



eNavFit, the replacement to NAVFIT98A, is a fully web-enabled system, but also offers intermittent and disconnected operations, allowing for continued operations without steady-state internet connection. Navy Personnel Command launched eNavFit in late 2021 with the goal of implementing the existing system online.

✓ **ACCESS: User must have a BOL account (eNavFit Program)**

- Update/verify email in user's BOL profile-this is how eNavFit links the member
- Anyone can access eNavFit by requesting a BOL Account-other branches of services/civilians complete a SAAR-N Form for access

✓ **REPORTING SENIORS: Must Acknowledge Reporting Senior User Role**

- Summary Groups cannot be created until Reporting Senior User role is acknowledged
- All appraisals must be reviewed and signed by the Reporting Senior
- Reporting Seniors may assign Trusted Agent (Admin department)

✓ **TRUSTED AGENT: Must be assigned by Reporting Senior**

- It is important for all Trusted Agents to be familiar with the 1610.10F and eNavFit User Guide
- Responsible for creating and managing summary groups on behalf of the Reporting Senior

✓ **REVIEWERS: Can be assigned on the Reviewers tab**

- Provides input for the member during the reporting period
- Appraisals will be available when the summary group is in a "Route" status
- Reviewers must select "Next Reviewer" when review is complete for routing to continue

✓ **MEMBER: Subject of Appraisal**

- Access appraisal under Manage Appraisal>My Appraisal
- Provide input on performance for the reporting period and sign appraisal online

✓ **SUBMISSION: Send Appraisals to PERS**

- Reporting Senior or Trusted Agent may submit the summary group online when the summary group is in a completed status
- If submitting offline via the mail, write in SSNs for the member and Reporting Senior on all reports and complete/sign a summary letter
- Reporting Senior/member are responsible for checking the status of the submitted appraisals
- Download appraisals for Reporting Senior, Command, and Member's Records

