Leader 360
Event Guide

Getting Started:

To start your Leader 360 Event please go to https://msaf.army.mil/
upon clicking the link, or browsing to the page, you will be prompted for a CAC certificate. Utilize your "email" certificate to begin the process.

If you require assistance at any point in the following process please contact the Help Desk:

Email: usarmy.leavenworth.trac.mbx.msaf-helpdesk@mail.mil

Phone: 913-684-2135

Hours of operation: 0830 – 1630 CST

Home Page:

On the 'Home Page' select the "log in" button.

Note Both the yellow button in the middle of the page, and the black button at the top, take you to the same page.

Login Page:

On this page, select the gray login button in the middle of the page.

Dashboard:

If you are starting your own event, click the button "Create My Leader 360 Event"

If you are assessing someone else. You will find their assessment link in the "My To-Do List" section.

Dashboard

Create My Leader 360 Event

The **To-Do** list contains all events you have been assigned to. Complete each one before its respective deadline. Events that have passed their deadline will be displayed but will no longer be accessible.

The **Reports** list provides all .pdf reports that you have recieved along with the completion date of that particular event. You can download your reports at any time.

My To-Do List		
Assessment	Completion Status	Completion Deadline
	●	Saturday, 27 July 2019
	●	Thursday, 09 May 2019
	●	Monday, 06 May 2019
	●	Monday, 06 May 2019
	●	Tuesday, 30 April 2019

Create Event:

You will be redirected to a page where you will be asked if you are registered in any type of class. Regardless, click next and leave the "no" option selected.

(the bubble for yes/no is for tracking purposes of our team here, it is not a requirement even if you are attending a school)

Assessment Overview

MSAF Leader 360 Individual Event

Program Overview

The Leader 360 program is a web-based leader development application sponsored by the U.S. Army, and administered by the Center for Army Leadership at FT Leavenworth, KS. It is a formal process that allows individual leaders to gather anonymous feedback from peers, subordinates and superiors, compare those results against a self-assessment, and develop an Individual Leadership Development Plan (ILDP). The MSAF website also provides extensive interactive information and training products that guide leaders and assessors through the entire MSAF process.

The MSAF program's main goal is to increase leader self-awareness by gathering objective feedback from multiple sources around a leader-a process known as "360-degree feedback." By collecting feedback from a leader's superiors, peers, and subordinates via an online assessment, leaders can gain valuable insight into their strengths and developmental needs-and ultimately become more self-aware. Self-aware leaders play their strengths, know their weaknesses, and are less likely to set themselves up to fail than others. But greater self-awareness doesn't just benefit Army leaders, it benefits all their cohorts as well.

The intent of the Multi-Source Assessment and Feedback (MSAF) program is to improve the Army leader's self-awareness, uncover potential, identify developmental needs, and develop an action plan that furthers both the leader's individual and organizational leader development goals.

The feedback report you receive is a summary of the data collected from your superiors, peers, subordinates and your own self-analysis of leadership abilities.

Are you registered in a military or civilian PME or CES class or specific program?   ○ Yes   ● No

Exit   **Next**

Create Event (cont):

Step 1: Currently there is only one option. In the future you will be able to select multiples. For now, continue to step 2.

Create Event

Event Creation Steps

✅ **Step 1**

Choose an instrument for your assessment.

Leader 360 ▾

Set

❌ **Step 2**

Add respondents to your event.

0/3 Superiors 0/5 Peers 0/5 Subordinates

Add/Remove Respondents

❌ **Step 3**

Choose the number of days that you wish for the event to be open for feedback. Must be within 90 days.

Add Respondents Page:

Please read all "add respondents" pages
before starting the process.

Respondents

Instructions: Fill in the page bellow with the **Enterprise email address** of the desired respondent. Next, click the **Submit** button. If an email address does not resolve, check your spelling and then try again. If a correct email does not validate, it is possible that the individual is in our system under a different email address or they simply are not in our system. You can contact the helpdesk at **913-684-2135** for assistance.

To remove a respondent, click the check box next to the name and then click the **Delete Selected** button.

❌ **Superiors**	❌ **Peers**	❌ **Subordinates**
3 more required	5 more required	5 more required
	Assessor Email	Assessor Email
Assessor Email	Assessor Email	Assessor Email
Assessor Email	Assessor Email	Assessor Email
Assessor Email	Assessor Email	Assessor Email
Assessor Email	Assessor Email	Assessor Email
Assessor Email	Assessor Email	Assessor Email
	Assessor Email	Assessor Email

Delete Selected   **Set Alternate Emails**   **Submit**

Adding Respondents:

To add respondents, search for them via enterprise email address.

Note to get past this point of event creation, you MUST have 3 superiors, 5 peers, and 5 subordinates.

To remove a respondent, click the check box next to the name and then click the **Delete Selected** button.

⊗ **Superiors**	⊗ **Peers**	⊗ **Subordinates**
3 more required	5 more required	5 more required
	test4.test.mil@mail.mil	test9.test.mil@mail.mil
test1.test.mil@mail.mil	test5.test.mil@mail.mil	test10.test.mil@mail.mil
test2.test.mil@mail.mil	test6.test.mil@mail.mil	test11.test.mil@mail.mil
test3.test.mil@mail.mil	test7.test.mil@mail.mil	test12.test.mil@mail.mil
Assessor Email	test8.test.mil@mail.mil	test13.test.mil@mail.mil
Assessor Email	Assessor Email	Assessor Email
	Assessor Email	Assessor Email

Adding Respondents:

Once all emails are filled in, press the "submit" button.

If all names are accepted, please move on to step 3 (you will be taken back to the event creation page if all emails are accepted by the system).

If emails are not accepted please correct errors (check next page).

To remove a respondent, click the check bo

✅ Superiors

0 more required

BG Test1 Test1	☐
COL Test2 Test2	☐
COL Test3 Test3	☐
Assessor Email	
Assessor Email	

❌ Subordinates

2 more required

MAJ Test9 Test9	☐
test10.test.mil@mail.mil	
SFC test11 Test11	☐
CPT test12 test12	☐
test13.test.mil@mail.mil	
Assessor Email	
Assessor Email	

Delete Selected

*There are invalid entries. Resolve or remove to continue.

Adding Respondents:

Common issues:
   1) name is spelled incorrectly
   2) .mil@mail.mil is incorrectly input
   3) first.m.last is missing a number after last.
   4) email was accepted but timed out (for this go back to the dashboard and come back to event build page)

Non-Common issues:
   1. email in our system is different than what you have (send email address to the Helpdesk to verify its "accuracy").
   2. individual is not in our system (usually a lower rank, or someone newer to the military) If this is the case, have them email the Helpdesk for help.
   3. their email is not accepted by our system (i.e. .ctr@mail.mil emails)

Adding Respondents:

Alternate Emails:

An alternate email address is for someone to receive their invite/reminder emails at their most used military email. I.e. if they have in our system a .mil@mail.mil email, but they utilize an @socom.mil or @usace.army.mil email address.

Once all emails are set in the system (all respondents are added to your event) select the "set alternate emails" button.

On this page, find the email you'd like to "change", then put the newer or more used email next to it. Then select "submit", now all emails will go to that email address instead.

Note These emails must be military in nature as well. Not civilian emails i.e. @gmail, @yahoo, @hotmail, @live, etc....

Set Alternate Emails

Unfortunately, for some users, the email address listed in the DoD White Pages might not be the account they monitor most regularly. If you believe this to be the case, please provide an alternative e-mail address for each applicable assessor. Alternative e-mail addresses may have any of the following extensions: .mil, .gov, or .edu.

test10█████mil@mail.mil   first.last@socom.mil

Submit

Select Date:

Here you'll select how many days you want your event to be open. Most choose 30 days.

You can choose up to 90 days at the current time. If you choose less, you can always change it at a later time. But, without approval from the MSAF team, you will not be able to go over 90 days from the start date.

Once the days are selected, select "set" (a notification will pop up verifying you're ready to start the event) and you will finally be able to start your event.

Step 3

100 days

Set

Choose the number of days that you wish for the event to be open for feedback. Must be within 90 days.

*Invalid input. Please enter an integer value from 1 to 90

Step 3

60 days

Set

Choose the number of days that you wish for the event to be open for feedback. Must be within 90 days.

Tuesday, 17 September 2019

Start

Collection:

Now that you've clicked the "start" button. Your event is the "collection" stage. You will now see your "Manage My Event" page.

Manage My Event:

On this page you can:

Remind individuals to assess you utilizing the 'Send Email Reminders' button. *Note* this will only send emails to people who have not completed your event

Take your Self Assessment (this is mandatory in order to complete your event)

Add respondents, Set alternate emails if you haven't already. Even extend your deadline.

Monitor the number of individuals who've completed your event.

When you finish your 'Self Assessment' you can click the 'Finish My Event' button at any time.

Manage My Event

Your event is set to end on Tuesday, 17 September 2019 and has 60 days remaining.

Event Completion Status

Self-assessment: 0/1
Take Your Self-Assessment

Superiors: 0/3

Peers: 0/5

Subordinates: 0/5

Respondent Information Summary
-------------------SUPERIORS-------------------

Event Controls

- Add Respondents
- Set Alternate Emails
- Send Email Reminders
- Extend Event Deadline
- Finish Event

Event Completion:

Upon clicking your 'Finish My Event' button, you will be sent back to your dashboard. The event link in "My To-Do List" will turn to green (this happens when you complete your self-assessment regardless). Then after a short period of time (usually 30 minutes) your IFR link will show up in the "My Reports" section.

If for any reason the link doesn't work, please email the Helpdesk and we will send you a copy of your IFR.

Frequently Asked Questions:

Q: Are there alternate methods to search for respondents?

A: Not at this time, we are working on adding more.

Q: How do I save my progress?

A: Your progress is automatically saved. Even if the page crashes, you will not lose anything. If you leave, you can return to the event by clicking "Preparing/Managing My Leader 360 Event" on your dashboard.

Q: What do I do if I don't have 13 assessors to add to my event?

A: You can utilize individuals whom you worked with in the past, or at different duty stations. They do not have to be current, peers, superiors, or subordinates.

If you have other questions you think would be a good add on to this page please send your suggestions to the Help Desk via e-mail.