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.

NSIPS

1. Worksheet created System, ESO, or CMD ESO
2. Worksheet Reviewed & Updated
3. Worksheet Finalized and Signed
4. Worksheet locked - data sent to NEAS

Command Reviewer (Command Admin, Admin Off, PERSO, CCC, CMC, CPPA)

Command ESO

Enlisted Service Member

ESO (Regional/PSD/NOSC)
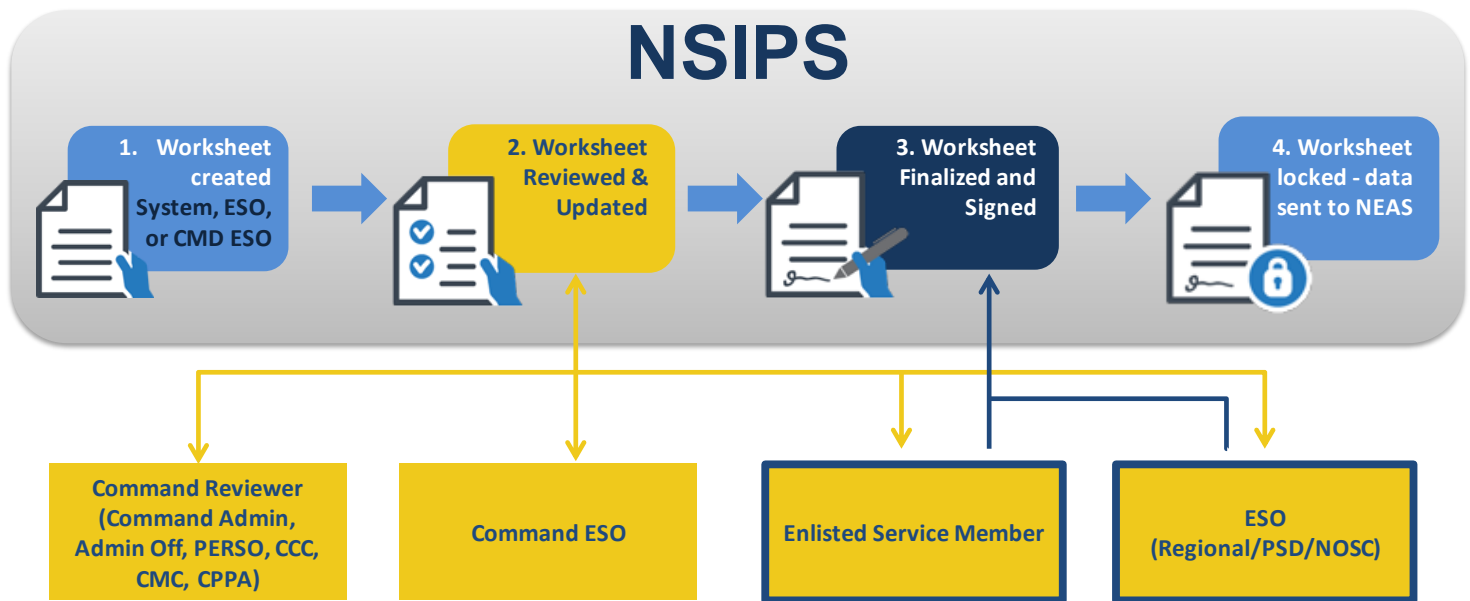
Further information regarding each of the EAW roles and workflow process is detailed in the EAW Roles in NSIPS info sheet located in the EAW folder on the NPC PERS 8 Enlisted Advancement Page, https://www.public.navy.mil/bupers-npc/career/enlistedcareeradmin/Advancement/Pages/EAW.aspx.

NOTE: *The above automated EAW process requires online access to the NSIPS website. For disconnected operations see Frequently Asked Questions (FAQs) on page six.*

New NSIPS EAW Sailor Self-Service Capability

NSIPS is being expanded to provide Sailors the capability to access and view their Advancement Worksheet online, perform self-service actions to submit correction requests to their Command ESO, and perform final certification. Prior to an exam cycle, NSIPS will automatically generate an Enlisted Advancement Worksheet for all Time-In-Rate (TIR) eligible Sailors. Sailors will then have access to view their Advancement Worksheet and begin the verification process. The following pages highlight new NSIPS EAW Sailor self-service capability.

NSIPS—Sailor EAW Self-Service 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 all Navy Active Component (AC) and Reserve Component (RC) TIR eligible Sailors 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. They will also have the capability to simultaneously pilot NSIPS EAW 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—TIR eligible Sailors for the Spring 2019 advancement exams will be able to pilot the following actions in NSIPS:

1. Access their EAW
2. View their Worksheet for data accuracy
3. If all data is correct, certify Worksheet and route to Command ESO
4. If corrections need to be made, submit comments in the Candidate Comments box, upload any supporting documents, and route to Command ESO for further action
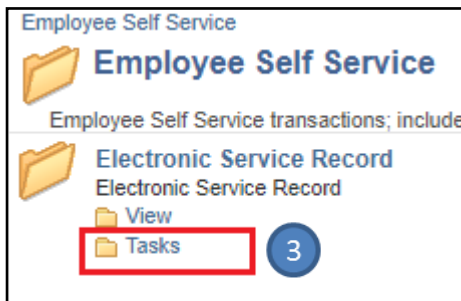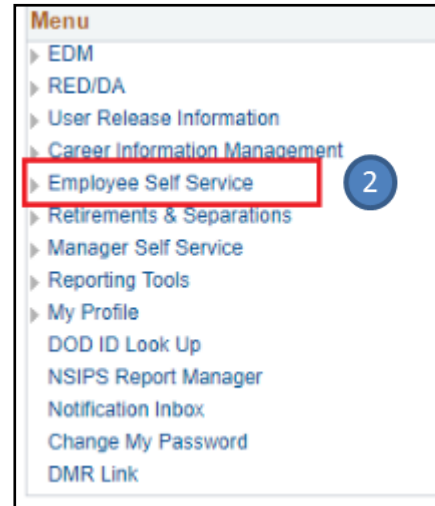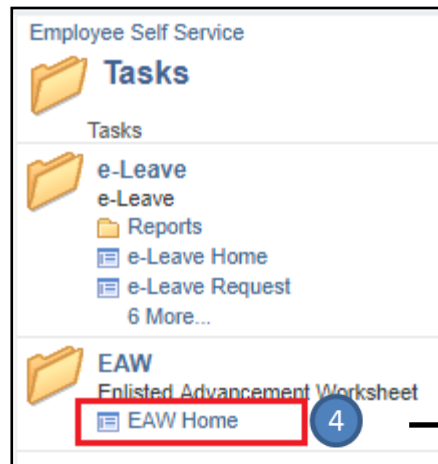
NSIPS—Sailor EAW Self-Service Capability
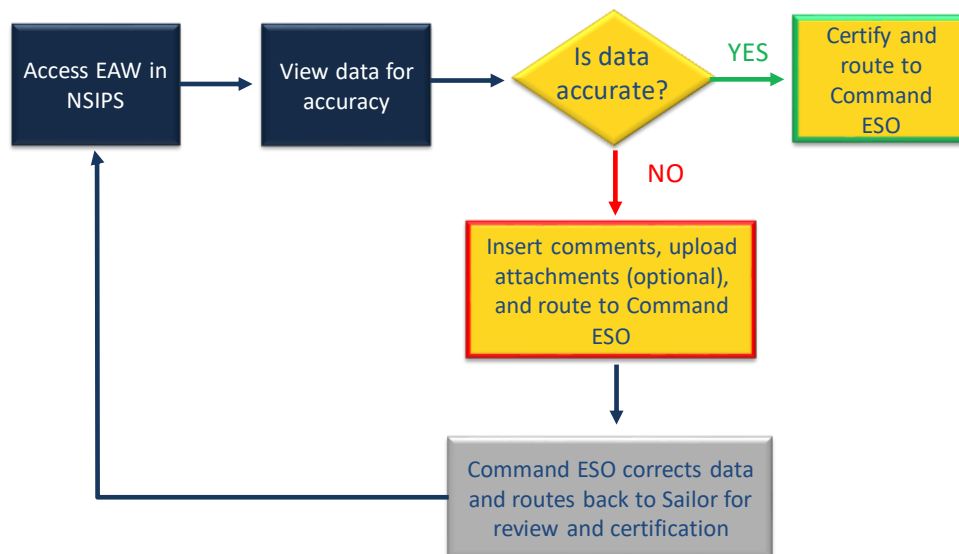
NSIPS EAW Sailor Self-Service

Access Worksheet

To access EAW Member Self-Service capabilities:

1. Login to NSIPS https://nsipsprod-sdni.nmci.navy.mil/nsipsclo/jsp/index.jsp

2. Select Employee Self-Service link under the NSIPS Main menu

3. Select Tasks folder below the Electronic Service Record

Menu
- ▸ EDM
- ▸ RED/DA
- ▸ User Release Information
- ▸ Career Information Management
- ▸ Employee Self Service ②
- ▸ Retirements & Separations
- ▸ Manager Self Service
- ▸ Reporting Tools
- ▸ My Profile
- DOD ID Look Up
- NSIPS Report Manager
- Notification Inbox
- Change My Password
- DMR Link

Employee Self Service

Employee Self Service

Employee Self Service transactions; include

Electronic Service Record
Electronic Service Record
- View
- Tasks ③

4. Select EAW Home under the Tasks to view EAW Home Dashboard

Employee Self Service

Tasks

Tasks

e-Leave
e-Leave
- Reports
- e-Leave Home
- e-Leave Request
- 6 More...

EAW
Enlisted Advancement Worksheet
- EAW Home ④ → **Takes you to EAW Home Dashboard**

NSIPS
NAVY STANDARD INTEGRATED
PERSONNEL SYSTEM ★ ★ ★ ★

**NSIPS—Sailor EAW Self-Service Capability**

View Worksheet

1 Select View Worksheet on EAW Home Dashboard

The EAW Dashboard is divided into three sections:

- My Advancement Worksheets
- My Post Exam Administrative Comments
- View Closed Worksheets

NOTE: Details on "My Post Exam Administrative Comments" and "View Closed Worksheets" capability will be provided in a future EAW What's New for You
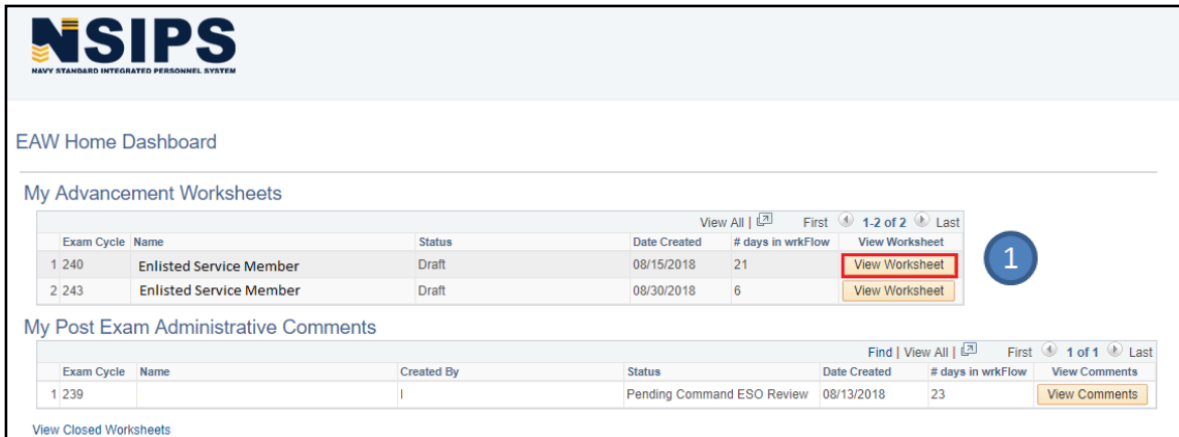
2 View EAW Advancement Worksheet

Note: Sailors will have view-only capability until their Command ESO internally routes the Worksheet 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.

NSIPS—Sailor EAW Self-Service Capability
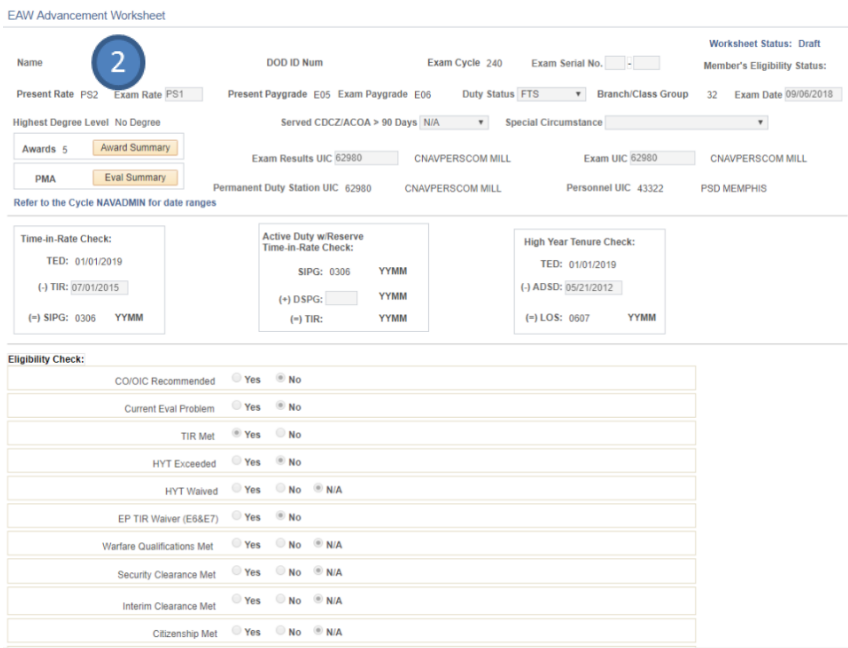
Verify data and certify

1 Review data elements to ensure they are correct

NOTE: *Displayed data on the Worksheet cannot be changed by the Service Member. Only the Command ESO or Regional/PSD/NOSC ESO can edit data elements. Some displayed data is from authoritative Navy personnel systems. Changes to data in authoritative personnel systems need to be coordinated through 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.*

If data is correct:

2 Certify

3 Save

4 Route to Command ESO

If changes need to be made:

5 Enter comments

6 Upload attachments if required

7 Route to Command ESO for further corrective action.

NSIPS—Sailor EAW Self-Service Capability

EAW Frequently Asked Questions (FAQs)

Q1. **How do Sailors review and certify their EAW when in disconnected operations (without connectivity to NSIPS web)?**

A1. Sailors in disconnected operations (without connectively to NSIPS web) should perform the following procedures:

   1) Receive a hardcopy of the EAW from their Command ESO
   2) Review the data (and work with ESO if corrections are required)
   3) Wet sign the hardcopy and provide back to their Command ESO
   4) The Command ESO will upload the document in the Transaction Online Processing System (TOPS) and forward it to the Afloat PSD ESO for uploading 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 Attachments feature on the worksheet and route to their Command ESO.

Note: In some cases, the Command ESO will be able to directly correct data on the Worksheet. However, some data field changes may require updating data in the authoritative Navy personnel system populating 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 exam for AD, and at the end of the administration month (Feb/Aug) for SELRES).

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NSIPS—Sailor EAW Self-Service Capability

Training & Help

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

Modernizing
the Navy means modernizing NSIPS.

A significant change in the look of NSIPS includes a new logo and branding strategy. This new look is representative of the streamlined, modern Personnel and Pay processes that NSIPS provides now and into the future for the Department of Navy.

LEARN MORE

NSIPS
NAVY STANDARD INTEGRATED
PERSONNEL SYSTEM ★ ★ ★ ★

Menu

System Access Authorization Request (SAAR)
New Users (NSIPS, ESR, CIMS, Web Ad Hoc)
NSIPS Self-Service (New Users)
NSIPS Self-Service (Unlock)
New User SAAR Validation (Supervisor)
SAAR-N Form, OPNAV Form 5239.

User Information
Report a Crime - NEW!
NSIPS Data Marking and Protection Policy 13 Apr 2012
Civilian Employer Information (CEI) Login Instructions
Create ESR View Only Account Instructions
Pers/Pay Modernization Newsletter
Smart Sheets and What's New For You User
Communications
Supplement to NAM User Guide

Training
E-Leave Job Performance Aids (JPA)
Pers/Pay Job Performance Aids (JPA)
Command Job Performance Aids (JPA)
STR Tracking Tool Tutorial (JPA)
BRS Tutorial (JPA)
(1) EAW Tutorial (JPA)
User Productivity Kit (UPK)

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

➤EAW System – NSIPS Help Desk: Toll Free: 877-589-5991 Comm: 504-697-5442 DSN: 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