



Enlisted Advancement Worksheet (EAW)



Smart Sheet

Issue No. 2 October 2018

Project Update



The automated Enlisted Advancement Worksheet (EAW) continues to be developed in the Navy Standard Integrated Personnel System (NSIPS). System testing and development of training modules will help ensure there is a seamless transition from paper worksheets to this new enlisted advancement modernization capability. CAPT Kertreck Brooks, Commanding Officer of the Naval Education and Training Professional Development Center (NETPDC), had this to say following a demonstration of the system, *“The change from paper to Electronic Advancement Worksheets will not only make it easier for Sailors and ESOs, but it will help eliminate many of the common errors that traditionally hampered the advancement cycle processes. This is a significant modernization effort that will surely be a value-added improvement for the Navy.”*



Implementation

Pilot – EAW will be piloted by both Navy Active Component (AC) and Reserve Component (RC) commands during the Spring 2019 advancement cycles (AC E4-E6 - Cycle 243 and RC SELRES E4-E7 - Cycle 104). Commands will continue to use the current manual paper EAW as the official document for advancement eligibility, but will simultaneously monitor the automated EAW to ensure proper data integrity is present.

Navy-wide use – The automated EAW will be used throughout the Navy as the official source of recorded advancement eligibility beginning with the Fall 2019 AC and RC advancement cycles (AC E4-E6 - Cycle 244 and RC SELRES E4-E6 - Cycle 105). NOTE: NSIPS Web-Afloat EAW implementation timeline is dependent on the ship modernization process and will be completed approximately 24 months after initial NSIPS deployment in November 2018.



Key Dates

- 3 December 2018 – AC E4-E6 - Cycle 243 and RC SELRES E4-E7 - Cycle 104 worksheets are released to ESOs for EAW pilot.
- 3 June 2019 – AC E4-E6 - Cycle 244 and RC SELRES E4-E6 - Cycle 105 worksheets are released to ESOs for Navy-wide implementation.



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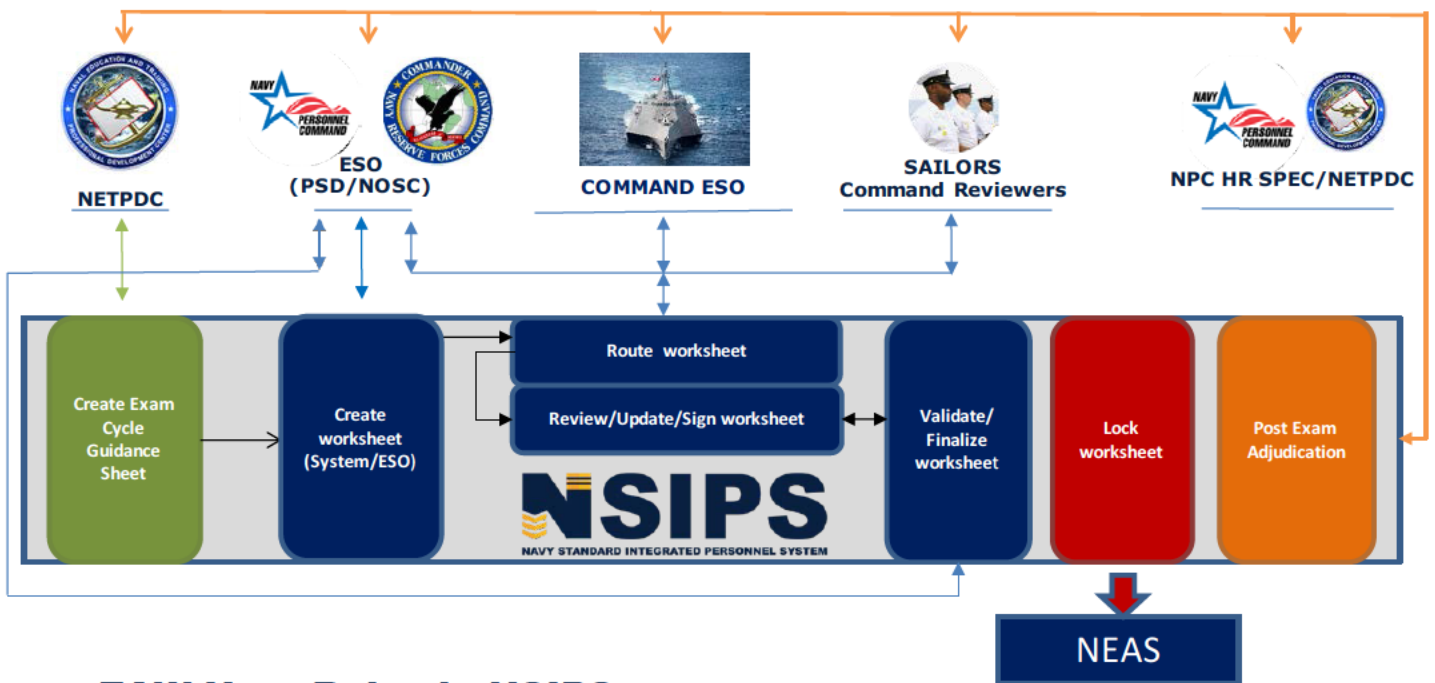
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New Automated Process

The EAW capabilities in NSIPS will provide automated processes to perform the following:

- Automatically generate worksheets populated with authoritative data for all Time-in-Rate (TIR) eligible Sailors.
- Route worksheets to authorized personnel for review, updates, validation, and signatures.
- Lock worksheets and send authoritative data to the Navy Enlisted Advancement System (NEAS) for computation of Final Multiple Score (FMS).
- Allow for post exam adjudication of worksheet discrepancies or changes.



EAW User Roles in NSIPS

EAW User roles will be available in NSIPS to accomplish required EAW business processes. Specific details for each role will be communicated in future role-specific What's New for You (WNFY) bulletins. In addition, step-by-step instructions to complete required role-specific processes in NSIPS will be available in NSIPS tutorials than can be accessed via the NSIPS splash page.

NOTE: Sailors with existing NSIPS Self-Service accounts will automatically have access to their EAW. All other EAW roles must be established as new EAW accounts in NSIPS. For account access, initiate the System Authorization Access Request-Navy (SAAR-N) process for EAW from the NSIPS menu, New Users link.



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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.

ESO (Regional/PSD/NOSC)

The Regional/PSD/NOSC level ESO 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, sign, and finalize the EAW prior to the exam. This role can also adjudicate discrepancies with post-exam administrative comments. Every Sailor has an ESO responsible for completing the worksheet prior to the exam administration date.

Command ESO

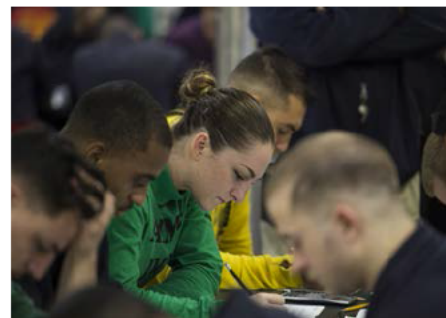
Command ESOs have an administrative oversight role that supports the Regional/PSD/NOSC level ESO with data verification. They may add worksheet data, change incorrect data, attach supporting documents (when required), enter comments, route to Command Reviewers and Sailors for their input, and assist in the adjudication of discrepancies with post-exam administrative comments.

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. Users with this role will have the capability to view, enter comments, and attach documents in worksheets as well as route post-administrative comments to the Command ESO.

Enlisted Service Member

Individual Sailors will review worksheet data, enter comments, attach supporting documents (if applicable), sign, and maintain awareness of worksheet status throughout the advancement cycle. Sailors can also route their worksheet and post-administrative comments to the Command ESO.





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Enlisted Advancement NPC HR Specialist

Headquarters staff from OPNAV N13, PERS-802/803, and COMNAVRESFOR 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 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 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.

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

- **EAW System** – NSIPS Help Desk: Toll Free 877-589-599, Comm 504-697-5442, DSN 312-647-5442, NSIPSHelpDesk@navy.mil
- **EAW Policy** – OPNAV N132: 703-604-4716, NXAG_N132C@navy.mil
- **EAW Process** – MNCC: 1-833-330-MNCC (1-833-330-6622), ASKMNCC@navy.mil
- **Navy Advancement Center** – NETPDC: 850-473-6148, sfly_n321_discrepanc@navy.mil

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