



# ***Project Athena Assessment Steps Leader360***

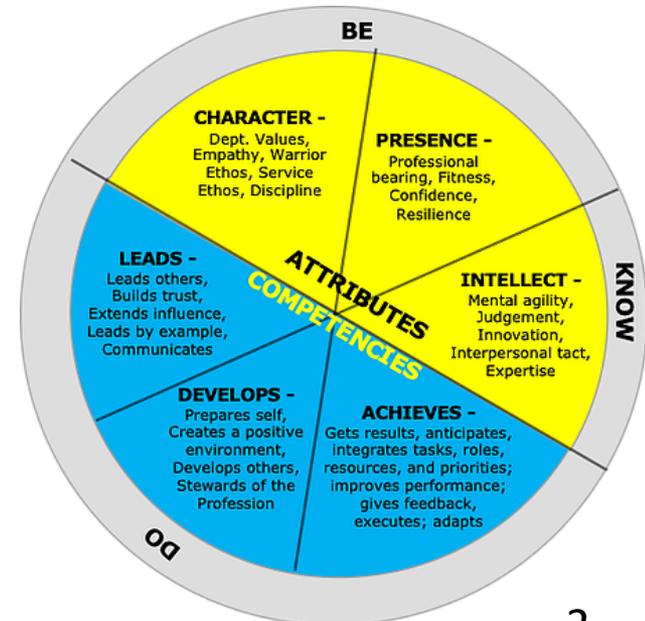


Name: **Leader360**

Purpose: The Leader360 is an assessment of a leader's effectiveness on observable behaviors related to the Army Leadership Requirements Model (ALRM, ADP 6-22). Also assesses the frequency with which the leader engages in counterproductive work behaviors.

The student will select assessors (at least 3 superiors, 7 peers, and 7 subordinates) to provide feedback. Student will also complete a self-assessment.

Length of assessment: ~ 10 min set up event / ~ 5-10 assessment



**Army Leadership Requirements Model  
ADP 6-22**





**Home**

## Welcome to the Army Enterprise Assessment System

The AEAS is designed to support data-driven self-awareness and self-development across all cohorts and components of the Army. The AEAS is operated by the Center for the Army Profession and Leadership at Fort Leavenworth, Kansas.

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 consent to the following conditions:

- 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, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations.
- 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 maybe 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 personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Such communications and work product are private and confidential. See User Agreement for details.

**Feedback Requests**  
View and respond to all requests for your feedback

**Event Center**  
Create and manage your Events

**Report Library**  
Review your feedback reports and completion records

**Help**  
Get help through informative resources and our Help Desk

Help desk Email: [usarmy.leavenworth.trac.mbx.msaf-helpdesk@mail.mil](mailto:usarmy.leavenworth.trac.mbx.msaf-helpdesk@mail.mil). For emergency AEAS assistance, please call our help desk at 913-680-6581. If you need further assistance [click here](#).

- Using Chrome as your browser, go to AEAS website <https://aeas.army.mil/>
- Click the “Login” button in upper right hand corner





federation.eams.army.mil says

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 consent to the following conditions:

-The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations, and law enforcement.

**OK**

login  
n-On

Login CAC/PKI Login

Reset Password  
Create Account

(AESD portal account setup required)

- Click on “**OK**” to accept the consent agreement
- This will take you to the EAMS-A Login Single Sign-On Page





The screenshot shows the EAMS-A login interface. A white dialog box is overlaid on the top left, containing the following text:

federation.eams.army.mil says  
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 consent to the following conditions:  
-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, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI).

At the bottom of the dialog box are "OK" and "Cancel" buttons. Below the dialog box, the login form is visible. It includes a "Password" label, a text input field, and a yellow "Login" button. A grey "CAC/PKI Login" button is highlighted with a red and green border. Below the login buttons are links for "Trouble logging in?", "Reset Password", and "Create Account". A note at the bottom right says "For assistance please contact the AESD" and "(AESD portal account setup required)".

- Click on “CAC/PKI Login” button





The screenshot shows the EAMS-A login interface. A dialog box titled "Select a certificate to authenticate yourself to federation.eams.army.mil:443" is open. It contains a table with the following data:

Subject	Issuer	Serial
EBERTH.CHARLES.BENNETT.115100...	DOD ID CA-59	010885E7
EBERTH.CHARLES.BENNETT.115100...	DOD ID CA-59	00000000
EBERTH.CHARLES.BENNETT.115100...	DOD EMAIL CA-59	03032243

Below the table is a "Certificate information" link and "OK" and "Cancel" buttons. The "OK" button is highlighted with a red box. On the main login page, the "CAC/PIK Login" button is also highlighted with a red box. The background of the login page features a photograph of soldiers in a desert environment with the text "EAMS-A Enterprise Access Management Service-Army".

- Select your **“PIV certificate”** and click **“OK”**
- Do NOT select your email certificate





Leader's Name  
Log Out

Assessments  
Event Center  
Report Library  
Collections  
Statistics

Token Access  
Input Token Code

Self-Initiated  
Create/Manage your Events

Help desk Email: [usarmy.leavenworth.trac.mbx.msaf-helpdesk@mail.mil](mailto:usarmy.leavenworth.trac.mbx.msaf-helpdesk@mail.mil). For emergency AEAS assistance, please call our help desk at 913-680-6581. If you need further assistance [click here](#).

- Go to “Event Center”
- Select the “Self-Initiated” icon



Leader's Name  
Log Out

## Self-Initiated Events

Begin your own event from the list of available self-initiated instruments.

### Leader 180

**Description**

The Leader 180 is an assessment of a leader's effectiveness on observable behaviors associated with required Army leader competencies and attributes. The instrument provides comparisons between self and peer assessments, thus increasing self-awareness by closing the gap between how leaders see themselves and how they are seen by others. Understanding one's effectiveness through the coordination of self-evaluation and peer feedback is a powerful tool in

**Intended Users**

The Leader 180 is designed to support the self-awareness of junior Army leaders. The primary focus is peer feedback.

The Leader 180 is a Project Athena requirement for Basic Officer Leadership Course (BOLC) students.

Start

### Leader 360

**Description**

The Leader 360 is a 360-degree-based assessment of a leader's effectiveness on observable behaviors. The instrument provides comparisons between self and subordinate assessments, thus increasing self-awareness by closing the gap between how leaders see themselves and how they are seen by

**Intended Users**

The Leader 360 is designed for all Army leaders. Events gather feedback from superiors, peers, and subordinates.

The Leader 360 is a Project Athena requirement for Captains Career Course (CCC) and Command General

Start

Help desk Email: [usarmy.leavenworth.trac.mbx.msaf-helpdesk@mail.mil](mailto:usarmy.leavenworth.trac.mbx.msaf-helpdesk@mail.mil). For emergency AEAS assistance, please call our help desk at 913-680-6581. If you need further assistance [click here](#).

- Read the Leader360 description
- Select the Leader360 “Start” button





Leader's Name  
Log Out

Assessments  
Event Center  
Report Library  
Help  
Collections  
Statistics

Leader's Name  
Instructions Add/Remove Assessors Event Status Notifications

Instructions:

**Step 1:** Go to the "Add/Remove Assessors" tab to search for people and add them to the available perspective groups.

**Step 2:** Go to the "Event Status" tab to choose the time window that the event will be active by adjusting the start and end dates. Based on these two dates, the event can be in three phases:

- **Planning** - The start date is still in the future. Assessors cannot yet access their assessments. You are free to add and remove assessors without risking data loss.
- **Active** - The start date has passed and the end date is still in the future. Assessors can now access their assessments and provide feedback by logging into the site and going to their own [Assessments](#) page.
- **Expired** - The end date has passed. Assessors can no longer provide feedback. If your assessors provided enough feedback, you can now view your report in the [Report Library](#). At this point, you cannot edit the event in any way.

**Step 3:** Once the event is active, go to the "Event Status" tab where you can monitor the progress of each perspective group. When you have met the minimum required responses, you can either wait for more feedback, or close the event to view your report.

Once the event is active, you will need to send email notifications to your assessors. You can use the AEAS application to send pre-formatted emails to invite your assessors to participate in your event and to remind them to complete their assessments as necessary. When you are ready to notify your assessors, click on the "Notifications" tab to send email invitations or reminders.

If you need additional help or encounter a problem, feel free to call our Help Desk at: [\(913\) 680-6581](tel:913-680-6581)

Help desk Email: [usarmyleavenworth.trac.mbx.msaf-helpdesk@mail.mil](mailto:usarmyleavenworth.trac.mbx.msaf-helpdesk@mail.mil). For emergency AEAS assistance, please call our help desk at 913-680-6581. If you need further assistance [click here](#).

- Read the **Instructions**
- Select the **"Add/Remove Assessors"** tab when ready to set up your event





**Leader's Name** Log Out

**Leader's Name**

Instructions | **Add/Remove Assessors** | Event Status | Notifications

Use the search tool below to add assessors to your event. Assessors must be DoD personnel with a current Common Access Card (CAC).

Step 1: Search for your assessor by name OR email address.  
 Step 2: Select your intended assessor from the list of results.  
 Step 3: With your intended assessor highlighted, select the "Add" button for the appropriate perspective group.  
 Step 4: Repeat steps 1 through 3 until you have the number of assessors required for each perspective group. You are encouraged to add additional assessors beyond those required. Use the tables below to track how many assessors have been added to your event.

Name  
 Email

First [ ] MI [ ] Last [ ] Search

Add as superior Add as peer Add as subordinate

Perspective Group	Assessors Required	Assessors Added
self	1	1
superior	3	0
peer	7	0
subordinate	7	0

**Important Note:** You should not proceed to the next step in setting up your event before adding at least the required number of assessors for each perspective group. You may add more than the required number of assessors to improve the robustness of your feedback.

Assessor	Perspective Group	Remove
GS12*LCDR Dennis Branson	self	

Help desk Email: [usarmy.leavenworth.trac.mbx.msaf-helpdesk@mail.mil](mailto:usarmy.leavenworth.trac.mbx.msaf-helpdesk@mail.mil). For emergency AEAS assistance, please call our help desk at 913-680-6581. If you need further assistance [click here](#).

- **Search** for assessors by Name OR Email
  - Must be DoD personnel
  - Be specific when searching: no nicknames, Mike vs. Michael, middle initials
- With the name highlighted, add to assessor group by selecting “**Add as...**” button





Leader's Name
Log Out

- Assessments
- Event Center
- Report Library
- Help
- Collections
- Statistics

## Leader's Name

Instructions
Add/Remove Assessors
Event Status
Notifications

Use the search tool below to add assessors to your event. Assessors must be DoD personnel with a current Common Access Card (CAC).

Step 1: Search for your assessor by name OR email address.

Step 2: Select your intended assessor from the list of results.

Step 3: With your intended assessor highlighted, select the "Add" button for the appropriate perspective group.

Step 4: Repeat steps 1 through 3 until you have the number of assessors required for each perspective group. You are encouraged to add additional assessors beyond those required. Use the tables below to track how many assessors have been added to v

Name  
 Email

First  MI  Last  Search

Add as superior
Add as peer
Add as subordinate

Perspective Group	Assessors Required	Assessors Added
self	1	1
superior	3	0
peer	7	0
subordinate	7	0

Important Note: You should not proceed to the next step in setting up your event before adding at least the required number of assessors for each perspective group. You may add more than the required number of assessors to improve the robustness of your feedback.

Assessors currently added to your event.

Assessor	Perspective Group	Remove
GS12*LCDR Dennis Branson	self	✕

Help desk Email: [usarmy.leavenworth.trac.mbx.msaf-helpdesk@mail.mil](mailto:usarmy.leavenworth.trac.mbx.msaf-helpdesk@mail.mil). For emergency AEAS assistance, please call our help desk at 913-680-6581. If you need further assistance [click here](#).

- Review the table at the bottom of the page to make sure each assessor is added to the correct perspective group
- Use table on the right to make sure the required minimums are met
  - An event requires at least 3 superiors, 7 peers, 7 subordinates
  - More assessors can be added if desired





The screenshot shows the 'Leader's Name' configuration page in the AEAS application. The page has a yellow header with the U.S. Army logo and 'Leader's Name' with a 'Log Out' button. A left sidebar contains navigation links: Assessments, Event Center, Report Library, Help, Collections, and Statistics. The main content area has tabs for 'Instructions', 'Add/Remove Assessors', 'Event Status', and 'Notifications'. The 'Event info' section shows 'Instrument: Leader 360' and 'Current Phase: Active'. The 'Dates' section contains instructions and two rows of date/time pickers. The first row is for the 'Start Date' (3/11/2021, 4:00:34) and the second for the 'End Date' (4/1/2021, 4:00:34). Below each date picker is a yellow 'Submit Change' button. The 'Email Notifications' section explains how to notify assessors. The 'Assessor Completion and Feedback Report Status' section includes a table showing completion counts for different assessor types.

	Total Assessors	Assessors Completed	Report Status
self	1	0	No Report
superior	0	0	
peer	0	0	
subordinate	0	0	

Help desk Email: [usarmy.leavenworth.trac.mbx.msaf-helpdesk@mail.mil](mailto:usarmy.leavenworth.trac.mbx.msaf-helpdesk@mail.mil). For emergency AEAS assistance, please call our help desk at 913-680-6581. If you need further assistance [click here](#).

- Set your event Start & End dates
  - Start Date defaults to tomorrow, End Date defaults to 3 weeks later
  - Event automatically opens when Start Date reached, closes when End Date reached.
  - Note "End Date" can be changed until expiration date. Must contact helpdesk to re-open expired collection.
- Select "Submit Change" if/when you make any changes
- Check the "Current Phase" for status (Planning, Active, or Expired)





Leader's Name Log Out

Assessments  
Event Center  
Report Library  
Help  
Collections  
Statistics

Leader's Name

Instructions Add/Remove Assessors Event S Notifications

Notifications

Send notifications to your assessors to invite/remind them to participate. Notifications will not be sent to individuals who have already completed their assessment.

Leader 360: Complete a Leadership Assessment

{{Participant}},

You have been selected to complete a leadership assessment of {{subject}} as part of the Leader 360. The LDR360 is intended to *facilitate* the leader's development by providing feedback from multiple perspectives. The assessment was developed by Army scientists and is specifically designed and validated to capture behaviors related to leader effectiveness.

The LDR360 is purely developmental and results will only be made available to the leader and not shared with any other organization or individual. You have a critical role in providing feedback on {{subject}} to help further develop his or her leadership skills and increase the Army's readiness. Per AR 600-100 your feedback will be kept strictly confidential and your ratings will be averaged within each perspective group (e.g. subordinate, peer, superior) to maintain your anonymity. Only aggregated results may be shared for reports focused at improving Army leader development.

Send

REMINDER: Complete a LDR360 Assessment

{{Participant}},

You previously received an email requesting your input on a leadership assessment of {{subject}} as part of the Leader 360 (LDR360).

You have a critical role in providing feedback on {{subject}} to help further develop his or her leadership skills and increase the Army's readiness. Your feedback will be kept strictly confidential and your ratings will be averaged within each perspective group (e.g. subordinate, peer, superior) to maintain your anonymity (AR 600-100).

To complete the assessment of {{subject}}'s capabilities—

PLEASE READ THESE INSTRUCTIONS CAREFULLY

Send

Help desk Email: [usarmyleavenworth.trac.mbx.msaf-helpdesk@mail.mil](mailto:usarmyleavenworth.trac.mbx.msaf-helpdesk@mail.mil). For emergency AEAS assistance, please call our help desk at 913-680-6581. If you need further assistance [click here](#).

**Note: Assessors will not receive notifications without this step.**

- Select the first “Send” button for AEAS to send “Initial Notifications” to your assessors when your start date is reached. You must click **SEND**
- Select the second “Send” button to send reminder emails to your assessors if needed throughout the assessment period.





Leader's Name [Log Out](#)

Leader's Name

Instructions Add/Remove Assessors Event Status Notifications

Review your event details below.

**Event info**  
 Instrument: Leader 360  
 Current Phase: Active

**Dates**

Select your desired event Start and End Dates below. The default Start Date is set for 24 hours in the future. The default End Date is set for 3 weeks in the future. If you are okay with the default dates, simply leave this page or log out. If you would like to change the Start and End Dates, enter your preferred dates below and select "Submit Change" for each desired update. Once the Start Date is reached, your event will automatically appear on each of your assessor's "Assessments" page. If your event has the minimum number of completed assessments when the End Date is reached, a feedback report will be created and made available in the "Report Library." If you would like to end your event early, change the End Date to the current date and select "Submit Change". If your event does not have the minimum number of completed assessments to generate a feedback report, allow your assessors additional time by extending the End Date and selecting "Submit Change."

Start Date : 3/11/2021 Time: 4:00:34 PM Submit Change

End Date : 4/1/2021 Time: 4:00:34 PM Submit Change

**Email Notifications**

When you are ready to notify your assessors, you may send them an email through the AEAS application. In order to send an email, your event must be Active (The start date has passed and the end date is still in the future). To send email notifications(initial invitations or reminders), click on the "Notifications" tab and select the appropriate email format (initial invitation or reminder).

**Assessor Completion and Feedback Report Status:**

Use the table below to check on event progress and to see the type of report you will receive. A full report is produced with the completion of at least 1 self, 1 superior, 5 peers, and 5 subordinates. A partial report is produced with the completion of the self-assessment and at least 5 assessors from any combination of other perspective groups.

	Total Assessors	Assessors Completed	Report Status
self	1	0	No Report
superior	0	0	
peer	0	0	
subordinate	0	0	

[Click here](#) to complete your own assessment.

Help desk Email: usarmy.cac@usaf-helpdesk@mail.mil. For emergency AEAS assistance, please call our help desk at 913-680-6581. If you need further assistance [click here](#).

- Go back to Event Status tab
- Click "here" at the bottom of the page to complete your self assessment





**Leader's Name** Log Out

**Leader's Name** Notifications

Review your event details below.

**Event info**  
Instrument: Leader 360  
Current Phase: **Active**

**Dates**

Select your desired event Start and End Dates below. The default Start Date is set for 24 hours in the future. The default End Date is set for 3 weeks in the future. If you are okay with the default dates, simply leave this page or log out. If you would like to change the Start and End Dates, enter your preferred dates below and select "Submit Change" for each desired update. Once the Start Date is reached, your event will automatically appear on each of your assessor's "Assessments" page. If your event has the minimum number of completed assessments when the End Date is reached, a feedback report will be created and made available in the "Report Library." If you would like to end your event early, change the End Date to the current date and select "Submit Change". If your event does not have the minimum number of completed assessments to generate a feedback report, allow your assessors additional time by extending the End Date and selecting "Submit Change."

Start Date: 4/23/2021 Time: 10:36:54 AM Submit Change

End Date: 4/30/2021 Time: 10:36:54 AM Submit Change

**Email Notifications**

When you are ready to notify your assessors, you may send them an email through the AFAS application. In order to send an email, your event must be **Active** (The start date has passed and the end

**Assessor Completion and Feedback Report Status:**

Use the table below to check on event progress and to see the type of report you will receive. A full report is produced with the completion of at least 1 self, 1 superior, 5 peers, and 5 subordinates. A partial report is produced with the completion of the self-assessment and at least 5 assessors from any combination of other perspective groups.

	Total Assessors	Assessors Completed	Report Status
self	1	0	No Report
superior	2	1	
peer	2	0	
subordinate	2	1	

Click [here](#) to complete your own assessment.

Help desk

- This table shows progress towards completion (green=complete; red=incomplete); Report Status will change as assessments are completed
- Go to Notifications to send reminder emails to those who have yet to respond
- To generate a feedback report, your event End Date must be reached.
  - To end early, change the End Date and select "Submit Change"





- A partial report is produced with a self-assessment plus at least (5) assessors from any combination of superiors, peers, and subordinates
- A full report is produced with a self-assessment, at least 1 superior, at least 5 peers, and at least 5 subordinates

**No report is provided without a self-assessment**



Report Title	Report Date	Product
Brendon Woody	11/16/2020 11:14:24 AM	ACTT
Brendon Woody	11/9/2020 10:42:19 AM	Leader 180
CIV Brendon Woody	9/30/2020 9:50:08 AM	SOCIAL AWARENESS
CIV Brendon Woody	9/29/2020 1:38:18 PM	SAID-I

- Go to the “**Report Library**” to access the feedback report.
- Select the **student name** for the product to open the feedback report.
- Review report. Use “print to PDF” to save a copy.
- Students can log back in to view feedback reports throughout career.



AEAS Helpdesk:

(913) 680-6581

[usarmy.leavenworth.CAC.mbx.aeas-helpdesk@army.mil](mailto:usarmy.leavenworth.CAC.mbx.aeas-helpdesk@army.mil)

