Submission) and/or a "Non-Graduate" selection in part III, block a (Overall Academic

Achievement) on DA Form 1059-2 requires a documented supplementary review (see paragraph 1-4).

c. In certain situations, persons other than the reviewing official will conduct supplementary reviews. The reviews will be accomplished after receipt of a completed DA Form 1059-2 (that is, the form was authenticated by the academic rater, reviewing official, and rated student and includes the rated student's comments, if provided).

d. The supplementary review will be conducted by the person in the chain of supervision above the reviewing official, unless the commandant is the reviewing official. Supplementary reviews will go no higher than the school commandant.

e. School commandants may delegate signatory or approval authority to the registrar to perform supplementary review functions. The commandant's delegation must be filed locally and rescinded or updated when a change of commandant occurs.

**1-4 Mandatory Review of Academic Failure.** When a "Did Not Graduate" selection in part I, block I and/or a "Non-Graduate" selection in part III, block a is selected on DA Form 1059-2, a supplementary review is required. The form will be referred to the rated student as described in paragraph 1-9. The requirements of the referral process will be completed before the supplementary review.

a. Supplementary reviewers of "Did Not Graduate" and/or "Non-Graduate" selections on DA Form 1059-2 will:

(1) ensure that the narrative portions of the form contain factual information that fully explains and justifies the reason for the failure.

(2) verify that any derogatory information has been accurately portrayed.

(3) ensure that the evaluation report has been prepared as this directive prescribes.

(4) make sure the evaluation report has been returned to the rated student for comment.

(5) review the student's referral comments, if provided.

(6) provide comments as an enclosure to the form (see the DA Form 1059-2 Procedural Instructions).

b. DA Form 1059-2 reports that include a "Did Not Graduate" selection and/or a "Non-Graduate" selection require a supplementary review by the next individual above the reviewing official in the chain of supervision, unless the reviewing official is the school commandant. Supplementary reviews will go no higher than the school commandant.

**1-5 Loss of a Rating Official or Rated Student.** Special rules apply when a rating official is eliminated from the rating chain or is unable to render an evaluation of the rated student. These situations occur when a rating official dies, is declared missing, is relieved of his or her position or duties for cause, or becomes mentally or physically incapacitated to such an extent that he or she is unable to render an objective or accurate evaluation. When a rating official is officially relieved or determined to be incapacitated, he or she will not be permitted to evaluate his or her subordinates. This restriction will apply to evaluation reports with “THRU” dates before the relief or incapacitation of the rating official that have not yet completed processing to the rated student’s Army Military Human Resource Record (AMHRR). The following rules apply:

a. A new academic rater and/or reviewing official will be designated by the commandant of the school in the event of loss, relief, or incapacitation of the designated rating official.

(1) When the academic rater is eliminated from the rating chain for any reason cited above, the commandant will designate a qualified rating official with adequate knowledge of the rated students’ academic performance that will qualify them to render an evaluation in place of the removed academic rater.

(2) When the reviewing official is eliminated, a new reviewing official will be designated by one of two options. The commandant can:

(a) designate the registrar or a new qualified reviewing official to perform responsibilities.

(b) act as the reviewing official to perform review responsibilities.

(3) In cases when both the academic rater and reviewing official are eliminated from the rating chain, the Commander, U.S. Army Training Doctrine Command will designate a local official qualified to serve as both academic rater and reviewing official.

b. The death of a student does not require a DA Form 1059-2 to be prepared for submission to HQDA. Any previous DA Form 1059-2 having a “THRU” date before the date of a student’s death can still be submitted for processing to the student’s AMHRR. Submission and processing must be accomplished within 6 months of the student’s death.

#### **1-6 Commandant, Academic Rater, and Reviewing Official Responsibilities**

a. Commandants will ensure that:

(1) a copy of this directive is available to the student and rating officials.

(2) each rating official is fully qualified to meet his or her responsibilities.

- (3) the DA Form 1059-2 is properly prepared.
- (4) each rating official knows how the students performed.
- (5) each student receives a copy of the completed DA Form 1059-2.
- (6) a referred DA Form 1059-2 is provided to the student for acknowledgment and comment before it is sent to HQDA for processing to completion.
- (7) schools submit the completed DA Form 1059-2 to the appropriate address at HQDA to arrive within 90 days after the "THRU" date of the DA Form 1059-2.
- (8) the Army Physical Fitness Test (APFT) and height and weight screening is administered in accordance with Army Regulation (AR) 350-1.

b. Academic raters for DA Form 1059-2 will ensure that:

- (1) all applicable fields in parts I, II, and IV are accurate and complete.
- (2) when "NO" is selected in part II, block a, comments are entered in part II, block j when there is substantial finding that the rated student violated the Army's Equal Opportunity, Equal Employment Opportunity, or Sexual Harassment/Assault Response and Prevention Programs.
- (3) APFT performance entry and date, height and weight requirements, and verification of compliance with AR 600-9 are entered in part II, blocks b and c.
- (4) overall grade point average is entered in part II, block d (when applicable).
- (5) skill identifiers and codes are entered in part II, blocks e1 and e2 (when applicable).
- (6) joint education credit is selected in part II, block f (when applicable).
- (7) comments are entered for part II, blocks g through j. Comments will address accomplishments and/or deficiencies for areas evaluated.
- (8) the academic performance box is selected in part II, blocks g through i to indicate the quality of the student's course work, performance, and classroom contributions.
  - (a) If the quality of course work displays expert comprehension and integration of concepts, exhibits performance at a level that significantly exceeds standards, and is an exemplar of excellence, the academic rater will place an "X" in the "Distinguished Performance" box.

(b) If the quality of course work displays exceptional comprehension and integration of concepts and an impressive performance that is clearly above the norm, the academic rater will place an “X” in the “Superior Performance” box.

(c) If the quality of course work displays a solid comprehension and integration of concepts, the academic rater will place an “X” in the “Performed to Standards” box.

(d) If the quality of course work lacks a solid command of concepts, the academic rater will place an “X” in the “Did Not Meet Standards” box. When this occurs, the DA Form 1059-2 will be referred to the student (see paragraphs 1-4 and 1-9).

(9) the title of completed special projects (for example, white papers, thesis topics, decision papers) are listed in part II, block k.

c. Reviewing officials for DA Form 1059-2 will ensure that:

(1) content within parts I, II, III, and IV of the evaluation are completed in compliance with this policy and procedures prescribed in the DA Form 1059-2 Procedural Instructions.

(2) all respective fields in parts III and IV are completed.

(3) the box selected in part III, block a best describes the rated student’s overall academic performance.

(4) the selection in part III, block a indicates the level of performance for the student compared against course standards and the student’s performance when compared to all other students initially enrolled at the start date for that specific class. This assessment will compare the rated student against all students for the entire class. It is not a stand-alone comparison of the student to a particular “section” or “small group.”

(5) use of the top two assessment boxes in part III, block a does not exceed allowable limits established for the graduating class.

(a) A “Distinguished Graduate” is limited to the top 10 percent. This percentage is derived by using the total number of students enrolled at the start date for that specific class. A “Superior Graduate” is limited to the upper 11–30 percent of total students initially enrolled at the start date for that specific class. The combined total for “Distinguished Graduate” and “Superior Graduate” selections will not exceed 30 percent of all students initially enrolled at the start date for that specific class.

(b) In part III, block a, the student’s overall academic achievement performance is gauged by the total population of the class. If the student:



(i) met all course requirements and demonstrated skills and abilities that rate him or her in the top 10 percent of all enrolled students in the class, the reviewing official will place an “X” in the “Distinguished Graduate” box. (The number of ratings in this box cannot exceed 10 percent of the total number of students initially enrolled at the start date for the class.)

(ii) met all course requirements and demonstrated skills and abilities that score him or her in the upper 11–30 percent of the total number of students initially enrolled at the start date for the class, the reviewing official will place an “X” in the “Superior Graduate” box. (The total number of ratings in the second box combined with the total number of ratings in the first box cannot exceed 30 percent.)

(iii) met all course requirements and achieved the overall acceptable course standards, as identified in the course grading plan, the reviewing official will place an “X” in the “Graduate” box.

(iv) fails to meet course requirements, as identified in the course grading plan, the reviewing official will place an “X” in the “Non-Graduate” box. See paragraphs 1-4 and 1-9 for guidance on academic failure evaluation reports and paragraph 1-11 for the referral process.

(Note: All ratings in part III, block a will be processed with an HQDA electronically-generated label corresponding to the overall academic achievement indication when processed at HQDA.)

(6) may list up to three future assignments that are relevant to the student’s demonstrated aptitude.

**1-7 DA Form 1059-2 Requirements.** DA Form 1059-2 will be used to document the performance, accomplishments, potential, and limitations of students while attending the U.S. Army War College (USAWC). The rating officials will be responsible for the qualitative and quantitative assessment of students’ abilities and the accuracy of the information on the completed form.

a. Academic performance counseling for students attending USAWC will be conducted in accordance with procedures established at the local level by the commandant or the Commander, Training and Doctrine Command.

b. Students attending USAWC are expected to meet the Army’s physical fitness and body composition standards in accordance with AR 350-1 and AR 600-9.

**1-8 Adverse Actions.** Adverse actions encompass a variety of situations that are not in accordance with Army Values, Leadership Requirements Model, or good order and discipline, and need to be addressed appropriately on the DA Form 1059-2. See AR 623-3, paragraph 3-25 for more guidance on adverse actions that should be entered on the DA Form 1059-2.

**1-9 Referred DA Form 1059-2.** The following entries on the DA Form 1059-2 are considered to be referred or adverse reports. The reviewing official will refer the form to the rated student for acknowledgment and an opportunity to comment before submitting the form to HQDA (detailed instructions and the process for handling referred forms are in the DA Form 1059-2 Procedural Instructions):

- Any “NO” response.
- Any “DID NOT MEET STANDARDS” rating.
- A “DID NOT GRADUATE” reason for submission.
- A “Non-Graduate” rating. If “Non-Graduate” is checked in part III, block a, the reviewing official will clearly explain the deficiencies contributing to the selection in part III, block b. Examples may include assessments on the character or behavior of the rated student, or a lack of aptitude in certain academic areas (these examples are not all-inclusive). All “Non-Graduate” entries require an additional review (see paragraph 1-4).
- Any comments so derogatory that the DA Form 1059-2 may adversely affect the student’s career.
- Any DA Form 1059-2 with a “FAIL” for the APFT indicating noncompliance with the standards in AR 350-1 and/or a “NO” entry after the height and weight indicating noncompliance with the standards in AR 600-9 (see the DA Form 1059-2 Procedural Instructions).

**1-10 Early Release From a Course.** Students who are separated or depart USAWC before the effective date of this directive will be assessed on the current DA Form 1059 and in accordance with policy prescribed in AR 623-3. Separation or departure is defined as a student being released early from USAWC, either through no fault of the student or because of a condition that prevented the student from fulfilling course requirements.

**1-11 Referral Process for DA Form 1059-2.** The referral process ensures the rated student knows that his or her DA Form 1059-2 contains negative or derogatory information and affords him or her the opportunity to sign the form and submit comments, if desired. See the DA Form 1059-2 Procedural Instructions for referral procedures.

**1-12 Submission Requirements for DA Form 1059-2.** All completed forms will be submitted to U.S. Army Human Resources Command, Evaluations Selection and Promotions Division, Evaluations Policy Branch as a batch. Submission delivery will be the completed DA Form 1059-2 (the fillable Adobe .pdf document), saved on a disc or other electronic means of storage, to be extracted and uploaded at a later date when

the supporting processing system comes online. Authentication for signature sequence is addressed in AR 623-3, paragraph 3-33k.

**1-13 Authorized Enclosures.** No enclosures, other than the following, will be attached to DA Form 1059-2s:

- Reviewing Official's letter of referral (retained by HQDA only).
- The rated student's acknowledgment of referral (retained by HQDA only).
- Comments from the student regarding a referred DA Form 1059-2 (see paragraphs 1-9 and 1-11 and the DA Form 1059-2 Procedural Instructions).
- Comments from the supplementary review.

**1-14 Modification to Previously Submitted Evaluation Reports.** Guidance on how to request modifications to both completed DA Form 1059-2s that are filed in a Soldier's AMHRR and those that are being processed at HQDA before completion is in AR 623-3, paragraph 3-36.

**1-15 Newly Received Favorable Information.** See AR 623-3, paragraph 3-37 for steps to take when a rating official becomes aware of newly obtained favorable information that would have resulted in a higher evaluation after the DA Form 1059-2 has been processed to the rated student's AMHRR and is a matter of record.

**1-16 Newly Received Derogatory Information.** Rating officials will submit an addendum to a previously submitted DA Form 1059-2 when they become aware of new information that would have resulted in a lower evaluation after the DA Form 1059-2 has been processed to the rated student's AMHRR and is a matter of record.

a. The first commander or commandant in the rated student's current chain of command who receives new information will ensure that all members of the original rating chain for the DA Form 1059-2 affected by the new information are aware of it and are allowed to comment. If none of the original rating officials want to change or add to the original DA Form 1059-2, no addendum will be prepared.

b. The addendum will contain the rated student's name, grade, Social Security number, type of evaluation report, and period covered by the evaluation report the addendum applies to. The addendum will also state that all members of the rating chain were allowed to add or change comments, and it will list those who did not want to comment.

c. Upon completion of this action, the commander or commandant will refer a copy of the addendum to the rated student for acknowledgment and the opportunity to submit comments before sending it (and any signed comments) to HQDA.

d. No changes will be made to the original evaluation report in the rated student's AMHRR, but the addendum will be appended to the original DA Form 1059-2, along with any comments from the rated student.

e. If the commander or commandant is not a member of the original rating chain, their only responsibility is to coordinate the submission of the addendum. The commander or commandant may not add comments to the addendum unless they were a member of the original rating chain.

f. If any of the rating officials have been reassigned, released from active duty, incapacitated, or are otherwise unable to complete their part of an addendum before an investigation involving the rated student, the commander or commandant will so indicate.

g. If the rated student cannot be contacted for review, the commander or commandant will comment on the action taken and the inability to contact the rated student before submitting the addendum to HQDA.

**1-17 Service School Academic Evaluation Report DA Form 1059-2.** USAWC students who are awarded the Master of Strategic Studies degree or Master of Military Art and Science degree will have an entry entered on the DA Form 1059-2 part III, block b (see the DA Form 1059-2 Procedural Instructions).

**1-18 Reasons for Submitting a DA Form 1059-2.** The DA Form 1059-2 will be rendered for the following reasons:

- **Course Completion.** The form will be submitted after successful completion of a DA Form 1059-2 producing course. For courses consisting of multiple phases, the form will only be completed for the course phase that finalizes the completion of all requirements of a multiphase course. Course completion academic reports that signify advancement to a military education level must annotate the military education level achieved.
- **Released Early (No Fault of Student).** A DA Form 1059-2 will be submitted for students who do not meet course requirements and are released early from the course of instruction or degree program through no fault of their own.
- **Did Not Graduate.** The form will be submitted for students who fail to meet requirements needed to complete a course.

**1-19 Evaluation Report Redress Program.** See AR 623-3, chapter 4, for policies, procedures, preparation, and submission of an appeal to an evaluation report and requests for a Commandant's Inquiry.