eNAVFIT

Online Operations Workflow and Best Practices
Version 1.0

User Actions Based on User Assignment

Reporting Senior Actions

Reporting Senior/Trusted Agent Actions

Reviewer Actions

Member Actions

Miscellaneous Actions

Compatible Browsers

Google Chrome

Mozilla Firefox

Apple Safari

DUE TO AN NMCI DEFAULT, ENAVFIT WILL NOT FUNCTION PROPERLY IN *MICROSOFT INTERNET EXPLORER* OR *EDGE*

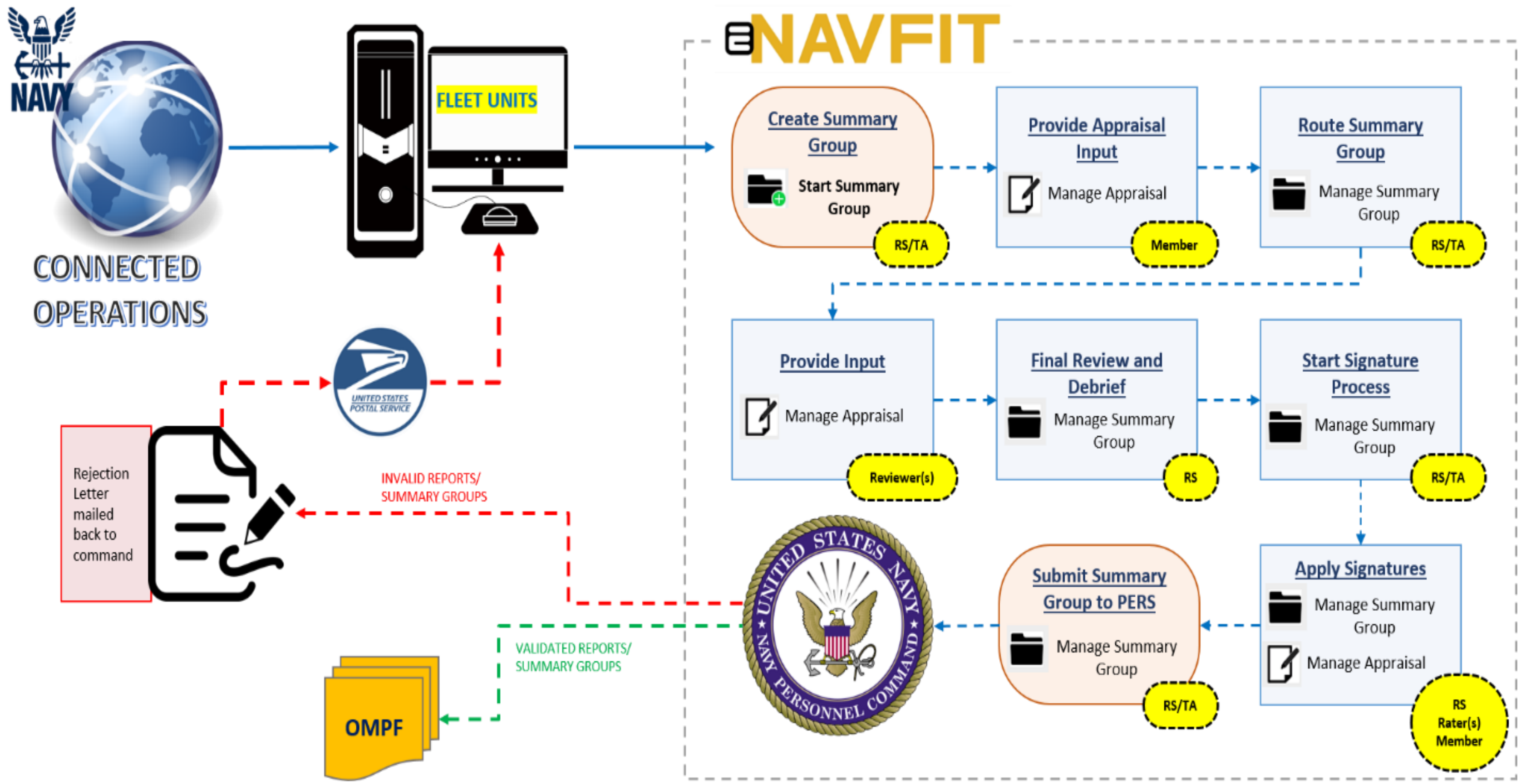
Internet Explorer

Microsoft Edge

NOTE: If using Nautilus Virtual Desktop (NVD) or non-NMCI assets/networks,
MS Edge is compatible as long as Internet Explorer Compatibility mode is not turned on.

eNavFit Online Process

Overview

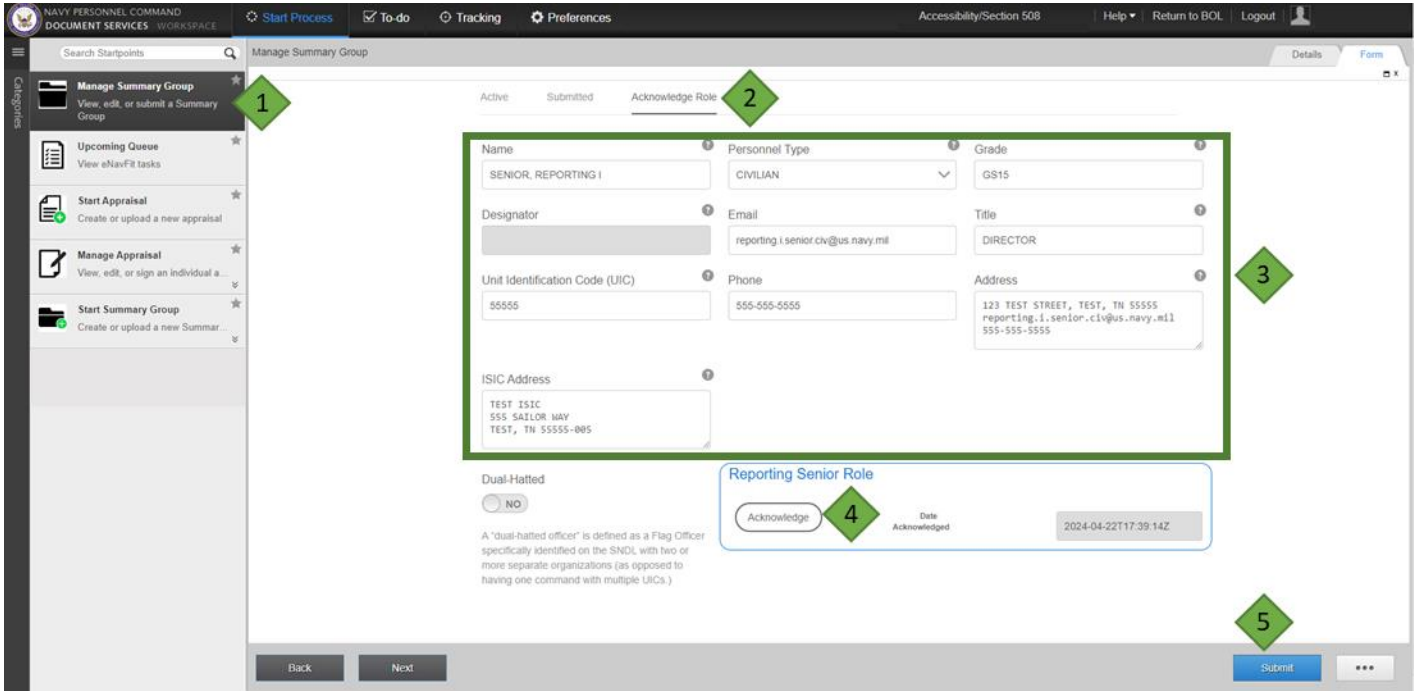


Reporting Senior

Acknowledge User Role

Steps:

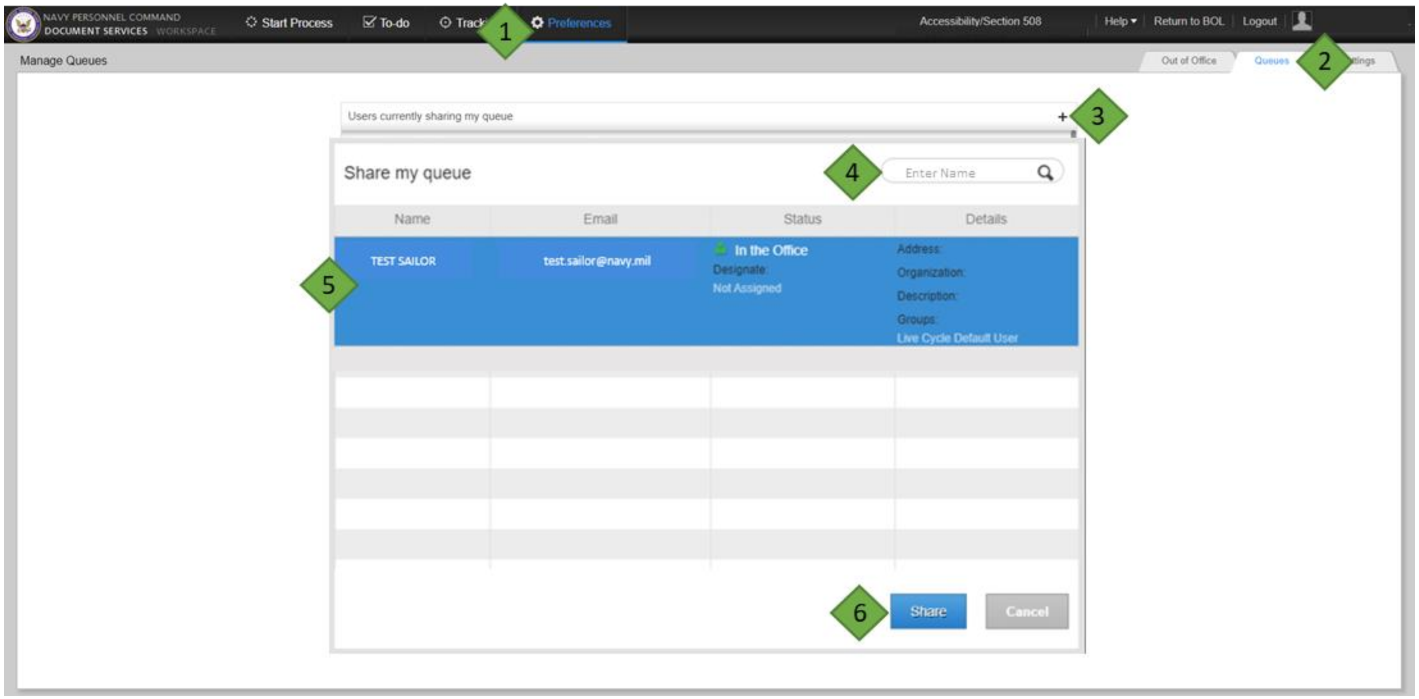
1. Select “Manage Summary Group”
2. Select “Acknowledge Role”
3. Verify/Update personal information
4. Select the “Acknowledge” button and select “ok” in the pop-up
5. Select the “Submit” button



NOTE: Trusted Agents should not “Acknowledge Role” on behalf of their Reporting Senior. Never change your own information to someone else's.

Reporting Senior

Assign Trusted Agent (not required)



Steps:

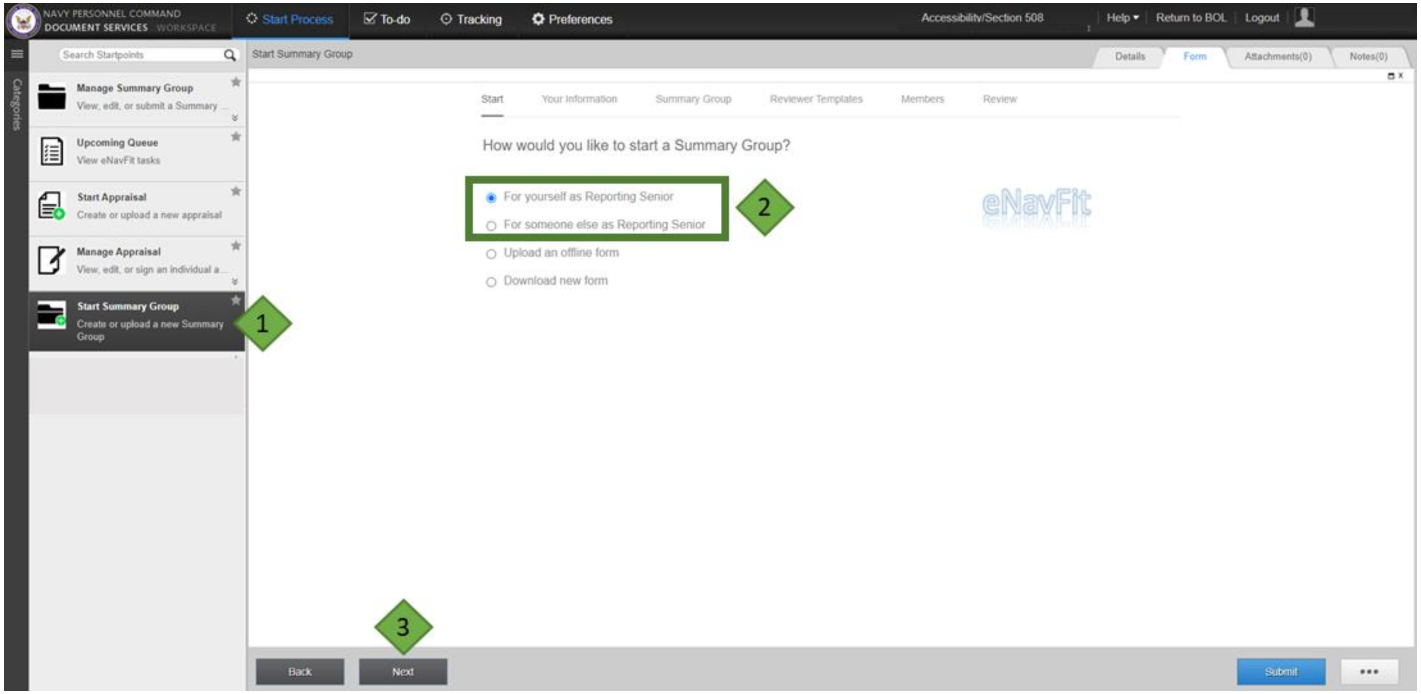
1. Select "Preferences"
2. Select "Queues"
3. Select the "+" next to "Users currently sharing my queue"
4. Enter name of desired trusted agent as *Last Name First Name* <u>without</u> punctuation (i.e., Smith John)
5. Select the member from those listed
6. Select the "Share" button

NOTE: By assigning a Trusted Agent, this member will now be able to create and manage summary groups on the Reporting Senior's behalf.

Reporting Senior/Trusted Agent

Start Summary Group

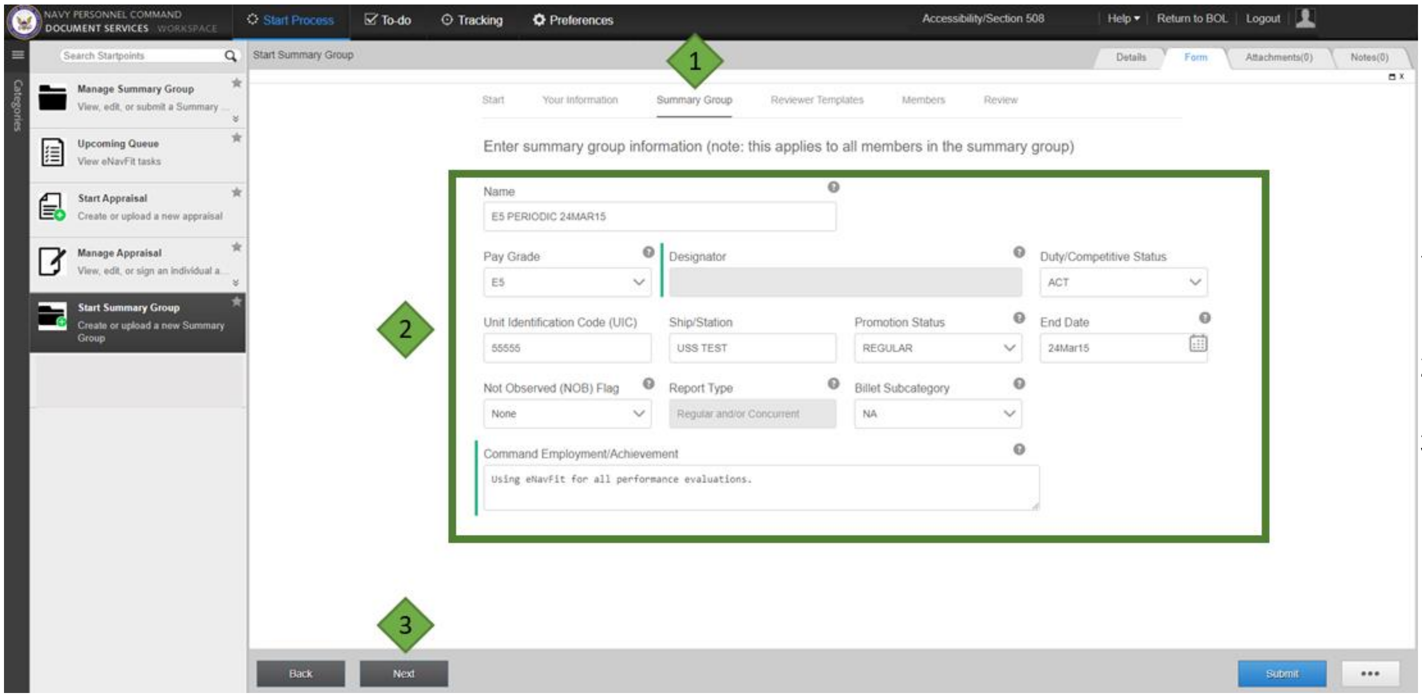
Steps:
1. Select “Start Summary Group”
2. A) Select “For yourself as Reporting Senior” if you are the Reporting Senior
   B) Select “For someone else as Reporting Senior” if you are the Trusted Agent (see note below)
3. Select the “Next” button



NOTE: Trusted Agents will need to enter in the Reporting Senior’s DODID after selecting “Next”. The screen will have a “Reporting Senior’s Search” tab instead of a “Your Information” tab.

Reporting Senior/Trusted Agent

Start Summary Group-Summary Group



Steps:

1. Verify the "Summary Group" tab is underlined
2. Input the summary group information
3. Select the "Next" button

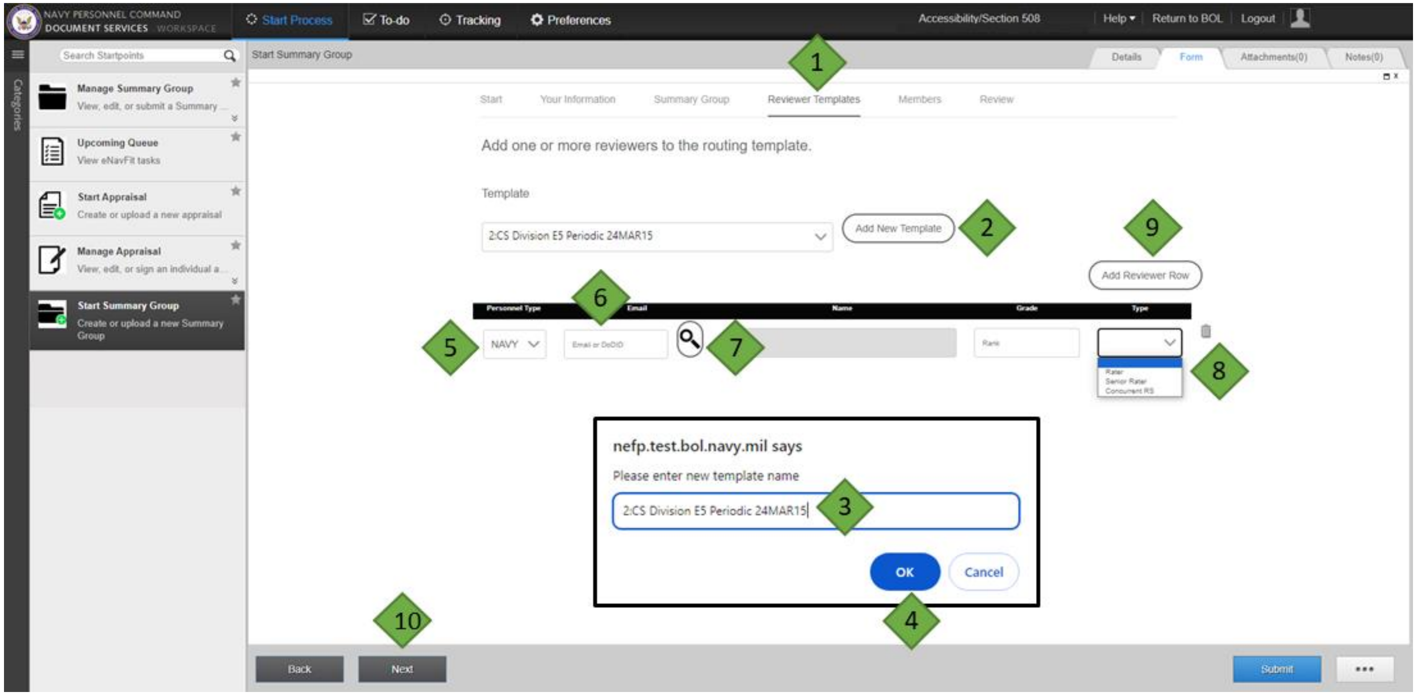
NOTE: Recommend naming summary groups something easily to identify, such as paygrade, report type, end date, etc. (i.e., E5 PERIODIC 24MAR15).

Reporting Senior/Trusted Agent

Start Summary Group-Reviewer Templates

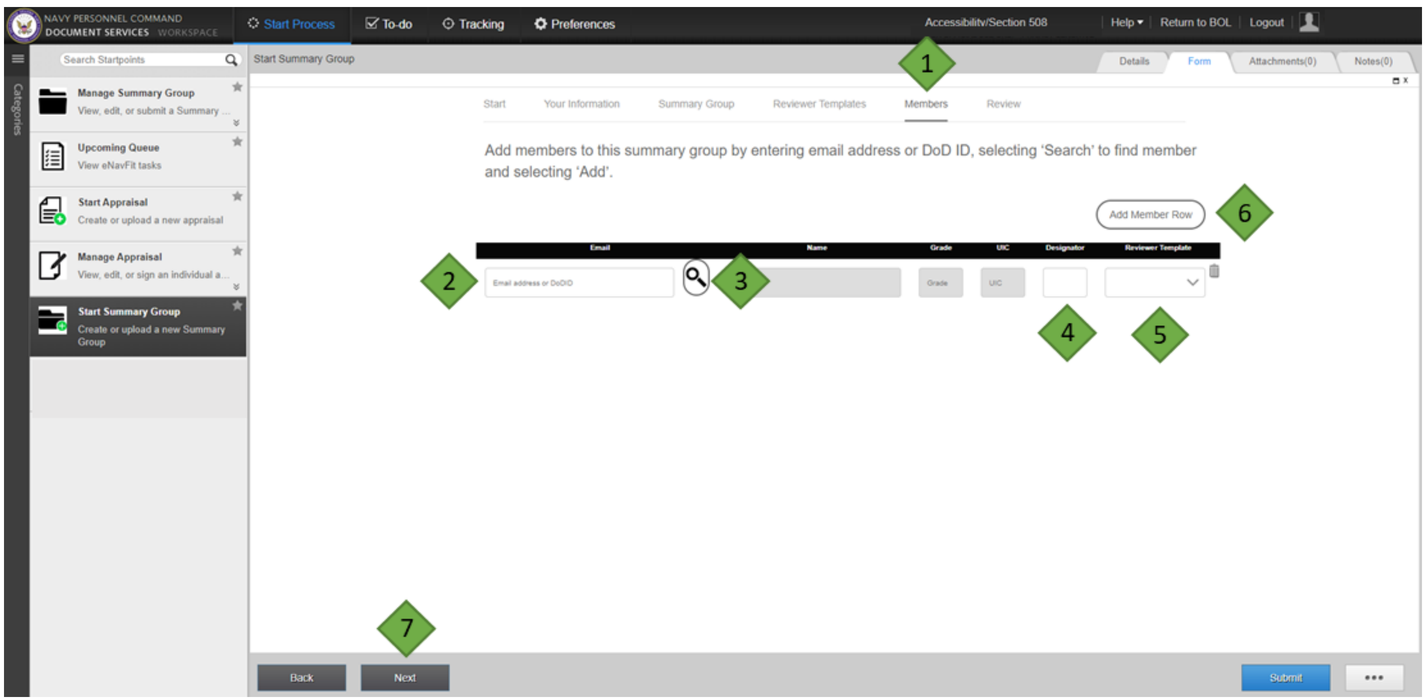
Steps (optional):

1. Verify the “Reviewer Template” tab is underlined
2. Select the “Add New Template” button
3. Input a reviewer template title into the text field
4. Select the “OK” button
5. Select choice for “Personnel Type” for reviewer
6. Enter the DODID or email of reviewer
7. Select the magnifying icon or press enter
8. Assign reviewer type (enlisted or concurrent reports only)
9. Select “Add Reviewer Row” to add additional reviewers; Repeat steps 5-9 for additional reviewers
10. Select the “Next” button



Reporting Senior/Trusted Agent

Start Summary Group- Add Members



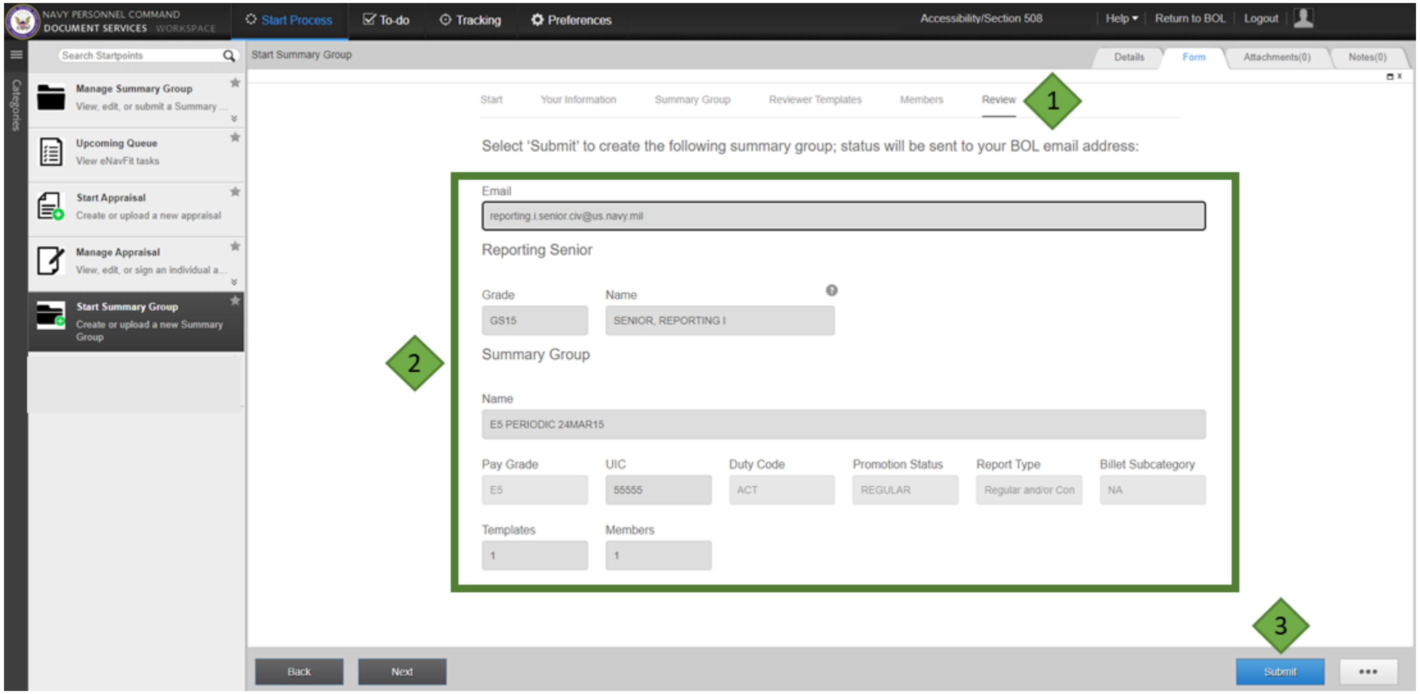
Steps (Best Practice):

1. Verify the "Members" tab is underlined
2. Enter the DODID or email of member
3. Select the magnifying icon or press enter
4. Verify/Input the designator (officer only)
5. Select "Reviewer Template" from drop-down if one has been created
6. Select the "Add Member Row" to add additional members. Repeat steps 2-5 for additional members
7. Select the "Next" button

Reporting Senior/Trusted Agent

Start Summary Group-Review

Steps:
1. Verify the "Review" tab is underlined
2. Verify the summary group information is correct
3. Select the "Submit button" button



NOTE: Once the "Submit" button is selected, a summary group will be created and accessible to the Reporting Senior and Trusted Agent(s) under "Manage Summary Group" and those members who were added on the "Member" tab can access their appraisal from "Manage Appraisal".

Reporting Senior/Trusted Agent

Start Summary Group-Best Practices

Email Members in Summary Group

It is recommended to email all members who were added to the created summary group with a deadline of when to have their inputs in. Once the deadline comes, the summary group should be changed to “Route” to kick-off the routing of the appraisals to those reviewers listed on the reviewers tab of the appraisal.

Browser Requirement

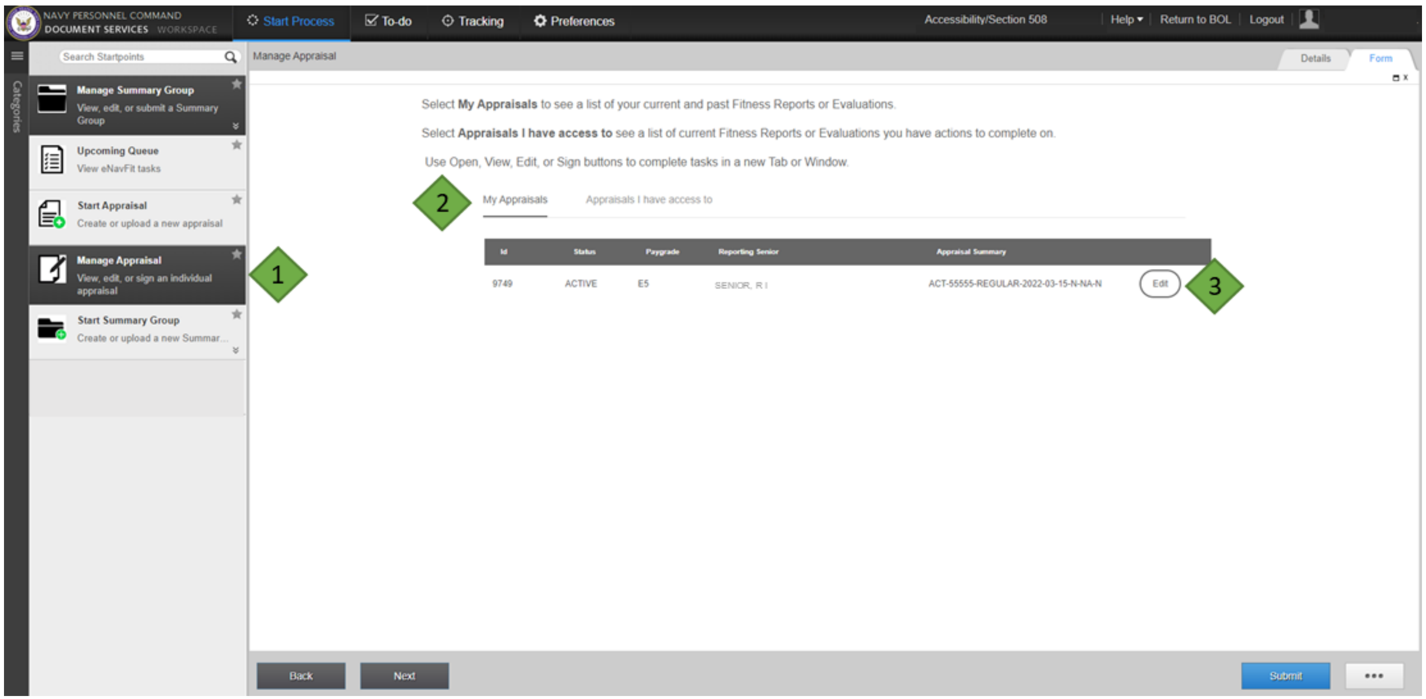
For optimal performance on NMCI networks, please use Google Chrome when accessing eNavFit. Microsoft Edge is set to Internet Explorer Compatibility Mode and will cause issues due to limitations with Internet Explorer. Users on NVD/non-NMCI networks may not experience issues when using other browsers.

Internet Explorer

Microsoft Edge

Member

Complete Appraisal Input-Open Appraisal



Steps (Best Practice):

1. Select “Manage Appraisal”
2. Verify “My Appraisal” is selected
3. Select the “Edit” button

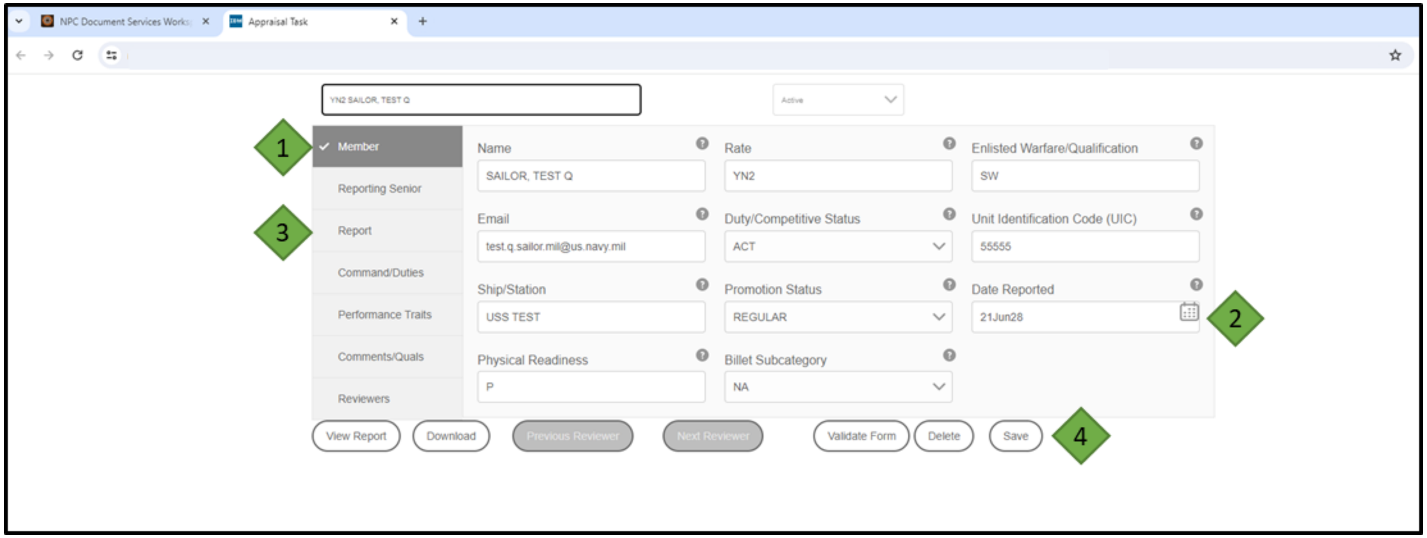
NOTE: Member will only have access to edit their appraisal when it is in an “active” status.

Member

Complete Appraisal Input-Edit Appraisal

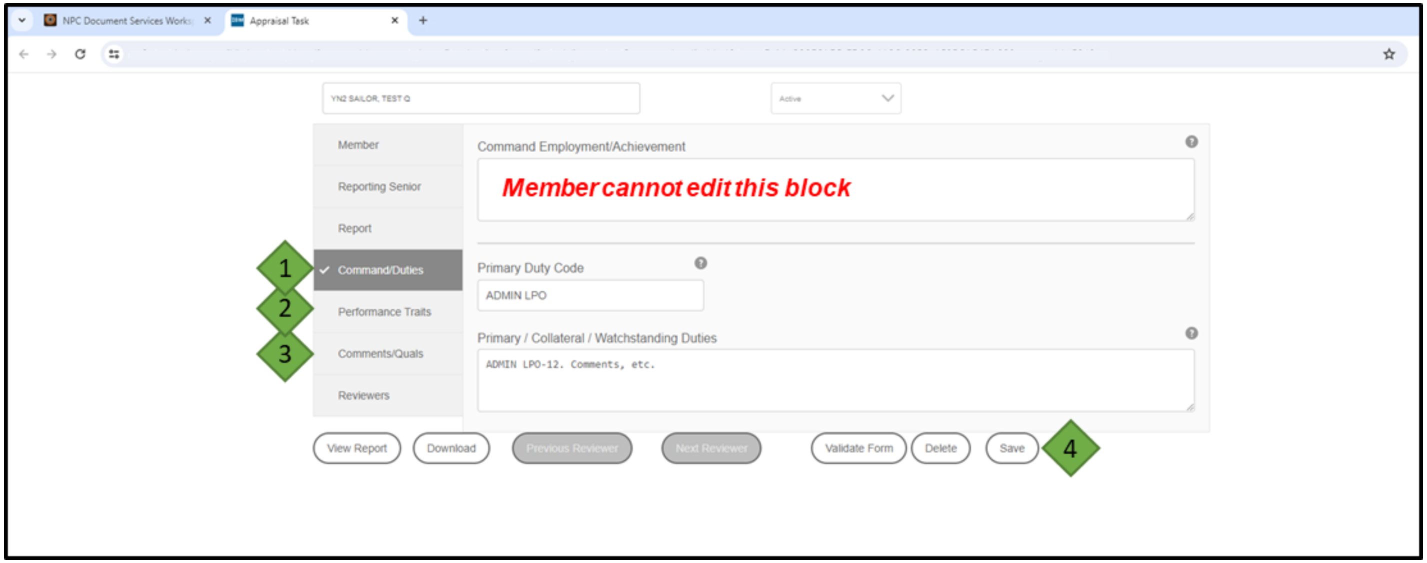
Steps:

1. Complete any blank blocks on the “Member” tab
2. Use Calendar Icon when completing dates to avoid errors
3. Complete any blank blocks on the “Report” tab
4. Save and save often; system will refresh once save has completed and save button is no longer grayed out



Member

Complete Appraisal Input- Edit Appraisal (cont.)



Steps:

1. Complete any blank blocks on the "Command/Duties" tab
2. Rate yourself by selecting a grade for each trait on the "Performance Traits" tab
3. Complete any blank blocks on the "Comments/Quals" tab
4. Save and save often; system will refresh once save has completed and save button is no longer grayed out

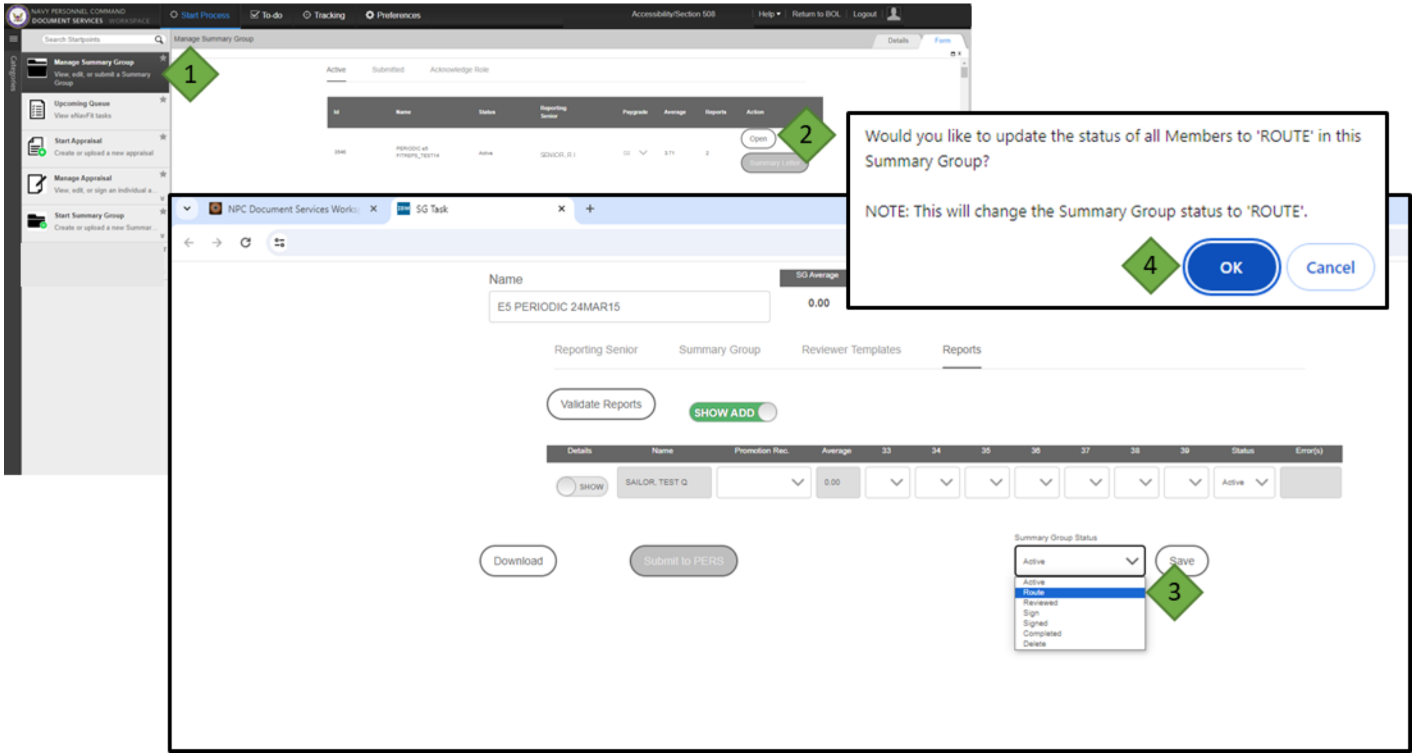
NOTE: Once save/refresh occurs, review each tab to ensure your information has saved and inform you chain of command your inputs are complete (Best Practice).

Reporting Senior/Trusted Agent

Route Summary Group

Steps:

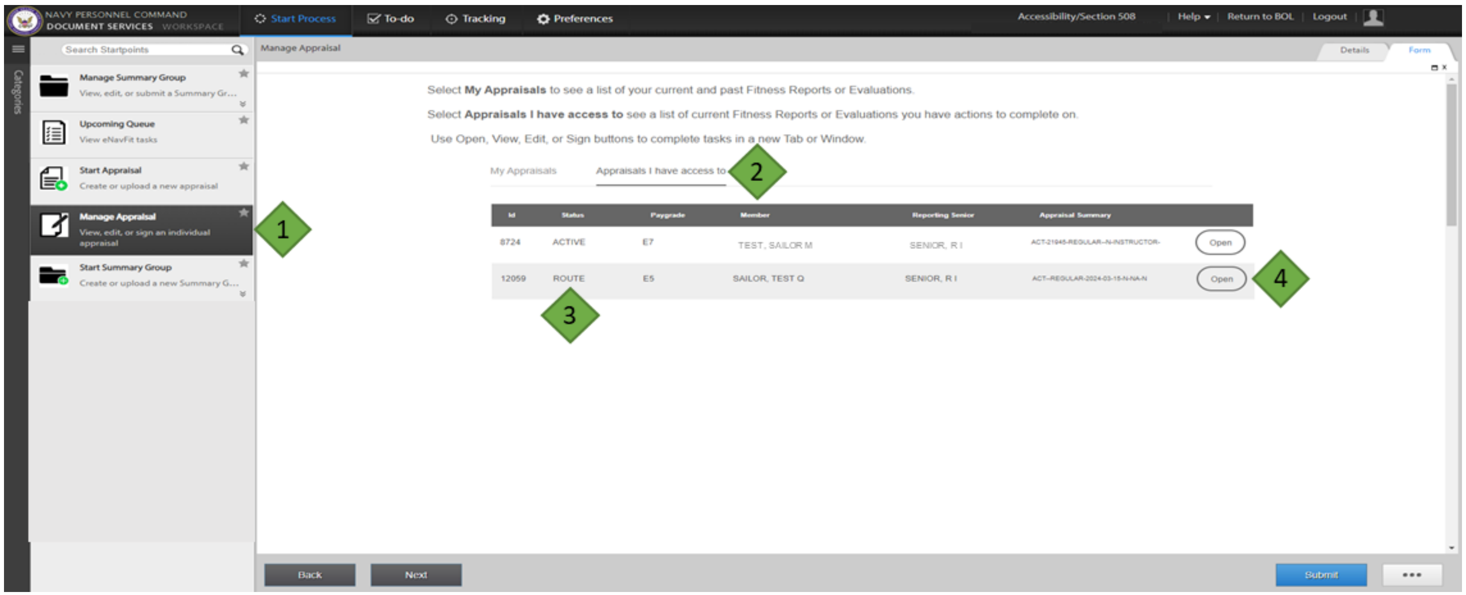
1. Select Manage Summary Group
2. Select Open
3. Select “Route” in the summary group status dropdown
4. Select “OK” in the pop-up



NOTE: The appraisals will be routed to those reviewers listed in order (top to bottom) one at a time.

Reviewer

Complete Appraisal Review-Open



Steps:

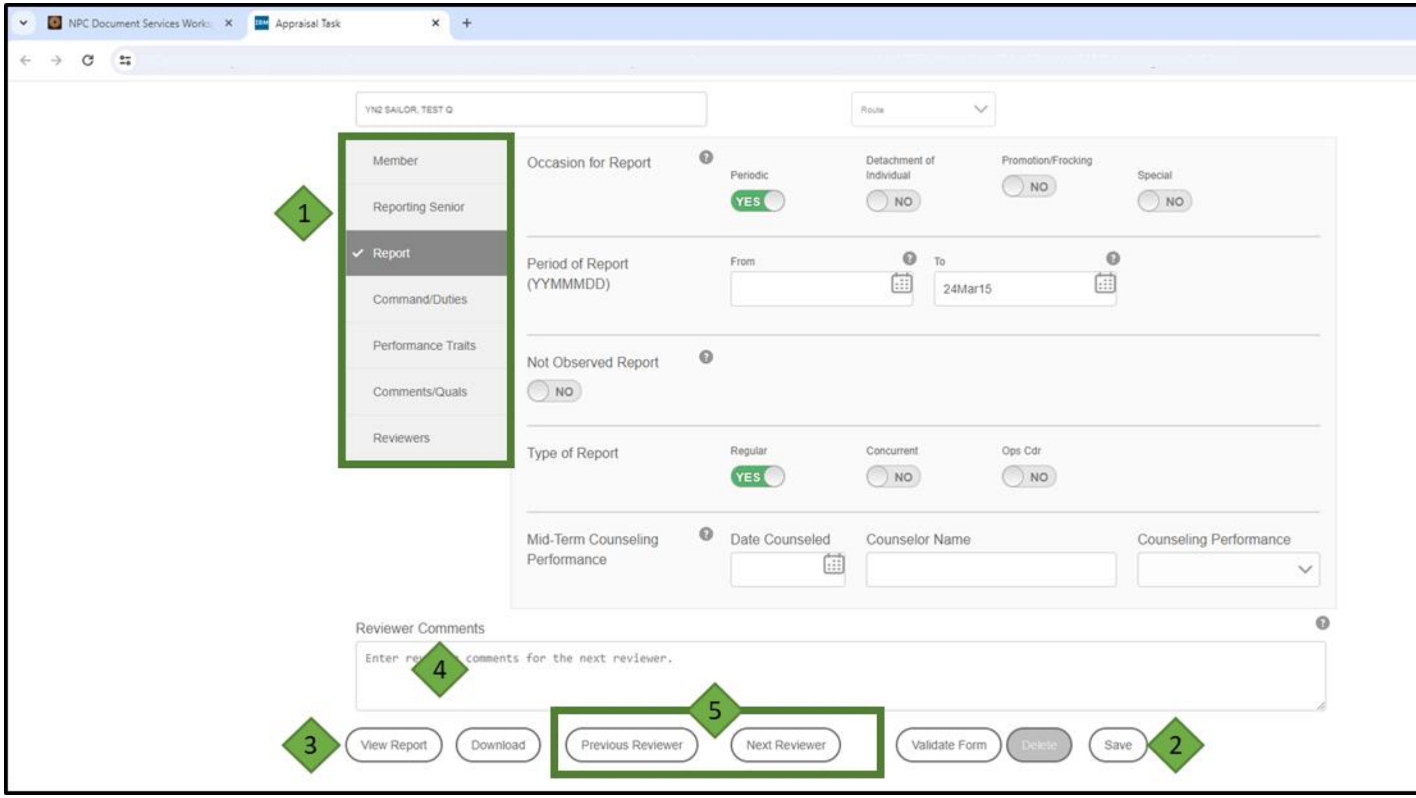
1. Select “Manage Appraisal”
2. Select “Appraisals I have access to”
3. Verify the status is “Route”
4. Select the “Open” button

Reviewer

Complete Appraisal Review-Provide Input

Steps:

1. Select the tab you would like to work within
2. Select "Save" when your input is complete
3. Select "View Report" to preview the appraisal (best practice)
4. Enter any comments you would like the following Reviewers to see regarding your inputs
5. Select the "Previous Reviewer" button to send it back to the previous reviewer or "Next Reviewer" (most common) to forward to the next reviewer



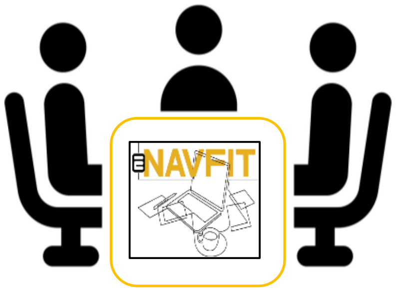
NOTE: Each Reviewer will need to select "Next Reviewer" once their review is complete for the system to route it to the next Reviewer listed. When the last Reviewer selects "Next Reviewer" the system will automatically update the summary group status to "reviewed".

Reporting Senior/Trusted Agent

Complete Appraisal Review-Best Practices

Conduct Debriefs

Once the summary group status automatically changes to “reviewed” it is time for the Reporting Senior to make any changes if they were not listed as a reviewer, and complete debriefs with the members.



Completing debriefs prior to placing the summary group in a “sign” status is highly recommended so any corrections needed can occur with minimal impact/rework to the other appraisals in the summary group. This prevents clearing of signatures when edits are made prior to the summary group being placed in a “sign” status.

Reporting Senior/Trusted Agent

Start Signature Process-Best Practices

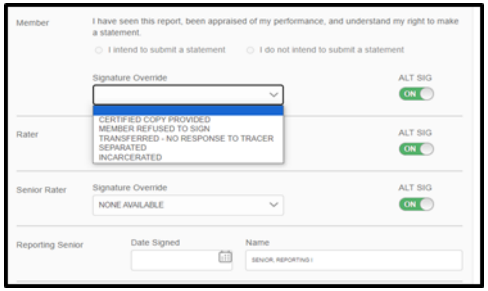
Shift Status to "Sign"

Shifting the summary group to "sign" starts the signature process in eNavFit.

Apply Alternate Signatures

If alternate signatures are required for the Sr. Rater, Rater, or Member, best practice is to apply these alternate signatures prior to the Reporting Senior signing the appraisal.

NOTE: If the Rater is TAD or on Leave, an alternate signature must be applied for both the Sr. Rater and Rater utilizing "NONE AVAILABLE" reason code.

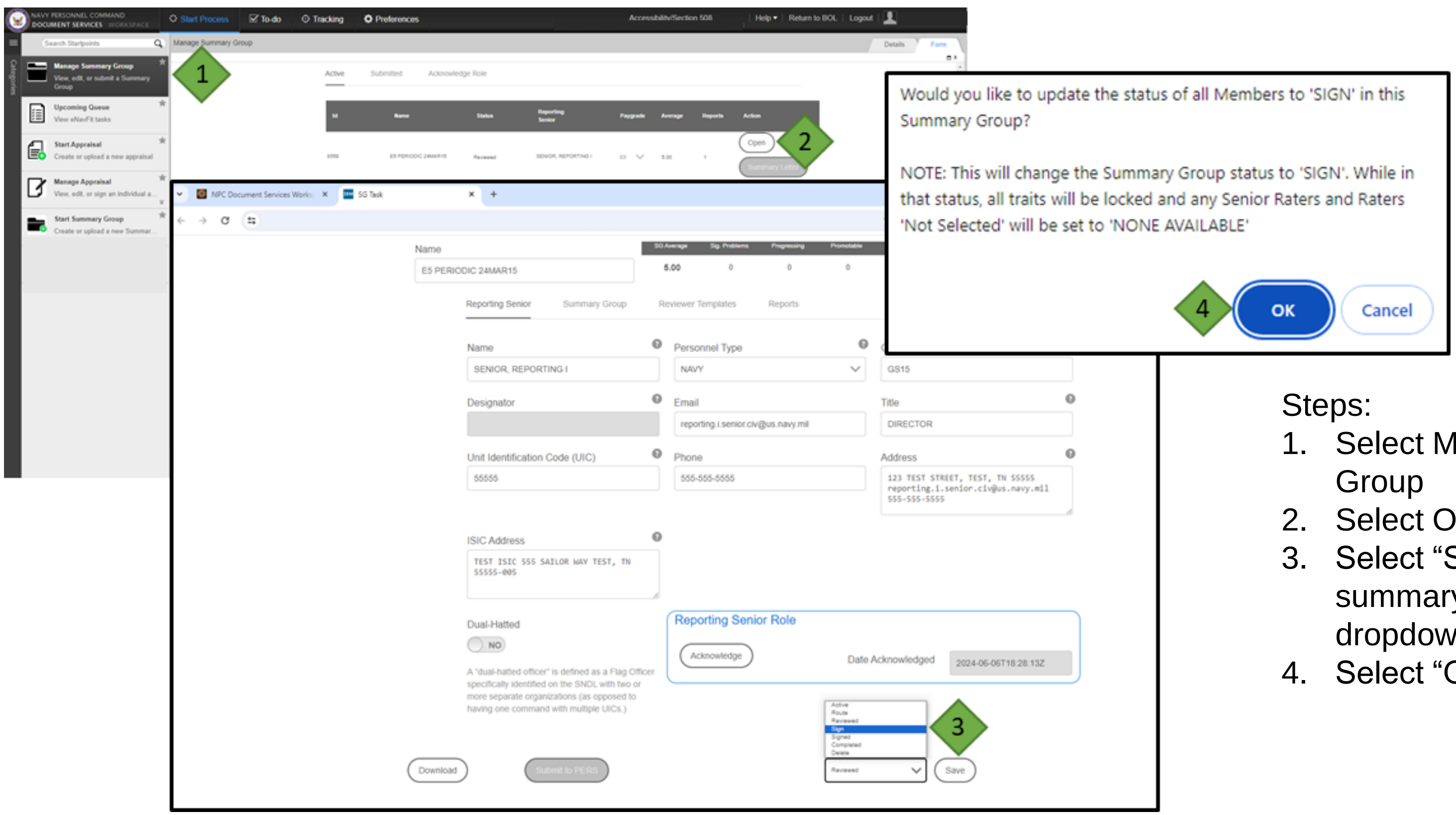


Signature Process Order

1. Reporting Senior
2. Sr. Rater (enlisted reports only, if assigned)
3. Rater (enlisted reports only, if assigned)
4. Member
5. Regular Reporting Senior for Concurrent Reports (concurrent reports only, must be assigned on the reviewer tab and concurrent report toggle selected)

Reporting Senior/Trusted Agent

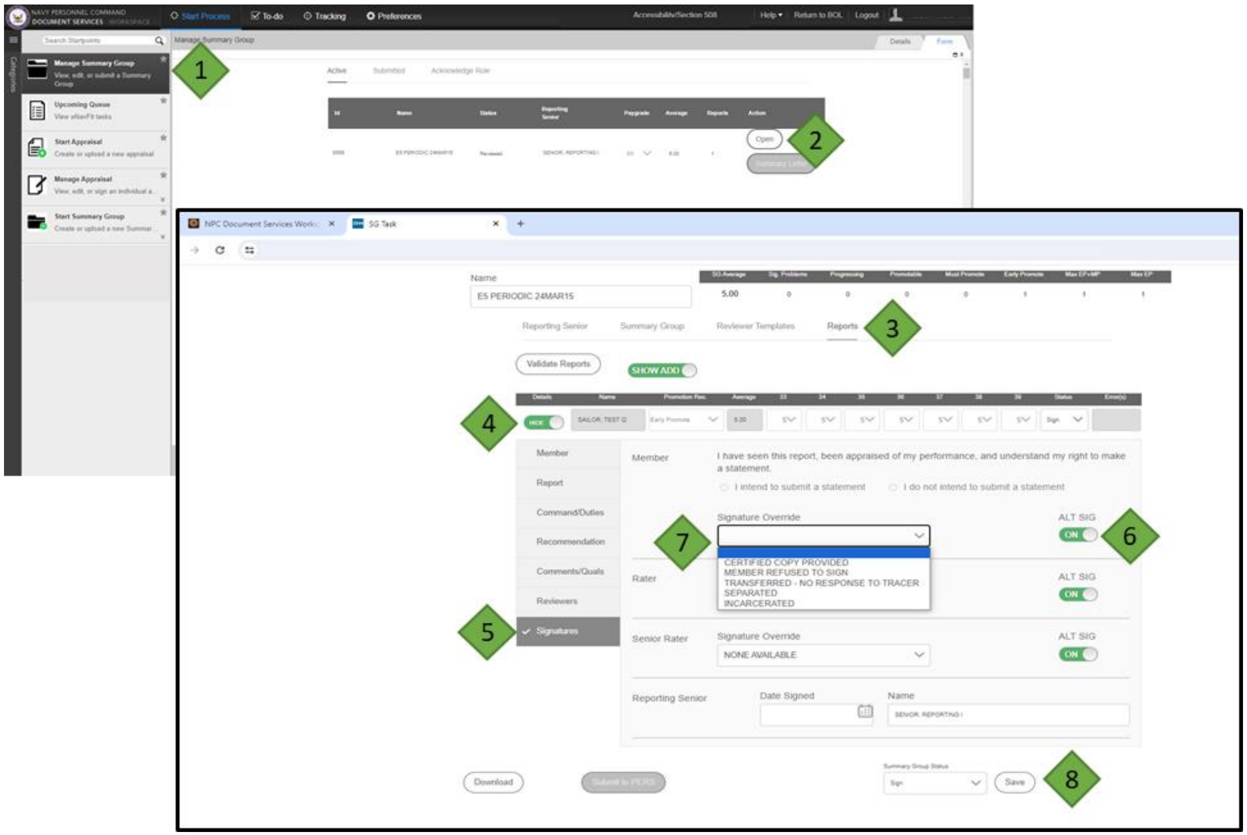
Shift Summary Group Status to “Sign”



Steps:
1. Select Manage Summary Group
2. Select Open
3. Select “Sign” in the summary group status dropdown
4. Select “OK” in the pop-up

Reporting Senior/Trusted Agent

Apply Alternate Signatures (if needed)



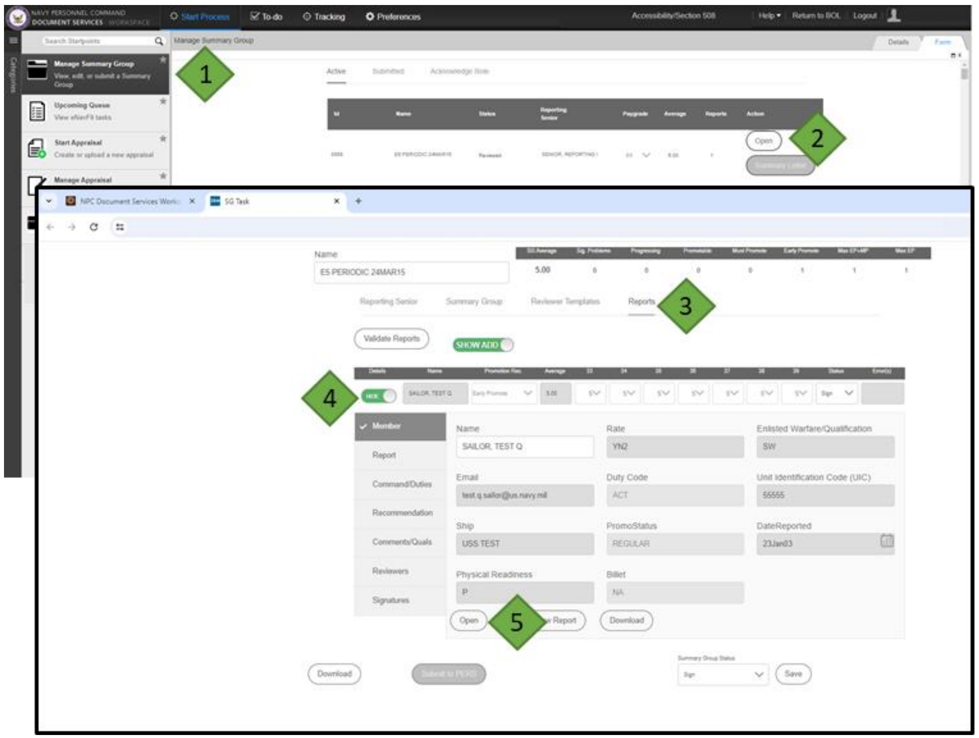
Steps:

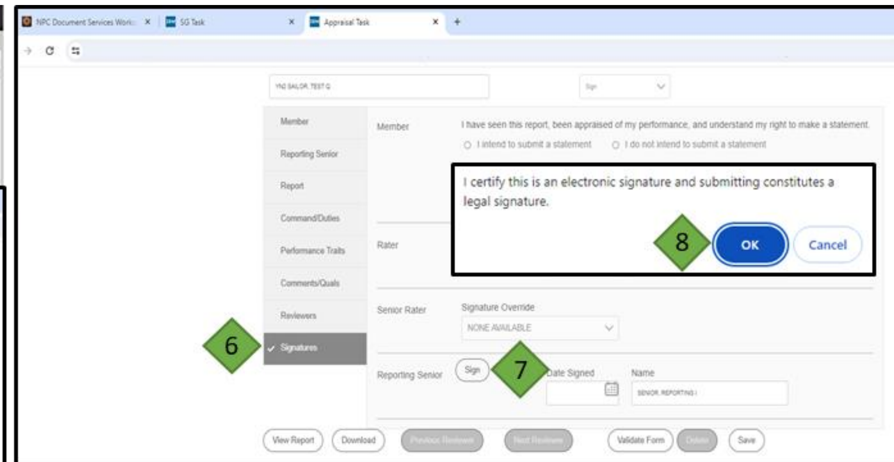
1. Select Manage Summary Group
2. Select Open
3. Select “Reports”
4. Select the “show/hide” toggle next to a member needing alternate signatures applied
5. Select “Signatures” tab
6. Select the “ALT SIG” toggle to “ON”
7. Select the a “Reason Code” in the “Signature Override dropdown; Repeat steps 3 and 4 as needed
8. Select “Save”

NOTE: Summary Group Status must be “Sign” and Alternate Signatures applied prior to Reporting Senior’s signature.

Reporting Senior

Apply Signature



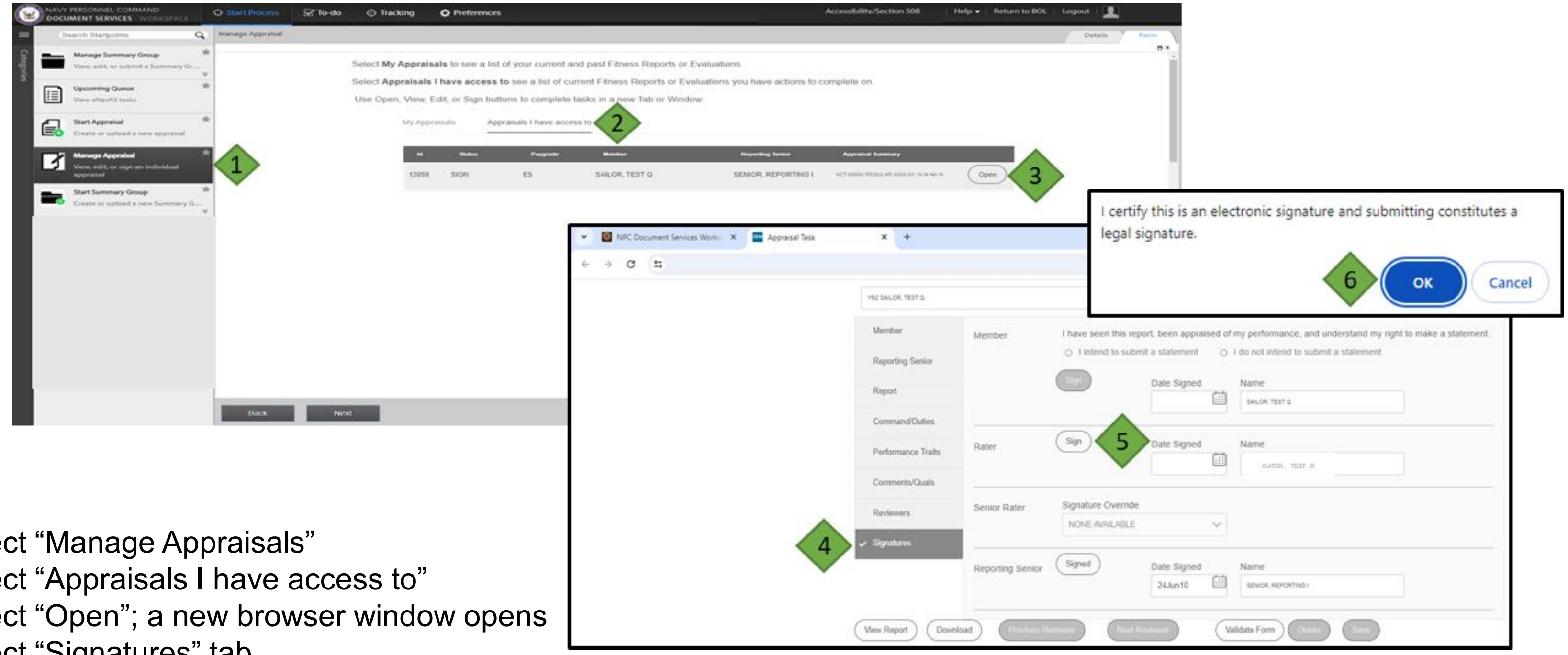


Steps:

1. Select Manage Summary Group
2. Select Open
3. Select “Reports”
4. Select the “show/hide” toggle next to a member needing a signature applied
5. Select the “Open” button; a new browser window opens
6. Select “Signatures” tab
7. Select “Sign” button in the Reporting Senior signature block
8. Select “OK“ in the pop-up and allow the system to save/refresh to apply signature

Senior Rater/Rater

Apply Signature



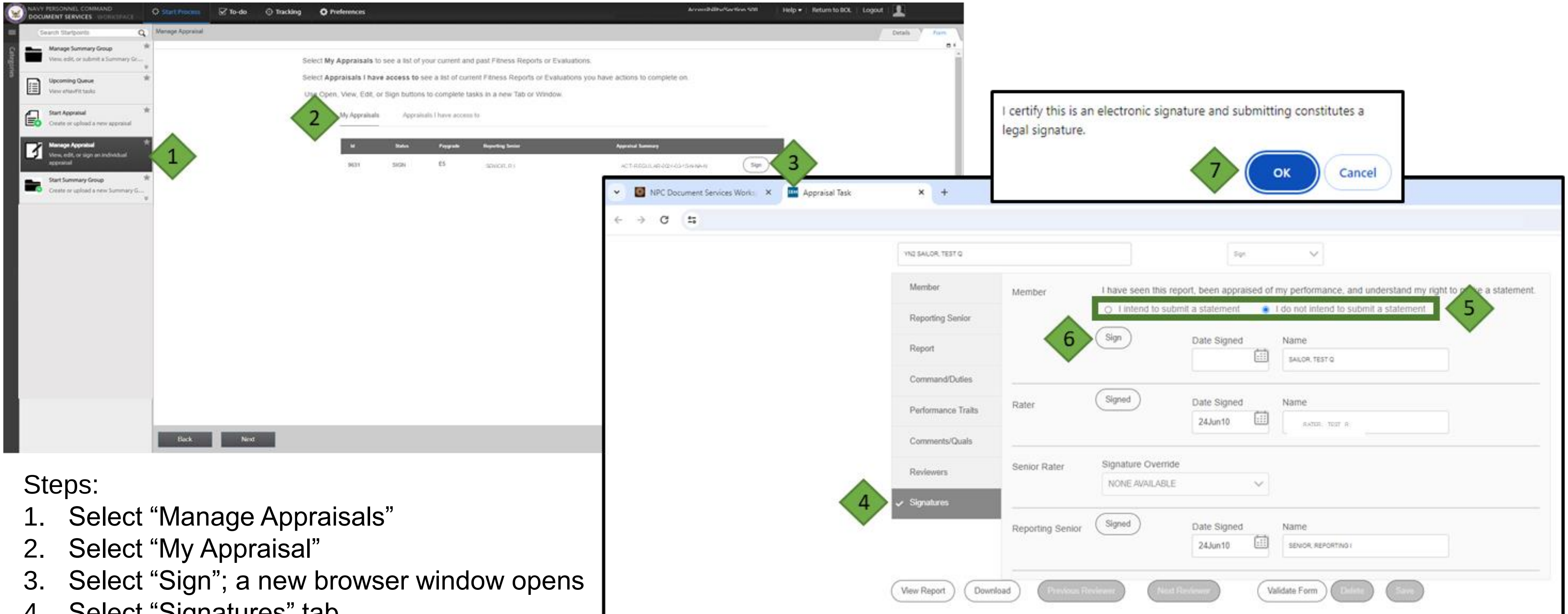
Steps:

1. Select “Manage Appraisals”
2. Select “Appraisals I have access to”
3. Select “Open”; a new browser window opens
4. Select “Signatures” tab
5. Select “Sign” button in the Senior Rater/Rater signature block
6. Select “OK“ in the pop-up and allow the system to save/refresh to apply signature

NOTE: Do NOT select “Save” when signing or click “Sign” twice. Allow system to save/refresh automatically.

Member

Apply Signature



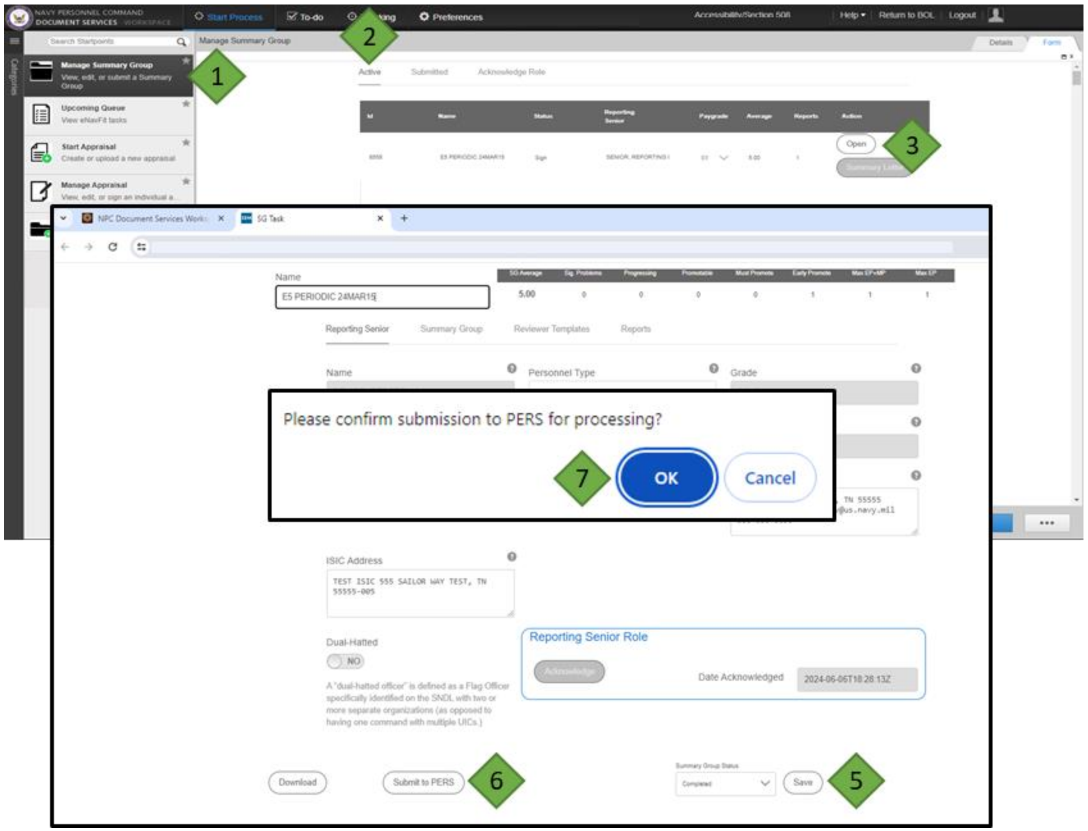
Steps:

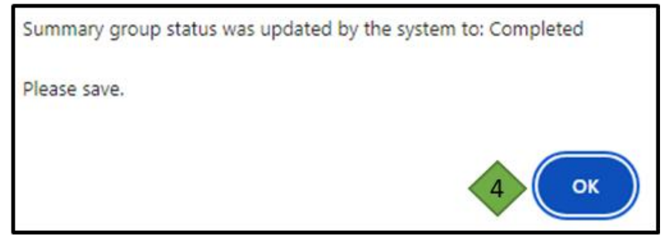
1. Select “Manage Appraisals”
2. Select “My Appraisal”
3. Select “Sign”; a new browser window opens
4. Select “Signatures” tab
5. Select statement submission indication
6. Select “Sign” button in the Member signature block
7. Select “OK“ in the pop-up and allow the system to save/refresh to apply signature

NOTE: Do NOT select “Save” when signing or click “Sign” twice. Allow system to save/refresh automatically.

Reporting Senior/Trusted Agent

Submit Summary Group





NOTE: If all signatures have been applied and summary group passes validation, the summary group will automatically change to "completed".

Steps:

1. Select "Manage Summary Group"
2. Select/ verify the "Active" tab is displayed
3. Select the "Open" button; opens new browser window (see note above)
4. Select "OK" in the pop-up
5. Select the "Save" button and allow system to save/refresh
6. Select "Submit to PERS" button
7. Select "OK" in the pop-up and allow system to save/refresh

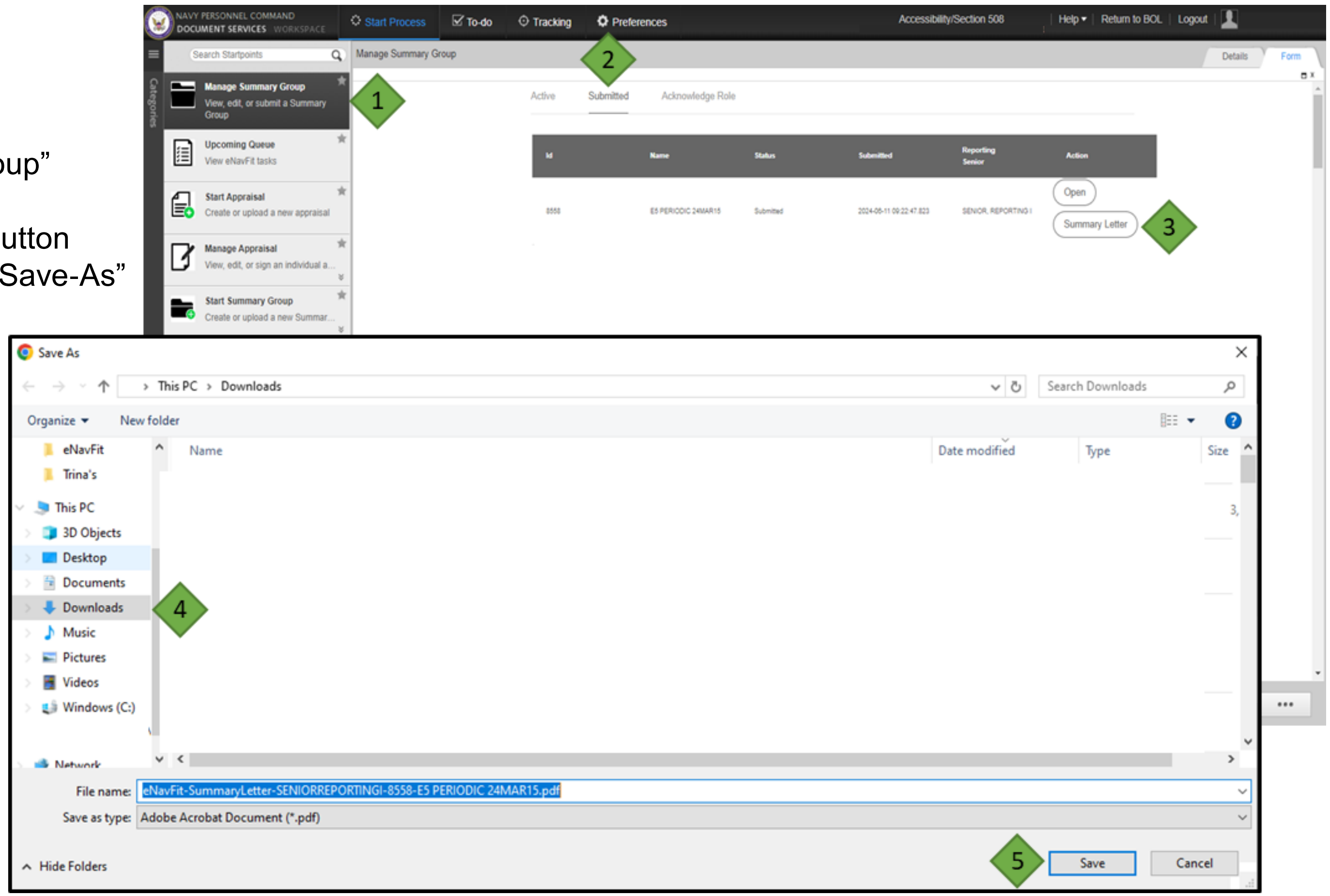
NOTE: Verify Summary Group has moved to the "Submitted" tab under Manage Summary Group once system saves/refreshes in Step 7.

Reporting Senior/Trusted Agent

Retain Copy of Summary Letter

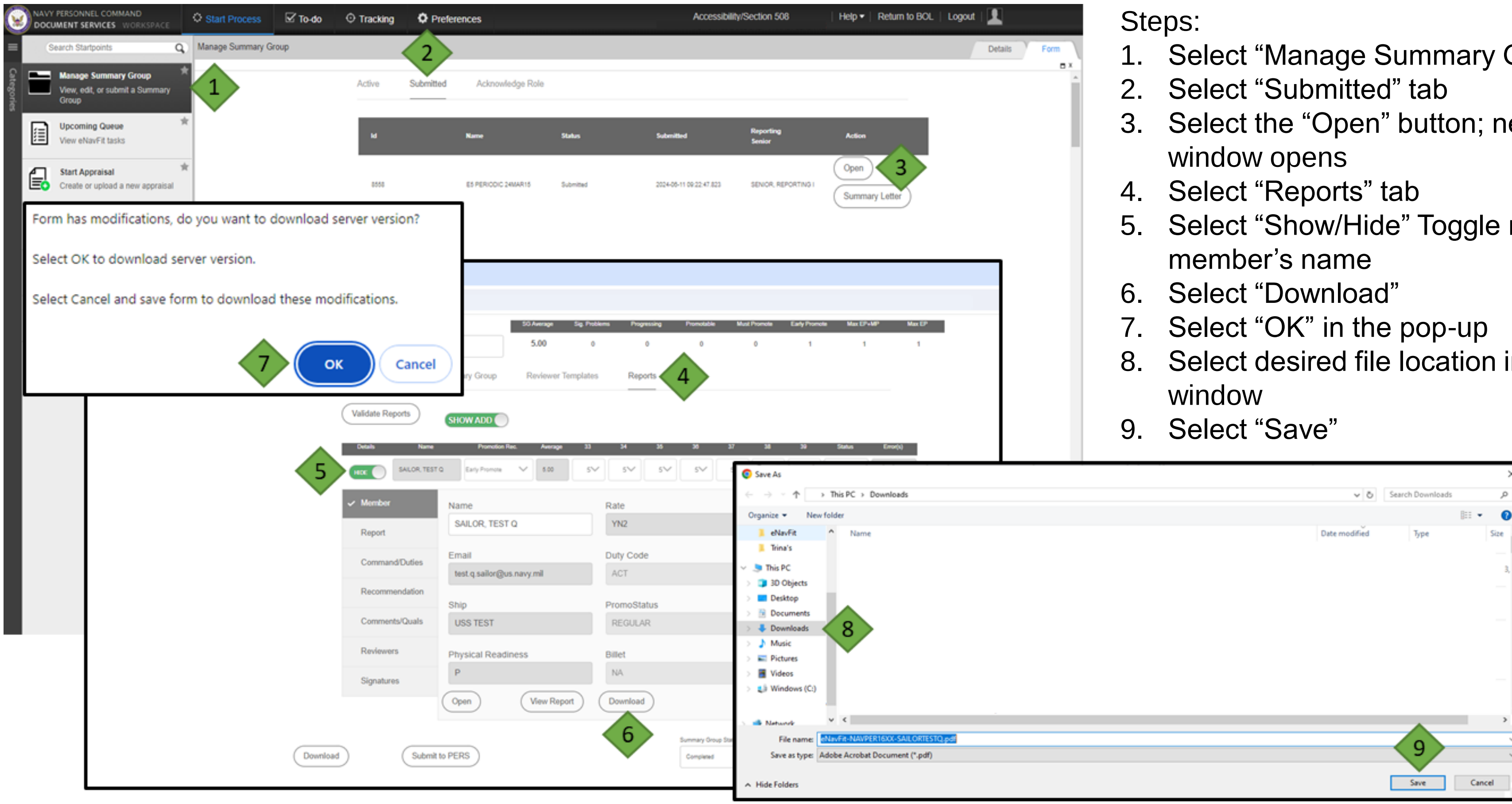
Steps:
1. Select “Manage Summary Group”
2. Select “Submitted” tab
3. Select the “Summary Letter” button
4. Select desired file location in “Save-As” window
5. Select “Save”

NOTE: Once Summary Letter is saved, the date shown on the Summary Letter will be the date that the file is opened vs. the date the summary group was submitted in eNavFit.



Reporting Senior/Trusted Agent

Retain Copy of Appraisals

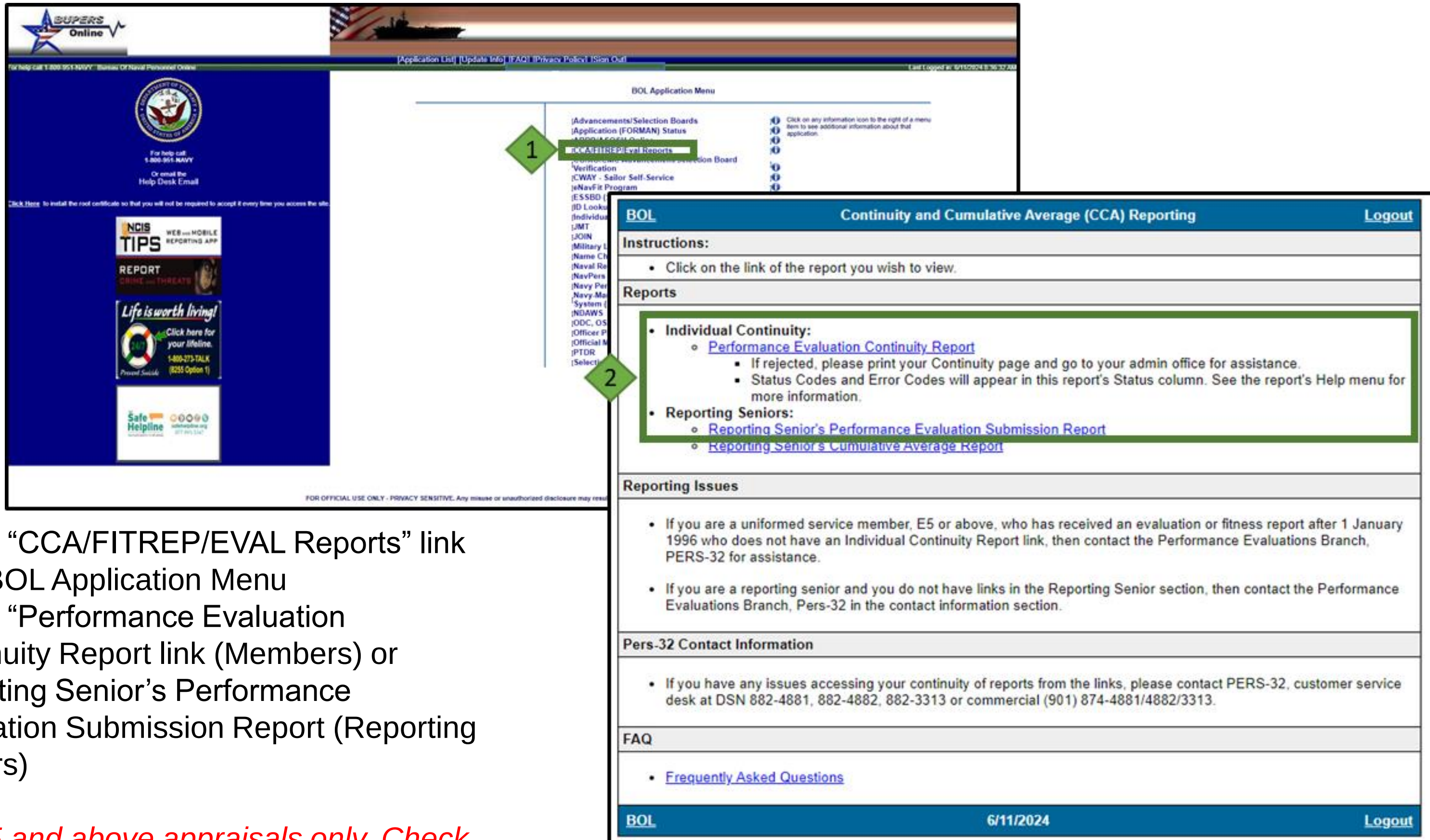


Steps:

1. Select “Manage Summary Group”
2. Select “Submitted” tab
3. Select the “Open” button; new browser window opens
4. Select “Reports” tab
5. Select “Show/Hide” Toggle next to the member’s name
6. Select “Download”
7. Select “OK” in the pop-up
8. Select desired file location in “Save-As” window
9. Select “Save”

Reporting Senior/Member

Check Status of Submitted Appraisal



Steps:
1. Select “CCA/FITREP/EVAL Reports” link from BOL Application Menu
2. Select “Performance Evaluation Continuity Report link (Members) or Reporting Senior’s Performance Evaluation Submission Report (Reporting Seniors)

NOTE: E5 and above appraisals only. Check OMPF for E4 and below submissions.

eNavFit Resources

For other eNavFit resources and eNavFit Team contact information, please visit the eNavFit webpage here: https://www.mynavyhr.navy.mil/Career-Management/Performance-Evaluation/eNAVFIT/ or scan the QR Code below.


eNavFit Tips, Tricks, and Best Practices

Tips, Tricks, & Best Practices

eNavFit Teams Channel

Hand-outs