



Best Practices

BROWSERS

Ensure **NO ONE** in your command is accessing the summary group via **Microsoft Edge** or **Internet Explorer**. Those browsers are incompatible on NMCI and will corrupt the summary group. **Chrome**, **Firefox**, or **Safari** are compatible browsers.



REPORTING SENIOR/TRUSTED AGENT(S)

CREATE THE SUMMARY GROUP FIRST!

All appraisals must be in a summary group, regardless of the number of reports in the summary group.

When creating the summary group, add your reviewers and members during this step.

Ensure members do not create their own reports under "Start Appraisal" if they've been added to a summary group - this will cause an error.

NOTE - As a Trusted Agent, DO NOT acknowledge the role of the RS. When working in the Manage Summary Group tab the information will display as your own. Ignore this tab!!

REVIEWERS

Reviewers in the standard chop chain of Evals and Fitreps will work under the "Manage Appraisal > Appraisals I have Access To" section of eNavFit.

Reviewers should not create appraisals for subordinates. The template should be created by the Reporting Senior or Trusted Agent.

When in "Route" Status you will be responsible for reviewing the appraisal. When in "Sign" Status, you will be responsible for signing the appraisal ONLY if you are listed as a Senior Rater or Rater.

NOTE - Reviews are turn-based, if an appraisal is not in your queue, it may not be your turn to review. Reviewers must complete their review and select "Next Reviewer" before it is visible to the next reviewer.

MEMBERS

It is not best practice to begin your own appraisal via the "Start Appraisal" tab. Multiple errors can arise. The best practice is for the Reporting Senior or Trusted Agent(s) to create the summary group template and for Members to access the report through the "Manage Appraisal" tab.

To provide inputs or sign your appraisal go "Manage Appraisal > My Appraisals".

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SIGNATURE PROCESS

When the summary group is placed into a "Sign" Status, there is a signature order to follow:

1. Reporting Senior
2. Senior Rater
3. Rater
4. Member (If concurrent report, Concurrent RS will sign last)

NOTE After selecting "Sign", provide time for the system to affix signatures. DO NOT select "Sign" again OR "Save" to avoid signature clearing.

