



Enlisted Advancement Worksheet (EAW)



Smart Sheet

Issue No. 1 June 2018

Description

The Enlisted Advancement Worksheet (EAW) project transitions the Navy's 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.

EAW Process Improvement

The EAW automated process will reduce time required by Educational Services Officers (ESOs) to complete worksheets in support of five annual advancement examination cycles for Active Duty and Reserve enlisted Sailors, eliminate more than 30,000 annual worksheet-related errors, and shorten the time it takes to correct advancement candidate record discrepancies. It is estimated that this improved EAW automated process will save the Navy roughly \$10.5M during the first 5 years of deployment by avoiding rework costs.

Specific process improvements include:

<input type="checkbox"/> Current	<input type="checkbox"/> Future
<input type="checkbox"/> No Sailor visibility until worksheet signing process	<input type="checkbox"/> Sailor visibility far in advance of exam administration
<input type="checkbox"/> Manual verification of data and eligibility on printed worksheet	<input type="checkbox"/> Electronic verification of data and eligibility via EAW system
<input type="checkbox"/> Award points and PMA transferred to answer sheets	<input type="checkbox"/> Award points and PMA electronically sent to NEAS
<input type="checkbox"/> All eligibility factors manually verified by ESO	<input type="checkbox"/> Most eligibility factors verified from authoritative databases
<input type="checkbox"/> PMA manually calculated	<input type="checkbox"/> PMA system calculated
<input type="checkbox"/> Awards manually populated, with no historical capability	<input type="checkbox"/> Awards auto-populated, with historical data archive, but editable with any recent awards points
<input type="checkbox"/> ESO/command communication with NETPDC external to worksheet process	<input type="checkbox"/> All communication visible in EAW system by Sailor, ESO, command and NETPDC

ESO – Educational Service Officer, NEAS – Navy Enlisted Advancement System

NETPDC – Naval Education and Training Professional Development Center, PMA - Performance Mark Average



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Key EAW Stakeholder User Groups

EAW will be used annually by approximately 280,000 E3 through E6 advancement candidates (Active Duty, Full Time Support, Canvasser Recruiter, and Reserve) and 4,000+ servicing ESOs, along with additional Naval Education and Training Professional Development Center (NETPDC) staff and Navy Personnel Command (NPC) Career Progression Human Resource Specialists.

Project Execution



EAW is being executed by the Sea Warrior Program Office (PMW 240) under the direction of the Assistant Program Manager (APM) for Personnel Modernization. Project Management is being performed by SPAWAR System Center Atlantic New Orleans. OPNAV N13, Enlisted Plans and Policy, NPC Pay and Personnel Management Department (PERS-2), and the NETPDC Navy Advancement Center are the functional leads defining system requirements, validating system functionality, and developing an implementation plan, to include user training.

Current Status

System development is currently underway, being completed in a series of three phases. Preview demonstrations (storyboard presentations) of future capability are presented at the end of each phase to ensure delivered capability meets the needs of the user. Successful demonstrations have been completed for Phases One and Two. Phase Three work is scheduled to be complete by mid-September, shortly after which user community "hands-on" testing will begin. Collaborative project meetings with business process owners, functional users, and IT developers are being held weekly to clarify system requirements, preview capabilities, and prepare for user testing. Two successful Program Review Boards (PRBs) were conducted to approve additional system requirements and expand system capability to automatically generate initial worksheets for eligible candidates.

Deployment and Implementation

Current plans are to pilot the automated EAW process in Spring of 2019 during the February E4-E7 Navy Reserve and March E4-E6 active duty advancement cycles. Select Active Component (AC) and Reserve Component (RC) commands will use both the automated EAW system and the current paper worksheet process to ensure advancement candidate record accuracy and NEAS integrity is maintained. Following a successful pilot, EAW will be fully implemented and used



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by all AC and RC commands beginning with the August 2019 E4-E6 Navy Reserve and September 2019 E4-E6 active duty advancement cycles.

Note: NSIPS Web-Afloat EAW implementation timeline is dependent on the ship modernization process and will be completed in about 24 months after initial roll-out.

Additional Communication

Follow-on EAW Smart Sheets will be released throughout the project lifecycle to keep Stakeholders informed of project status, pilot results, and implementation details. In addition, several “What’s New for You” bulletins will be released to targeted user groups (Service Members, Command Reviewers, ESOs, and Command ESOs) to build awareness and knowledge of new EAW capabilities in NSIPS with directions to training products.

Training

Online EAW training tutorials for specific NSIPS user roles will be available in NSIPS to provide step-by-step instructions for completing required EAW tasks. In addition, an EAW presentation is being developed to inform Sailors and ESOs of the overall EAW business process flow and their respective actions in NSIPS.

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 – NPC CUSTOMER SERVICE: 866-U-ASK-NPC (DSN 882-5672)
E-mail: UASKNPC@NAVY.MIL
- Navy Advancement Center – NETPDC: (850) 473-6132, sflyn321_discrepanc@navy.mil

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