



What's New For You

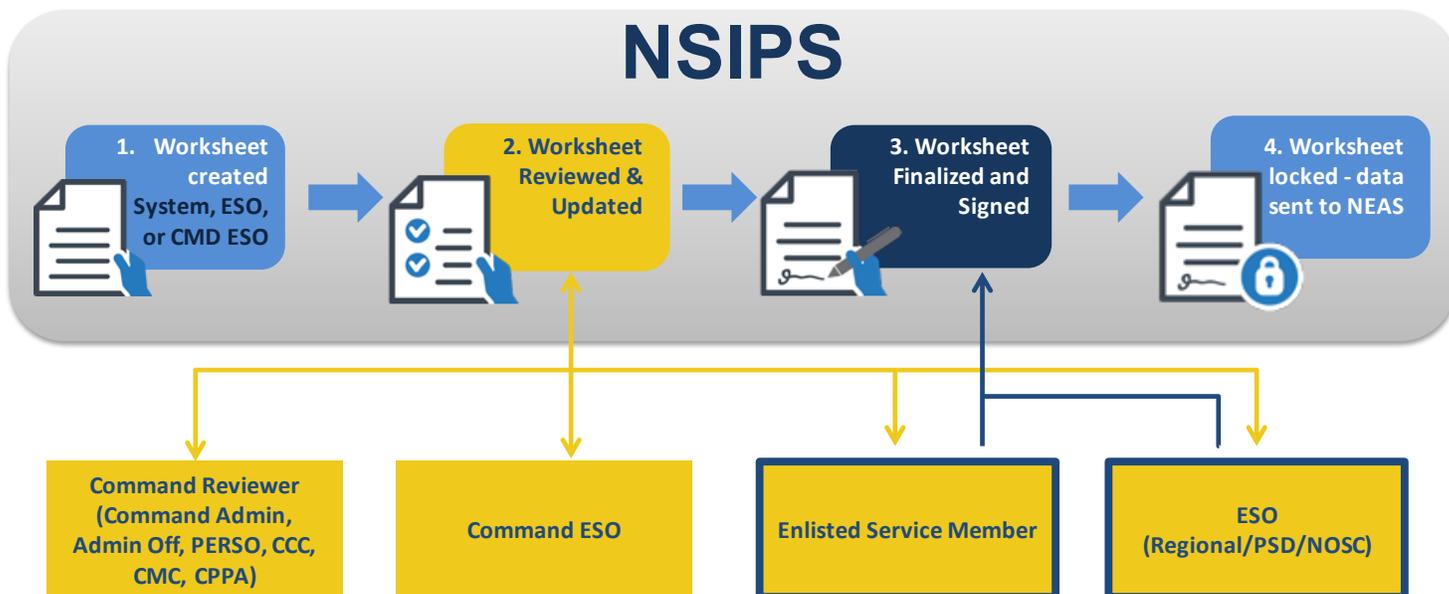
NSIPS—Enlisted Advancement Worksheet Educational Service Officer Capability

WNFY NSIPS EAW ESO — Issue 1 - Jan 2019

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, <https://www.public.navy.mil/bupers-npc/career/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 15.

New NSIPS EAW Educational Service Officer (ESO) Capability

NSIPS is being expanded to provide the capability for ESOs (Regional/PSD/NOSC) to manage and certify Sailors' online Enlisted Advancement Worksheets (EAW). Prior to an exam cycle, the 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-Rate (TIR) eligible Sailors. ESOs will subsequently have access to Advancement Worksheets for all TIR eligible Sailors in their Commands. In addition, they can create worksheets, edit data, route to Command ESOs for action, finalize and certify complete. The following pages highlight new NSIPS EAW capability.

NSIPS EAW Pilot

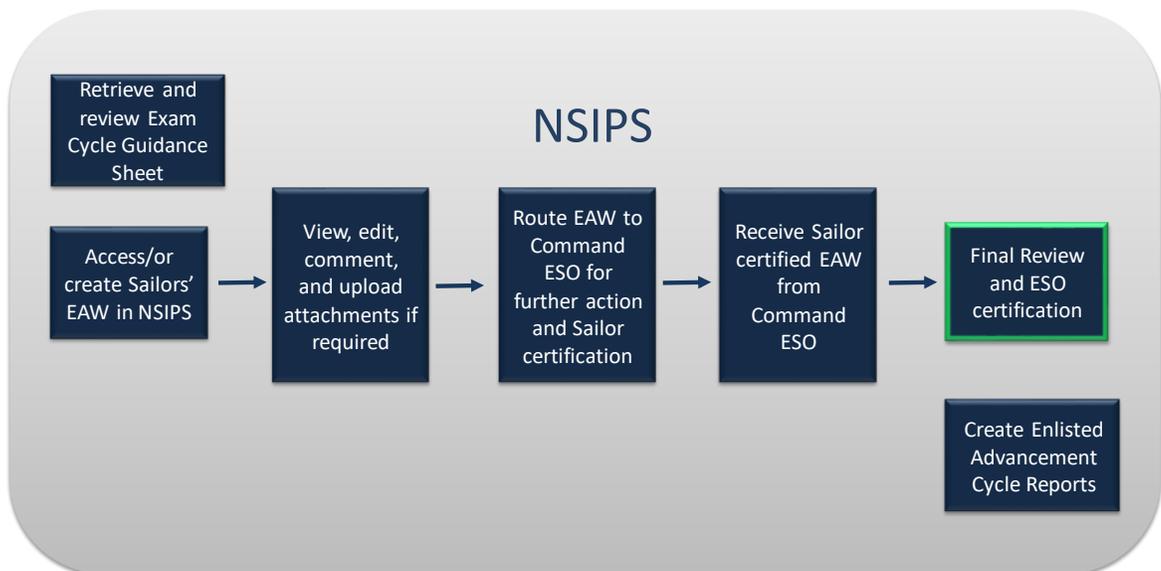
Automated EAW functionality deployed in NSIPS release 1.14.15.0 on 18 November 2018. Individual worksheets are currently available for pilot use by both Navy Active Component (AC) and Reserve Component (RC) TIR eligible Sailors, Command ESOs, Command Reviewers, and Regional/PSD/NOSC ESOs for the Spring 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 EAW users (Sailors, ESOs, and Command ESOs & 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, ESOs (Regional/PSD/NOSC) 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 Commands
3. View and correct data if required
4. Route EAW to the Command ESO for additional review, edits, and Sailor certification
5. Receive Sailor certified EAW from Command ESO
6. Conduct final review and certification
7. Create Enlisted Advancement Cycle Reports



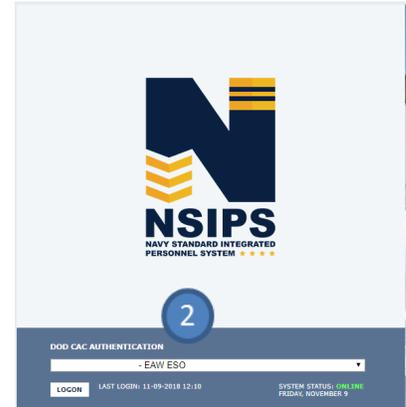
NSIPS EAW ESO Capability

Access and Review Exam Cycle Guidance Sheet

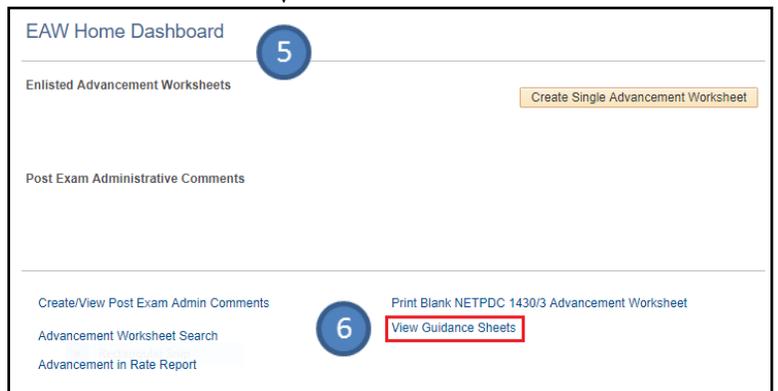
To access NSIPS EAW Command ESO capabilities:

- 1 Login to NSIPS <https://nsipsprod-sdni.nmci.navy.mil/nsipsclo/jsp/index.jsp>
- 2 Select EAW ESO role from the drop-down menu

NOTE: ESOs must establish a NSIPS EAW ESO account through the submission of a System Access Authorization Request (SAAR). Additional instructions are listed on page 16.



- 3 Select EAW under the NSIPS Main Menu
- 4 Select EAW Home Page



- 5 View EAW Home Dashboard
- 6 Select View Guidance Sheets



- 7 Enter Guidance Sheet Search Criteria and select desired Guidance Sheet for review
- 8 Review Exam Cycle Guidance Sheet for current cycle information.

View Guidance Sheet

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

EXAM CYCLE | begins with | |

NAVADMIN Number | begins with | |

Exam Month Year | begins with | |

Guidance Sheet Status | = | |

Limit the number of results to (up to 300):

Search Results 7

EXAM CYCLE	NAVADMIN Number	Exam Month Year	Guidance Sheet Status
105	214/18	AUG 2019	Complete
243	102/19	MAR 2019	Complete

Exam Cycle Guidance Sheet 8 Status: Guidance Sheet Complete

EXAM CYCLE 105 NAVADMIN Number 214/18 Exam Month/Year AUG 2019 Exam Type SELRES Title 1052019

Eligible Paygrades											Find <input type="button" value="Q"/> 1-3 of 3
Paygrade	Duty Status	Exam Schedule Date	Terminal Eligibility Date	Minimum TIR Date	Time in Paygrade	HYT Yrs	HYT Date	Eval Begin Dt	Eval End Dt	Max Awd Pts	
1 E04	SELRES	08/01/2019	01/01/2020	07/01/2019	0006	10	01/01/2020	01/01/2019	07/31/2019	10.00	
2 E05	SELRES	08/01/2019	01/01/2020	01/01/2019	0100	12	01/01/2020	06/01/2018	07/31/2019	10.00	
3 E06	SELRES	08/01/2019	01/01/2020	01/01/2017	0300	20	01/01/2020	08/01/2016	07/31/2019	12.00	

Evaluation		Find View All <input type="button" value="Q"/> 1-7 of 7
Evaluation Type	PMA Evaluation Indicator	
1 Regular	Yes	
2 Concurrent	No	
3 OPS CDR	No	
4 Regular/Concurrent	Yes	
5 Regular/OPS CDR	No	
6 Concurrent/OPS CDR	No	
7 Reg/Concurr/OPS CDR	No	

Evaluation Values		Value
Early Promote		4.00
Must Promote		3.80
Promotable		3.60
Progressing		3.40
Significant Problems		2.00
Not Observed		

Allowable Awards					Find View All <input type="button" value="Q"/> 1-8 of 49
Award	Description	Point Value	Max No. of Awards	Group Category	
1 ACM	Army Commendation Medal	3			
2 ACM/VCV	Army Comm Medal w/Combat V	3			
3 AFAM	Air Force Achievement Medal	2			
4 AFCM	Air Force Commendation Medal	3			
5 AIRMED	Air Medal	3	1 AIRMED		
6 AIRMEDCV	Air Medal-Ind Act W/Combat V	3	1 AIRMED		
7 AIRMEDSF	Air Medal-Strike/Flight	3	1 AIRMED		
8 AM	Airmans Medal	3			

Education Level		Find View All <input type="button" value="Q"/> 1-6 of 6
Education Level	NCMS Value	
1 No Degree	0	
2 Associate Degree	3	
3 Bachelor Degree	4	
4 Master Degree	5	
5 PhD Degree	6	
6 Specialist Degree	7	

Force Management Initiatives		Find View All <input type="button" value="Q"/> 1 of 1
Force Management Initiatives		
1 3 PFA Failures		

Other Methods Of Advancement		Find View All <input type="button" value="Q"/> 1 of 1
Other Methods Of Advancement		
1 MAP		



8 Print Guidance Sheet pdf (option)

Rates Requiring Security Clearance

Rate	Security Eligibility Cd
1 AC	Secret
2 AE	Secret
3 AG	Secret
4 AME	Top Secret
5 AO	Secret
6 AT	Secret
7 AWF	Secret
8 AWO	Secret

Rates Requiring Citizenship

Rate	Waiver Allowed
1 AC	No
2 AE	Yes
3 AG	Yes
4 AO	Yes
5 AT	Yes
6 AWF	Yes
7 AWO	Yes
8 AWR	Yes

CWAY-PACT Designation

Approved Path Cd	Description	Eligibility Indicator
1 APPRSHIP_CHG	Apprenticeship Change	No
2 ASCH	"A" School	Yes
3 NWAEE	Navy Wide Advancement Exam	Yes
4 RED	Direct Rating Designation	Yes

CWAY Reenlistment

CWAY Reenlistment Code	Description	Eligibility Indicator
1 ESP	Denied Final Ineligible Separat	No
2 FSP	Denied Final Forced Separation	No
3 VSP	Denied Final Voluntary Separat	No

Notification Comments:

NETPDC Program Manager Signature

Submitted By: _____ Submitted Date: 09/18/2018
 Modified By: _____ Modified Date: _____

8 Print

[Return to Search](#)

Exam Cycle Guidance Sheet

Exam Cycle: 102		NAVADMIN Number: 227/17		Exam Month/Year: FEB 2018						
Paygrade	Duty Status	Exam Schedule Date	Terminal Eligibility Date	Minimum TIR Date	Time in Paygrade	HYT Yrs	HYT Date	Eval Begin Date	Eval End Date	Max Awd Pts
E04	SELRES	2/1/2018	3/1/2018	1/1/2018	0006	10	7/1/2018	6/1/2017	1/31/2018	10
E05	SELRES	2/1/2018	7/1/2018	7/1/2017	0100	12	7/1/2018	2/1/2017	1/31/2018	10
E06	SELRES	2/1/2018	7/1/2018	7/1/2015	0300	20	7/1/2018	2/1/2015	1/31/2018	12
E07	SELRES	2/1/2018	1/1/2019	1/1/2016	0300	22	9/1/2018	2/1/2015	12/31/2017	

Evaluation Types	PMA Evaluation Indicator
Concurrent	No
Concurrent/OPS CDR	No
OPS CDR	No
Reg/Concurr/OPS CDR	No
Regular	Yes
Regular/Concurrent	Yes
Regular/OPS CDR	No

Evaluation	Value
Early Promote	4.00
Must Promote	3.80
Promotable	3.50
Progressing	3.40
Significant Problems	2.00
Not Observed	0.00

Allowable Awards	Point Value	Max No. Of Awards
Air Force Achievement Medal	2	
Air Force Commendation Medal	3	
Air Medal	3	1
Air Medal-Ind Act W/Combat V	3	1
Air Medal-Strike/Flight	3	1
Airmans Medal	3	
Army Achievement Medal	2	
Army Comm Medal w/Combat V	3	
Army Commendation Medal	3	
Bronze Star	3	
Bronze Star w/Combat V	3	
CINCLANTFLT Letter of Com Flag	1	2
CINCPACFLT Letter of Com Flag	1	2
CINCUSNAVEUR Let of Com Flag	1	2



Access draft Sailors' Advancement Worksheets

- 1 Select Pending My Review on EAW Home Dashboard
- 2 Enter Search Criteria
- 3 Select desired Enlisted Service Member to review their Advancement Worksheet

EAW Home Dashboard

Enlisted Advancement Worksheets

Pending My Review: 1383

1

Create Single Advancement Worksheet

There are no Worksheets pending Command review.

Post Exam Administrative Comments

You have no Post Exam Administrative Comments pending your review.

You have no Post Exam Administrative Comments requiring your follow up.

[Create/View Post Exam Admin Comments](#)

[Advancement Worksheet Search](#)

[Advancement in Rate Report](#)

[Print Blank NETPDC 1430/3 Advancement Worksheet](#)

[View Guidance Sheets](#)

Worksheets Pending My Review

Use Saved Filter(s) ▼

Exam Cycle

Permanent Duty UIC

Present Paygrade

Duty Status

Special Circumstance

DOD ID

Name

Exam Date

Serial Number

Award Points

PMA

Eligibility Status

Worksheet Status

Comments Exist

ESO

Command

Candidate

Search Clear Save Search Criteria Delete Saved Search

Select All Deselect All Route Worksheet(s)

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	ESO Comments Exist	Command Comments Exist	Candidate Comments Exist	Date/Time Received	# days in workflow
<input type="checkbox"/>	243 49763	Enlisted Service Member 1	E05	CTT2	Eligible	49763	Draft	USN		4	3.73	03/07/2019	No	No	No			
<input type="checkbox"/>	243 55154	Enlisted Service Member 2	E04	AZ3	Ineligible	55154	Draft	USN		0	0.00	03/14/2019	No	No	No			
<input type="checkbox"/>	105 30930		E03	CTNSN	Ineligible	30930	Draft	SELRES		0	0.00	08/01/2019	No	No	No			
<input type="checkbox"/>	243 53921		E05	AWF2	Eligible	53921	Draft	FTS		0	3.87	03/07/2019	No	No	No			
<input type="checkbox"/>	243 55154		E05	AWV2	Eligible	55154	Draft	USN		2	3.80	03/07/2019	No	No	No			
<input type="checkbox"/>	243 49763		E03	CTTSN	Ineligible	49763	Draft	USN		0	0.00	03/21/2019	No	No	No			
<input type="checkbox"/>	243 55154		E04	AD3	Ineligible	55154	Draft	USN		0	0.00	03/14/2019	No	No	No			
<input type="checkbox"/>	243 42065		E03	ADAN	Ineligible	42065	Draft	USN		0	0.00	03/21/2019	No	No	No			
<input type="checkbox"/>	243 55154		E04	AD3	Ineligible	55154	Draft	USN		0	0.00	03/14/2019	No	No	No			
<input type="checkbox"/>	243 47373		E05	AWF2	Eligible	47373	Draft	USN		2	4.00	03/07/2019	No	No	No			
<input type="checkbox"/>	105 53921		E04	AM3	Ineligible	53921	Draft	SELRES		0	0.00	08/01/2019	No	No	No			



Review Sailors' Advancement Worksheets

After selecting a Sailor's EAW from Pending Review list or creating an EAW for a Sailor:

1 Review EAW data elements

EAW Advancement Worksheet

Name **1** DOD ID Num Exam Cycle 243 Exam Serial No. []-[] Worksheet Status: Draft
 Member's Eligibility Status: Potentially Eligible
 Present Rate CTT2 Exam Rate CTT1 Present Paygrade E05 Exam Paygrade E06 Duty Status USN Branch/Class Group 11 Exam Date 03/07/2019
 Highest Degree Level No Degree Served CDCZ/ACOA > 90 Days N/A Special Circumstance
 Awards 4 Award Summary Exam Results UIC 49763 NIOC COLORADO Exam UIC 49763 NIOC COLORADO
 PMA 3.73 Eval Summary Permanent Duty Station UIC 49763 NIOC COLORADO Personnel UIC 43322 PSD MEMPHIS
 Refer to the Cycle NAVADMIN for date ranges

Time-in-Rate Check: TED: 07/01/2019 (-) TIR: 01/01/2016 (-) SIPG: 0306 YYMM	Active Duty w/Reserve Time-in-Rate Check: SIPG: 0306 YYMM (+) DSPG: YYMM (-) TIR: YYMM	High Year Tenure Check: TED: 07/01/2019 (-) ADSD: 12/03/2013 (-) LOS: 0507 YYMM
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Eligibility Check:

CO/OIC Recommended	<input checked="" type="radio"/> Yes	<input type="radio"/> No		
Current Eval Problem	<input type="radio"/> Yes	<input checked="" type="radio"/> No		
TIR Met	<input checked="" type="radio"/> Yes	<input type="radio"/> No		
HYT Exceeded	<input type="radio"/> Yes	<input checked="" type="radio"/> No		
HYT Waived	<input type="radio"/> Yes	<input type="radio"/> No	<input checked="" type="radio"/> N/A	
EP TIR Waiver (E6&E7)	<input type="radio"/> Yes	<input checked="" type="radio"/> No		
Warfare Qualifications Met	<input type="radio"/> Yes	<input type="radio"/> No	<input checked="" type="radio"/> N/A	
Secret Security Clearance Met	<input checked="" type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> N/A	Current Clearance Top Secret - SCI Clearance Auth Dt 07/23/2014 Eligible
Interim Clearance Met	<input type="radio"/> Yes	<input type="radio"/> No	<input checked="" type="radio"/> N/A	
Citizenship Met	<input checked="" type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> N/A	
Citizenship Waived	<input type="radio"/> Yes	<input type="radio"/> No	<input checked="" type="radio"/> N/A	
Lateral Conversion	<input type="radio"/> Yes	<input checked="" type="radio"/> N/A	for Exam Rate []	
PRISE-R	<input type="radio"/> Yes	<input checked="" type="radio"/> N/A	for Exam Rate []	
CWAY-PACT Designation	<input type="radio"/> Yes	<input type="radio"/> No	<input checked="" type="radio"/> N/A	Approved Rating [] Approved Path []
CWAY-Reenlistment	<input type="radio"/> Yes	<input type="radio"/> No	<input checked="" type="radio"/> N/A	Status []

Other Method of Advancement []
 Force Management Initiatives []
 ESO Comments []
 Candidate Comments []
 Command Comments []

Save and Exit Save Cancel Route Print View/Upload Attachments

NSIPS—EAW ESO Capability



Create Sailors' Advancement Worksheets (Option)

If a Sailor does not have an EAW in the ESO's Pending Review list, the ESO may create an EAW for the Sailor by performing the following:

- 1 Select Create Single Advancement Worksheet on EAW Home Dashboard

EAW Home Dashboard

Enlisted Advancement Worksheets

Pending My Review: 1383

There are no Worksheets pending Command review.

Post Exam Administrative Comments

You have no Post Exam Administrative Comments pending your review.

You have no Post Exam Administrative Comments requiring your follow up.

Create/View Post Exam Admin Comments Print Blank NETPDC 1430/3 Advancement Worksheet

Advancement Worksheet Search View Guidance Sheets

Rectangular Grip Advancement in Rate Report

- 2 Enter Exam Cycle Search Criteria
- 3 Select desired Exam Cycle to retrieve Guidance Sheet

Create New Worksheet

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

EXAM CYCLE begins with []

NAVADMIN Number begins with []

Exam Month Year begins with []

Limit the number of results to (up to 300): 300

Search Clear Basic Search Save Search Criteria

Search Results

View All First 1-2 of 2 Last

EXAM CYCLE	NAVADMIN Number	Exam Month Year	Guidance Sheet Status
105	214/18	AUG 2019	Complete
243	102/19	MAR 2019	Complete

Create Sailors' Advancement Worksheets— continued

- Select Create Single Advancement Worksheet Tab on Guidance Sheet

Exam Cycle Guidance Sheet **Create Advancement Worksheet** 4

Status: **Guidance Sheet Complete**

EXAM CYCLE 105 NAVADMIN Number 214/18 Exam Month/Year AUG 2019 Exam Type SELRES Title 1052019

Paygrade	Duty Status	Exam Schedule Date	Terminal Eligibility Date	Minimum TIR Date	Time in Paygrade	HYT Yrs	HYT Date	Eval Begin Dt	Eval End Dt	Max Awd Pts
1 E04	SELRES	08/01/2019	01/01/2020	07/01/2019	0006	10	01/01/2020	01/01/2019	07/31/2019	10.00
2 E05	SELRES	08/01/2019	01/01/2020	01/01/2019	0100	12	01/01/2020	06/01/2018	07/31/2019	10.00
3 E06	SELRES	08/01/2019	01/01/2020	01/01/2017	0300	20	01/01/2020	08/01/2016	07/31/2019	12.00

Evaluation Type	PMA Evaluation Indicator
1 Regular	Yes
2 Concurrent	No
3 OPS CDR	No
4 Regular/Concurrent	Yes
5 Regular/OPS CDR	No
6 Concurrent/OPS CDR	No
7 Reg/Concurr/OPS CDR	No

*Award	Description	Point Value	Max No. of Awards	Group Category
1 ACM	Army Commendation Medal	3		
2 ACM/CV	Army Comm Medal w/Combat V	3		
3 AFAM	Air Force Achievement Medal	2		
4 AFCM	Air Force Commendation Medal	3		
5 AIRMED	Air Medal	3	1 AIRMED	
6 AIRMEDCV	Air Medal-Ind Act W/Combat V	3	1 AIRMED	
7 AIRMEDSF	Air Medal-Strike/Flight	3	1 AIRMED	
8 AM	Almans Medal	3		

- Enter identifying criteria and select Search

Exam Cycle Guidance Sheet **Create Advancement Worksheet** 5

Exam Cycle Permanent Duty UIC

DOD ID Last Name Search

- Select any Service Member then click the Create Advancement Worksheet button

Exam Cycle Guidance Sheet **Create Advancement Worksheet**

Exam Cycle Permanent Duty UIC

DOD ID Last Name Search

Permanent Duty UIC	Name	Present Grade	Duty Status	Present Rate	TIR Met	Create Advancement Worksheet
1 39329	Enlisted Service Member	E04	SELRES	BU3	Yes	Create Advancement Worksheet
2 39329		E05	SELRES	HM2	No	Create Advancement Worksheet
3 53921		E05	SELRES	YN2	No	Create Advancement Worksheet
4 53921		E05	SELRES	EN2	No	Create Advancement Worksheet
5 68895		E05	SELRES	HM2	Yes	Create Advancement Worksheet
6 62130		E05	SELRES	AME2	No	Create Advancement Worksheet
7 62980	Rectangular Snip	E05	SELRES	PS2	Yes	Create Advancement Worksheet
8 53921		E05	SELRES	AME2	No	Create Advancement Worksheet
9 53921		E05	SELRES	AM2	No	Create Advancement Worksheet

Create Sailors' Advancement Worksheets— continued

7 Select View Worksheet

Exam Cycle Guidance Sheet | **Create Advancement Worksheet**

Exam Cycle: Permanent Duty UIC: Search
 DOD ID: Last Name Search: Return to Home Page

Permanent Duty UIC	Name	Present Grade	Duty Status	Present Rate	TIR Met	Create Advancement Worksheet	View Worksheet
1 53921		E04	SELRES	AM3	Yes	<input type="button" value="Create Advancement Worksheet"/>	<input type="button" value="View Worksheet"/>
2 53921		E04	SELRES	AT3	Yes	<input type="button" value="Create Advancement Worksheet"/>	<input type="button" value="View Worksheet"/>
3 53831		E03	SELRES	AWFAN	Yes	<input type="button" value="Create Advancement Worksheet"/>	<input type="button" value="View Worksheet"/>
4 53921		E05	SELRES	AD2	Yes	<input type="button" value="Create Advancement Worksheet"/>	<input type="button" value="View Worksheet"/>
5 34101		E03	SELRES	GMSN	Yes	<input type="button" value="Create Advancement Worksheet"/>	<input type="button" value="View Worksheet"/>
6 53921		E05	SELRES	PR2	Yes	<input type="button" value="Create Advancement Worksheet"/>	<input type="button" value="View Worksheet"/>
7 61903		E05	SELRES	HM2	Yes	<input type="button" value="Create Advancement Worksheet"/>	<input type="button" value="View Worksheet"/>
8 53921		E03	SELRES	ATAN	Yes	<input type="button" value="Create Advancement Worksheet"/>	<input type="button" value="View Worksheet"/>
9 39329		E04	SELRES	BU3	Yes	<input type="button" value="Create Advancement Worksheet"/>	<input type="button" value="View Worksheet"/>

8 Review data elements on created EAW

EAW Advancement Worksheet

Name: **8** DOD ID Num: Exam Cycle: 243 Exam Serial No.: - - Member's Eligibility Status: Potentially Eligible

Present Rate: CTT2 Exam Rate: CTT1 Present Paygrade: E05 Exam Paygrade: E06 Duty Status: USN Branch/Class Group: 11 Exam Date: 03/07/2019

Highest Degree Level: No Degree Served CDCZ/ACOA > 90 Days: N/A Special Circumstance:

Awards: 4 Award Summary Exam Results UIC: 49763 NIOC COLORADO Exam UIC: 49763 NIOC COLORADO

PMA: 3.73 Eval Summary Permanent Duty Station UIC: 49763 NIOC COLORADO Personnel UIC: 43322 PSD MEMPHIS

Refer to the Cycle NAVADMIN for date ranges

Time-in-Rate Check:

TED: 07/01/2019

(-) TIR: 01/01/2016

(-) SIPG: 0306 YYMM

Active Duty w/Reserve Time-in-Rate Check:

SIPG: 0306 YYMM

(+) DSPG: YYMM

(-) TIR: YYMM

High Year Tenure Check:

TED: 07/01/2019

(-) ADSD: 12/03/2013

(-) LOS: 0507 YYMM

Eligibility Check:

CO/OIC Recommended: Yes No

Current Eval Problem: Yes No

TIR Met: Yes No

HYT Exceeded: Yes No

HYT Waived: Yes No N/A

EP TIR Waiver (E6&E7): Yes No

Warfare Qualifications Met: Yes No N/A

Secret Security Clearance Met: Yes No N/A Current Clearance: Top Secret - SCI Clearance Auth Dt: 07/23/2014 Eligible

Interim Clearance Met: Yes No N/A

Edit Sailors' Advancement Worksheets

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.

- 1 Edit desired fields as required
- 2 Add ESO Comments (if desired)
- 3 Upload attachments (if required)
- 4 Save

EAW Advancement Worksheet

Worksheet Status: Draft

Name **1** DOD ID Num Exam Cycle 243 Exam Serial No. [] - [] Member's Eligibility Status: Potentially Eligible

Present Rate CTT2 Exam Rate CTT1 Present Paygrade E05 Exam Paygrade E06 Duty Status USN Branch/Class Group 11 Exam Date 03/07/2019

Highest Degree Level No Degree Served CDCZ/ACOA > 90 Days N/A Special Circumstance

Awards 4 Award Summary Exam Results UIC 49763 NIOC COLORADO Exam UIC 49763 NIOC COLORADO

PMA 3.73 Eval Summary Permanent Duty Station UIC 49763 NIOC COLORADO Personnel UIC 43322 PSD MEMPHIS

Refer to the Cycle NAVADMIN for date ranges

Time-in-Rate Check:

TED: 07/01/2019

(-) TIR: 01/01/2016

(-) SIPG: 0306 YYMM

Active Duty w/Reserve Time-in-Rate Check:

SIPG: 0306 YYMM

(+) DSPG: YYMM

(-) TIR: YYMM

High Year Tenure Check:

TED: 07/01/2019

(-) ADSD: 12/03/2013

(-) LOS: 0507 YYMM

Interim Clearance Met Yes No N/A

Citizenship Met Yes No N/A

Citizenship Waived Yes No N/A

Lateral Conversion Yes N/A for Exam Rate []

PRISE-R Yes N/A for Exam Rate []

CWAY-PACT Designation Yes No N/A Approved Rating [] Approved Path []

CWAY-Reenlistment Yes No N/A Status []

Other Method of Advancement []

Force Management Initiatives []

ESO Comments **2**

Candidate Comments []

Command Comments []

4

3

Save and Exit
Save
Cancel
Route
Print
View/Upload Attachments



Route Sailors' Advancement Worksheets

Once a Worksheet is completed by the ESO it must be routed to the Sailor's Command ESO for further review and Sailor certification.

- 1 Select Route button at bottom of the Worksheet

Other Method of Advancement

Force Management Initiatives

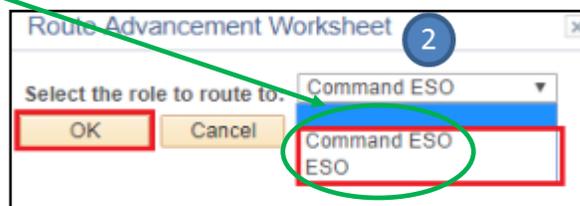
ESO Comments

Candidate Comments

Command Comments

Save and Exit Save Cancel **Route** Print View/Upload Attachments

- 2 Select Command ESO (or another Regional/ PSD/NOSC ESO) to route for additional review and Sailor certification



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.

Select All Deselect All **Route Worksheet(s)**

Exam Cycle	Permanent Duty UC	Name	Present Grade	Present Rate	Eligibility Status	Exam UC	Worksheet Status	Duty Status	Special Circumstance	Exam Serial Number	Award Points	PMA	Exam Date	ESO Comments Exist	Command Comments Exist	Candidate Comments Exist	Date/Time Received	# days to wkt/low
243	62980		E05	PS2	Eligible	62980	Pending Command ESO Review	USN		00	4	3.80	03/07/2019	No	No	No	09/24/2018 2:41:03PM	4
243	62980		E05	PS2	Eligible	62980	Pending Command ESO Review	USN			3	3.80	03/07/2019	No	No	No	09/24/2018 11:54:06AM	4
243	62980		E05	HM2	Ineligible	62980	Pending Command ESO Review	USN			4	0.00	03/07/2019	No	No	No	09/24/2018 11:54:06AM	4
243	62980		E05	YN2	Ineligible	62980	Pending Command ESO Review	USN			7	0.00	03/07/2019	No	No	No	09/24/2018 11:54:06AM	4
243	62980		E05	YN2	Ineligible	62980	Pending Command ESO Review	USN			6	0.00	03/07/2019	No	No	No	09/24/2018 11:54:06AM	4
243	62980		E05	HM2	Ineligible	62980	Pending Command ESO Review	USN			4	0.00	03/07/2019	No	No	No	09/24/2018 11:54:06AM	4
243	62980		E05	E02	Ineligible	62980	Pending Command ESO Review	USN			2	0.00	03/07/2019	No	No	No	09/24/2018 11:54:06AM	4
243	62980		E05	HM2	Ineligible	62980	Pending Command ESO Review	USN			5	0.00	03/07/2019	No	No	No	09/24/2018 11:54:06AM	4
243	62980		E05	AE2	Ineligible	62980	Pending Command ESO Review	USN			2	0.00	03/07/2019	No	No	No	09/24/2018 11:54:05AM	4
243	62980		E05	YN2	Ineligible	62980	Pending Command ESO Review	USN			4	0.00	03/07/2019	No	No	No	09/24/2018 11:54:05AM	4
243	62980		E05	YN2	Ineligible	62980	Pending Command ESO Review	USN			2	0.00	03/07/2019	No	No	No	09/24/2018 11:54:05AM	4
243	62980		E05	IT2	Ineligible	62980	Pending Command ESO Review	USN			2	0.00	03/07/2019	No	No	No	09/24/2018 11:54:05AM	4
243	62980		E05	YN2	Ineligible	62980	Pending Command ESO Review	USN			2	0.00	03/07/2019	No	No	No	09/24/2018 11:54:04AM	4
243	62980		E05	QM2	Ineligible	62980	Pending Command ESO Review	USN			4	0.00	03/07/2019	No	No	No	09/24/2018 11:54:04AM	4
243	62980		E05	AM2	Ineligible	62980	Pending Command ESO Review	USN			2	0.00	03/07/2019	No	No	No	09/24/2018 11:54:04AM	4
243	62980		E05	AD2	Ineligible	62980	Pending Command ESO Review	USN			0	0.00	03/07/2019	No	No	No	09/24/2018 11:54:04AM	4
243	62980		E05	YN2	Ineligible	62980	Pending Command ESO Review	USN			5	0.00	03/07/2019	No	No	No	09/24/2018 11:54:03AM	4
243	62980		E05	MA2	Ineligible	62980	Pending Command ESO Review	USN			2	0.00	03/07/2019	No	No	No	09/24/2018 11:54:03AM	4

Return to Dashboard

Verify and certify Sailors' Advancement Worksheets

- 1 Receive Sailor certified EAW from Command ESO
- 2 Certify the Worksheet - "I hereby verify the information contained hereon and certify it to be correct."

NOTE: Clicking the "I hereby verify the information contained hereon and certify it to be correct" checkbox displays the following message: "By clicking this box, you are certifying the member's worksheet data is correct. Continue?"

This action will close the worksheet for editing. If you wish to continue with this action, click Yes. Click No to continue editing the worksheet.

- 3 Acknowledge Worksheet data is correct—YES

- 4 Click the Final ESO Verification of Eligibility checkbox.

- 5 Save and Exit

Create Enlisted Advancement Cycle Reports

- 1 Select Advancement in Rate Report link on EAW Home Dashboard

- 2 Enter Search Criteria.

- 3 View the Report

NOTE: The selected search criteria displays in a table with an icon in the upper right-hand corner to download the report in Excel. The Excel Report can then be Saved, Downloaded, and or Printed.

Exam Cycle	Name	DOD ID	Worksheet Status	Present Rate	Exam Rate	Present Grade	Exam Grade	Personnel UIC	Personnel UIC Command Name	Perm Duty UIC	Permanent Duty UIC Command Name	Exam UIC	Exam UIC Command Name	Exam Results UIC	Exam Results UIC Command Name	Exam
1	243		Draft	CTT2	CTT1	E05	E06	43322	PSD MEMPHIS	49763	NIOCO COLORADO	49763	NIOCO COLORADO	49763	NIOCO COLORADO	3/7
2	244		Draft	CTT2	CTT1	E05	E06	43322	PSD MEMPHIS	49763	NIOCO COLORADO	49763	NIOCO COLORADO	49763	NIOCO COLORADO	9/7
3	242		Draft	OS1	OSC	E06	E07	43322	PSD MEMPHIS	56144	TAOC DENVER	56144	TAOC DENVER	56144	TAOC DENVER	1/21
4	243		Draft	AZ3	AZ2	E04	E05	43322	PSD MEMPHIS	55154	VQ 3 SEA DU COMP	55154	VQ 3 SEA DU COMP	55154	VQ 3 SEA DU COMP	3/21
5	244		Draft	AZ3	AZ2	E04	E05	43322	PSD MEMPHIS	55154	VQ 3 SEA DU COMP	55154	VQ 3 SEA DU COMP	55154	VQ 3 SEA DU COMP	9/21
6	242		Draft	EN1	ENC	E06	E07	43322	PSD MEMPHIS	43947	CYBRSPA CRU TEAM	43947	CYBRSPA CRU TEAM	43947	CYBRSPA CRU TEAM	1/21
7	105		Draft	CTN6N	CTN3	E03	E04	43081	PSD PENSACOLA	50930	S WTC CORRY	50930	S WTC CORRY	50930	S WTC CORRY	8/7
8	242		Draft	AWF1	AWFC	E06	E07	43322	PSD MEMPHIS	42065	VQ 4 SEADU DET	42065	VQ 4 SEADU DET	42065	VQ 4 SEADU DET	1/21
9	242		Draft	CTRL	CTRC	E06	E07	43322	PSD MEMPHIS	45657	NSA/CSS DENVER	45657	NSA/CSS DENVER	45657	NSA/CSS DENVER	1/21
11	242		Draft	AWO1	AWOC	E06	E07	43322	PSD MEMPHIS	42459	OPNAV S/D TX DET	42459	OPNAV S/D TX DET	42459	OPNAV S/D TX DET	1/21
12	242		Draft	HM1	HMC	E06	E07	43322	PSD MEMPHIS	47536	NBHCL NSA MEMPHI	47536	NBHCL NSA MEMPHI	47536	NBHCL NSA MEMPHI	1/21
13	243		Draft	AWF2	AWF1	E05	E06	43322	PSD MEMPHIS	53921	VR 59	53921	VR 59	53921	VR 59	3/7
14	244		Draft	AWF2	AWF1	E05	E06	43322	PSD MEMPHIS	53921	VR 59	53921	VR 59	53921	VR 59	9/7
15	243		Draft	AWV2	AWV1	E05	E06	43322	PSD MEMPHIS	55154	VQ 3 SEA DU COMP	55154	VQ 3 SEA DU COMP	55154	VQ 3 SEA DU COMP	3/7
16	244		Draft	AWV2	AWV1	E05	E06	43322	PSD MEMPHIS	55154	VQ 3 SEA DU COMP	55154	VQ 3 SEA DU COMP	55154	VQ 3 SEA DU COMP	9/7
17	243		Draft	CTTN	CTT3	E03	E04	43322	PSD MEMPHIS	49763	NIOCO COLORADO	49763	NIOCO COLORADO	49763	NIOCO COLORADO	3/21
18	244		Draft	CTTN	CTT3	E03	E04	43322	PSD MEMPHIS	49763	NIOCO COLORADO	49763	NIOCO COLORADO	49763	NIOCO COLORADO	9/21
19	242		Draft	AZ1	AZC	E06	E07	43322	PSD MEMPHIS	42065	VQ 4 SEADU DET	42065	VQ 4 SEADU DET	42065	VQ 4 SEADU DET	1/21
20	243		Draft	AD3	AD2	E04	E05	43322	PSD MEMPHIS	55154	VQ 3 SEA DU COMP	55154	VQ 3 SEA DU COMP	55154	VQ 3 SEA DU COMP	9/21
21	244		Draft	AD3	AD2	E04	E05	43322	PSD MEMPHIS	55154	VQ 3 SEA DU COMP	55154	VQ 3 SEA DU COMP	55154	VQ 3 SEA DU COMP	3/21
22	242		Draft	EM1	EMC	E06	E07	43322	PSD MEMPHIS	62130	NOSC DENVER CO	62130	NOSC DENVER CO	62130	NOSC DENVER CO	1/21
23	242		Draft	CTT1	CTTC	E06	E07	43322	PSD MEMPHIS	49763	NIOCO COLORADO	49763	NIOCO COLORADO	49763	NIOCO COLORADO	1/21
24	243		Draft	ADAN	AD3	E03	E04	43322	PSD MEMPHIS	42065	VQ 4 SEADU DET	42065	VQ 4 SEADU DET	42065	VQ 4 SEADU DET	3/21

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 connectivity 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.

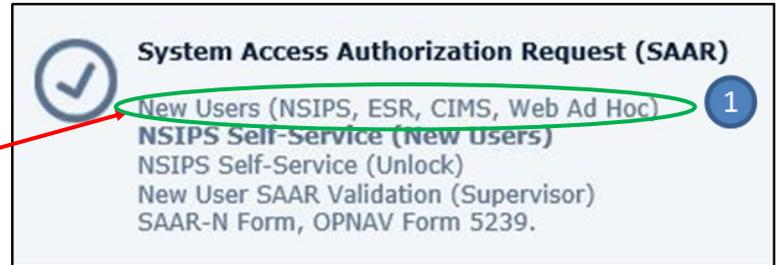
Q4. Can EAW be locked without Sailor Certification?

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).

Establishing NSIPS ESO User Accounts

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

- 1 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.



- 2 Select SAAR Account Type:

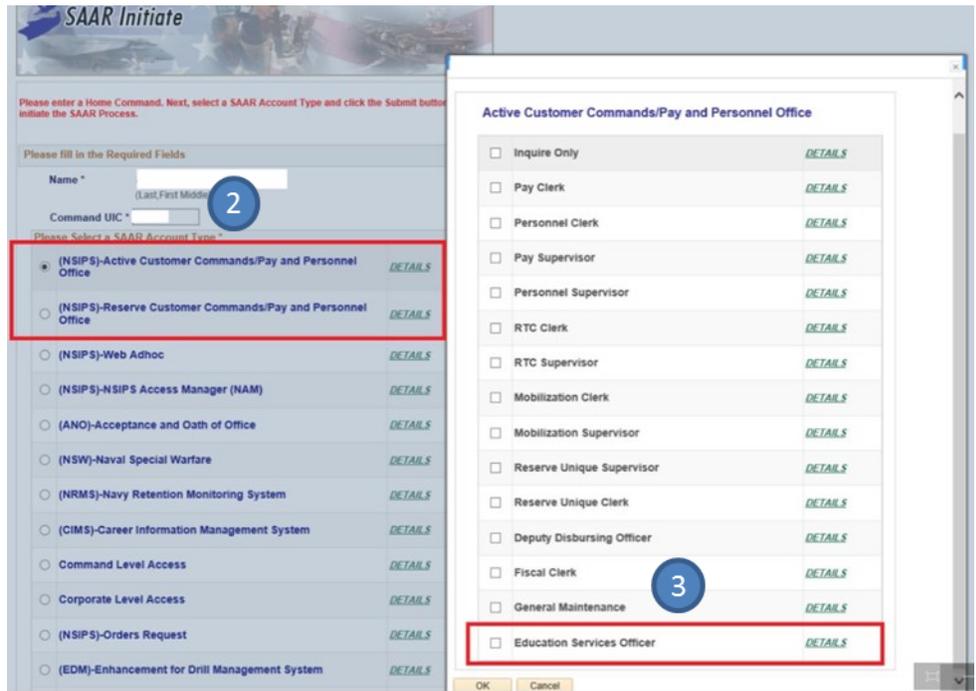
ESO – Active Component
 Select: “(NSIPS) – Active Customer Commands/Pay and Personnel Office”

or

ESO – Reserve Component
 Select: “(NSIPS) – Reserve Customer Commands/Pay and Personnel Office”

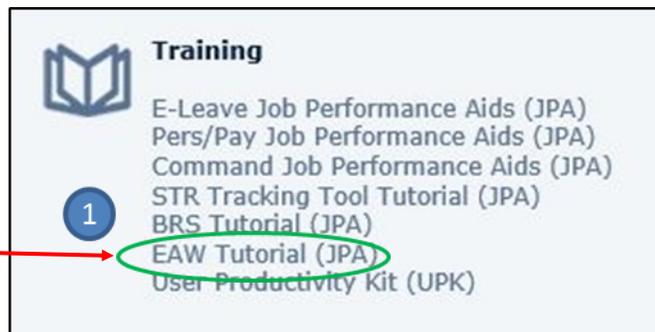
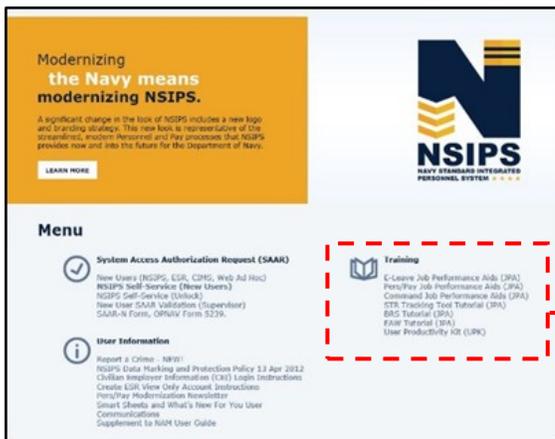
- 3 Select EAW Role:

“Education Services Officer”



Training & Help

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



For additional information or assistance in the following areas, contact:

- EAW System – NSIPS Help Desk: Toll Free: [877-589-5991](tel:877-589-5991) Comm: [504-697-5442](tel:504-697-5442) DSN: [312-647-5442](tel:312-647-5442) E-mail: NSIPSHelpDesk@navy.mil
- EAW Policy – OPNAV N132: (703) 604-4716
- EAW Process – MNCC: 1-833-330-MNCC (1-833-330-6622), ASKMNCC@navy.mil
- Navy Advancement Center – NETPDC: (850) 473-6148, sflyn321_discrepanc@navy.mil

Prepared by: PMW 240 Enterprise Change Management (ECM) Team.

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Requests for the document shall be referred to PMW 240 ECM Manager at (504) 697-4535.

