



What's New For You

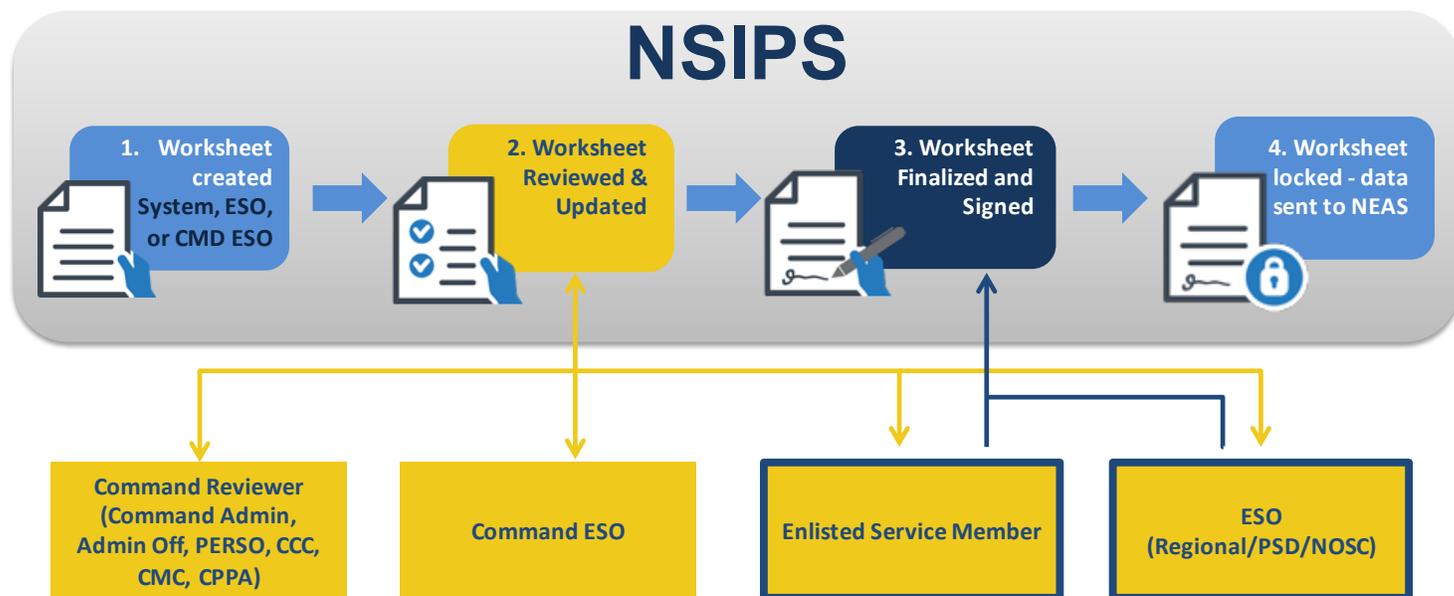
NSIPS—Enlisted Advancement Worksheet Command Reviewer Capability

WNFY NSIPS EAW Command Reviewer — Issue 1 - Jan 2019

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.



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>.

New NSIPS EAW Command Reviewer Capability

NSIPS is being expanded to provide the capability for designated Command Reviewers to assist Command ESOs and their Sailors in reviewing their online Enlisted Advancement Worksheets (EAW). The Command Reviewer is an administrative support role that may include the command triad, command career counselor, Command Pay and Personnel Administrator (CPPA), department head, division officer, leading chief petty officer, and 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. The following pages highlight new NSIPS EAW Command Reviewer capability.

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

NSIPS EAW Pilot

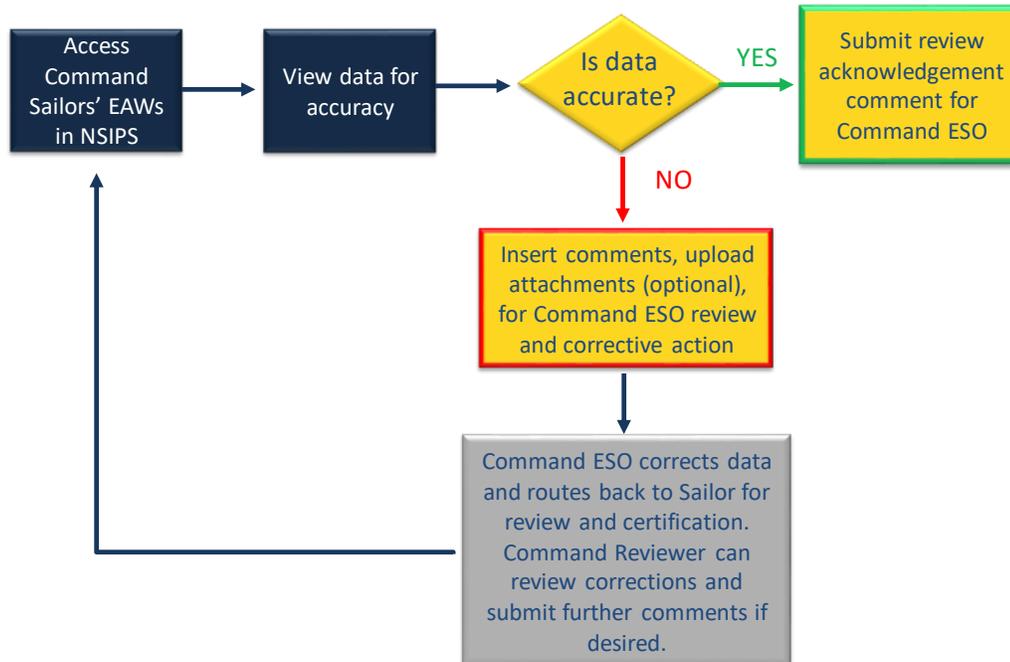
Automated EAW functionality deployed in NSIPS release 1.14.15.0 on 18 November 2018. Individual worksheets are currently available for pilot use by both Navy Active Component (AC) and Reserve Component (RC) TIR eligible Sailors, ESOs and Command Reviewers for the Spring 2019 advancement cycles (AC E4-E6 - 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. The pilot will allow Sailors, ESOs and Command Reviewers access to the automated EAW capability in NSIPS in order 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—For the Spring 2019 advancement exams, EAW Command Reviewers will be able to pilot the following actions in NSIPS:

1. Access EAWs for TIR eligible Sailors in their Command
2. View Sailors' Worksheets for data accuracy and comment



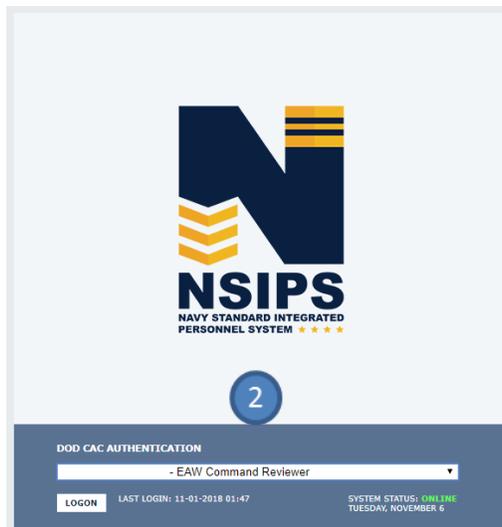
NSIPS EAW Command Reviewer Capability

Access and Review a Sailor's Worksheet

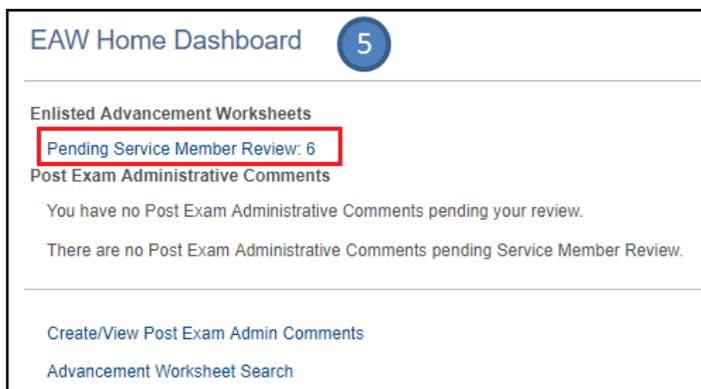
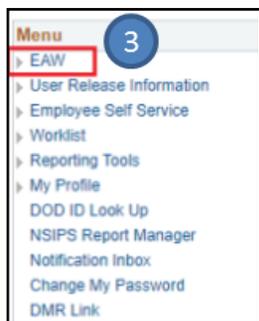
To access NSIPS EAW Command Reviewer capabilities:

- 1 Login to NSIPS <https://nsipsprod-sdni.nmci.navy.mil/nsipsclo/jsp/index.jsp>
- 2 Select EAW Command Reviewer role from the drop down menu

NOTE: Individuals assigned by their Command to duties as an EAW Command Reviewer, must establish a NSIPS EAW Command Reviewer account through the submission of a System Access Authorization Request (SAAR). Additional instructions are listed on page 7.



- 3 Select EAW under the NSIPS Main Menu
- 4 Select EAW Home Page



- 5 View EAW Home Dashboard and select Pending Service Member Review



6 Select desired Enlisted Service Member to review their Advancement Worksheet

Worksheets Pending Service Member Review

Use Saved Filter(s) [v]

Exam Cycle [Q] Exam Date [BB] Comments Exist [v]
 Permanent Duty UIC [Q] Serial Number [] ESO [v]
 Present Paygrade [Q] Award Points [] Command [v]
 Duty Status [v] PMA [] Candidate [v]
 Special Circumstance [v] Eligibility Status [v]
 DOD ID [] Worksheet Status [v]
 Name []

Search [] Clear [] Save Search Criteria [] Delete Saved Search []

Exam Cycle	Permanent Duty UIC	Name	Present Paygrade	Present Rate	Eligibility Status	Exam UIC	Worksheet Status	Duty Status	Special Circumstance	Exam Serial Number	Award Points	PMA	Exam Date	ESO Comments Exist	Command Comments Exist	Candidate Comments Exist	Date/Time Received	# days in workflow	Attachment
243	62980	Enlisted Service Member	E05	CS2	Eligible	62980	Pending Service Membr Signatur	USN			2	3.87	03/07/2019	No	No	No	09/24/2018 11:58:32AM	1	
243	62980	Enlisted Service Member	E05	MM2	Ineligible	62980	Pending Service Member Review	USN		00	5	0.00	03/07/2019	No	Yes	No	09/24/2018 12:14:27PM	1	
243	62980	Enlisted Service Member	E05	YNS2	Ineligible	62980	Pending Service Member Review	USN			4	0.00	03/07/2019	No	No	No	09/24/2018 11:58:31AM	1	
243	62980	Enlisted Service Member	E05	YN2	Ineligible	62980	Pending Service Member Review	USN			0	0.00	03/07/2019	No	No	No	09/24/2018 11:58:31AM	1	
243	62980	Enlisted Service Member	E05	HM2	Ineligible	62980	Pending Service Member Review	USN			0	0.00	03/07/2019	No	No	No	09/24/2018 11:58:31AM	1	
243	62980	Enlisted Service Member	E05	AO2	Ineligible	62980	Pending Service Member Review	USN			2	0.00	03/07/2019	No	No	No	09/24/2018 11:58:31AM	1	

Return to Dashboard []

7 Review Sailor's Advancement Worksheet

Note: The Command Reviewer has view-only access to Sailors' worksheets within their UIC at any time, but can only upload documents and make comments when the EAW has been routed by the Command ESO to the Sailor for action, ("pending Service Member review" status).

EAW Advancement Worksheet

Highest Degree Level: No Degree
 Served CDCZ/ACOA > 90 Days: N/A
 Special Circumstance: [v]

Awards: 5 [Award Summary]
 Exam Results UIC: 62980 CNAVPERSCOM MILL
 Exam UIC: 62980 CNAVPERSCOM MILL

PMA [Eval Summary]
 Permanent Duty Station UIC: 62900 CNAVPERSCOM MILL
 Personnel UIC: 43322 PSD MEMPHIS

Refer to the Cycle NAVADMIN for date ranges

Time-in-Rate Check:
 TED: 07/01/2019
 (-) TIR: 07/01/2015
 (-) SIPG: 0400 YYMM

Active Duty w/Reserve Time-in-Rate Check:
 SIPG: 0400 YYMM
 (+) DSPG: [] YYMM
 (-) TIR: [] YYMM

High Year Tenure Check:
 TED: 07/01/2019
 (-) ADSD: 03/13/2012
 (-) LOS: 0703 YYMM

Eligibility Check:

CO/OIC Recommended Yes No

Current Eval Problem Yes No

TIR Met Yes No

HYT Exceeded Yes No

HYT Waived Yes No N/A

EP TIR Waiver (E6&E7) Yes No

Warfare Qualifications Met Yes No N/A

Security Clearance Met Yes No N/A

Interim Clearance Met Yes No N/A

Citizenship Met Yes No N/A

Citizenship Waived Yes No N/A



Add comments and upload supporting documents

- 1 Review data elements to ensure they are correct.
NOTE: *Displayed data on the Worksheet cannot be changed by the Command Reviewer. Only the Command ESO or Regional ESO can edit data elements. In addition, some displayed data is from authoritative Navy Personnel Systems and therefore has to be corrected in those 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.*
- 2 Insert comments in the Command Comment Box
- 3 Upload Attachments (if desired)
- 4 Save/Save and Exit

The screenshot shows the 'EAW Advancement Worksheet' interface. It contains several sections:

- 1** A list of data elements with radio buttons for 'Yes', 'No', and 'N/A'. These include: EP TIR Waiver (E6&E7), Warfare Qualifications Met, Security Clearance Met, Interim Clearance Met, Citizenship Met, Citizenship Waived, Lateral Conversion (with 'for Exam Rate' field), PRISE-R (with 'for Exam Rate' field), CWAY-PACT Designation (with 'Approved Rating' and 'Approved Path' fields), and CWAY-Reenlistment (with 'Status' field).
- Other Method of Advancement: [Text Field]
- Force Management Initiatives: [Text Field]
- ESO Comments: [Text Area]
- Candidate Comments: [Text Area]
- 2** Command Comments: [Text Area] containing the text "Command Reviewer added members last eval".
- Authorization sections:
 - ESO's Authorization: Certified to be correct: Date: 09/24/2018
 - Member's Authorization: Certified to be correct: Date: [Empty]
 - Command ESO Authorization: Date: 09/24/2018
- 3** A button labeled "View/Upload Attachments" is highlighted.
- 4** A row of buttons at the bottom: "Save and Exit", "Save", "Cancel", "Route", "Print", and "View/Upload Attachments".



EAW Frequently Asked Questions (FAQs)

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

A1. Command Reviewers in disconnected operations (without connectivity to NSIPS web) should perform the following procedures:

- 1) Receive a hardcopy of their Sailors' EAWs from their Command ESO
- 2) Review the data (and work with ESO if corrections are required)
- 3) Ensure Sailors 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 PSD Afloat ESO who will upload the signed EAW into NSIPS.

Q2. What should a Command Reviewer do when there is incorrect data on the worksheet?

A2. Because Command Reviewers cannot change worksheet data, they should annotate the discrepancy in the Command Comments block on the worksheet. If supporting documentation is required, Command Reviewers can upload documents via the Upload feature on the worksheet. Both Command ESOs and Sailors will see the Command Reviewer input.

Note: In some cases, the Command ESO will be able to directly correct the data. However, changing some data fields may require updating data in an authoritative Navy personnel system that is providing data to 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. Do Sailors get notified when their data is corrected?

A3. Yes, Sailors will receive an email when their Command ESO routes the EAW back to the Sailor for certification.

Q4. When does the Sailor go back and certify a corrected EAW?

A4. Sailors should retrieve their corrected EAW in NSIPS and certify it as correct when they receive it back from the Command ESO.

Q5. What happens if EAW data doesn't get corrected prior to exam?

A5. 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.

EAW Frequently Asked Questions (FAQs) - Continued

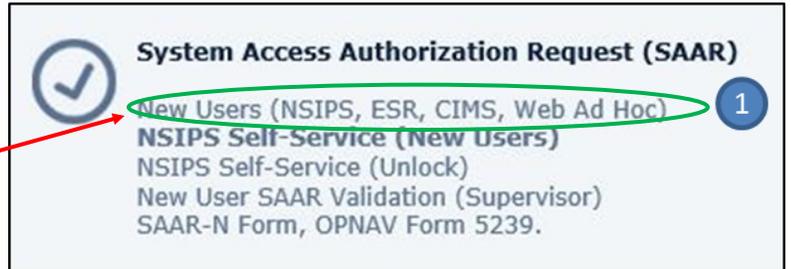
Q6. Can the EAW be locked without Command Reviewer action?

A6. 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 for AD, and at the end of the administration month (Feb/Aug) for SELRES).

Establishing NSIPS Command Reviewer User Accounts

A System Access Authorization Request (SAAR) must be completed to establish an EAW Command Reviewer account in NSIPS.

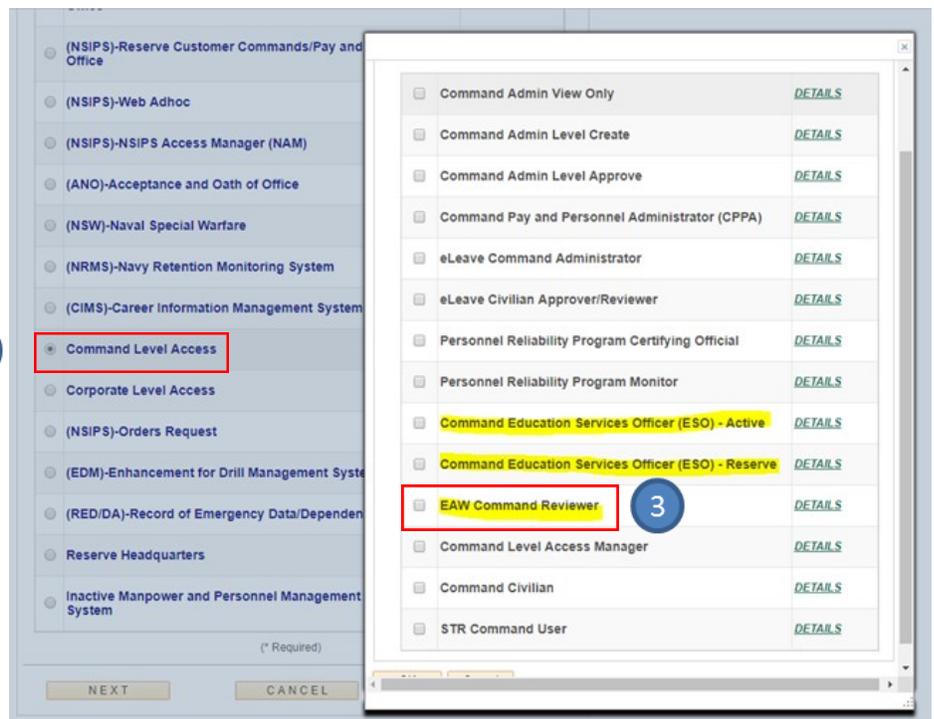
- To begin the process, click on the New Users (NSIPS, CIMS, Web Ad Hoc) link under the System Access Authorization Request (SAAR) section on the NSIPS Homepage as shown below.



- Select SAAR Account Type: "Command Level Access"

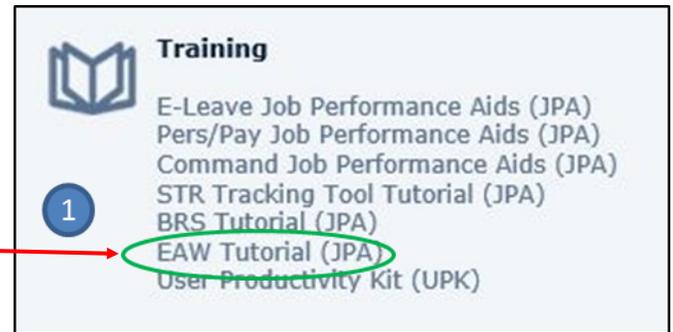
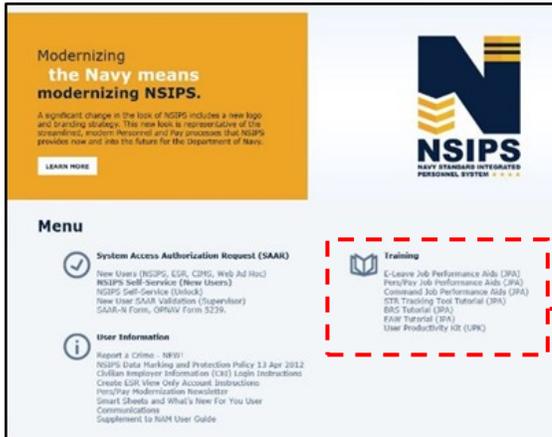
- Select EAW Role: "EAW Command Reviewer"

2



Training & Help

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





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 – MNCC: 1-833-330-MNCC (1-833-330-6622), ASKMNCC@navy.mil
- Navy Advancement Center – NETPDC: (850) 473-6148, sflyn321_discrepanc@navy.mil

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