eNavFit Overview

eNavFit Intermittent & Disconnected Ops

October 2022

Talent Management Task Force
PERS-3, Navy Personnel Command
Performance Evaluation Transformation
eNavFit Innovation Unit
- eNavFit Intermittent Ops
- eNavFit Disconnected Ops
- eNavFit Support Products
- What’s Next?
- Resources
- Questions/Comments
Browser Requirements (Must Do)

- **ENAVFIT WILL NOT FUNCTION PROPERLY IN INTERNET EXPLORER, NOR MS EDGE**

- Google Chrome
- Mozilla Firefox
- Apple Safari

- NO IE
- Microsoft Edge
Update BOL Email (Must Do)

- Notifications are only effective if all users have ensured their email is up-to-date in BOL.
- eNavFit email member search is linked to BOL email
Where is eNavFit?

Proceed to BUPERS Online

www.BOL.navy.mil

Click “eNavFit Program”

Click “eNavFit”
eNavFit and the offline .PDF have built-in error validations that prompt the user to make corrections prior to submission to NPC.

### Offline Error Validation (Smart .PDFs)

![Image of a fitness report form with error validation highlighted]

Warning: JavaScript Windows - This form is in violation.

Form cannot be saved - the following fields must be populated:

- ACT
- FT/TS
- INACT
- AT/ADSV/265

**Types of Reports**

- Regular
- Concurrent
- Ops Ctrl

**Reporting Status**

- Filled
- Concurrent
- Concluded

**Billet Subcategory (b/ary)**

- Filled
- Concurrent
- Concluded
• Summary Group created in eNavFit, or via a blank “Appraisal Manager”
• Appraisal Manager downloaded - “Smart” .PDF
• Can continue work on summary group while offline
• REQUIRED to be uploaded back into eNavFit when internet restored for continued processing – **cannot** print forms/summary sheet
Downloaded from eNavFit > Start Summary Group > Download
Form will be labeled “eNavFit-FEManager”
Always download the latest version
Intermittent Appraisal Manager
Download Existing Summary Group

- Downloaded from eNavFit > Manage Summary Group > Active > Open (applicable SG) > Download
- Form will be labeled “eNavFit-FEManager-XXX”
Intermittent Appraisal Manager

- Will initially open with three pages (title page, calendar, reporting senior defaults). Scroll to page 3.
- Populate field blocks. Data will be auto-populated on each report added to the summary group. Disregard “RANKING BOARD USER DEFAULTS”
- Select “Continue”

REPORTING SENIOR DEFAULTS

RANKING BOARD USER DEFAULTS

SAMPLE
• After selecting “Continue”, this field will appear. Select “View/Edit” folder

- Add Group
- Templates
- Schedule

View/Edit Summary Group

• After selecting “View/Edit”, the Appraisal Manager will open. Select “Add Report”
• After populating the member info into the pop-up, select “OK”, a row will be added for the member.
• Select “View/Edit Reviewers” to open the report.
Intermittent Appraisal Manager

Editing a Report

- Report will look different than a normal EVAL, CHIEF EVAL, FITREP
- Only meant for intermittent operations – must be returned to eNavFit
- Can add as many reports as required
Intermittent Appraisal Manager
Upload into eNavFit

- Once all appraisals added and updates made, save.
- Upload back into eNavFit (ENSUREFULLY Uploaded)
  - (Start Summary Group > Upload an offline form > Browse and Upload)
  - Summary group can then be accessed via “Manage Summary Group”
User has no access to the internet. Capable of drafting, wet-signing, and completing a dynamic (Smart) .PDF form that has built-in error validation (16XX). User submits a wet-signed appraisal and Summary Sheet to NPC via postal mail.
Download Blank Offline Appraisal – NAVPERS 16XX

- Downloaded from eNavFit > Start Appraisal > Download
- Form will be labeled “eNavFit-NAVPER16XX”
- * Ensure to Download BEFORE losing connectivity

Start Appraisal

Select ‘Download PDF’ to download FITREP/EVAL

Use this link to download a blank NAVPERS 16XX

Download blank FE for someone else.
Download Existing Appraisal

- eNavFit > Manage SG > Active > Reports > Download button
- Form will be labeled “eNavFit-NAVPER16XX-Member’s Name”
- * Ensure to Download BEFORE losing connectivity
Offline Form – 16XX

- 16XX Form renders EVAL, CHIEF EVAL, & FITREP
- Must input Member email, name, & DODID
- Select “Continue” to render the selected form
Offline Form – 16XX

- Policy validation and tool-tips built into the form, like in eNavFit
- Embedded “Input Report” (aka brag sheet)
- Form[s] must be wet-signed and mailed to PERS
- Summary group average (block 45) must be manually entered
Accessed from the NAVPERS 16XX form
Select “Show the Input Report” from the “Select an Action” menu
Provides 25 fields to prompt Sailors for input (i.e. – the brag sheet)
Offline Form – Summary Letter

- Downloaded from eNavFit > Start Summary Group > Download
- Form will be labeled “NAVPERS_1610-1_Rev11-11” (has not changed – same as on MyNavy HR website)
- * Ensure to download BEFORE losing connectivity

![Start Summary Group](image)

Select ‘Download PDF’ to download Appraisal Manager

Use this link to download a blank Appraisal Manager

Use this link to download a blank Summary Letter
• Summary Letter must be manually populated
• Once all Performance averages entered, summary group average will be calculated to input on each appraisal
Support Materials


- User Guide 2.0
- SAAR How-to
- Video Tutorial Series
- Tips, Tricks, and Best Practices
- FAQs
The eNavFit Training Team is here to help!

1. While logged into FS Teams, click the “Teams” icon on the left, then “Join or create a team” in the bottom left corner.
2. Enter the code **mkxap2m** and click “Join Team”.

**All sessions recorded and available in the Teams Channel!**