



Online Operations Workflow and Best Practices
Version 1.0

User Actions Based on User Assignment

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Compatible Browsers

Google Chrome

Mozilla Firefox

Apple Safari

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

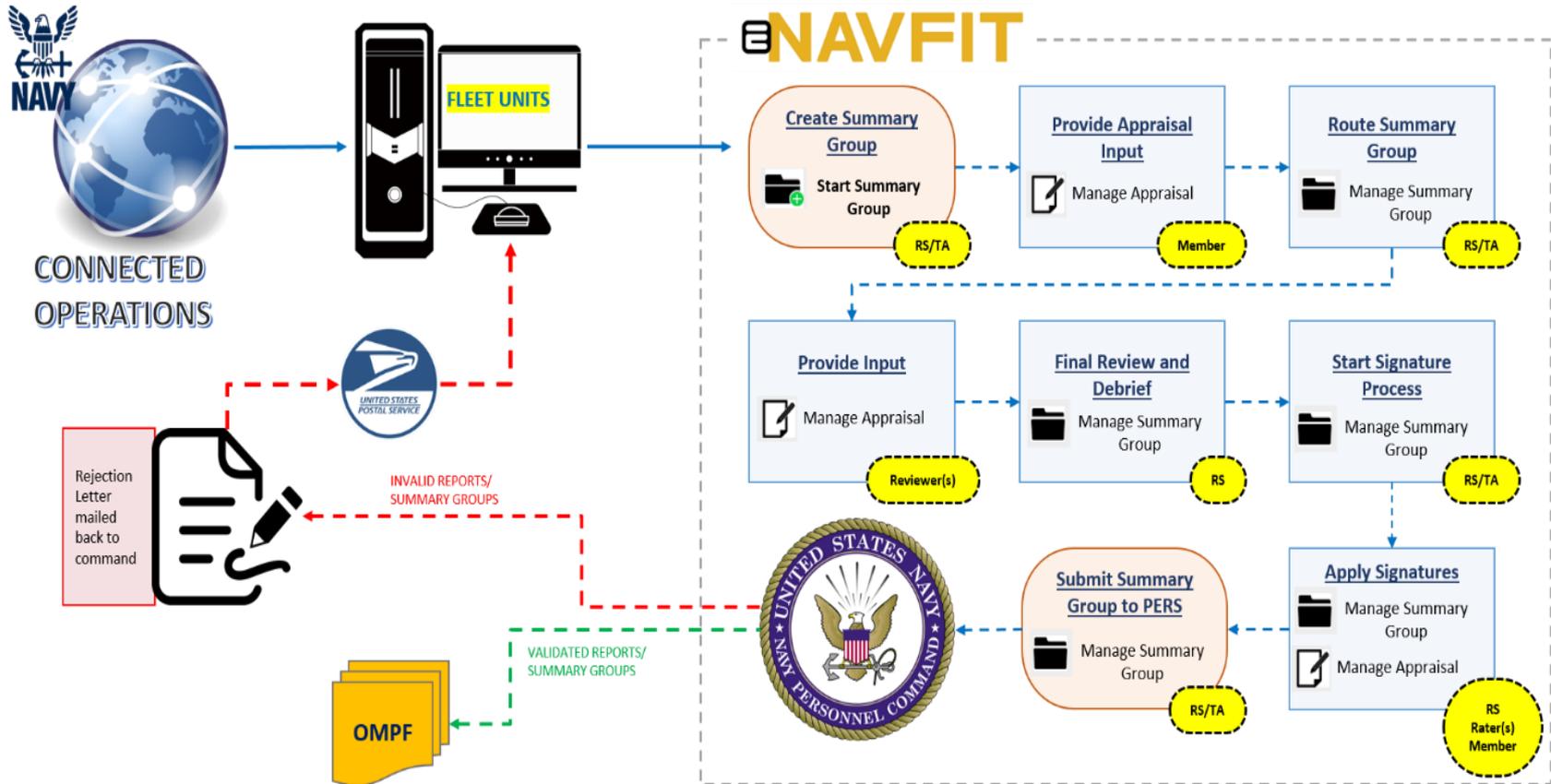
Internet Explorer

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

The screenshot shows the NAVFIT online workflow interface for the 'Acknowledge Role' step. The interface is divided into a left sidebar and a main content area. The sidebar contains a 'Manage Summary Group' section with a green diamond '1' next to it, and a 'Start Appraisal' section. The main content area has a top navigation bar with 'Start Process', 'To-do', 'Tracking', and 'Preferences'. Below this is a search bar and a 'Manage Summary Group' header. The main form area is titled 'Acknowledge Role' with a green diamond '2' next to it. The form contains several fields: 'Name' (SENIOR, REPORTING I), 'Personnel Type' (CIVILIAN), 'Grade' (GS15), 'Designator', 'Email' (reporting.i.senior.civ@us.navy.mil), 'Title' (DIRECTOR), 'Unit Identification Code (UIC)' (5555), 'Phone' (555-555-5555), and 'Address' (123 TEST STREET, TEST, TN 55555). A green diamond '3' is next to the address field. Below these fields is an 'ISIC Address' field with the text 'TEST ISIC 555 SAILOR WAY TEST, TN 55555-005'. At the bottom of the form, there is a 'Dual-Hatted' section with a radio button set to 'NO'. To the right of this is a 'Reporting Senior Role' section with an 'Acknowledge' button (green diamond '4') and a 'Date Acknowledged' field showing '2024-04-22T17:39:14Z'. A green diamond '5' is next to the 'Submit' button at the bottom right of the interface.

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* without punctuation (i.e., Smith John)
5. Select the member from those listed
6. Select the "Share" button

The screenshot shows the 'Manage Queues' interface. At the top, there are navigation tabs: 'Start Process', 'To-do', 'Track', 'Preferences' (1), 'Accessibility/Section 508', 'Help', 'Return to BOL', and 'Logout'. Below these is a sub-menu with 'Out of Office', 'Queues' (2), and 'Settings'. The main content area is titled 'Manage Queues' and contains a section 'Users currently sharing my queue' with a '+' button (3). Below this is a 'Share my queue' dialog box. It has a search bar labeled 'Enter Name' (4) and a table with columns: Name, Email, Status, and Details. The table contains one entry: 'TEST SAILOR' (5) with email 'test.sailor@navy.mil', status 'In the Office' (Designate: Not Assigned), and details: Address, Organization, Description, Groups, Live Cycle Default User. At the bottom right of the dialog box are 'Share' (6) and 'Cancel' buttons.

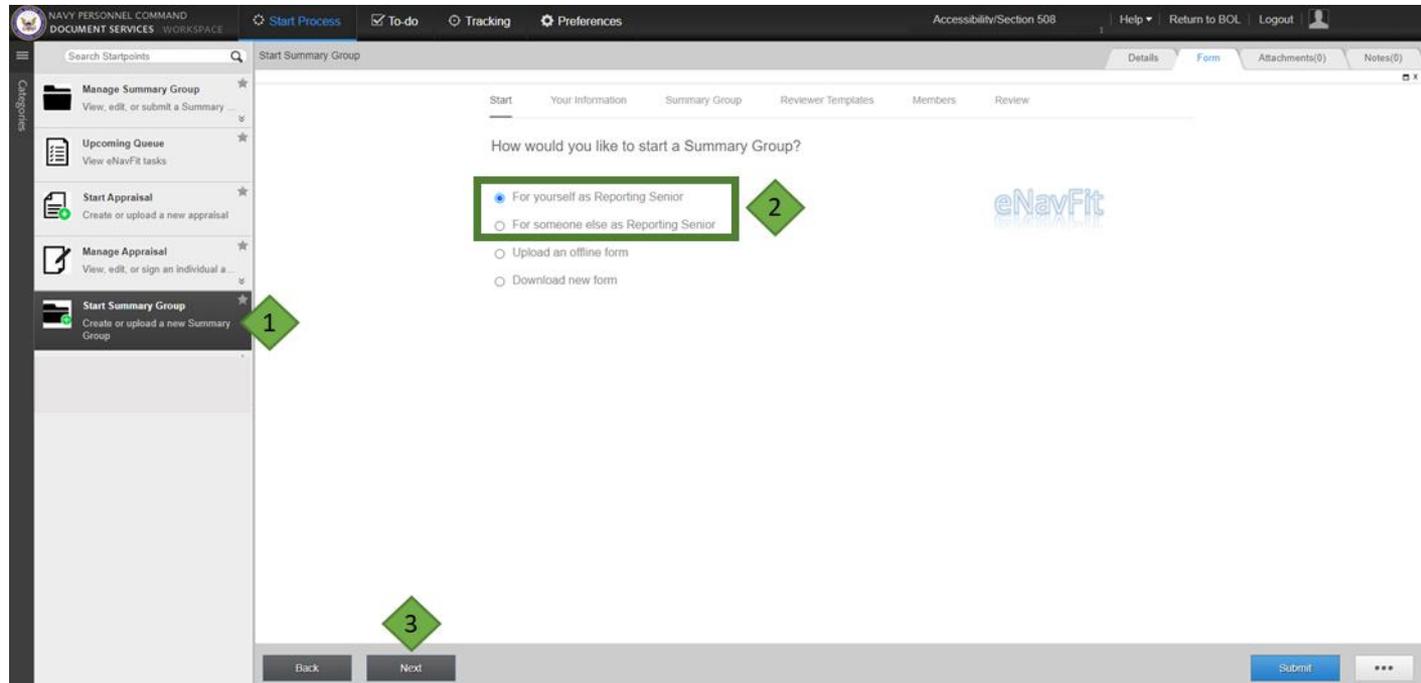
NOTE: By assigning a Trusted Agent, this member will now be able to create and manage summary groups on the Reporting Senior's behalf.

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

The screenshot shows the 'Start Summary Group' form in the NAVFIT system. The 'Summary Group' tab is underlined. A green box highlights the form fields, and three green diamonds with numbers 1, 2, and 3 indicate key steps:

- 1. Underlined tab
- 2. Form input area
- 3. Next button

The form fields are as follows:

Name	E5 PERIODIC 24MAR15		
Pay Grade	Designator	Duty/Competitive Status	
E5		ACT	
Unit Identification Code (UIC)	Ship/Station	Promotion Status	End Date
5555	USS TEST	REGULAR	24Mar15
Not Observed (NOB) Flag	Report Type	Billet Subcategory	
None	Regular and/or Concurrent	NA	
Command Employment/Achievement			
using eNavFit for all performance evaluations.			

- 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

The screenshot displays the NAVFIT Online Workflow interface for adding a reviewer template. The interface is titled "Start Summary Group" and includes a navigation bar with "Start Process", "To-do", "Tracking", and "Preferences". The "Reviewer Templates" tab is selected and underlined. The main content area shows a form for adding a new template, with a text field containing "2:CS Division E5 Periodic 24MAR15" and an "Add New Template" button. Below this is a table for adding reviewers, with columns for "Personnel Type", "Email", "Name", "Grade", and "Type". A modal dialog is open for adding a new template, with a text field containing "2:CS Division E5 Periodic 24MAR15" and "OK" and "Cancel" buttons. The interface also includes a "Back" button, a "Next" button, and a "Submit" 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”

The screenshot shows the 'Start Summary Group' review form in the NAVFIT system. The 'Review' tab is underlined and marked with a green diamond '1'. The form fields are enclosed in a green box marked with a green diamond '2'. The 'Submit' button is marked with a green diamond '3'.

NAVY PERSONNEL COMMAND
DOCUMENT SERVICES WORKSPACE

Start Process To-do Tracking Preferences Accessibility/Section 508 Help Return to BOL Logout

Search Startpoints Start Summary Group Details Form Attachments(0) Notes(0)

Start Your Information Summary Group Reviewer Templates Members Review **1**

Select 'Submit' to create the following summary group; status will be sent to your BOL email address:

Email
reporting.i.senior.cv@us.navy.mil

Reporting Senior

Grade Name
GS15 SENIOR, REPORTING I

Summary Group

Name
E5 PERIODIC 24MAR15

Pay Grade UIC Duty Code Promotion Status Report Type Billet Subcategory
E5 55555 ACT REGULAR Regular and/or Con NA

Templates Members
1 1

Back Next Submit

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.



Member

Complete Appraisal Input-Open Appraisal

The screenshot displays the NAVFIT 'Manage Appraisal' interface. The top navigation bar includes 'NAVY PERSONNEL COMMAND DOCUMENT SERVICES WORKSPACE', 'Start Process', 'To-do', 'Tracking', 'Preferences', 'Accessibility/Section 508', 'Help', 'Return to BOL', and 'Logout'. The sidebar on the left lists categories: 'Manage Summary Group', 'Upcoming Queue', 'Start Appraisal', 'Manage Appraisal', and 'Start Summary Group'. The main content area contains instructions: 'Select My Appraisals to see a list of your current and past Fitness Reports or Evaluations. Select Appraisals I have access to see a list of current Fitness Reports or Evaluations you have actions to complete on. Use Open, View, Edit, or Sign buttons to complete tasks in a new Tab or Window.' Below this, there are two tabs: 'My Appraisals' and 'Appraisals I have access to'. A table is displayed under the 'My Appraisals' tab with the following data:

M	Status	Paygrade	Reporting Senior	Appraisal Summary	
9749	ACTIVE	E5	SENIOR, R 1	ACT-55555-REGULAR-2022-03-15-N-NA-N	Edit

At the bottom of the interface, there are 'Back', 'Next', and 'Submit' buttons.

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

The screenshot displays the 'Member' tab of the appraisal form. The form fields are as follows:

Field	Value
Name	SAILOR, TEST Q
Rate	YN2
Enlisted Warfare/Qualification	SW
Email	test.q.sailor.mil@us.navy.mil
Duty/Competitive Status	ACT
Unit Identification Code (UIC)	55555
Ship/Station	USS TEST
Promotion Status	REGULAR
Date Reported	21Jun28
Physical Readiness	P
Billet Subcategory	NA

The 'Save' button at the bottom right is highlighted with a green diamond and the number 4, indicating it is no longer grayed out.

Member

Complete Appraisal Input- Edit Appraisal (cont.)

YND SALOR, TEST 0 Active

Member

Reporting Senior

Report

1 ✓ Command/Duties

2 Performance Traits

3 Comments/Quals

Reviewers

Command Employment/Achievement

Member cannot edit this block

Primary Duty Code

ADMIN LPO

Primary / Collateral / Watchstanding Duties

ADMIN LPO-12. Comments, etc.

View Report Download Previous Reviewed Next Reviewed Validate Form Delete Save 4

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

The screenshot displays the NAVFIT Online Workflow interface for managing a Summary Group. The main content area shows a table with columns for Name, Status, Reporting Senior, Program, Average, Reports, and Action. A pop-up dialog box asks: "Would you like to update the status of all Members to 'ROUTE' in this Summary Group?" with a note: "NOTE: This will change the Summary Group status to 'ROUTE'." and buttons for "OK" and "Cancel". A dropdown menu for "Summary Group Status" is open, showing options: Active, Active, Route, Reviewed, Sign, Signed, Completed, and Delete. The "Route" option is selected.

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

The screenshot displays the NAVFIT 'Manage Appraisal' interface. The sidebar on the left contains several navigation options, with 'Manage Appraisal' highlighted by a green diamond labeled '1'. The main content area features instructions and a table of appraisals. The 'Appraisals I have access to' tab is selected, indicated by a green diamond labeled '2'. The table lists two appraisals, with the second row (ID 12059, Status ROUTE) highlighted by a green diamond labeled '3'. The 'Open' button for this appraisal is highlighted by a green diamond labeled '4'. The interface includes a top navigation bar with 'Start Process', 'To-do', 'Tracking', and 'Preferences' tabs, and a bottom bar with 'Back', 'Next', and 'Submit' buttons.

ID	Status	Paygrade	Member	Reporting Senior	Appraisal Summary	Action
8724	ACTIVE	E7	TEST, SAILOR M	SENIOR, R I	ACT-21945-REGULAR-A-INSTRUCTOR	Open
12059	ROUTE	E5	SAILOR, TEST Q	SENIOR, R I	ACT-REGULAR-0024-03-15-N-NAN	Open

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

The screenshot displays the 'Appraisal Task' form in a web browser. The form is titled 'YNQ SALOR, TEST Q'. The left sidebar shows a menu with 'Report' selected. The main form area contains several sections: 'Occasion for Report' with radio buttons for 'Periodic' (YES), 'Detachment of Individual' (NO), 'Promotion/Frocking' (NO), and 'Special' (NO); 'Period of Report (YYMMDD)' with 'From' and 'To' date pickers; 'Not Observed Report' with a 'NO' radio button; 'Type of Report' with radio buttons for 'Regular' (YES), 'Concurrent' (NO), and 'Ops Cdr' (NO); and 'Mid-Term Counseling Performance' with 'Date Couseled', 'Counselor Name', and 'Counseling Performance' fields. At the bottom, there is a 'Reviewer Comments' text area and a row of buttons: 'View Report', 'Download', 'Previous Reviewer', 'Next Reviewer', 'Validate Form', 'Delete', and 'Save'. Green diamonds with numbers 1 through 5 are overlaid on the interface to indicate the steps described in the text.

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.



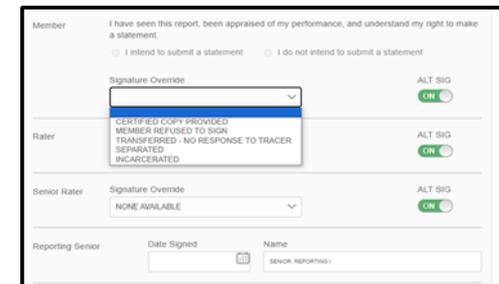
Apply Alternate Signatures

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"

The screenshot displays the 'Manage Summary Group' interface. A table lists summary groups with columns for ID, Name, Status, Reporting Senior, Paygrade, Average, Reports, and Action. The 'Action' column for the selected group contains an 'Open' button. A pop-up dialog box asks: 'Would you like to update the status of all Members to 'SIGN' in this Summary Group?'. Below the dialog, a note states: 'NOTE: This will change the Summary Group status to 'SIGN'. While in that status, all traits will be locked and any Senior Raters and Raters 'Not Selected' will be set to 'NONE AVAILABLE''. The dialog has 'OK' and 'Cancel' buttons. The main form below the dialog shows details for the selected group, including Name, Reporting Senior, Designator, Unit Identification Code (UIC), ISIC Address, and Reporting Senior Role. The 'Reporting Senior Role' dropdown menu is open, showing options: Active, Inactive, Resigned, Sign, Purged, Completed, and Change. The 'Sign' option is highlighted. A 'Save' button is visible at the bottom right of the form.

- 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)

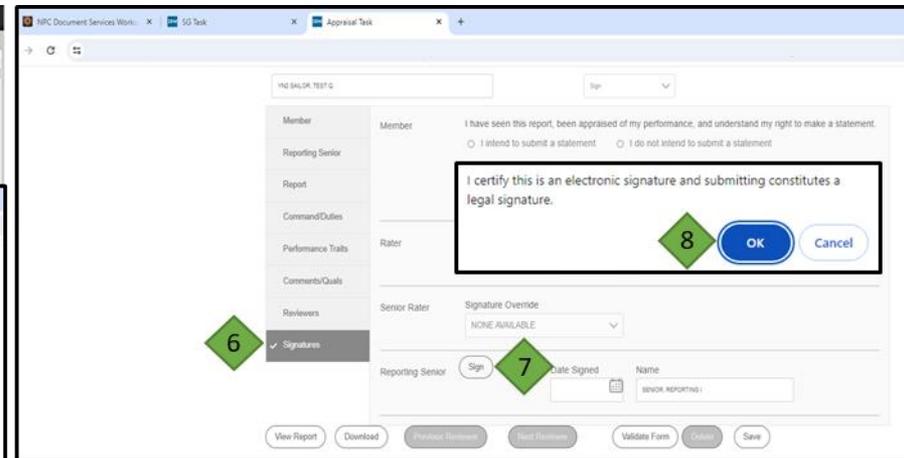
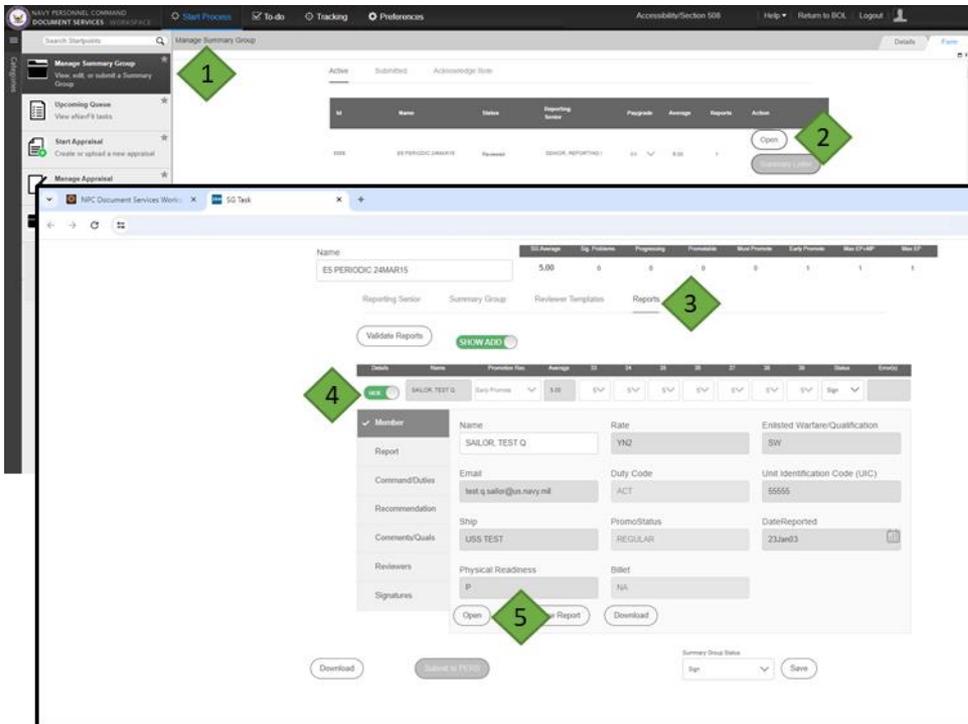
Steps:

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

The screenshot displays the NAVFIT system interface. On the left, a sidebar contains navigation options, with 'Manage Appraisals' highlighted (1). The main content area shows a table of appraisals under the heading 'Appraisals I have access to' (2). A table with columns 'ID', 'Status', 'Progress', 'Member', 'Reporting Senior', and 'Appraisal Summary' is visible, with one row containing '12059', 'SIGN', 'ES', 'SALOR, TEST Q', 'SENIOR, REPORTING I', and 'N17 0000 0000 00 19 79 90 14'. An 'Open' button is next to this row (3). Below the table, a signature form is shown with tabs for 'Member', 'Report', 'Performance Traits', 'Comments/Quals', 'Reviewers', and 'Signatures' (4). The 'Signatures' tab is active, showing fields for 'Senior Rater' and 'Reporting Senior', each with a 'Sign' button (5). A confirmation pop-up window is overlaid on the form, containing the text 'I certify this is an electronic signature and submitting constitutes a legal signature.' and 'OK' and 'Cancel' buttons (6).

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

The image shows a multi-step process for applying a signature. Step 1: In the main application window, the 'Manage Appraisals' option is selected in the sidebar. Step 2: The 'My Appraisals' section is viewed. Step 3: The 'Sign' button is clicked on an appraisal entry. Step 4: In the secondary browser window, the 'Signatures' tab is selected in the left-hand menu. Step 5: The radio button for 'I intend to submit a statement' is selected. Step 6: The 'Sign' button is clicked in the Member signature block. Step 7: The 'OK' button is clicked in the confirmation pop-up.

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

The screenshot displays the 'Manage Summary Group' interface. A sidebar on the left contains navigation options: 'Manage Summary Group', 'Upcoming Queue', 'Start Appraisal', and 'Manage Appraisal'. The main area shows a table with columns for 'M', 'Name', 'Status', 'Reporting Senior', 'Paygrade', 'Average', 'Reports', and 'Action'. A row is highlighted with 'ES PERIODIC 24MAR19' in the Name column and 'Open' in the Action column. A detailed view of this group is shown below, including fields for 'Name', 'Reporting Senior', 'Personnel Type', 'Grade', 'ISIC Address', 'Dual-Hatted', and 'Reporting Senior Role'. A pop-up dialog asks 'Please confirm submission to PERS for processing?' with 'OK' and 'Cancel' buttons. A 'Submit to PERS' button is visible at the bottom of the detailed view.

Summary group status was updated by the system to: Completed

Please save.

OK

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.

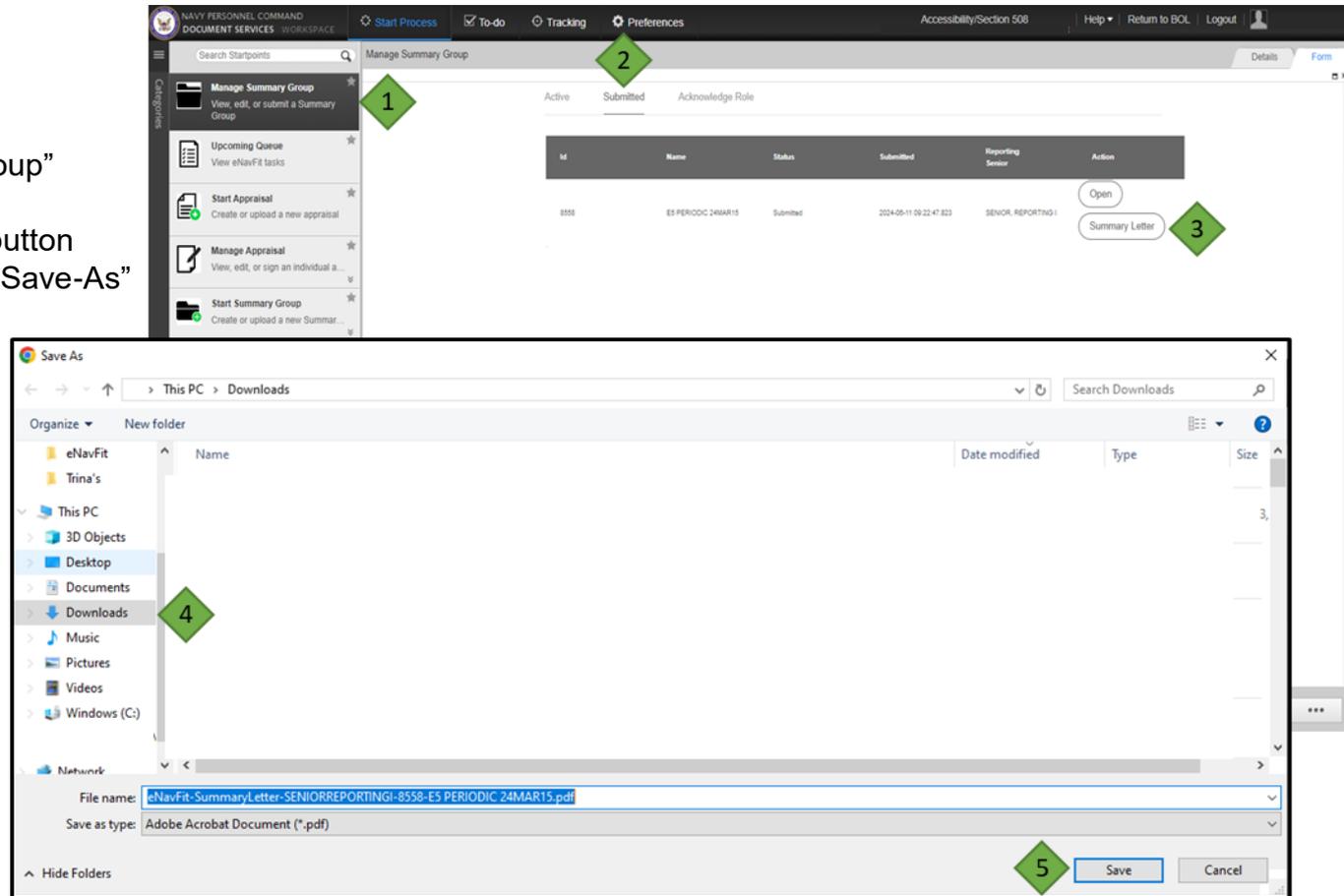
Reporting Senior/Trusted Agent

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”

The image is a composite of three screenshots illustrating the workflow steps:

- Top Screenshot:** Shows the 'Manage Summary Group' interface. Callout 1 points to the 'Manage Summary Group' link in the left sidebar. Callout 2 points to the 'Submitted' tab. Callout 3 points to the 'Open' button next to a report entry in the table.
- Bottom-Left Screenshot:** Shows a confirmation pop-up: 'Form has modifications, do you want to download server version?'. Callout 7 points to the 'OK' button.
- Bottom-Middle Screenshot:** Shows the 'Reports' tab for a member named 'SAILOR, TEST Q'. Callout 4 points to the 'Reports' tab. Callout 5 points to the 'SHOW ADD' toggle. Callout 6 points to the 'Download' button.
- Bottom-Right Screenshot:** Shows a 'Save As' dialog box. Callout 8 points to the 'Downloads' folder in the file list. Callout 9 points to the 'File name' field, which contains 'eNavFit-NAVPERIODIC-MILITARY.ppt'.

Reporting Senior/Member

Check Status of Submitted Appraisal

The screenshot shows the BOL Application Menu with the following items:

- (Advancements/Selection Boards
- (Application (FORMAN) Status
- (Application Reports/Status
- CCA/FITREP/EVAL Reports**
- (Continuity and Cumulative Average Reporting Board
- (Verification
- (CWAY - Sailor Self-Service
- (NavyFit Program

The BOL Continuity and Cumulative Average (CCA) Reporting page includes the following sections:

- Instructions:**
 - Click on the link of the report you wish to view.
- Reports:**
 - Individual Continuity:**
 - [Performance Evaluation Continuity Report](#)
 - If rejected, please print your Continuity page and go to your admin office for assistance.
 - Status Codes and Error Codes will appear in this report's Status column. See the report's Help menu for more information.
 - Reporting Seniors:**
 - [Reporting Senior's Performance Evaluation Submission Report](#)
 - [Reporting Senior's Cumulative Average Report](#)
- Reporting Issues:**
 - If you are a uniformed service member, E5 or above, who has received an evaluation or fitness report after 1 January 1996 who does not have an Individual Continuity Report link, then contact the Performance Evaluations Branch, PERS-32 for assistance.
 - If you are a reporting senior and you do not have links in the Reporting Senior section, then contact the Performance Evaluations Branch, Pers-32 in the contact information section.
- Pers-32 Contact Information:**
 - If you have any issues accessing your continuity of reports from the links, please contact PERS-32, customer service desk at DSN 882-4881, 882-4882, 882-3313 or commercial (901) 874-4881/4882/3313.
- FAQ:**
 - [Frequently Asked Questions](#)

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.



Tips, Tricks, & Best Practices



eNavFit Teams Channel



Hand-outs