



Enlisted Advancement Worksheet (EAW)



Smart Sheet

Issue No. 3 May 2019

EAW Going Live 3 June 2019!

Fall 2019
Adv Cycle

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 together all Navy Enlisted Advancement System (NEAS) stakeholders who support individual Sailor advancements; the workflow will also establish a more streamlined and accurate eligibility verification process.



Pilot Completed

EAW successfully completed a pilot phase during the 2019 E4-E6 spring Active Duty and Reserve advancement cycles, validating that the automated solution meets the needs of the Navy Advancement business processes and user expectations. Several system improvements identified during the pilot were recently deployed in a May NSIPS upgrade.



What's new?

- **Commands must have their NSIPS/EAW accounts established to execute the upcoming Active Duty and Reserve E4-E6 advancement cycles.**
- Reporting Senior Cumulative Average (RSCA) PMA will be calculated in EAW.
- EAW will be the authority for Performance Mark Average (PMA)/RSCA PMA and awards.
- Professional Military Knowledge Eligibility Exam (PMK-EE) status will be captured in EAW.
- After the exam, Commands must use the EAW Post Admin Comments feature when requesting changes or adjudicating discrepancies in candidate records— no more use of email or messages.



Implementation Process and Timeline

EAW is being fully implemented for the 2019 E4-E6 fall Active Duty and Reserve advancement cycles. Per NAVADMIN 316/18, all commands must establish EAW roles to execute the worksheet data verification and routing processes.

- ❖ 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). Further details regarding the EAW roles and the SAAR process can be found in the EAW Roles document on the Naval Personnel Command's EAW page: <https://www.public.navy.mil/bupers-npc/career/enlistedcareeradmin/Advancement/Pages/EAW.aspx>

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EAW Process Flow for Fall Advancement Cycles

The EAW Process Flow defined below requires access to NSIPS Web. Operational units that do not have access to online EAW will receive printed versions of the worksheet from shore support units. Worksheets verified and signed manually will be sent back to shore support units, then scanned and uploaded by shore support units for finalization in NSIPS/EAW.

❖ For additional information on how to execute EAW with limited or no bandwidth see *Operation Commands EAW Routing PowerPoint presentation on the Naval Personnel Command's EAW page*: <https://www.public.navy.mil/bupers-npc/career/enlistedcareeradmin/Advancement/Pages/EAW.aspx>

Step 1: Beginning 3 June, worksheets are published in NSIPS/EAW for fall 2019 advancement Cycles 105 (Reserve) and 244 (Active Duty).

- Note A: Once worksheets are published, they are viewable by anyone with an EAW role in NSIPS.
- 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.
- 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.

- 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.

- Note D: Sailors can upload supporting documents and make comments once the EAW has been routed to them.
- Note E: 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).

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

- Note F: 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 locked 24 hours after the Exam Date on the EAW and data is sent electronically to the Navy Advancement Center (NAC) to load into NEAS.

- Note G: Reserve Cycle 105 EAWs will be locked on 2 September.
- Note H: Active Duty Cycle 244 EAWs will be locked 6 September (E6), 13 September (E5) and 20 September (E4).

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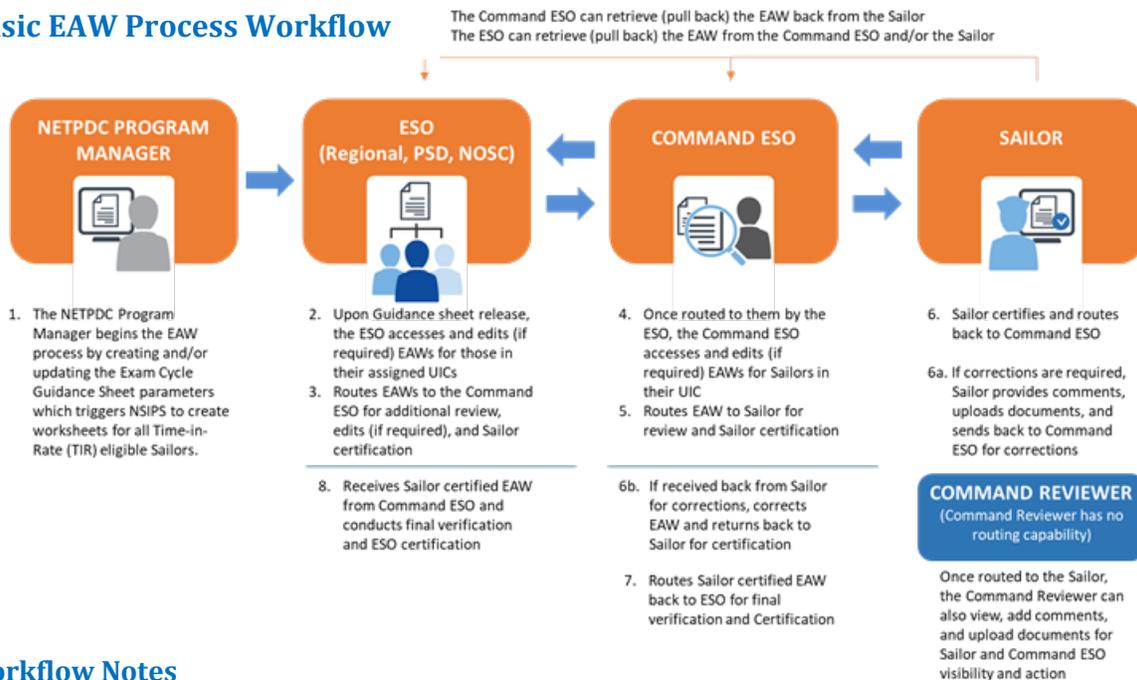
- Note I: If a Sailor is taking a Substitute Exam later than the regular Exam Date listed on the Guidance Sheet, the worksheet will be locked 24 hours after the Exam Date on the EAW. The EAW Exam Date is editable by the ESO or Command ESO.
- Note J: Worksheets can be generated after the lock date, but only one worksheet can be generated for a Sailor per cycle.

Step 8: On EAW lock dates, NSIPS transmits all EAW data to NEAS to create a cycle record in NEAS in order to calculate all Final Multiple Score values for advancement determination.

- Note K: NSIPS transmits EAW data weekly on Saturdays to NEAS.

Step 9: EAW's Post Exam Admin 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. Post Exam Admin Comments can be routed within the command; however, only ESOs can route to the NETPDC Records Administrator or NPC HR Specialist Roles.

Basic EAW Process Workflow



Workflow Notes

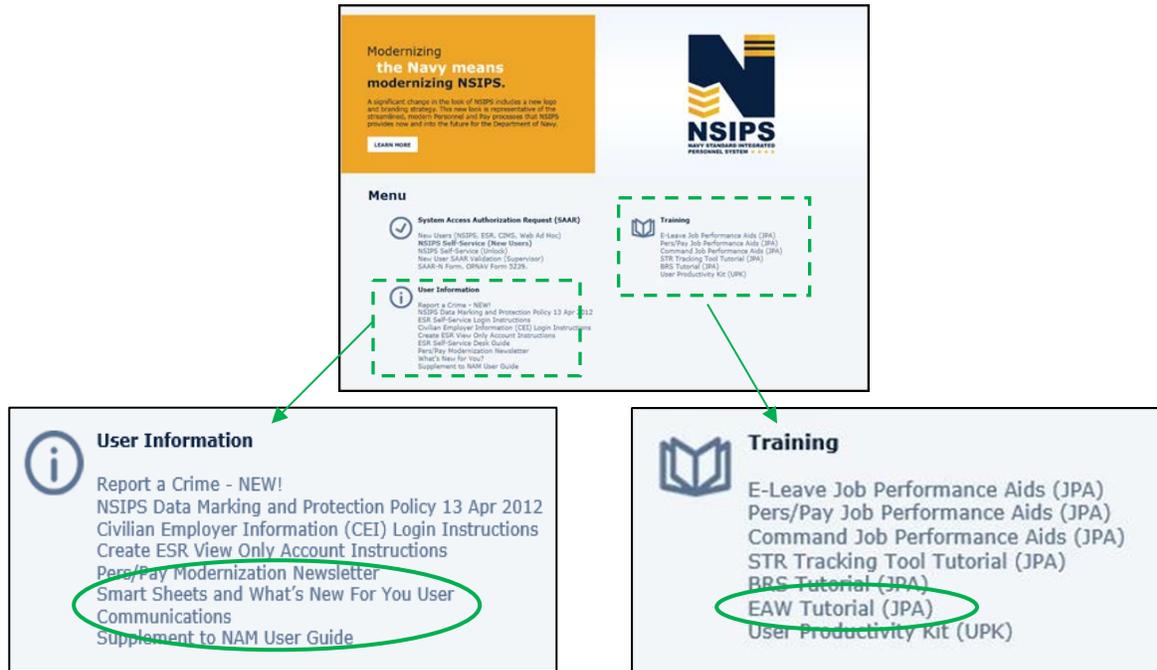
1. **ESO** - Can only route to Command ESO. Can also retrieve from Command ESO and Sailor without it being routed back to them.
2. **Command ESO** – Can route to Sailor and back to ESO. Can also retrieve from Sailor without it being routed back to them.
3. **Service Member** – Can only route to Command 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.

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Training and Additional Information

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. In addition, EAW Smart Sheets, FAQs, User Role Descriptions and What's New for You Info bulletins for Sailors, PSD/Regional ESOs, Command ESOs and Command Reviewers may be accessed on the NSIPS Homepage and are also posted on the NPC Enlisted Advancement page:

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



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) or E-mail: NSIPSHelpDesk@navy.mil
- ❖ EAW Policy – OPNAV N132: 703-604-4716
- ❖ EAW Process and Personnel data corrections – MNCC: 1-833-330-MNCC (1-833-330-6622) or E-mail: ASKMNCC@navy.mil
- ❖ Navy Advancement Center – NETPDC: 850-473-6148, sfly_n321_discrepanc@navy.mil

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Distribution Statement A: Approved for public release; distribution is unlimited.
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