Enlisted Advancement Worksheet (EAW)

Frequently Asked Questions (FAQs)

Update one: August 7, 2019

Contents

Enlisted Advancement Worksheet (EAW)

General Description

Q1: What is automated EAW in NSIPS?

A1: The Navy has transitioned from a manual paper Advancement Worksheet (NETPDC 1430/3) process to an automated process within the Navy Standard Integrated Personnel System (NSIPS). Sailors now have the capability to access and view their Advancement Worksheet online, perform self-service actions to submit correction requests to their Command Educational Services Officer (ESO), and perform final certification. The system leverages authoritative data and displays a dashboard of advancement eligibility factors. On-line workflow links together all Navy Enlisted Advancement stakeholders who support individual Sailor advancements; the workflow also establishes a more streamlined and accurate eligibility verification process.

Q2: Who can use it?

A2:   The following EAW User roles are available in NSIPS to accomplish required EAW business processes:

- Enlisted Service Member (Sailor)
- Command ESO
- Command Reviewer
- ESO (Regional/PSD/NOSC)
- NETPDC Program Manager
- Enlisted Advancement NPC HR Specialist
- NETPDC Records Administrator

Further detailed information regarding the EAW roles can be found on the Naval Personnel Command's EAW page:

http://www.public.navy.mil/bupers-npc/career/enlistedcareeradmin/Advancement/Pages/EAW.aspx

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- ❖ **Sailors with existing NSIPS Self-Service accounts will automatically have access to their EAW.**
- ❖ **ESOs, Command ESOs and Command Reviewers must establish new EAW accounts in NSIPS through the submission of a System Access Authorization Request (SAAR). See Establishing EAW User Accounts section for further instructions.**

Q3: When will the online EAW become the official worksheet?

A3: Per NAVADMIN 316/18, EAW is being fully implemented as the official worksheet beginning with the 2019 E4-E6 Fall Active Duty and Reserve advancement cycles.

Enlisted Advancement Worksheet (EAW)

Role Descriptions

ESO (Regional/PSD/NOSC level)

Q1: What is the purpose/function of the EAW Regional/PSD/NOSC ESO Role?
A1: The Regional/PSD/NOSC level ESO is an EAW execution role that creates, routes, and validates candidate worksheets. This is the only role that has full functionality to manually enter data, change incorrect data, attach documents, enter comments, route, validate, and close the EAW prior to the exam. They may create EAWs for exam eligible Sailors (Early Promote, Limited Duty Officer, etc.) for whom an EAW was not automatically generated in NSIPS. The ESO can also adjudicate discrepancies with Post-Exam Administrative Comments. Every Sailor has an ESO responsible for completing the Sailor's worksheet prior to the exam administration date. Process flow for commands without NSIPS connectivity will be provided in a separate document.

Command ESO

Q1: What is the purpose/function of the EAW Command ESO Role?
A1: Command Educational Services Officers (ESOs) have an administrative oversight role that supports the Regional/PSD/NOSC level ESO with data verification. They may add worksheet data, change incorrect data, attach supporting documents (when required), enter comments, route to Sailors for their input and verification, and assist in the adjudication of discrepancies with Post-Exam Administrative Comments. They may also create EAWs for exam-eligible Sailors (Early Promote, Limited Duty Officer, etc.) for whom an EAW was not automatically generated in NSIPS. Process flow for commands without NSIPS connectivity will be provided in a separate document.

Command Reviewer

Q1: What is the purpose/function of the EAW Command Reviewer Role?
A1: The Command Reviewer is an administrative support role that may include the Command triad, Command Career Counselor, Command Pay and Personnel Administrator (CPPA), Department Head, Division Officer, Leading Chief Petty Officer, and other Command administrative support personnel. Once the Command ESO routes EAWs to their Sailors for review, Command Reviewers will have the capability to view, enter comments, and attach documents in worksheets, as well as route Post-Exam Administrative Comments to the Command ESO. Process flow for commands without NSIPS connectivity will be provided in a separate document.

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Enlisted Advancement NPC HR Specialist

Q1: What is the purpose/function of the Enlisted Advancement NPC HR Specialist Role?

A1: The Enlisted Advancement NPC HR Specialist role is assigned to staff from the Chief of Naval Personnel's Enlisted Planners (OPNAV N13), NPC's Career Progression Branch (PERS-802/803), and Commander, Navy Reserve Forces Command (CNRFC). This role will retrieve, adjudicate, create, attach documents, route, and finalize Post-Exam Administrative Comments. The Enlisted Advancement NPC HR Specialist will send Post-Exam Administrative Comments to ESOs and the Naval Education and Training Professional Development Center (NETPDC) Records Administrators only.

NETPDC Records Administrator

Q1: What is the purpose/function of the NETPDC Records Administrator?

A1: The NETPDC Records Administrator will retrieve, adjudicate, create, attach documents, route, and finalize Post-Exam Administrative Comments. This role will send Post-Exam Administrative Comments to the ESOs and the NPC HR Specialists only. The NETPDC Records Administrator will take post-exam administrative corrective action in NEAS. All correspondence pertaining to corrective action on a Sailor will be contained in EAW instead of email.

Enlisted Advancement Worksheet (EAW)

EAW Workflow

> NOTE: The EAW Process Workflow outlined below requires access to NSIPS Web. For information on how to execute EAW with limited or no bandwidth, go to the *EAW - Routing_Operational_Commands May 2019* document on the Naval Personnel Command's EAW page: https://www.public.navy.mil/bupers-npc/career/enlistedcareeradmin/Advancement/Pages/EAW.aspx

Basic EAW Process Workflow

The Command ESO can retrieve (pull back) the EAW back from the Sailor
The ESO can retrieve (pull back) the EAW from the Command ESO and/or the Sailor
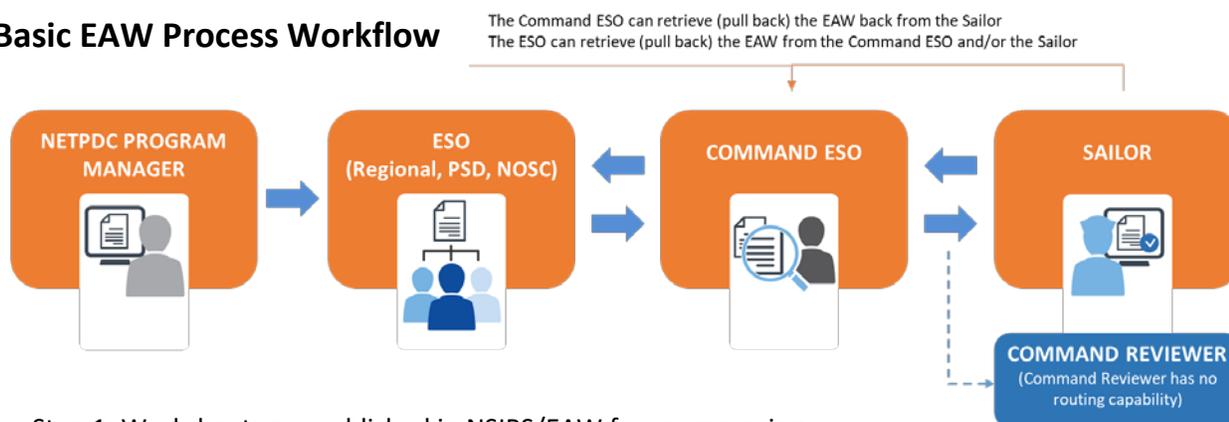
Step 1: Worksheets are published in NSIPS/EAW for an upcoming advancement Cycle soon after NETPDC releases the Guidance Sheet for the upcoming advancement cycle. Users are notified worksheets are ready for review.
- o   Note A: Once worksheets are published, they are viewable by anyone with an EAW role in NSIPS.
- o   Note B: Sailors can view their worksheet via the EAW link on their MyNavy Portal (MNP) Advancement Dashboard or in their NSIPS Self-Service account.
- o   Note C: Sailors can take no action, other than view, until their Command ESO routes the worksheet to them.

Step 2: ESO validates EAW data, makes corrections and uploads supporting documents, if needed, and electronically routes to Command ESOs.
- o   Note D: The Command ESO can take no action, other than view, until the worksheet is routed to them by their ESO.

Step 3: Command ESO validates EAW data, makes corrections and uploads supporting documents, if needed, and routes to the Sailor.
- o   Note E: Sailors can upload supporting documents and make comments once the EAW has been routed to them.
- o   Note F: Command Reviewers have the ability to upload supporting documents and make comments only when the EAW has been routed to the Sailor (in a "Pending Service Member" status).

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Step 4: Sailor validates and electronically verifies (signs) the EAW, and routes it back to the Command ESO.

o Note G: The Sailor may make comments, upload supporting documents, and route the EAW back to the Command ESO for corrections. The EAW can be routed back and forth between the Sailor and Command ESO until they are both satisfied it is correct.

Step 5: Command ESO routes Sailor verified EAW to the ESO for finalization.

Step 6: ESO takes corrective action (if required), validates data/status, and electronically signs/finalizes.

Step 7: Worksheet data is closed 24 hours after the Exam Date on the EAW and data is sent electronically to the Navy Advancement Center (NAC) to load into NEAS.

o Note H: If a Sailor is taking a Substitute Exam later than the regular Exam Date listed on the Guidance Sheet, the worksheet will be closed 24 hours after the Exam Date on the EAW. The EAW Exam Date is editable by the ESO or Command ESO.

o Note I: Worksheets can be generated after the close date, but only one worksheet can be generated for a Sailor per cycle.

Step 8: After the worksheet data is closed, NSIPS transmits EAW data to NEAS for use in the cycle record processing.

o Note J: NSIPS transmits EAW data weekly on Saturdays to NEAS.

Step 9: EAW's Post-Exam Administrative Comments function is the only method commands may use to provide comments and/or supporting documentation for adjudicating discrepancies or updating candidate information after the exam. Email will no longer be used. Post-Exam Administrative Comments can be routed within the command; however, only ESOs can route to the NETPDC Records Administrator or NPC HR Specialist Roles.

Workflow Notes

1. **ESO** - Can only route to Command ESO and can also retrieve from Command ESO and Sailor without it being routed back to them.

2. **Command ESO** – Can route to Sailor and back to ESO and can also retrieve from Sailor without it being routed back to them.

3. **Service Member** – Can only route to Command ESO.

4. **Command Reviewer** – There is no routing to or from the Command Reviewer. The Command Reviewer can only make comments and upload documents when the EAW is in a "Pending Service Member" status. Inserted comments and uploaded documents are automatically visible by all user roles.

Enlisted Advancement Worksheet (EAW)

Establishing EAW User Accounts

Q1: Do current NSIPS users need to apply for a new NSIPS EAW role through the System Access Authorization Request (SAAR) process?

A1: Sailors automatically have access to new EAW capability in their NSIPS self-service account. All other EAW roles must establish a new NSIPS EAW role-specific account through the submission of a SAAR initiated on the NSIPS Homepage as shown below.

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 shown below.
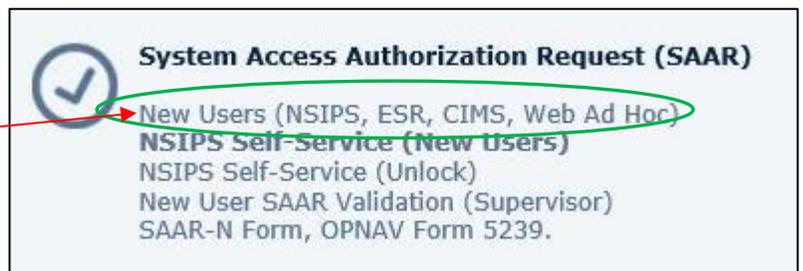
**For EAW Role –
ESO (Regional/PSD/NOSC)**

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"
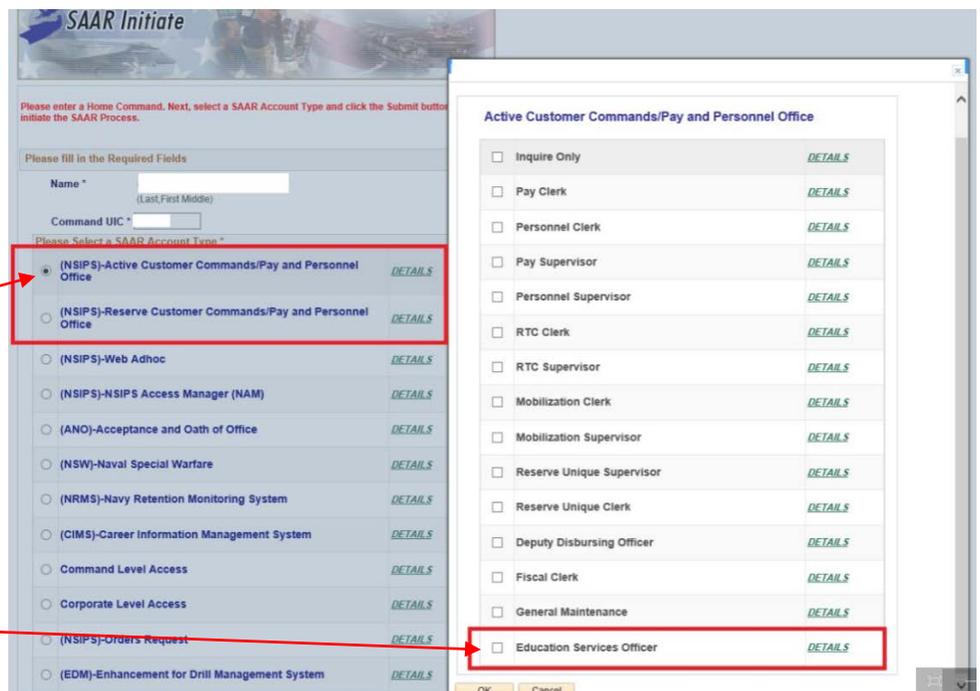
Enlisted Advancement Worksheet (EAW)

For EAW Role(s) –
Command ESO and Command Reviewer

2. Select SAAR Account Type: "Command Level Access"

3. Select EAW Role:

- "Command Education Services Officer (ESO) – Active"
- "Command Education Services Officer (ESO) – Reserve"
- "EAW Command Reviewer"
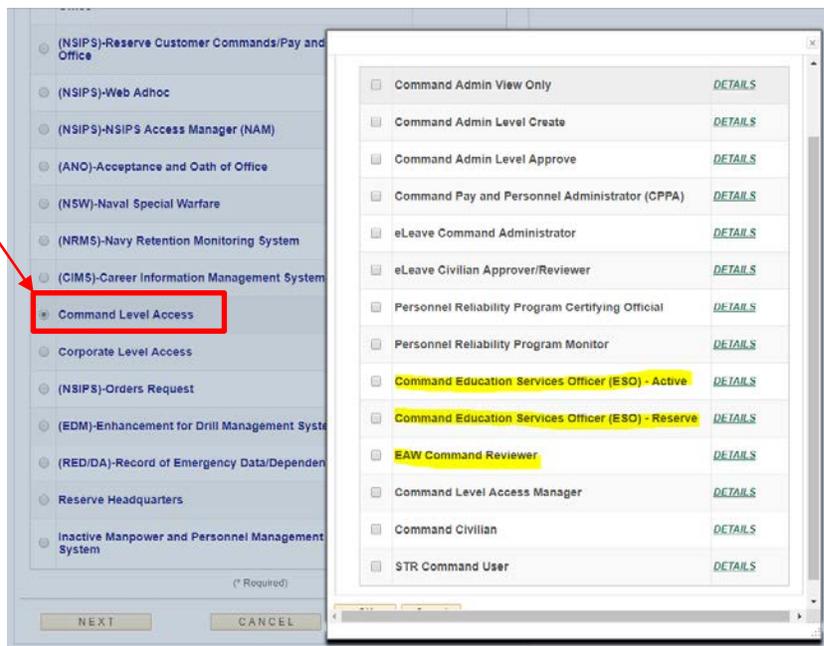
For EAW Role(s) –
NETPDC Program Manager, NETPDC Records Administrator, Enlisted Advancement NPC Specialist

2. Select SAAR Account Type: "Corporate Level Access"

3. Select EAW Role:

- "NETPDC Program Manager"
- "NETPDC Records Administrator"
- "Enlisted Advancement NPC HR Specialist"
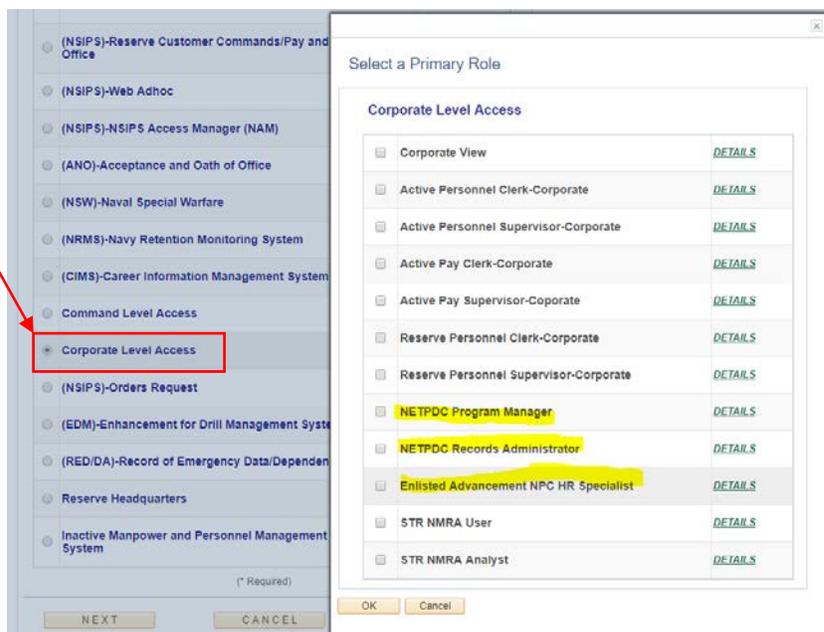
Enlisted Advancement Worksheet (EAW)

Access

Q1: How do Sailors access their online EAW?
A1: Sailors eligible for an upcoming advancement cycle can access their online EAW via the EAW link on their MNP Advancement Dashboard or using their NSIPS self-service account: https://nsipsprod-sdni.nmci.navy.mil/nsipsclo/jsp/index.jsp, (Employee Self Service>Electronic Service Record>Tasks>EAW).

Q2: How do ESOs, Command Reviewers, and other EAW user roles access online EAW?
A2: ESOs and all other EAW users (excluding Sailor self-service) access their online EAW capability via designated EAW User roles in NSIPS.

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

EAW roles
Command ESO
Command Reviewer
ESO (Regional/PSD/NOSC)
NETPDC Program Manager
Enlisted Advancement NPC HR Specialist
NETPDC Records Administrator
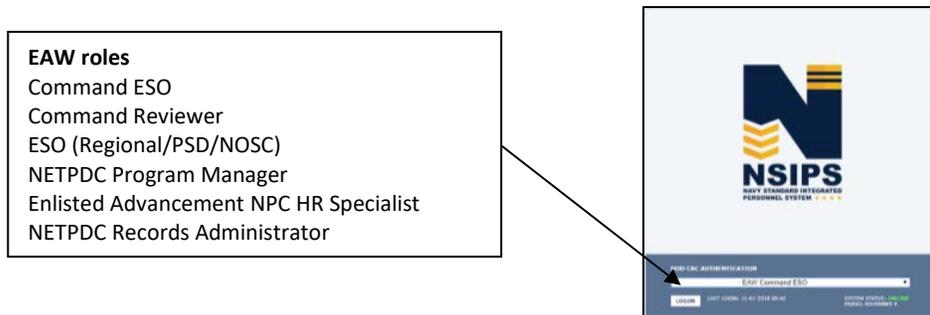
Q3: Can NSIPS EAW be accessed from the NSIPS Web Afloat Server?
A3: NSIPS EAW is currently available only on the NSIPS Web-based server. Users must be connected to the internet to access EAW NSIPS. It is not yet available on NSIPS Web Afloat.

Q4: If commands do not have connectivity to NSIPS Web to access and process electronic worksheets, does that mean Sailors at those commands do not test?
A4: All Sailors eligible to participate in the Navy-wide advancement exam should take the exam regardless of the electronic worksheet status. All Time-in-Grade (TIR)-eligible Sailors will have a worksheet automatically generated in NSIPS. The data on that original generated worksheet will automatically transfer to NEAS regardless of whether it was reviewed and/or certified in the system by an ESO.

Enlisted Advancement Worksheet (EAW)

Training and Help

Q1: Where can I get training?

A1: Detailed step-by-step instructions for completing EAW actions in NSIPS may be accessed via the EAW Tutorial [Job Performance Aid (JPA)] link under the Training Section located on the NSIPS homepage shown below.
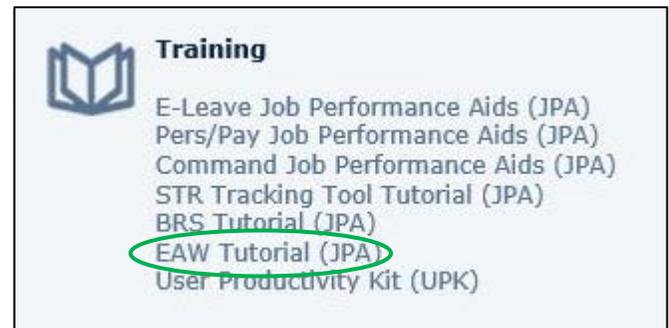
Q2: Who do I contact for help?

A2: Depending on the type of issue, contact the following for EAW assistance:

• For EAW system-related assistance, including access issues, contact the NSIPS Help Desk:
Toll Free: 877-589-5991; Comm: 504-697-5442; DSN: 312-647-5442; E-mail: NSIPSHelpDesk@navy.mil

• For personnel data corrections, contact MyNavy Career Center (MNCC):
833-330-MNCC (833-330-6622), ASKMNCC@navy.mil

• For NEAS questions, contact the Navy Advancement Center at NETPDC:
850-473-6148, Sfly_N321_Discrepanc@navy.mil

Enlisted Advancement Worksheet (EAW)

Data Correction

> **NOTE: Following the release of** an **Exam Guidance Sheet, NSIPS automatically creates worksheets for all Sailors TIR eligible for the upcoming advancement exam. The data captured in the created worksheet is a snapshot in time and remains static on the worksheet even when data is subsequently updated in NSIPS. Missing data must be manually added or corrected on the worksheet by the ESO prior to finalization.**

Q1: Who can correct or update data on the EAW prior to an exam?

A1: Only ESO and Command ESO roles can update data on the EAW. Sailors and Command Reviewers can only annotate discrepancies in their EAW Comment block for Command ESO or ESO roles to take corrective action. The Regional/PSD/NOSC ESO is the only role that has full functionality to manually enter data, change incorrect data, attach documents, enter comments, route, validate, and close the EAW prior to the exam.

NOTE: Some data fields on the EAW are automatically populated from authoritative Navy personnel systems and cannot be corrected on the EAW. Changes to data in authoritative personnel systems need to be coordinated through the Sailor's Command Pay and Personnel Administrators (CPPAs) and/or submitted by the Sailor as an electronic Personnel Action Request (ePAR)/1306 via My Record Web 1.0 on MyNavy Portal.

Note: Changes made in Navy Enlisted Advancement System (NEAS) due to the Post-Exam Administrative Comments functionality in NSIPS will not correct the authoritative data source. Changes to personnel data in authoritative systems need to be corrected in those systems.

Q2: What happens if EAW data is not corrected prior to the exam?

A2: The EAW is closed (locked) the day after Exam Date on the EAW and EAW data is sent to NEAS as the EAW record for that advancement cycle. Sailors and the chain of command should provide change requests via the Post-Exam Administrative Comments feature in EAW and route as applicable. ESOs will route change requests to the NETPDC Record Administrator or NPC HR Specialist roles.

Enlisted Advancement Worksheet (EAW)

Rate Changes

Q1: After creation of the worksheet, a member was recently advanced from an E3 to E4 and data was updated in NSIPS. Two days later, the EAW worksheet is still showing the member as an E3. How can the member's rate be updated on the worksheet?

A1: Rating information is a field that cannot be updated by the ESO. When a worksheet is created, all data (including present rate) is a snapshot in time and will not update automatically even if the data in NSIPS is changed.

Workaround - If a rate change has occurred since the worksheet was created, commands should complete worksheet by entering correct exam rate, leaving present rate incorrect. (NETPDC will take care of the present rate in NEAS). In EAW, ESO or Command ESO will include in the comment box: Present rate should be XXXXX.

PMK-EE

Q1: Will the EAW automatically prefill with PMK-EE completion data, or will this be something the ESO has to fill in?

A1: If a Sailor has completed PMK-EE prior to the creation of a worksheet, the completed PMK-EE data will be automatically filled in. If a member has not completed the PMK-EE when the worksheet is created, then it will indicate that the member is ineligible. Once the member has completed PMK-EE, the ESO or Command ESO can change PMK-EE completed from "No" to "Yes" and enter completion data, as well as add the certificate to show completion.

Note: For PMK-EE certificates without a completion score, ESOs or Command ESOs can email ntmps.support@navy.mil to request access to all Adhoc PMK-EE reports. Adhoc PMK-EE reports can also be requested through FLTMPS by selecting Admin > Adhoc Reports > Adhoc Request Form. In EAW, ESO or Command ESO will include in the comment box: PMK-EE completion score was verified in FLTMPS.

Degrees on Worksheet

Q1: Can an ESO update degrees on the worksheet? In other words, does the local PSD have the authority to certify awarded degrees and give Sailors credit for them?

A1: Degrees cannot be updated on the worksheet by the ESO. All degree updates must be completed in Joint Services Transcript (JST), which in turn updates a Sailor's ESR from which the degree information is captured in the EAW. Sailors and the chain of command will provide change requests via the Post-Exam Administrative Comments feature in EAW and route as applicable. ESOs will route change requests to the NETPDC Record Administrator or NPC HR Specialist roles.

Enlisted Advancement Worksheet (EAW)

Security Clearance

Q1: How can a security clearance be updated on the worksheet if NSIPS has received an update from JPAS since the worksheet was created?

A1: A security clearance can be updated by performing the following steps:

1) Login as ESO or Command ESO when the worksheet is pending their role

2) Retrieve the EAW for the candidate

3) Change the Exam Rate to BM3, BM2, BM1 or any Rate that does NOT require a clearance and tab out of the field

4) Check that the Security Clearance Met field has changed to NA

5) Change the Exam Rate back to the correct Rate requiring a clearance and tab out of the field

6) Security Clearance Met or the Interim Clearance Met field will be recalculated using the updated clearance data.

Reporting Senior's Cumulative Average (RSCA)

Q1: Is RSCA PMA data automatically calculated and shown on the worksheet?

A1: Yes, RSCA PMA is automatically calculated and populated on the worksheet, but some manual entry will need to be done if evaluation information is not automatically populated.

NOTE: RSCA documentation may be delayed by up to 90 days before authoritative data systems can be updated. The March 2019 RSCA values for E5 periodic evaluation reports were not available when the fall advancement cycle worksheets were created in EAW on June 3, 2019. Subsequently, worksheets still in a draft status on July 3rd were regenerated in order to populate E5 RSCS data and the following communication was sent to ESOs:

o   As referenced in the (06/14/2019) ESO notes, worksheets in a draft status in EAW have been regenerated.   All fields of the regenerated worksheets have been updated to include the current E5 RSCA values. This action did not delete work already completed in EAW. For worksheets not regenerated, ESOs can now enter the current E5 RSCA values located in: Electronic Service Record>Inquire>Performance Links>Member Selection>Fitrep/Evaluation.

Q2: Does RSCA apply to E-5/E-6 transfer or special evals?

A2: IAW BUPERSINST 1430.16G 308.a.: Use all NAVPERS 1616/26, Evaluation Report & Counseling Record (E1-E6) (active/inactive) in the respective paygrade, including frocked, for the computation period announced in the respective advancement cycle NAVADMIN (See Attached, RMKS/2 F and G)and/or supplemental guidance from NAVPERSCOM (PERS-803) website. Take note, IAW BUPERSINST 1430.16G paragraph 308.c.: Evaluations NOT to be used to compute PMA: Evaluations prepared for the sole purpose of raising the PMA (where an evaluation is already available for computation).

Enlisted Advancement Worksheet (EAW)

New Accession "A" School Graduates' PMA

Q1: What should the PMA be for a recent "A" school graduate who does not have a current evaluation in paygrade yet is eligible for the advancement cycle?

A1: In accordance with BUPERSINST 1430.16G, paragraph 308.b., for new accessions that have graduated from "A" School and are eligible for this cycle and do not have a current evaluation in paygrade, a PMA of 3.60 will be assigned. This PMA will be used solely for this cycle and will not be utilized in future PMA computations. In order to establish the 3.60 PMA, enter the following data in the Evaluation Summary: Evaluation Type - Regular, Occasion for Report - Special, Recommendation - Promotable, PMA Eval Indicator - Yes, Beginning date - when advanced current paygrade, Ending date - as stated in paragraph 308.b.

Finalizing the Worksheet

Q1: How is an EAW finalized and certified?

A1: Finalization and certification of the EAW is a multi-step process involving the Sailor, the Command ESO, and the Regional/PSD/NOSC ESO.

1) Upon verification that the EAW data is correct, the Sailor selects "I hereby verify the information contained hereon and certify it to be correct" and routes it to the Command ESO or signs the hardcopy for Command ESO if no NSIPS connectivity.

2) The Command ESO reviews the EAW to ensure Sailor certification is complete, then routes the EAW to the Regional/PSD/NOSC ESO for final certification or sends the Sailor's hardcopy via TOPS if no NSIPS connectivity.

3) The Regional/PSD/NOSC ESO reviews the EAW, determines if the Member is "Eligible for Advancement" or "Not Eligible for Advancement", and selects "Yes" or "No" indicating whether the Member reviewed and signed a hard copy. If member signed a hard copy, ESO is to upload the worksheet and make corrections, if needed. Then the ESO selects, "I hereby verify the information contained hereon and certify it to be correct" and selects, "Final ESO Verification of Eligibility." This action by the Regional/PSD/NOSC ESO finalizes the EAW.

Q2: Can the EAW be closed without Sailor and ESO Certification?

A2: Yes, EAWs will be closed (locked) after Navy-wide exam administration dates (day after for AD, and at the end of the administration month (Feb/Aug) for SELRES) regardless of status of the required review/routing processes.

Enlisted Advancement Worksheet (EAW)

Q3: If a worksheet has been put in a "complete" status (either by thinking it was complete or by accident), how does an ESO pull (retrieve) the worksheet back to make changes and/or route?

A3: The ESO selects the candidate with the completed worksheet and unchecks the "Final ESO Verification of Eligibility" box. The status changes to "Pending ESO Review/Correction" and allows the ESO to make changes or route to the Command ESO role.

Q4: Can worksheets be deleted?

A4: No. Worksheets cannot be deleted without contacting the NSIPS Help Desk to request worksheet be deleted (Toll Free: 877-589-5991, Comm: 504-697-5442, DSN: 312-647-5442, E-mail: NSIPSHelpDesk@navy.mil). After deletion, a new worksheet can either be created by the ESO or be system generated and available the next day.

Q5: Do Sailors "have" to sign their worksheets? Are there any repercussions to Sailors not signing them -- i.e., will they not be eligible to take the exam due to not signing EAW? The guidance does not actually say, "Sailors SHALL digitally sign EAW worksheets."

A5: There is no eligibility penalty, but the goal is to have all worksheets signed by the Sailor either online in EAW or via an uploaded hard copy worksheet wet-signed by the Sailor.

Note – If the Sailor did not digitally sign the worksheet online, the certifying ESO must indicate the Sailor's wet signature status by selecting "YES" or "No" to the question *"Not digitally signed; Member reviewed and signed hard copy."* If "No" is selected, a comment must be entered indicating the reason the worksheet was not signed.

Q6: Should all worksheets be validated and finalized?

A6: ESOs should validate and finalize all worksheets even if Sailor is separated or advanced under a different advancement program, etc.

Worksheet Transfers

Q1: How are worksheets transferred from one UIC to another?

A1: The current ESO and Command ESO can update the Exam UIC on the worksheet, which will allow the new UIC ESO access to the worksheet with update capability.

Q2: How are we able to create a worksheet for someone who has not yet been gained to the command?

A2: As the gaining command you will be able to review and print worksheets for PG Sailors.

Q3. How can an ESO pull an individual EAW from previous command when they check into a new command?

A3: The previous ESO needs to change the Exam to the new duty station UIC.

Enlisted Advancement Worksheet (EAW)

Printing Worksheets

Q1: Can worksheets be printed for manual (offline) review?
A2: Worksheets can be printed for offline use; however, any data corrections will still need to be made in the system in order to be recorded correctly in NEAS.

Q2: What is a worksheet data sheet?
A2: The worksheet data sheet, which contains the first 11 items of the worksheet, is what is used when filling in the advancement exam answer sheet. Worksheet data sheets should be printed prior to administration of the Navy-wide advancement exams. The data sheet can be mass printed.

Other/Misc Questions

Seating Charts

Q1: Does the EAW program create a seating chart or will we have to manually do that by printing out the worksheets?
A1: EAW does not create seating charts.

Enlisted Advancement Worksheet (EAW)

Specific User Role Questions

Sailor User Role Questions

Q1: When can Sailors review their EAW?
A1: Sailors can access their EAW as soon as the worksheets are generated for a cycle. When worksheets are initially generated, the status will be "Potentially Ineligible" until worksheets are validated and updated by ESOs and Command ESOs. EAW will be in a view-only status until Command ESOs route the EAW to the Sailor, but this additional view-only lead-time will provide Sailors with an opportunity to garner documents in advance, if data needs to be corrected.

Q2: When can Sailors provide comments back to the Command ESO on their EAW?
A2: Sailors will have view-only capability until their Command ESO internally routes the EAW to them in the system. When this occurs, the Sailor will receive an email notification instructing them to access their EAW for data verification, the adding of comments and uploading documents if desired, certification, and routing back to the Command ESO. If Sailor has no NSIPS connectivity, Command ESOs will provide a hardcopy of the worksheet to the Sailor for review and signature.

Q3: What should a Sailor do when there is incorrect data on the worksheet?
A3: Because Sailors cannot change worksheet data, they should annotate the discrepancy in the 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 feature on the worksheet and route to their Command ESO. If Sailor has no NSIPS connectivity, the Sailor will provide supporting documentation to the Command ESO via email or hardcopy.

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

Q4: Are Sailors notified after their Command ESO corrects data on their EAW?
A4: Sailors will receive an email if their Command ESO routes the EAW back to them after making any corrections. If Sailor has no NSIPS connectivity, Command ESO will contact the Sailor via email or in person to review and sign hardcopy of worksheet.

Q5: When does the Sailor go back and certify a corrected EAW?
A5: Sailors should retrieve their corrected EAW in NSIPS and certify it is correct when the worksheet is rerouted back to them from the Command ESO.

Q6: Do Sailors "have" to sign their worksheets? Are there any repercussions to Sailors not signing them -- i.e., will they not be eligible to take the exam due to not signing EAW? The guidance doesn't actually say "Sailors SHALL digitally sign EAW worksheets."
A6: There is no eligibility penalty, but the goal is to have all worksheets signed by the Sailor either online in EAW or via an uploaded worksheet wet-signed by the Sailor.

Command Reviewer User Role Questions

Q1: What should a Command Reviewer do when there is incorrect data on the worksheet?
A1: Since Command Reviewers cannot change worksheet data, they should annotate the discrepancy in the Command Comment block on the worksheet. If supporting documentation is required, Command Reviewers can upload documents via the Upload feature on the worksheet. Both Command ESOs and Sailors will see the Command Reviewer input. Command Reviewers may need to request to see hardcopies of worksheets from the Command ESO if Command Reviewer has no NSIPS connectivity.

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

Q2: Can EAW be closed without Command Reviewer action?
A2: Yes, EAWs will be closed (locked) after the exam regardless if reviewed by Command Reviewer. All worksheet data, regardless of status, will be closed and sent to NEAS after administration dates (day after for AD and at the end of the administration month (Feb/Aug) for SELRES).