



Enhancing Sailor Performance
Quick Steps Guide

December 2021

NAVY PERSONNEL COMMAND

Introduction

eNavFit is a web-enabled interface that streamlines how we document performance in the Navy. It allows for all FITREPs and EVALs to be completed via BUPERS Online (BOL) and will replace NAVFIT98A.

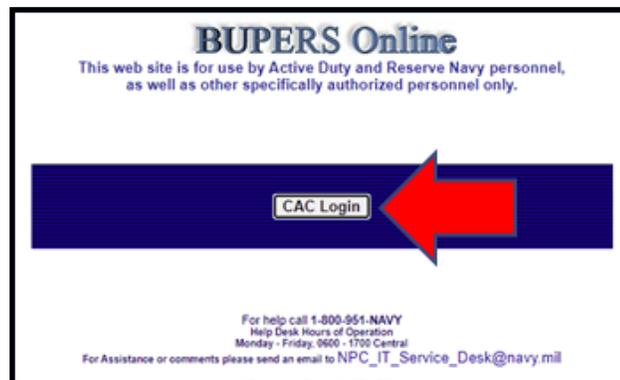
eNavFit includes options for fully web-connected, intermittently connected, and disconnected environments. All performance appraisal inputs in eNavFit can be submitted electronically, automatically screened for errors, and digitally signed, with automatic entry into the Sailor's official record.

This quick start guide provides Sailors a reference and easy to understand illustrations on the basic steps for accessing and using the fully web-connected eNavFit operations. In addition, Sailors will gain some familiarization with its functions.

eNavFit enables Sailors with internet access to initiate, route, digitally sign, and submit performance evaluations online to the Sailor's Official Military Personnel File (OMPF).

How To Access eNavFit

1. Log into the Navy BOL website using a Command Access Card (CAC)

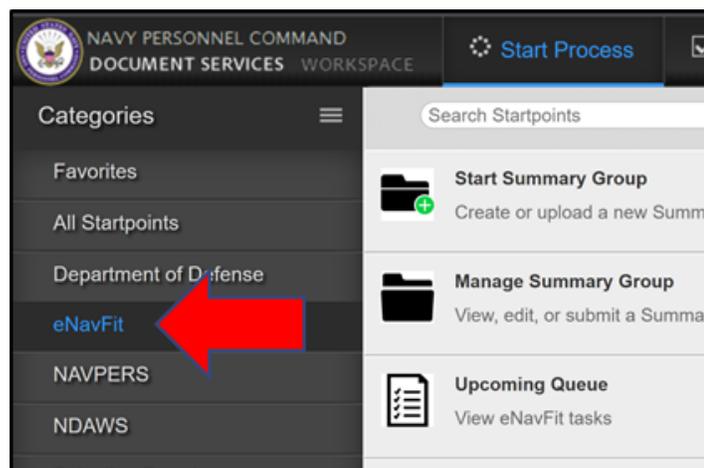


2. Select “Navy Personnel Command Document Services”.



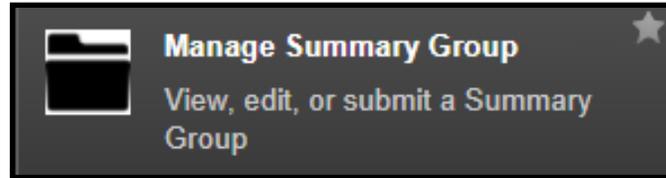
3. When prompted for you CAC Certificates, login with your appropriate CAC information (typically Authentication).

4. Select “eNavFit” on the left-you are now at the interface!

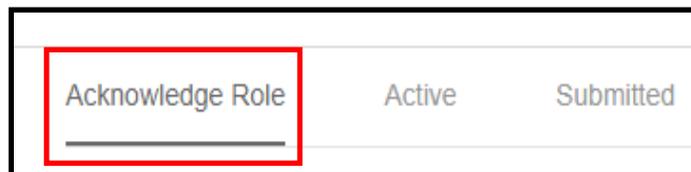


Reporting Senior-Acknowledge Role

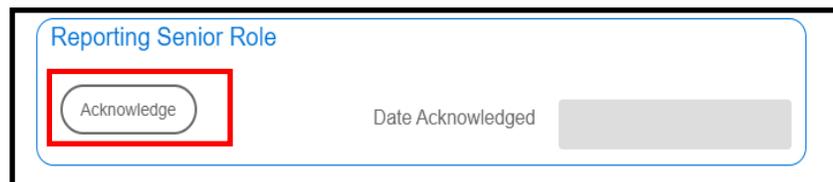
1. Select the “[Manage Summary Group](#)” tab from the menu options on the left side of the screen,



2. Select the “[Acknowledge Role](#)” tab, then Verify, Complete, and/or update the fields for the Reporting Senior.



3. Select the “[Acknowledge](#)” button in the Reporting Senior Role blue box on the bottom right side of the screen.

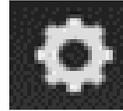


4. Select the “[Ok](#)” button. Then, select the blue “[Submit](#)” button on the bottom right-hand side of the screen.

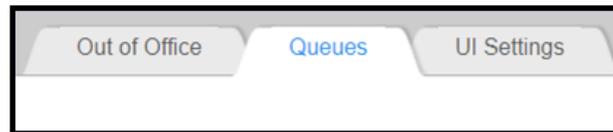


Assigning a Trusted Agent (Admin)

1. Select the “Preferences” option on the black toolbar banner at the top center of the screen or select the Cog Wheel icon.

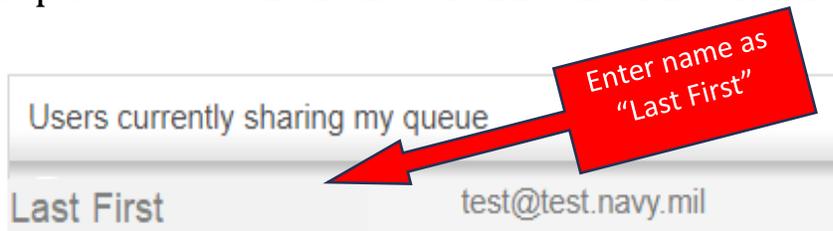


2. Select the “Queues” tab on the top right side of the screen.



3. Select the plus sign (+) next to the option “Users currently sharing my queue”.

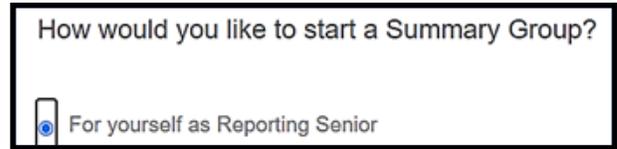
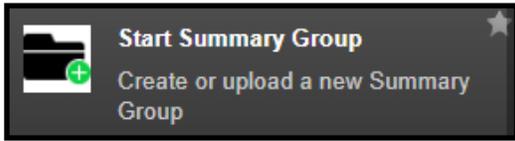
4. Enter “Trusted Agent’s Name” in the search box in the top right corner of the “Share my queue” window. NOTE: The name should be entered as “Last First” without a comma, but with a space between the Last Name and First Name.



5. Select “Enter” or Select the magnifying glass icon to execute the search.
6. Select the name from the search results.
7. Select the “Share” button at the bottom of the lower right side of the “Share my Queue” window.
8. Select “ Start Process” at the top of the screen to return to the eNavFit menu.

Reporting Senior or Trusted Agent—Create Summary Group

1. Select “Start Summary Group”, then select “For yourself as Reporting Senior”.

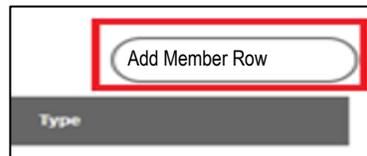


2. Update your information as necessary, and select “Next”. NOTE: This information is populated from the Reporting Senior Acknowledgement.

3. Enter a name for the summary group you are creating (e.g. “E5 Periodic Evals”), fill in the remaining blocks, and select “Next”.

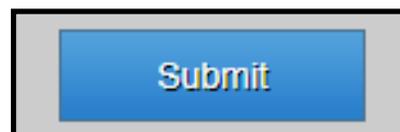


4. Create Reviewer Templates as required by selecting “Add New Template”, naming the template in the pop-up window and adding reviews by selecting “Add Reviewer Row” if more than one reviewer is needed. When complete, select “Next” to continue.



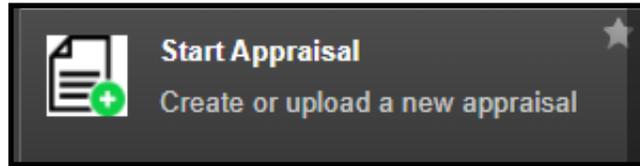
5. Add individual members for your summary group by entering the member’s DODID or Email found in BOL. Select “Add Member Row” to add all additional members to the summary group.

6. Select the “Submit” button on the bottom right-hand side of the screen. The Summary Group is then validated. If no errors, the Summary Group is created and the user is returned to the main page. If there are errors, user is directed to correct (all in red) and submit the summary group again. Return to the main eNavFit page.

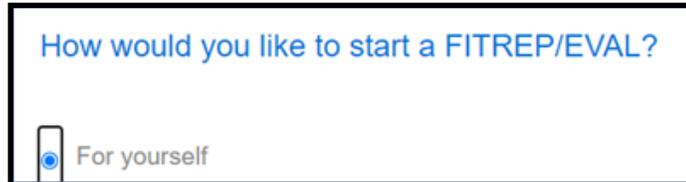


How to Start a FITREP or EVAL for Yourself

1. From the eNavFit screen, select “Start Appraisal”.



2. Select the “For Yourself” option from the four options listed and select “Next”.



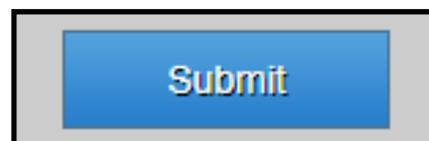
3. Enter the Reporting Senior’s DODID or Email found in BOL and select “Search” to populate the Reporting Senior’s information. Select “Next” to continue. NOTE: This is required to create an appraisal.

4. Select a Summary Group if one has been created that you align to. If a Summary Group has not been created that you align to, select “Next” to continue.

5. Enter your information that was not populated on the “Your Information” tab. Ensure all information is correct and select “Next” NOTE: All fields on the “Your Information” tab require an entry to create an appraisal.

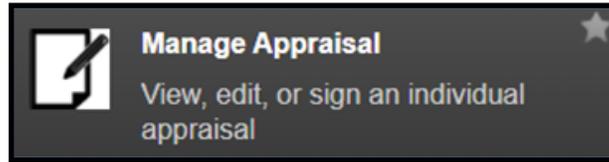
6. Enter any Reviewers that are in your review chain by entering their DODID or Email found in BOL. NOTE: This is not required to create an appraisal as reviewers can be added after creation.

7. Select “Submit” at the bottom right to create your FITREP or EVAL. The interface will take you back to the main screen of eNavFit and you can locate your FITREP or EVAL under “Manage Appraisal”.



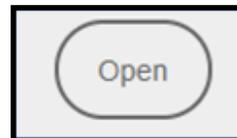
Member—Reviewing Your FITREP or EVAL

1. Select “Manage Appraisals”



2. Select “My Appraisals” tab.

3. Select the “Open” button next to your FITREP/EVAL. NOTE: The FITREP/EVAL opens in a new browser window.



4. Select each of the tabs on the left side and review/verify the data fields are correct (Member, Reporting Senior, etc.).

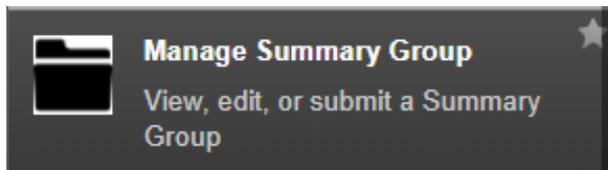
5. Select the “Save” button located on the bottom right of the screen to capture any changes made.



6. Upon saving, the information added can now be seen by the Reporting Senior and Trusted Agent. Once the summary group you are aligned to is placed into a “Route” status, your FITREP/EVAL will no longer be in your queue as it is being routed to the identified reviewers. Unless a change is requested to be made by you, your FITREP/EVAL will not be available in your queue until your electronic signature is needed.

Reporting Senior or Trusted Agent—Route Summary Group for Review

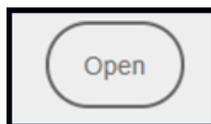
1. Select “Manage Summary Group”



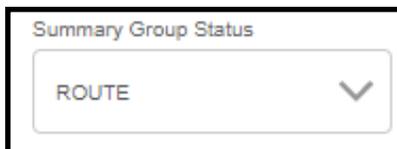
2. Select the “Active” tab.



3. Select the “Open” button next to the summary group to be routed for review.



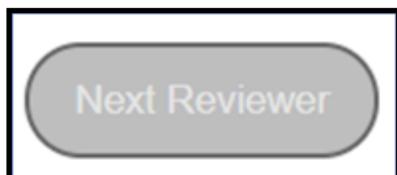
4. Select “Route” from the Summary Group Status drop down.



5. Select the “OK” button in the Pop-Up Window to start the Review Process.

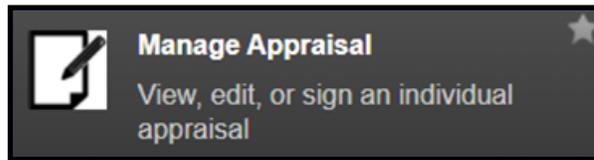


6. Upon selecting OK, the system automatically saves and places the FTIREP/ EVAL in the first listed Reviewer’s “Appraisals I Have Access To” queue. Once the first reviewer completes their review and selects “Next Reviewer”, the FITREPs/ EVALs will appear in the next listed Reviewer’s “Appraisals I Have Access To” queue. This process will continue until all Reviewers have completed their reviews and eNavFit will change the Summary Group Status automatically to “Reviewed”.



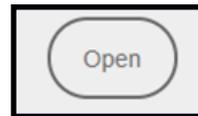
Reviewer—Reviewing a FITREP or EVAL

1. Select “Manage Appraisals”



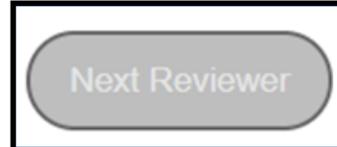
2. Select “Appraisals I have Access To” tab.

3. Select the “Open” button next to a Member’s name from the summary group.



4. Select each of the tabs on the left side and review/verify the data fields are correct (Member, Reporting Senior, etc.).

5. Select the “Next Reviewer” button located on the bottom of the screen.



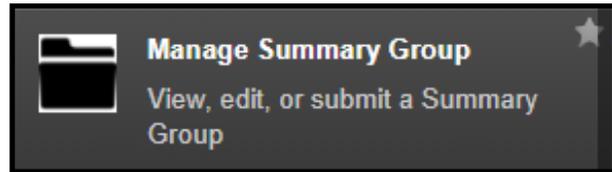
6. Close the “Appraisal Task” browser window to return to “Appraisals I Have Access To”.

7. Select “Manage Appraisals” to refresh the system. The appraisal just reviewed should no longer be visible.

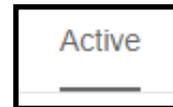
8. Report these steps for any Members remaining in your “Appraisals I Have Access To” queue.

Reporting Senior or Trusted Agent—Place Summary Group in Sign

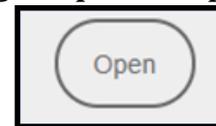
1. Select “Manage Summary Group”



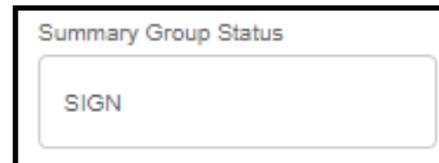
2. Select the “Active” tab.



3. Select the “Open” button next to the summary group to be placed into “Sign” status.



4. Select “Sign” from the Summary Group Status drop down. NOTE: All FITREPs/EVALS must pass all of the validation requirements to be able to place the summary group in a “Sign” status.



5. Select the “OK” button in the Pop-Up Window to start the Signature Process.

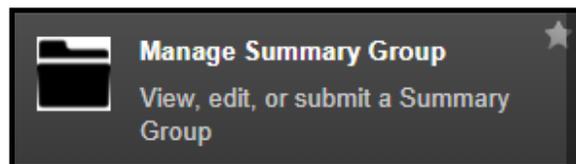


6. Upon selecting OK, the system automatically saves and places the FTIREP/ EVAL in the Reporting Senior’s “Appraisals I Have Access To” queue for signature. The routing sequence for signatures is as follows:

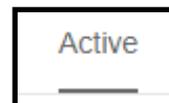
1. Reporting Senior
2. Senior Rater (if assigned)
3. Rater (if assigned)
4. Member
5. Regular Reporting Senior (Concurrent Reports Only)

Reporting Senior or Trusted Agent—Submit Summary Group to PERS

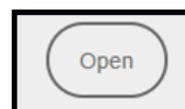
1. Select “Manage Summary Group”



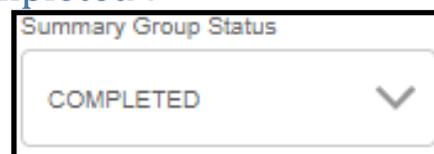
2. Select the “Active” tab.



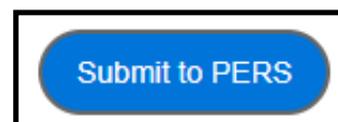
3. Select the “Open” button next to the summary group to be placed into “Sign” status.



4. Verify the Summary Group Status is displaying “Completed”. NOTE: The system automatically places the Summary Group in a “Completed” status once all required signatures have been obtained. The Reporting Senior/Trusted Agent should never manually change the status to “Completed”.



5. Select the “Submit to PERS” button to submit the Summary Group to PERS. NOTE: The end of the Summary Group must be equal to today’s date or before in order for it to be accepted by PERS.



6. Select the “OK” button in the Pop-Up Window to start the Signature Process.

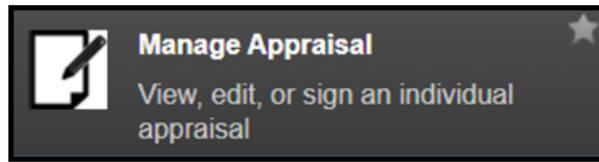


eNavFit Statuses

Status	Description	Pass Requirement
Active	Initial Status	
Route	Route appraisal to first Reviewer in	
Reviewing	Currently enroute through the Re-	
Reviewed	All reviews completed	
Sign	Ready to be signed	All FITREPs/EVALs in the sum-
Signing	Currently enroute for signature by	
Signed	All required signatures completed	Report signed by all users or alternate signature(s) provided
Completed	All appraisals in summary group have passed validation, are signed, and ready to be submitted to NPC	
Delete	Delete user appraisal from summary group	Summary Group in Active or Reviewed Status
Submitting	Summary Group is being electronically submitted to NPC	All appraisals passed validation, all required signatures on ap-
Submitted	Summary Group has been received	

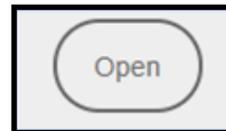
Member—Downloading eNavFit Generated FITREP or EVAL (Intermittent)

1. Select “Manage Appraisals”

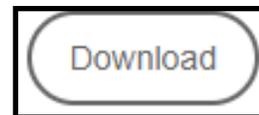


2. Select “My Appraisals” tab.

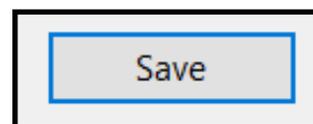
3. Select the “Open” button next to your FITREP/EVAL. NOTE: The FITREP/EVAL opens in a new browser window.



4. In the newly opened browser, “Appraisal Task”, select the “Download” button at the bottom, left-hand side of the screen.

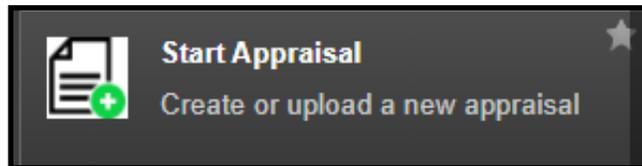


5. Upon selecting the “Download” button, a Save As window displays. Select the location and enter a file name, if you wish to change it, and select the “Save” button.

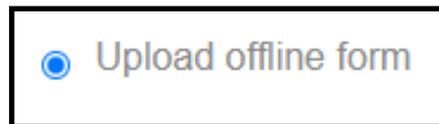


Member— Upload PDF FITREP or EVAL (Intermittent)

1. From the eNavFit screen, select “Start Appraisal”.



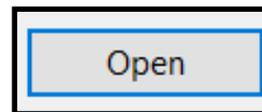
2. Select the “Upload Offline form” option from the four options listed.



3. Select the “Browse and Upload” button.



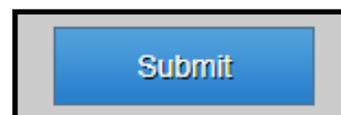
4. In the “Open” pop-up window, select the PDF FITREP/EVAL to be uploaded, then select “Open”.



5. The file name selected in step 4 appears in the on the screen.

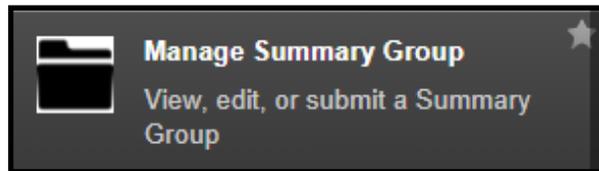
#	Description	File Name	Size (KB)	
1		ENAVFIT-NAVPER16XX (7).PDF	300	<button>Remove</button>

6. Select “Submit” at the bottom right to upload your FITREP or EVAL. The interface will take you back to the main screen of eNavFit and you can locate your uploaded FITREP or EVAL under “Manage Appraisal”.

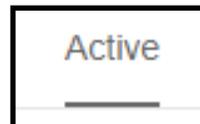


Reporting Senior/Trusted Agent—Downloading eNavFit Generated Appraisal Manager (Intermittent)

1. Select “Manage Summary Group”

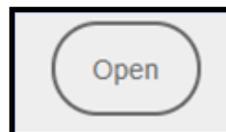


2. Select “Active” tab.



3. Select the “Open” button next to the summary group to be downloaded.

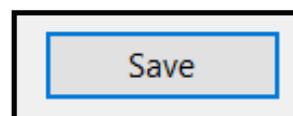
NOTE: The summary group opens in a new browser window.



4. In the newly opened browser, “SG Task”, select the “Download” button at the bottom, left-hand side of the screen. NOTE: If changes were made but were not saved, a pop-up will appear asking if you want to download the server version or if you would like to cancel the download to save changes. If you cancel, you will need to select the “Save” button before attempting the download again.

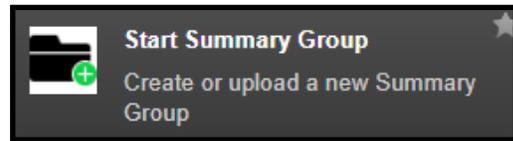


5. Upon selecting the “Download” button, a Save As window displays. Select the location and enter a file name, if you wish to change it, and select the “Save” button. NOTE: Depending on your settings, this file may automatically download and open in Adobe Reader.



Reporting Senior/Trusted Agent— Upload Appraisal Manager (Intermittent)

1. From the eNavFit screen, select “Start Summary Group”.



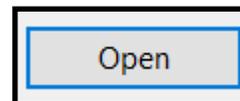
2. Select the “Upload Offline form” option from the four options listed.



3. Select the “Browse and Upload” button.



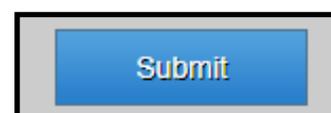
4. In the “Open” pop-up window, select the PDF Appraisal Manager to be uploaded, then select “Open”.



5. The file name selected in step 4 appears in the on the screen.

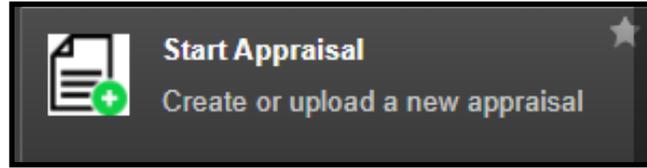
#	Description	File Name	Size (KB)	
1		ENAVFIT-NAVPER18XX (7).PDF	300	<input type="button" value="Remove"/>

6. Select “Submit” at the bottom right to upload the Appraisal Manager. The interface will take you back to the main screen of eNavFit and you can locate your uploaded Appraisal Manager (summary group) under “Manage Summary Group”.

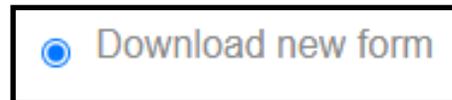


How To Download a Pre-Populated FITREP or EVAL PDF for Yourself (Offline)

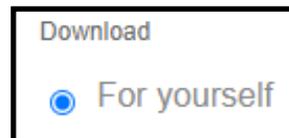
1. From the eNavFit screen, select “Start Appraisal”.



2. Select the “Download new form” option from the four options listed.



3. Select the “For Yourself” option that appears when “Download new form” was selected and select “Next”.

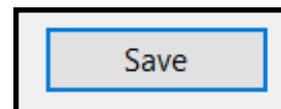


4. The information the system has for you will be displayed and cannot be edited. Select “Next” to continue.

5. Select the “Download” button to download a PDF version of your FITREP/EVAL.

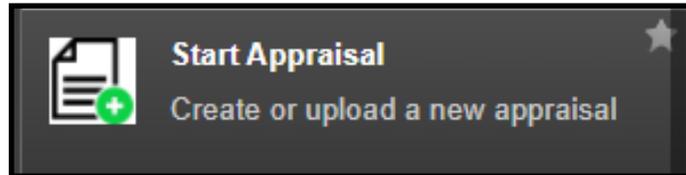


6. Upon selecting the “Download” button, a Save As window displays. Select the location and enter a file name, if you wish to change it, and select the “Save” button.

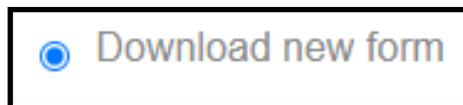


How To Download a Blank FITREP or EVAL PDF (Offline)

1. From the eNavFit screen, select “Start Appraisal”.



2. Select the “Download new form” option from the four options listed.



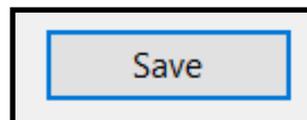
3. Select the “Download” tab at the top of the Start Appraisal screen.



4. Select the hyperlink, “[Use this link to download a blank NAVPERS 16XX](#)”, to download a blank FITREP/EVAL PDF.

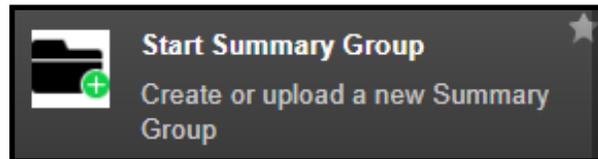


5. Upon selecting the [hyperlink](#), a Save As window displays. Select the location and enter a file name, if you wish to change it, and select the “Save” button.

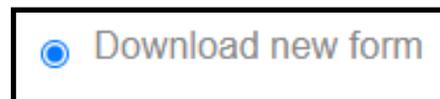


Reporting Senior— Download a Pre-Populated Offline Appraisal Manager (Offline)

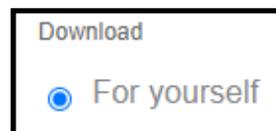
1. From the eNavFit screen, select “Start Summary Group”.



2. Select the “Download new form” option from the four options listed.



3. Select the “For Yourself” option that appears when “Download new form” was selected and select “Next”.

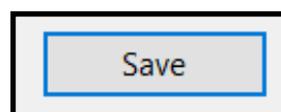


4. The information the system has for you will be displayed and cannot be edited. Select “Next” to continue.

5. Select the “Download” button to download a PDF version of your Offline Appraisal Manager.

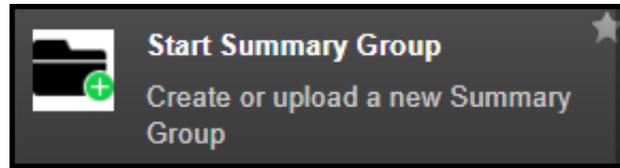


6. Upon selecting the “Download” button, a Save As window displays. Select the location and enter a file name, if you wish to change it, and select the “Save” button.

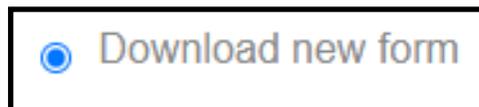


How To Download a Blank Appraisal Manager (Offline)

1. From the eNavFit screen, select “Start Summary Group”.



2. Select the “Download new form” option from the four options listed.



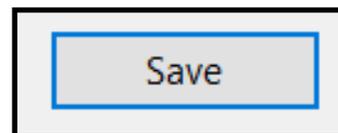
3. Select the “Download” tab at the top of the Start Appraisal screen.



4. Select the hyperlink, “[Use this link to download a blank Appraisal Manager](#)”, to download a blank Appraisal Manager PDF.

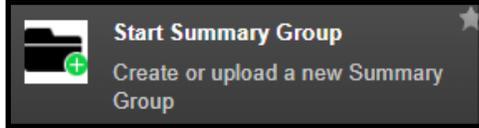


5. Upon selecting the [hyperlink](#), a Save As window displays. Select the location and enter a file name, if you wish to change it, and select the “Save” button.

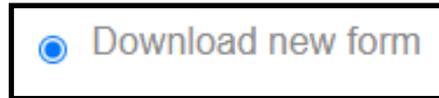


How To Download a Blank Summary Group Letter (Mail Submission Only)

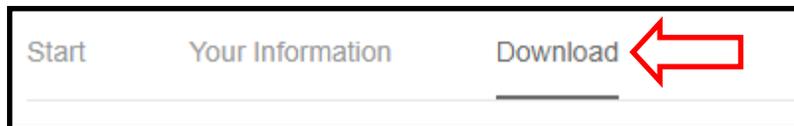
1. From the eNavFit screen, select “Start Summary Group”.



2. Select the “Download new form” option from the four options listed.



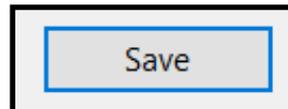
3. Select the “Download” tab at the top of the Start Appraisal screen.



4. Select the hyperlink, “[Use this link to download a blank Summary Letter](#)”, to download a blank Summary Group Letter PDF.



5. Upon selecting the [hyperlink](#), a Save As window displays. Select the location and enter a file name, if you wish to change it, and select the “Save” button.



Helpful Hints

- Sailors need to update their email addresses in BOL to their official NAVY EMAIL ADDRESS – this helps the eNavFit notification and search features to function properly.
- BOL will timeout after being idle for approximately 15 minutes. Users operating eNavFit will need to stay active in BOL or will be forced to login again.
- Navigation note: When starting an appraisal or summary group, users can use the “next” or “back” buttons or click on the tab names that are at the top of the screen (Your Information, Reporting Senior, Summary Group, Members, Reviewers, etc.). When reviewing an appraisal or summary group, users can click on the tabs on the left-hand side to navigate through the various sections of the appraisal.
- eNavFit will highlight errors in red, and if all information is entered correctly, will show in green. This will help to ensure accuracy.
- Additional reviewers can be added, based on specific command structure. See the user guide for detailed instructions.
- The eNavFit interface allows the user to input the DODID or email address (must be in BOL) in the field when searching for members to add to a summary group.
- When searching for an Admin Assistant (Trusted Agent), the name must be entered as: Last Name First Name without a comma, and with a space between the Last Name and First Name (i.e. “Smith John”).
- When a member is verifying/reviewing their appraisal, the interface allows the user to enter any missing information and provides input descriptions that correspond to the EVAL/FITREP form blocks as hover-over text.

 NAVIFIT