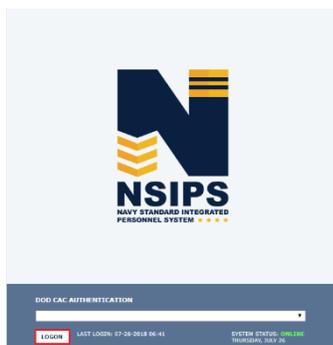


EAW User Roles in NSIPS



The following Enlisted Advancement Worksheet (EAW) User roles are available in Navy Standard Information Personnel System (NSIPS) to accomplish required EAW business processes:

NOTE: Sailors with existing NSIPS Self-Service accounts will automatically have access to their EAW. All other EAW roles highlighted below must be established as new EAW accounts in NSIPS through the submission of a System Access Authorization Request (SAAR). Additional instructions are listed on page 4-5.

Enlisted Service Member

The Enlisted Service Member role allows individual Sailors to review their worksheet data, enter comments, attach supporting documents (if applicable), sign, and maintain awareness of worksheet status through the advancement cycle. They can also route post-exam administrative comments to the command ESO to identify and correct discrepancies. For the initial EAW pilot during the Spring 2019 advancement cycles, (Active Duty E4-E6 - Cycle 243 and Reserve E4-E7 - Cycle 104), Sailors will access EAW using their NSIPS self-service accounts. Following the pilot, Sailor access to EAW and post-exam administrative comments will be made available through the MyNavy Portal (MNP) Advancement Dashboard as MNP enhancements are released in 2019.

Command Reviewer

The Command Reviewer is an administrative support role that may be assigned to the command triad, command career counselor, department head, division officer, leading chief petty officer, Command Pay and Personnel Administrator (CPPA), and/or 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. Unlike the paper worksheet process, EAW will empower command leadership to engage in the Navy Enlisted Advancement System (NEAS) process and support their Sailors' advancement opportunities.

Command ESO

Command Educational Services Officers (ESOs) have an administrative oversight role at the command 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 candidates, etc.) for whom an EAW was not automatically generated in NSIPS.

ESO (Regional/PSD/NOSC)

The Regional/PSD/NOSC level ESO is a NEAS 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.

EAW User Roles in NSIPS

They may create EAWs for exam eligible Sailors (EP, LDO, 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 their worksheet prior to the exam administration date.

NETPDC Program Manager

The NETPDC Program Manager begins the EAW process by creating and/or updating Exam Cycle Guidance Sheet parameters which triggers NSIPS to create worksheets for all Time-in-Rate (TIR) eligible Sailors.

Enlisted Advancement NPC HR Specialist

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 NETPDC Records Administrators only.

NETPDC Records Administrator

The NETPDC Records Administer will retrieve, adjudicate, create, attach documents, route, and finalize post-administrative comments. This role will send and respond to post-exam administrative comments to/from ESOs and NPC HR Specialists only. The NETPDC Records Administrator will take post-exam administrative corrective action in NEAS.

Training & Help

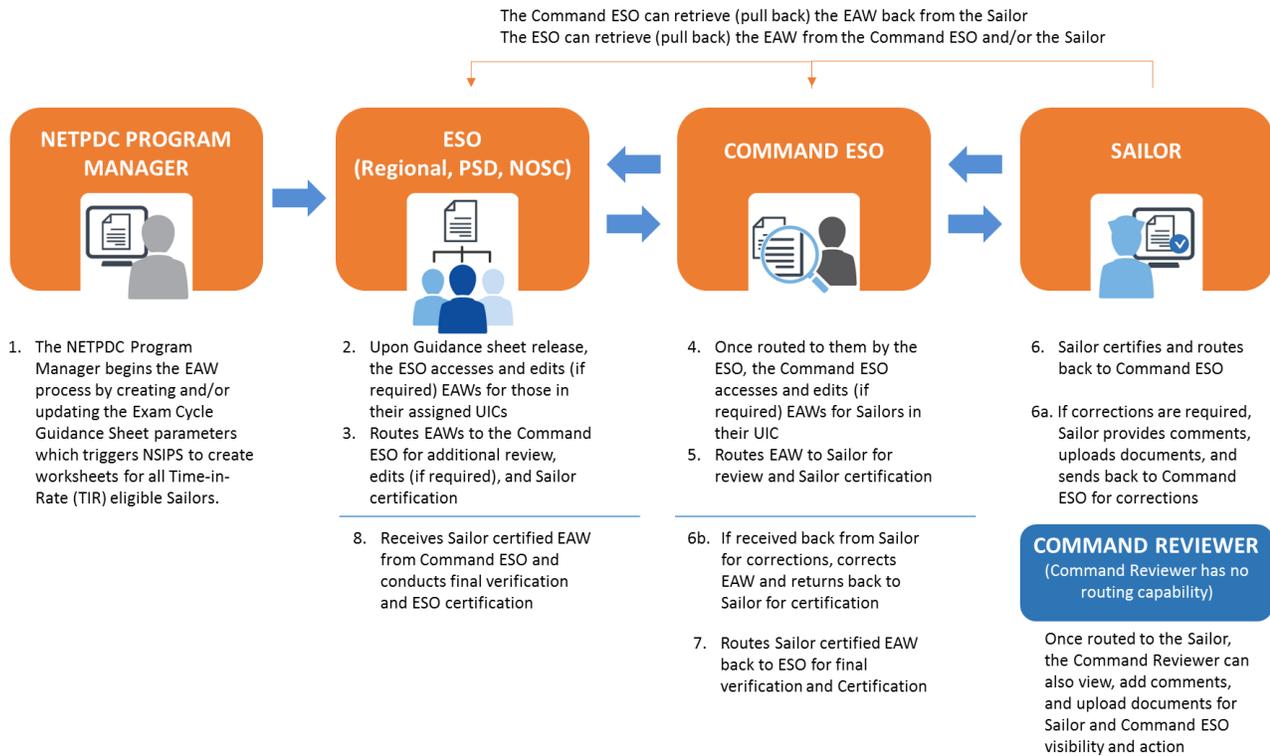
Specific details for the Sailor, Command Reviewer, Command ESO, and ESO role are communicated in role-specific What's New for You (WNFY) bulletins located on the NPC Enlisted Advancement page <https://www.public.navy.mil/bupers-npc/career/enlistedcareeradmin/Advancement/Pages/EAW.aspx>.

In addition, step-by-step instructions to complete required role-specific processes in NSIPS are available in NSIPS tutorials that can be accessed via the EAW Tutorial Job Performance Aid (JPA) link under the Training Section located on the NSIPS homepage.



EAW User Roles in NSIPS

EAW Workflow - before exam administration



Amplifying Notes

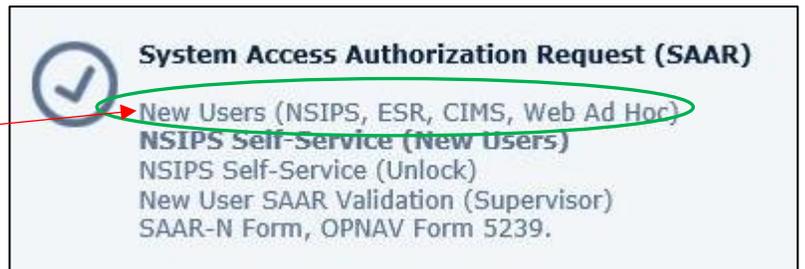
1. Every Sailor must have an ESO and Command ESO role established in their EAW workflow.
2. Some ESOs may be required to also simultaneously hold the Command ESO role due to unit size and NEAS functionality. (They will have the ability to route to themselves in completing actions for each role.
3. Only the ESO can pull down and edit worksheets once the guidance sheet is released. All other downstream rolls are limited to view-only capability until the EAW is routed to them.
4. The ESO cannot route directly to the Sailor, he/she must route to the Command ESO for further distribution to the Sailors.
5. Roles upstream in the workflow can retrieve (pull back) the EAW from those downstream to complete the process prior to the exam. This gives the ESO the ability to finalize the EAW in cases where the Command ESO or Sailor are not available to complete their EAW review prior to the exam.
6. 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.

EAW User Roles in NSIPS

Establishing NSIPS User Accounts

A System Access Authorization Request (SAAR) form must be completed to establish an EAW 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 shown below.



2. Select SAAR Account Type > Next
3. Select EAW Role > OK

EAW Role – ESO (Regional/PSD/NOSC)

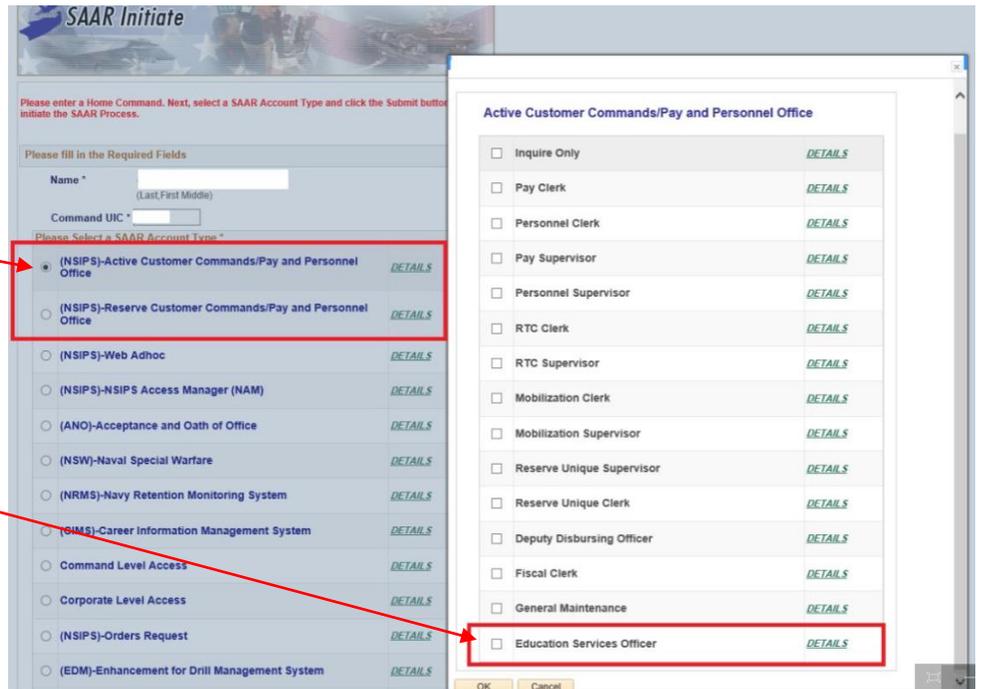
2. Select SAAR Account Type:

- 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 Service Officer”



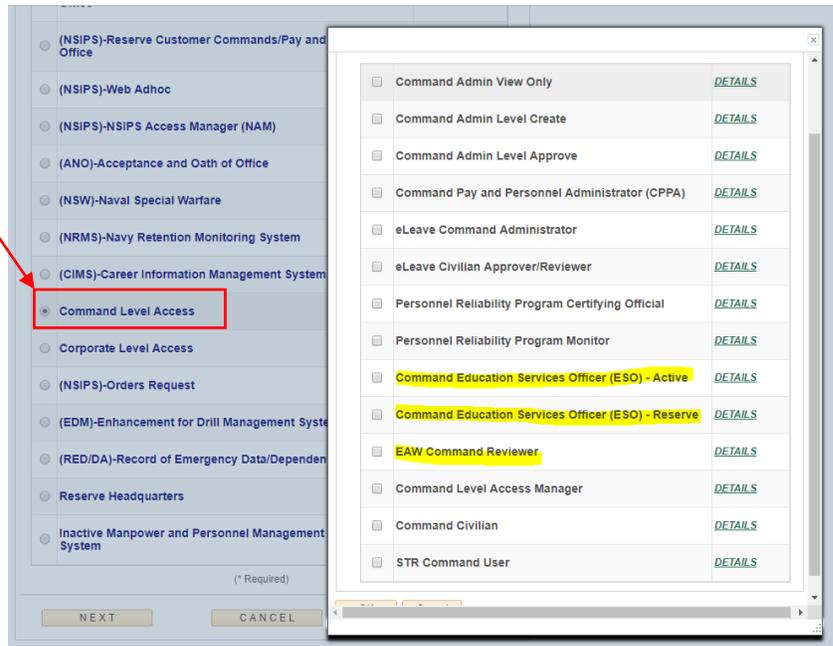
EAW User Roles in NSIPS

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”



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”

