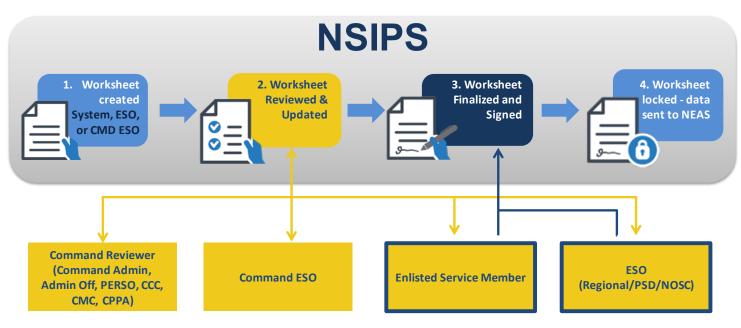


# What's Changing?

#### Automated Enlisted Advancement Worksheet

The Navy is transitioning from a manual paper Advancement Worksheet (NETPDC 1430/3) process to an automated process within the Navy Standard Integrated Personnel System (NSIPS). The system will leverage authoritative data and display a dashboard of advancement eligibility factors. On-line workflow will link all Navy Enlisted Advancement System (NEAS) stakeholders who support individual Sailor advancements to establish a more streamlined and accurate eligibility verification process. The basic process for creating, managing, and finalizing an Enlisted Service Member's Advancement Worksheet in NSIPS prior to an exam is shown below.



Further information regarding each of the EAW roles and workflow process is detailed in the EAW Roles in NSIPS info sheet located in the EAW folder on the NPC PERS 8 Enlisted Advancement Page, <u>https://www.public.navy.mil/bupers-npc/career/</u>enlistedcareeradmin/Advancement/Pages/EAW.aspx.

NOTE: The above automated EAW process requires online access to the NSIPS website. For disconnected operations see Frequently Asked Questions (FAQs) on page nine.

#### New NSIPS EAW Command ESO Capability

NSIPS is being expanded to provide the capability for Command ESOs to manage Sailors' online Enlisted Advancement Worksheets (EAW). Prior to an exam cycle, the Command ESO will have the capability in NSIPS to retrieve, review and print the Exam Cycle Guidance Sheet. NSIPS will automatically generate an EAW for all Time-In-Tate (TIR) eligible Sailors. Command ESOs will have access to Advancement Worksheets for all TIR eligible Sailors in their Command. The following pages highlight new NSIPS EAW Command ESO capability.

## **NSIPS EAW Pilot**

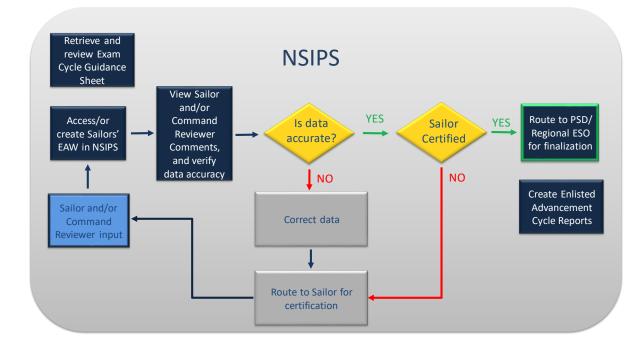
Automated EAW functionality deployed in NSIPS release 1.14.15.0 on 18 November 2018. Individual worksheets are currently available for pilot use by both Navy Active Component (AC) and Reserve Component (RC) TIR eligible Sailors, Command ESOs, and Command Reviewers for the Spring 2019 advancement cycles (AC E4-E6 - Cycle 243 and RC SELRES E4-E7 - Cycle 104).

**NOTE: For the Spring 2019 advancement cycles TIR eligible Sailors will continue to use the current manual paper EAW as the official document for advancement eligibility.** The pilot will allow Sailors, ESOs and Command Reviewers access to the automated EAW capability in NSIPS in order to become familiar with the new automated process, ensure data integrity is present, and provide feedback on the system.

- The automated EAW in NSIPS will not be the official Worksheet for the Spring 2019 advancement cycle. The current manual paper worksheet will still be the source of information used in determining exam eligibility and documenting a candidate's Performance Mark Average (PMA) and award points for calculating Final Multiple Score (FMS).
- During the pilot, the electronic form in NSIPS can be printed and used for the manual worksheet validation process. No data will be transferred from EAW to NEAS and no discrepancies will be adjudicated in EAW during the pilot phase.
- The automated EAW in NSIPS will become the official worksheet beginning with the Fall 2019 advancement cycles.

**Pilot Process**—For the Spring 2019 advancement exams, Command ESOs will be able to pilot the following actions in NSIPS:

- 1. Retrieve, review, and print the Exam Cycle Guidance Sheet
- 2. Access/create EAWs for TIR eligible Sailors in their Command
- 3. View and correct data if required
- 4. Route EAW to the Sailor for certification
- 5. Route completed EAW to PSD/Regional/NOSC ESO for finalization
- 6. Create Enlisted Advancement Cycle Reports



NSIPS

## **NSIPS EAW Command ESO Capability**

## Access and Review Exam Cycle Guidance Sheet

To access NSIPS EAW Command ESO capabilities:



Login to NSIPS https://nsipsprod-sdni.nmci.navy.mil/nsipsclo/jsp/index.jsp



Select EAW Command ESO role from the drop-down menu

NOTE: Individuals assigned by their Command to duties as an EAW Command ESO, must establish a NSIPS EAW Command ESO account through the submission of a System Access Authorization Request (SAAR). Additional instructions are listed on page 10.



Select EAW under the NSIPS Main Menu



Page 3

Select EAW Home Page

View Guidance Sheets



EAW Home Dashboar	d			
Enlisted Advancement Workshe	ets	С	reate Single Advancement Workshee	t
Enlisted Advancement Workshe		C	reate Single Advancement Workshee	t



Jan 2019

6 Enter Guidance Sheet Search Criteria and select desired Guidance Sheet for review

Find a	n Existing Value				
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#### Review Exam Cycle Guidance Sheet

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	SELRES	08/01/2019	01/01/2020		0100		12 20	01/01/2020	06/01/2018	07/31/2019	
3 E06	SELRES	08/01/2019	01/01/2020	01/01/2017	0300		20	01/01/2020	08/01/2016	07/31/2019	12
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3 OPS CE	R		No			Promotal			3.60		
4 Regular	/Concurrent		Yes			Progress	nt Problem	-	3.40		
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2 ACM/CV		mm Medal w/Combat V			3	3					
3 AFAM	Air Force	Achievement Medal			2	2					
4 AFCM	Air Force	Commendation Medal			3	3					
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Other Me	thods of Advan	cement									

7



Produced by the Sea Warrior Program (PMW 240) Enterprise Change Management (ECM) Team

#### Access/or Create, Review, and Update Sailors' Advancement Worksheets



3

Select Pending My Review on EAW Home Dashboard

Enter Search Criteria and select desired Enlisted Service Member to review their Advancement Worksheet

OR

#### Create a Single Advancement Worksheet for a Command Sailor

EAW Home Dashboard	
Enlisted Advancement Worksheets Pending My Review: 23	3 Create Single Advancement Worksheet
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Advancement Worksheet Search	View Guidance Sheets
Advancement in Rate Report	

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Page 5

### Review data elements and make corrections if necessary

NOTE: Only the Command ESO or Regional ESO can edit data elements. However, some displayed data is from authoritative Navy personnel systems and therefore has to be corrected in those systems via the Sailor's Command Pay and Personnel Administrators and/or submitted by the Sailor as an electronic Personnel Action Request (PAR)/1306 via My Record Web 1.0 on MyNavy Portal.

4

5

Add Command Comments (if desired)

Upload attachments (if required)

#### 6 Save and route to Sailor (Service Member) for certification

Yes	No				
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• Yes	No N/A				
• Yes	○ No ® N/A	3			
O Yes	◎ No ® N/A				
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NSIPS

#### Route Sailors' Advancement Worksheets to PSD/Regional/NOSC ESO

Receive certified EAW from Sailor



1

Save and Route certified EAW(s) to PSD/Regional/NOSC ESO for finalization

EP TIR Waiver (E6&E7)	🔍 Yes 🔍 No	0						
Warfare Qualifications Met	O Yes O No	● N/A						
Security Clearance Met	🔍 Yes 🔍 No	● N/A						
Interim Clearance Met	⊖ Yes ○ No	● N/A						
Citizenship Met	⊖ Yes ⊖ N	● N/A						
Citizenship Waived	Yes No	® N/A						
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PRISE-R	O Yes	N/A	for Exam Rate	C	L			
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NOTE: The option to select and route all the worksheets in the Pending My Review queue at the same time is available. Click the Select All tab, then click the Route Worksheet(s) tab.

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Exam Cycle	Permanent Duty UIC Name	Present Grade	Present Rate	Eligibility Status	Exam UIC	Worksheet Status	Duty Status	Special Circumstance	Exam Serial Number	Award Points	PMA	Exam Date		Command Comments Exist	Candidate Comments Exist	Date/Time Received	# days in wrkFlow
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## **Create Enlisted Advancement Cycle Reports**

Select Advancement in Rate Report link on EAW Home Dashboard

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Produced by the Sea Warrior Program (PMW 240) Enterprise Change Management (ECM) Team

# EAW Frequently Asked Questions (FAQs)

# Q1. How do Command ESOs retrieve, review, and route Sailor Worksheets when in disconnected operations (without connectivity to NSIPS web)?

A1. While in disconnected operations (without connectively to NSIPS web) Command ESOs should perform the following procedures:

1) Receive Sailor EAWs from PSD Afloat ESO via the Transaction Online Processing System (TOPS)

2) Print out hard copy of EAWs and distribute to Sailors and Command Reviewers for review

3) Update data (if required) and have Sailors wet sign the hardcopy

4) Forward signed hardcopy EAW via TOPS to the PSD Afloat ESO who will upload the signed EAW into NSIPS.

#### Q2. What should a Sailor do when there is incorrect data on the worksheet?

A2. Because Sailors cannot change worksheet data, they should annotate the discrepancy in the Candidate Comments block on the worksheet and route it to their Command ESO for further action. If supporting documentation is required, Sailors can upload documents via the Upload Attachment feature on the worksheet and route to their Command ESO.

Note: In some cases, the Command ESO will be able to directly correct the data. However, changing some data fields may require changing data in an authoritative Navy personnel system that is providing data to the EAW. In these cases, Sailors should coordinate with their Command Pay and Personnel Administrators to correct the data and/or submit an electronic Personnel Action Request (PAR)/1306 via My Record Web 1.0 on MyNavy Portal.

#### Q3. What happens if EAW data doesn't get corrected prior to exam?

A3. The day after the Exam the EAW is Closed (locked). Incorrect data will be sent to the Navy Enlisted Advancement System (NEAS), and then the Post Exam Comments (PEC) functionality will have to be used to make candidate record changes for that advancement cycle. Sailors and the chain of command should work PEC through their ESO.

Note: Changes made in NEAS via PEC functionality in NSIPS will not correct the authoritative data source.

#### Q4. Can EAW be locked without Sailor Certification?

A4. Yes, EAWs will be Closed (locked) after the exam regardless if any user ever looked at it. All worksheets, regardless of status, will be locked and sent to NEAS after administration dates (day after for AD, and at the end of the administration month (Feb/Aug) for SELRES).

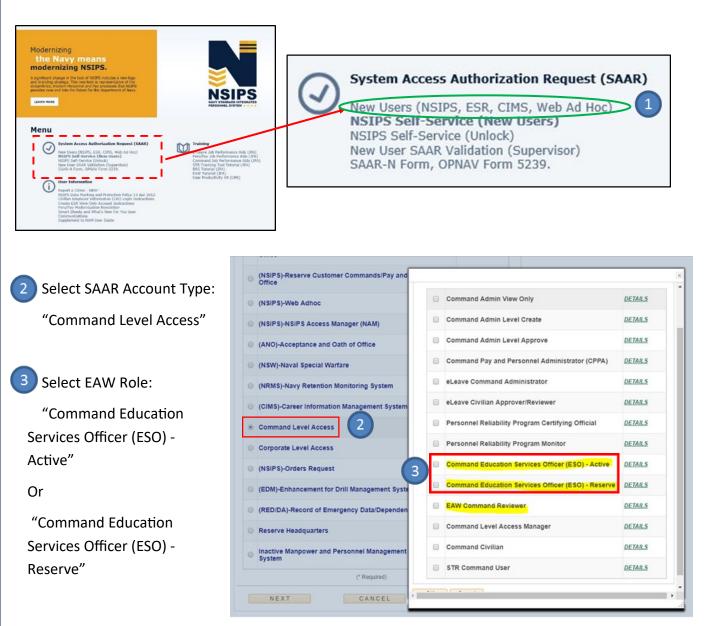


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#### **Establishing NSIPS Command ESO User Accounts**

A System Access Authorization Request (SAAR) must be completed to establish an EAW Command ESO account in NSIPS.

To begin the process, click on the New Users (NSIPS, CIMS, Web Ad Hoc) link under the System Access Authorization Request (SAAR) section on the NSIPS Homepage as shown below.





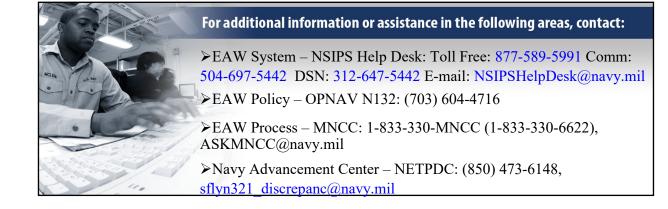
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## **Training & Help**

Detailed step-by-step instructions for completing EAW Command ESO actions in NSIPS may be accessed via the EAW Job Performance Aid (JPA) link under the Training Section located on the NSIPS homepage.







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