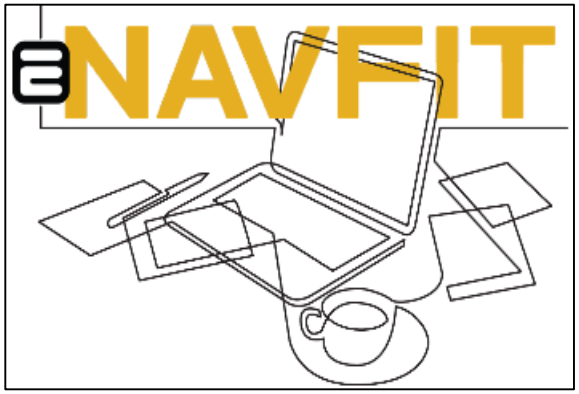
eNavFit Intermittent and Disconnected Ops

May 2022

Talent Management Task Force
Performance Evaluation Transformation
eNavFit Training Team
PERS 3, Navy Personnel Command

Agenda

- Understanding eNavFit
- NAVFIT98A Challenges
- eNavFit Features
- eNavFit Intermittent Ops
- eNavFit Disconnected Ops
- eNavFit Support Products
- What's Next?
- Resources
- Questions/Comments



Understanding eNavFit?

A Technology **bridge** between NAVFIT98A and the future Navy future performance assessments

Does not change the **policy** of how fleet performance evaluations are conducted

Automates & **streamlines** key processes, requires less manual quality control, and **expedites** insertion to the OMPF

Released to Fleet on 15 Feb 2022. NAVFIT98A will sunset on 30 Sep2022

NAVFIT98A Challenges

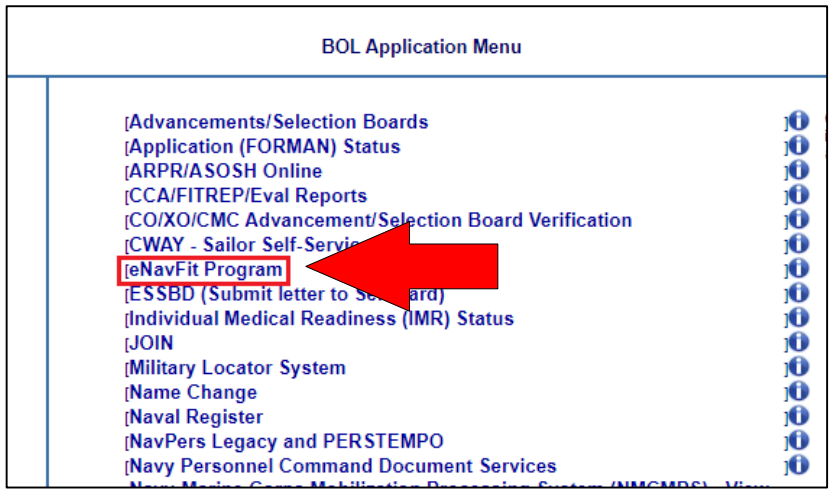
- NAVFIT98A Challenges:
  - Program based on a 24-year-old platform
  - Wet signatures required
  - Paper-copy submission via mail
  - Manual scanning into the Official Military Personnel File
    - Up to 45 days for validation/ record entry
  - High EVAL/FITREP rejection rate
    - 23%; 106k out of 467k reports (FY21)
  - Requires downloading old software
  - Challenges with routing PII/CUI (particularly when working remotely)

Where is eNavFit?

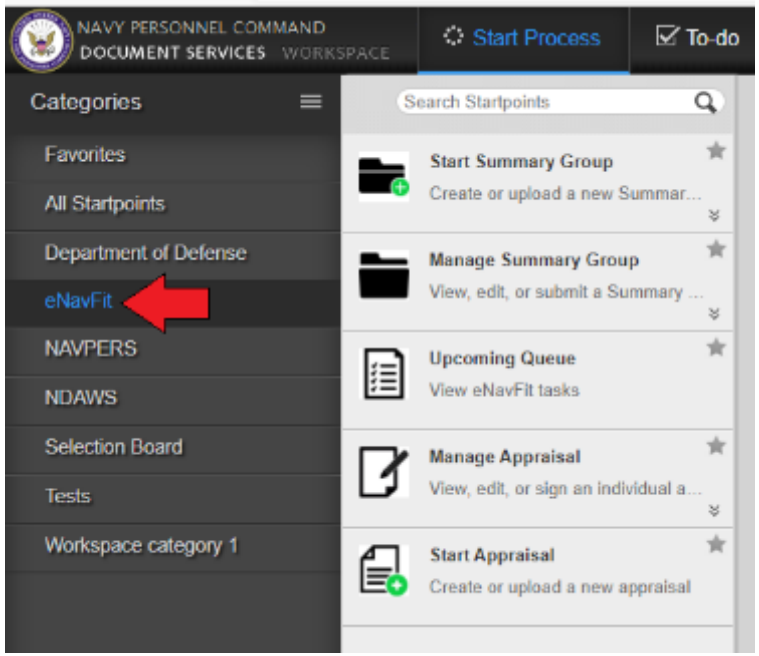
Proceed to BUPERS Online

www.BOL.navy.mil

Click "eNavFit Program"



Click "eNavFit"



Browsers

Google Chrome

Microsoft Edge

Mozilla Firefox

Apple Safari

* eNavFit will not operate properly in Internet Explorer

NO IE

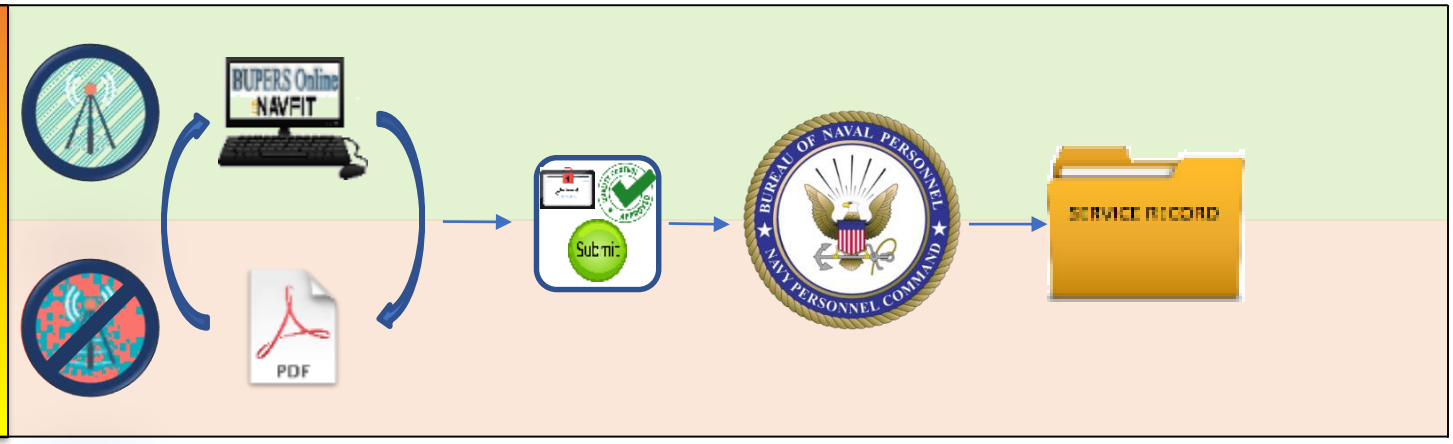
eNavFit Features

- Capability (Modes of Operation):
  - Connected – fully web-enabled via BOL
  - Intermittent – downloaded, worked on offline, uploaded
  - Disconnected – fillable “Smart” .PDF EVAL/FITREP & Summary Sheet
- Electronic routing, review, and notifications
- Digital signatures
- Electronic submission to NPC
- Built-in policy validation
  - Highlights errors prior to submission
- Reports can be initiated by an individual, Trusted Agent, or Reporting Senior
- General blocks auto-populate – name, paygrade, Ship/Station, UIC, end date, Command Achievement block

eNavFit Intermittent

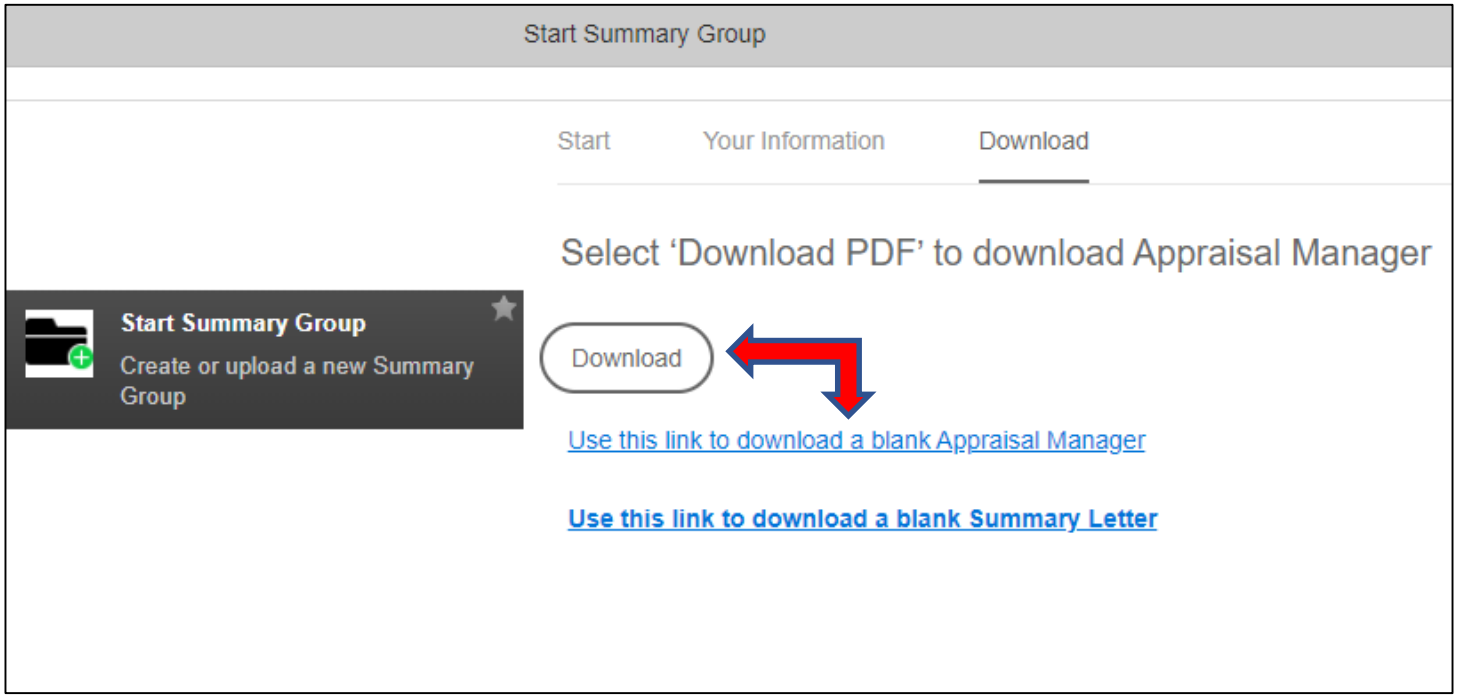
- Summary Group created in eNavFit
- “Appraisal Manager” downloaded - “Smart” .PDF
- Continue working summary group offline
- Uploading back into eNavFit when internet restored for continued processing

Intermittent
Low-Bandwidth, periods of disconnect



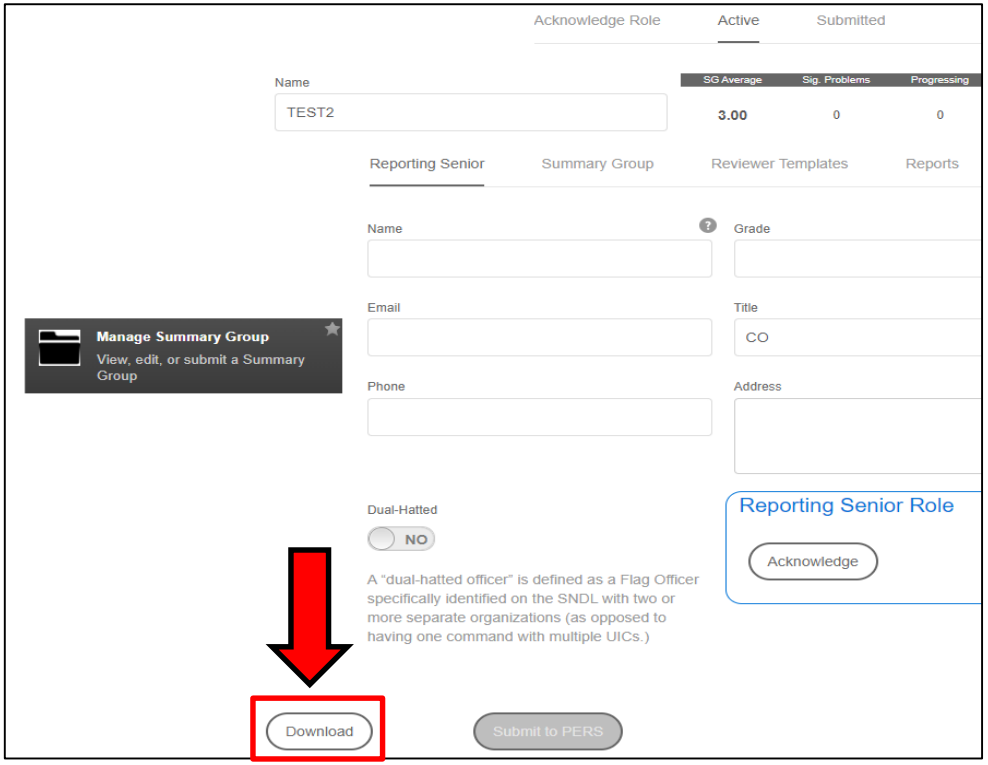
Intermittent Appraisal Manager Blank Form

- Downloaded from eNavFit > Start Summary Group > Download
- Form will be labeled “eNavFit-FEManager”



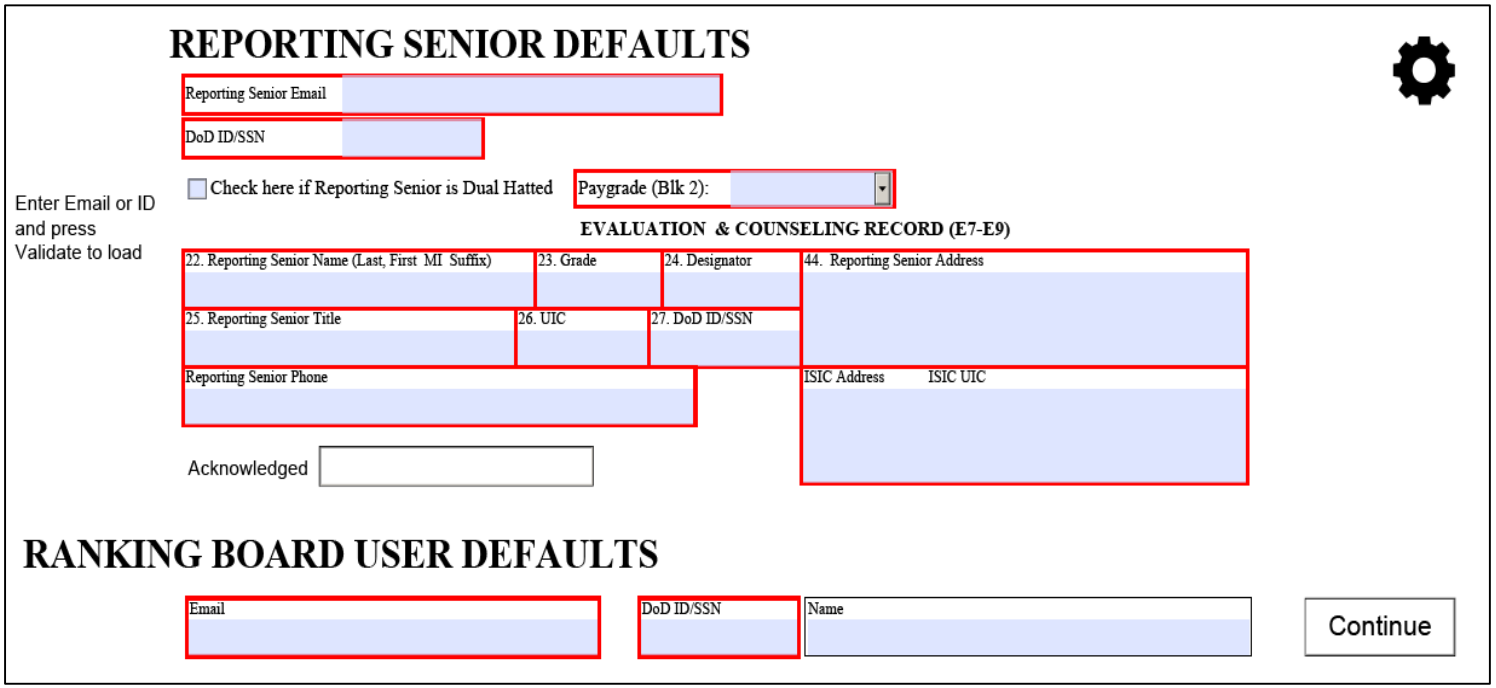
Intermittent Appraisal Manager
Download Existing Summary Group

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



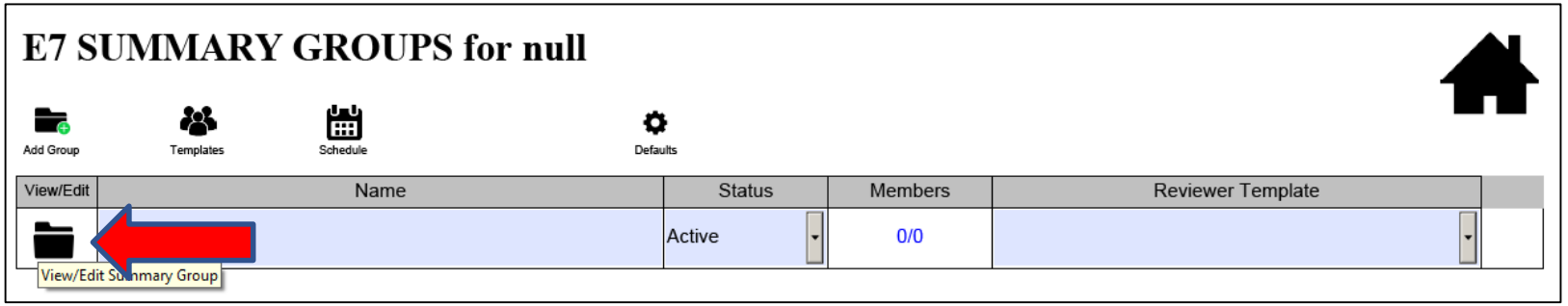
Intermittent Appraisal Manager

- 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”

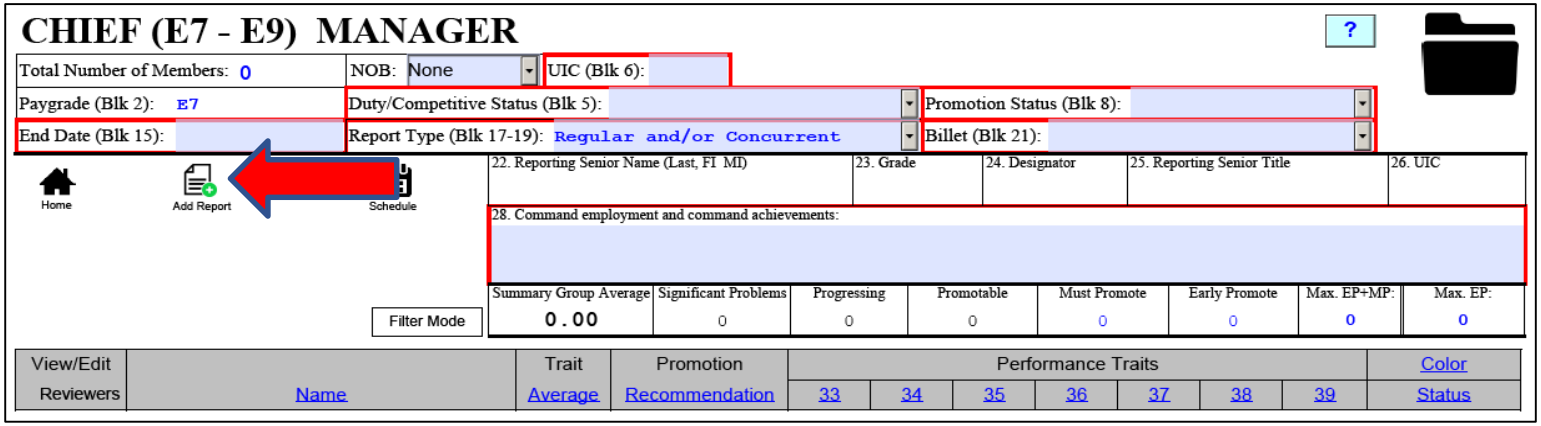


Intermittent Appraisal Manager

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

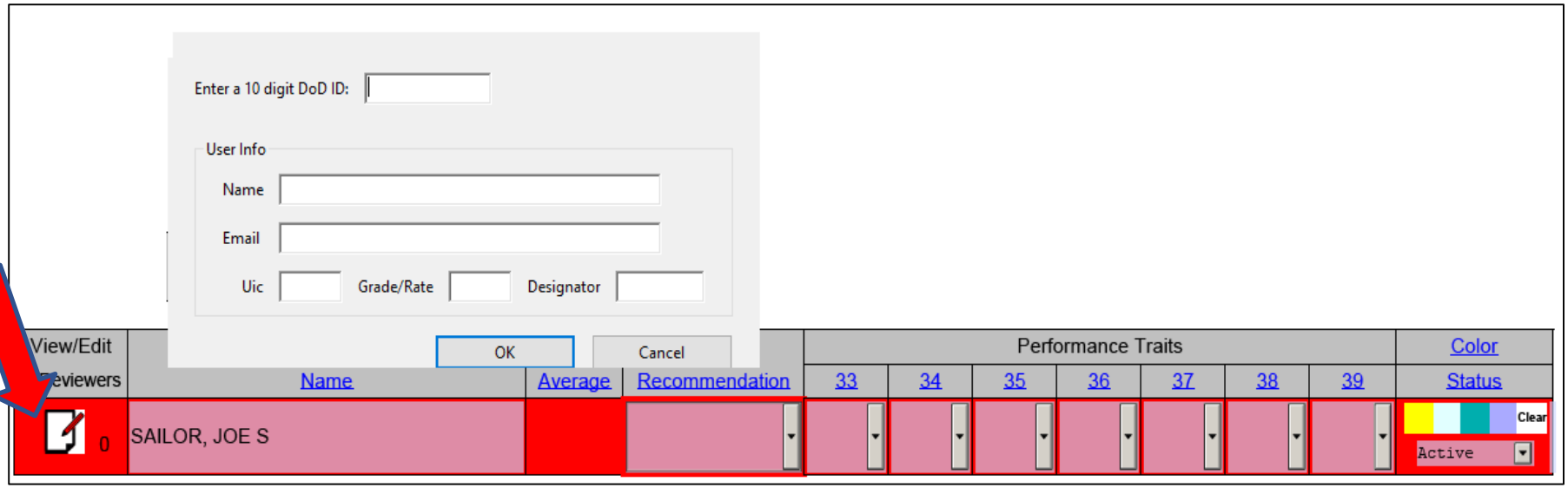


- After selecting “View/Edit”, the Appraisal Manager will open. Select “Add Report”



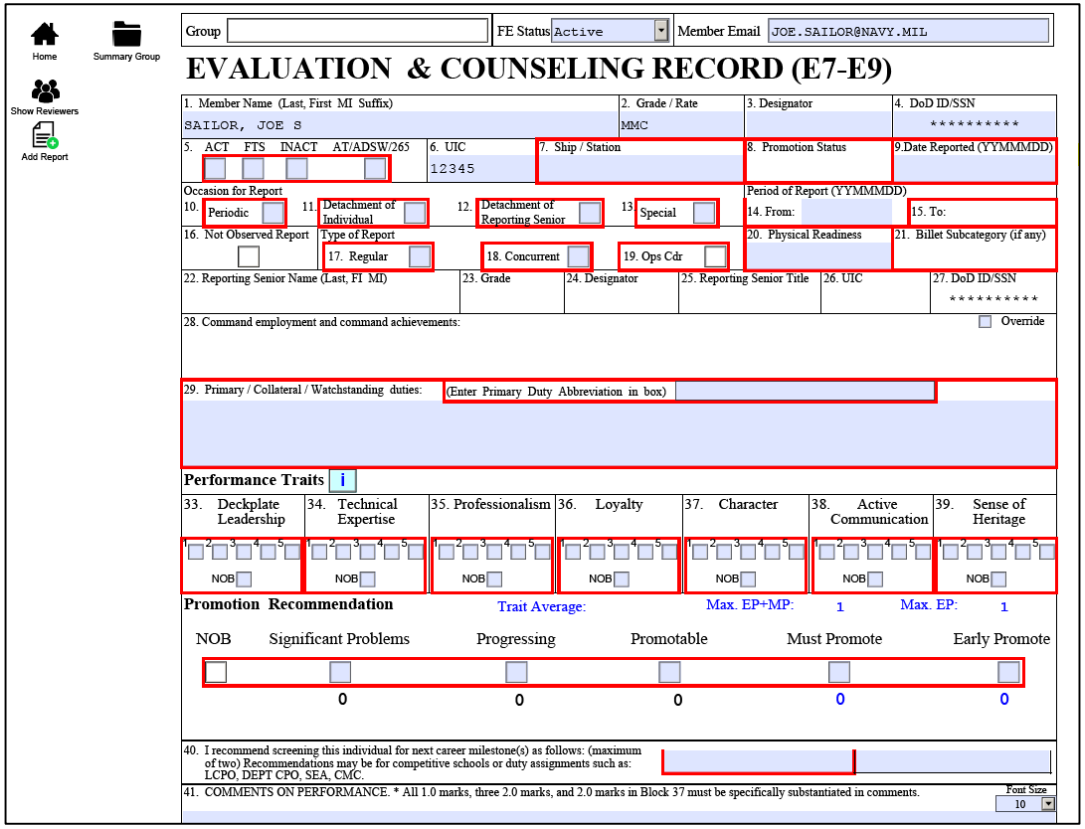
Intermittent Appraisal Manager

- 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.



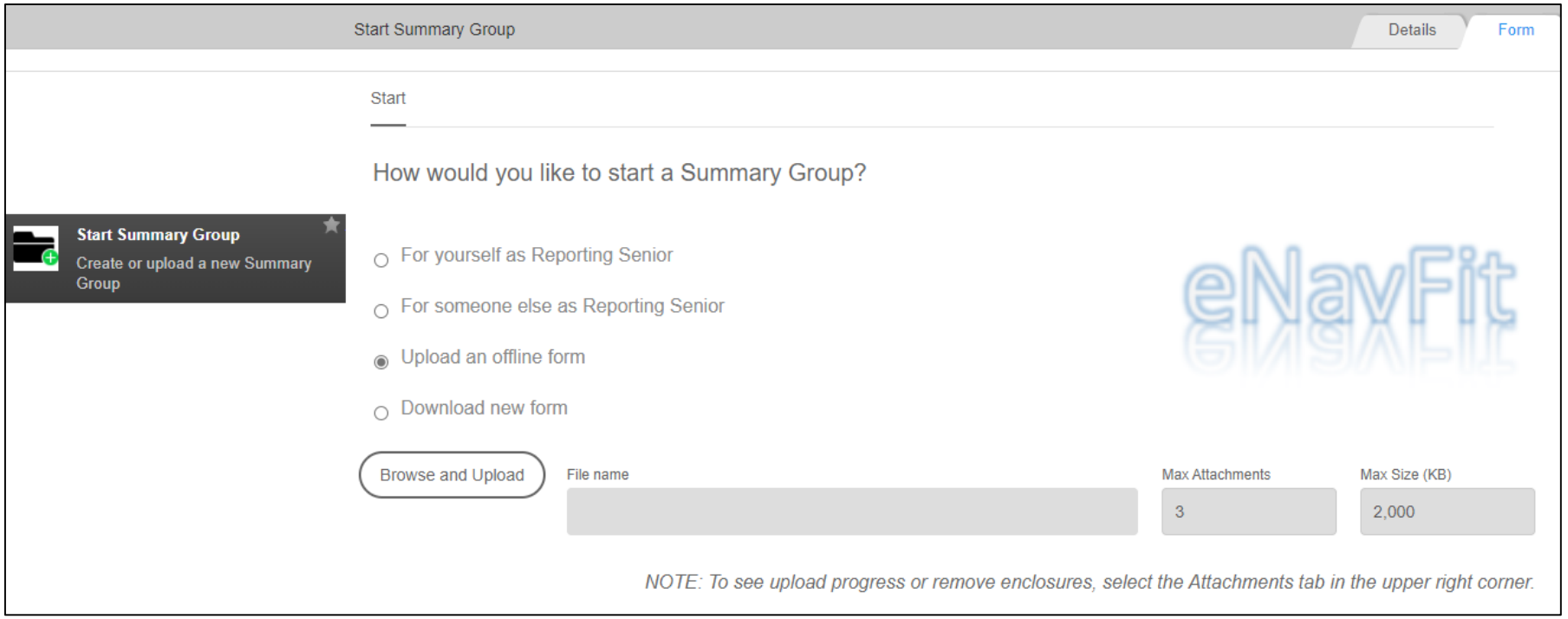
Intermittent Appraisal Manager

- 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

- Once all appraisals added and updates made, save.
- Upload back into eNavFit
  - (Start Summary Group > Upload an offline form > Browse and Upload)
- Summary group can then be accessed via “Manage Summary Group”



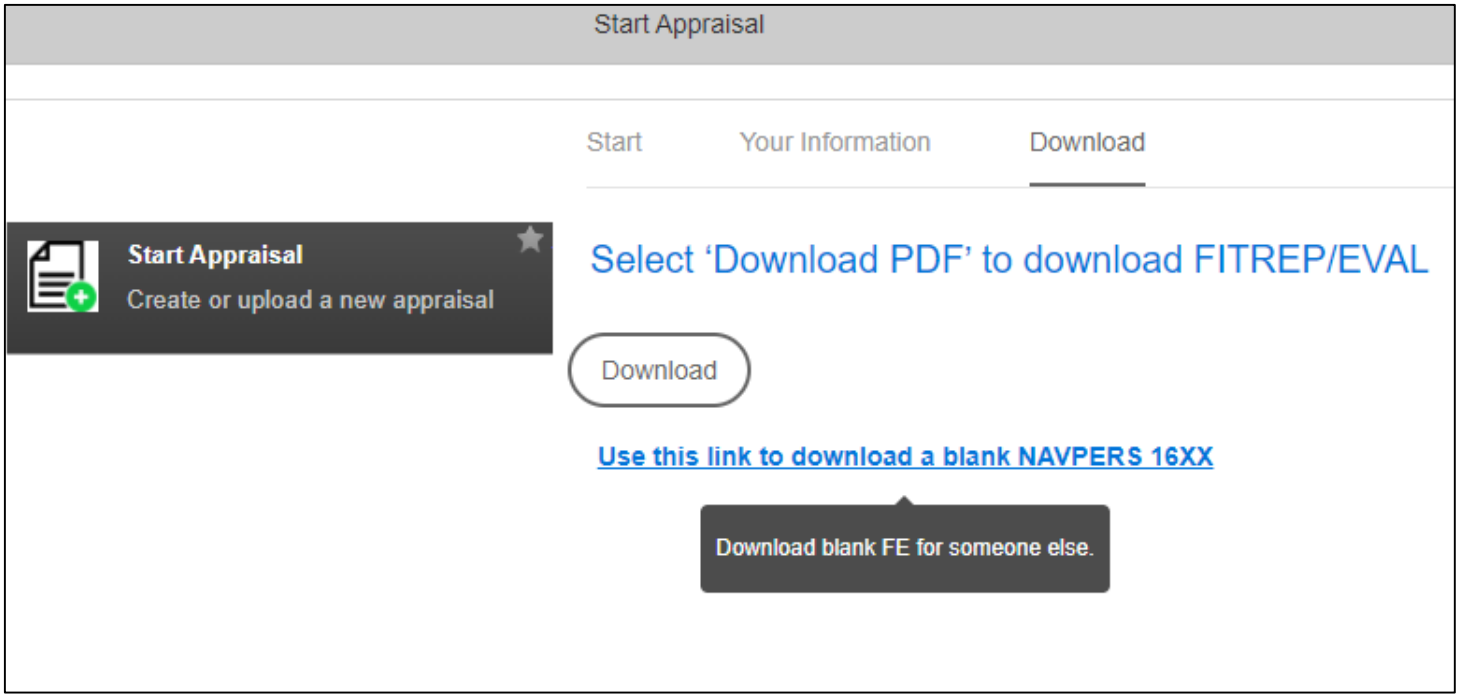
eNavFit Offline

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.

Disconnected
No connectivity

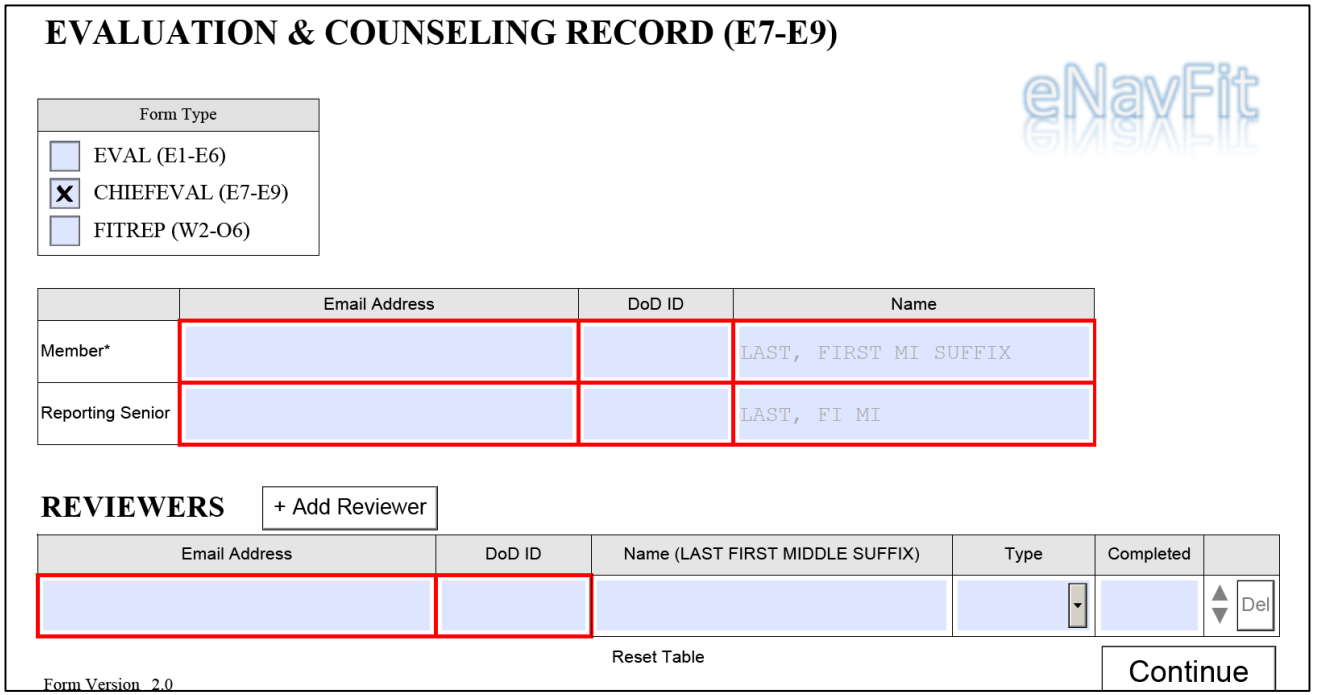
Offline Form – 16XX

- Downloaded from eNavFit > Start Appraisal > Download
- Form will be labeled “eNavFit-NAVPER16XX”
- * 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



EVALUATION & COUNSELING RECORD (E7-E9)

eNavFit

Form Type
☐ EVAL (E1-E6)
☒ CHIEFEVAL (E7-E9)
☐ FITREP (W2-O6)

	Email Address	DoD ID	Name
Member*			LAST, FIRST MI SUFFIX
Reporting Senior			LAST, FI MI

REVIEWERS + Add Reviewer

Email Address	DoD ID	Name (LAST FIRST MIDDLE SUFFIX)	Type	Completed	
					Del

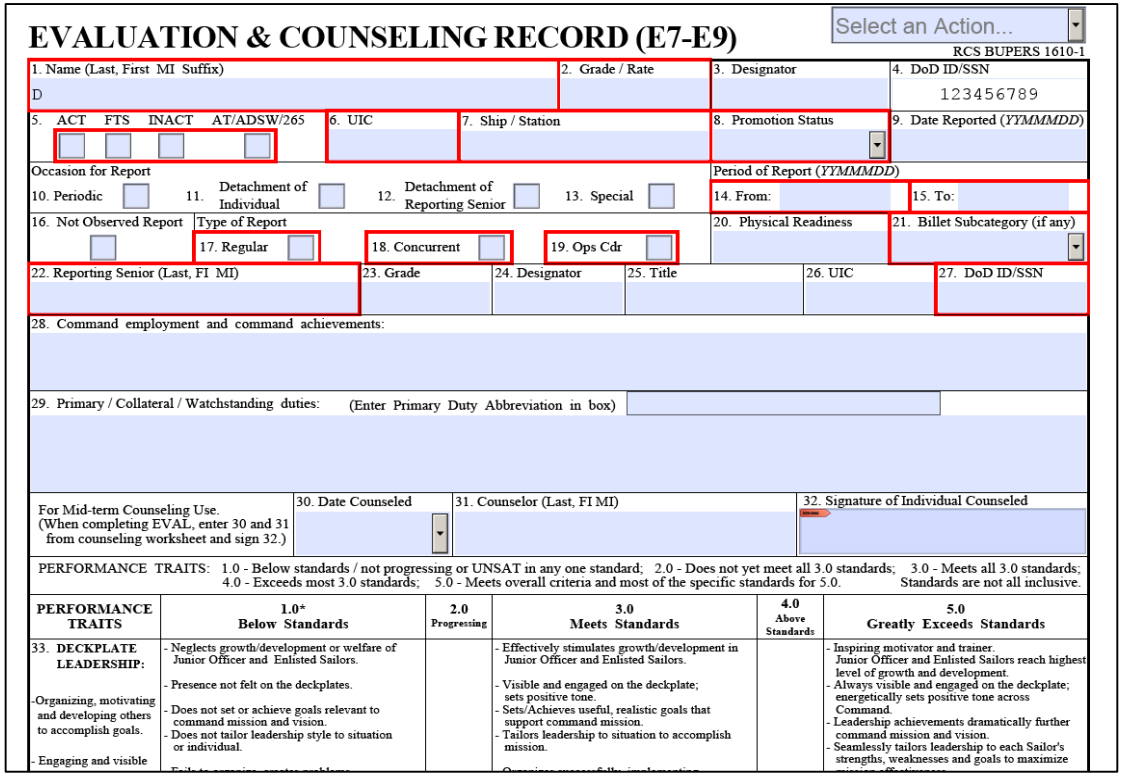
Reset Table

Continue

Form Version 2.0

Offline Form – 16XX

- Policy validation and tool-tips built into the form, like in eNavFit
- Form[s] must be wet-signed and mailed to PERS
- Summary group average (block 45) must be manually entered



EVALUATION & COUNSELING RECORD (E7-E9)

Select an Action...

RCS BUPERS 1610-1

1. Name (Last, First MI Suffix)	2. Grade / Rate	3. Designator	4. DoD ID/SSN
D			123456789

5. ACT FTS INACT AT/ADSW/265	6. UIC	7. Ship / Station	8. Promotion Status	9. Date Reported (*YYMMDD*)

Occasion for Report

10. Periodic 11. Detachment of Individual 12. Detachment of Reporting Senior 13. Special

Period of Report (*YYMMDD*)

14. From: 15. To:

16. Not Observed Report

Type of Report

17. Regular 18. Concurrent 19. Ops Cdr

20. Physical Readiness 21. Billet Subcategory (if any)

22. Reporting Senior (Last, FI MI)	23. Grade	24. Designator	25. Title	26. UIC	27. DoD ID/SSN

28. Command employment and command achievements:

29. Primary / Collateral / Watchstanding duties: (Enter Primary Duty Abbreviation in box)

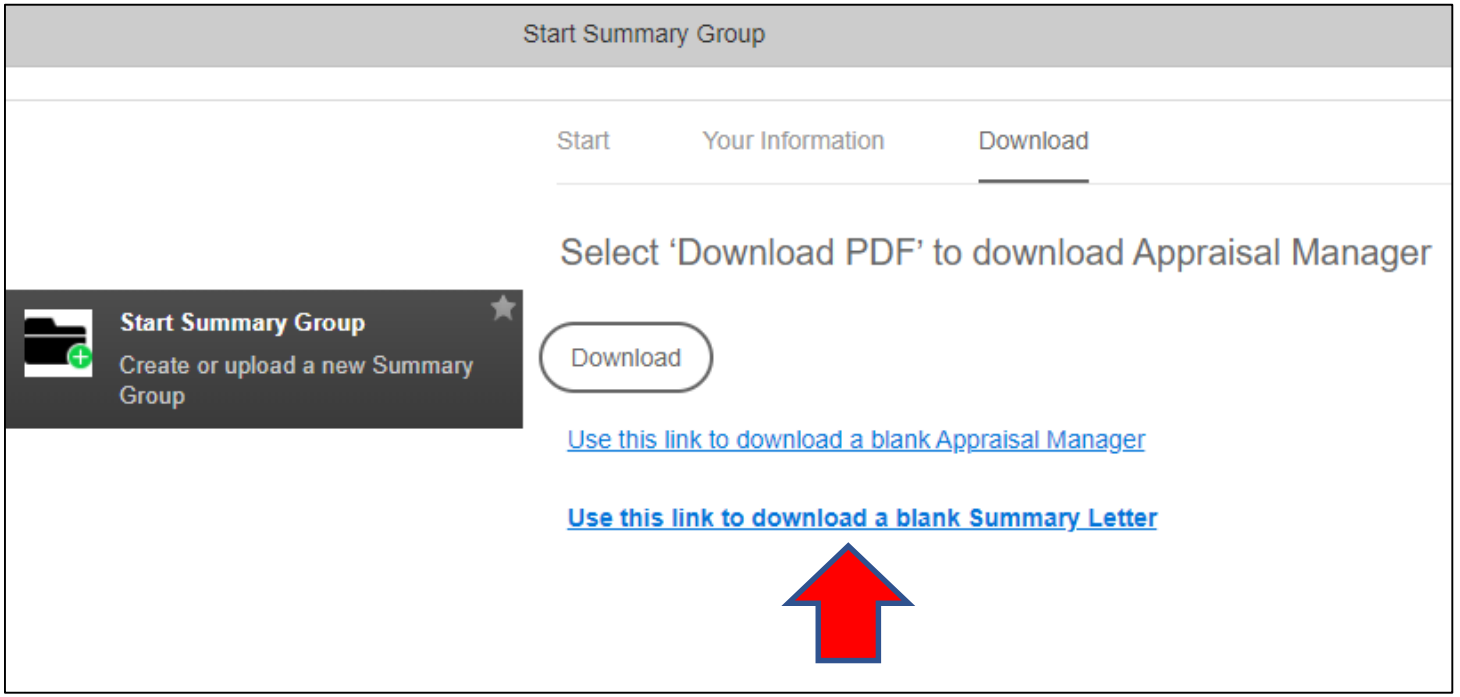
For Mid-term Counseling Use. (When completing EVAL, enter 30 and 31 from counseling worksheet and sign 32.)	30. Date Counseled	31. Counselor (Last, FI MI)	32. Signature of Individual Counseled

PERFORMANCE TRAITS: 1.0 - Below standards / not progressing or UNSAT in any one standard; 2.0 - Does not yet meet all 3.0 standards; 3.0 - Meets all 3.0 standards; 4.0 - Exceeds most 3.0 standards; 5.0 - Meets overall criteria and most of the specific standards for 5.0. Standards are not all inclusive.

PERFORMANCE TRAITS	1.0* Below Standards	2.0 Progressing	3.0 Meets Standards	4.0 Above Standards	5.0 Greatly Exceeds Standards
33. DECKPLATE LEADERSHIP: -Organizing, motivating and developing others to accomplish goals. - Engaging and visible	- Neglects growth/development or welfare of Junior Officer and Enlisted Sailors. - Presence not felt on the deckplates. - Does not set or achieve goals relevant to command mission and vision. - Does not tailor leadership style to situation or individual.		- Effectively stimulates growth/development in Junior Officer and Enlisted Sailors. - Visible and engaged on the deckplate; sets positive tone. - Sets/Achieves useful, realistic goals that support command mission. - Tailors leadership to situation to accomplish mission.		- Inspiring motivator and trainer. Junior Officer and Enlisted Sailors reach highest level of growth and development. - Always visible and engaged on the deckplate; energetically sets positive tone across Command. - Leadership achievements dramatically further command mission and vision. - Seamlessly tailors leadership to each Sailor's strengths, weaknesses and goals to maximize

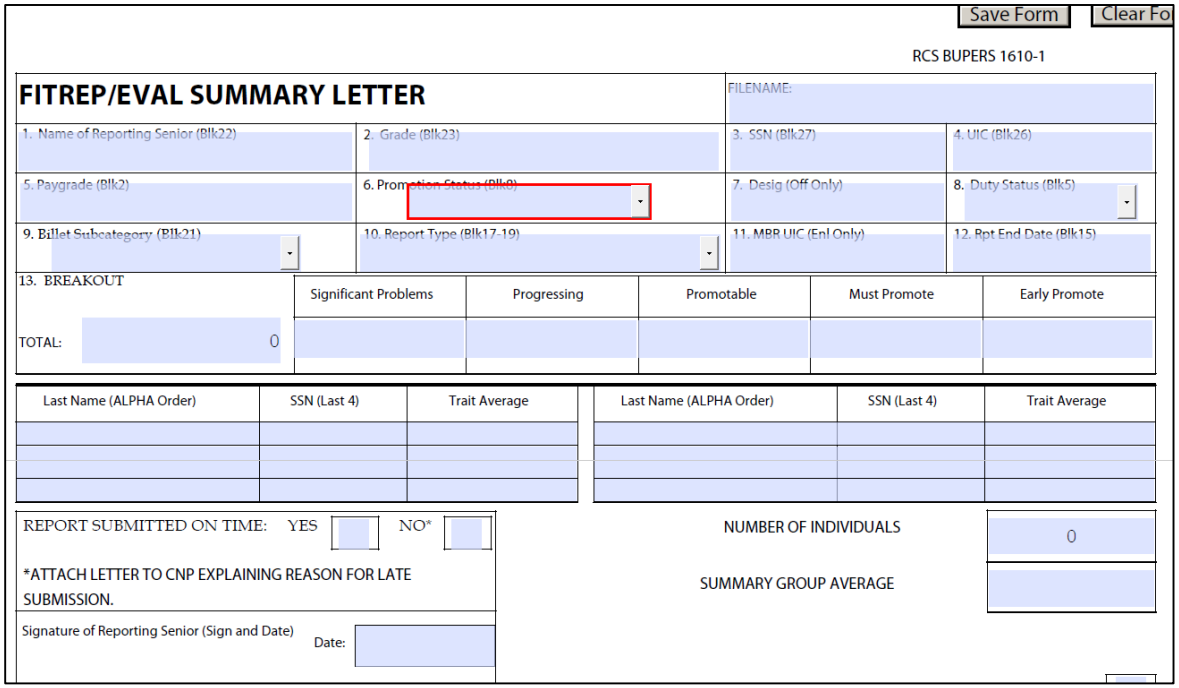
Offline Form – Summary Letter

- 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



Offline Form – Summary Letter

- Summary Letter must be manually populated
- Once all Performance averages entered, summary group average will be calculated to input on each appraisal



Save Form | Clear Fo

RCS BUPERS 1610-1

FITREP/EVAL SUMMARY LETTER

FILENAME:

1. Name of Reporting Senior (Blk22)	2. Grade (Blk23)	3. SSN (Blk27)	4. UIC (Blk26)
5. Paygrade (Blk2)	6. Promotion Status (Blk8)	7. Desig (Off Only)	8. Duty Status (Blk5)
9. Billet Subcategory (Blk21)	10. Report Type (Blk17-19)	11. MBR UIC (Enl Only)	12. Rpt End Date (Blk15)

13. BREAKOUT	Significant Problems	Progressing	Promotable	Must Promote	Early Promote
TOTAL: 0					

Last Name (ALPHA Order)	SSN (Last 4)	Trait Average	Last Name (ALPHA Order)	SSN (Last 4)	Trait Average

REPORT SUBMITTED ON TIME: YES NO*

*ATTACH LETTER TO CNP EXPLAINING REASON FOR LATE SUBMISSION.

Signature of Reporting Senior (Sign and Date) Date:

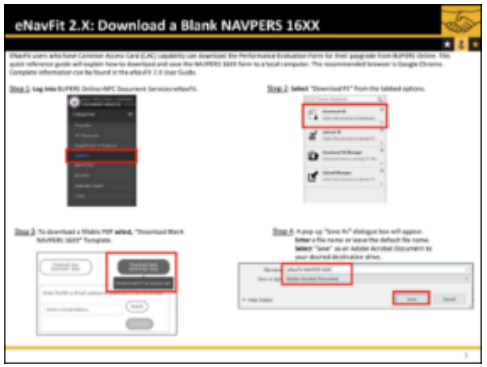
NUMBER OF INDIVIDUALS 0

SUMMARY GROUP AVERAGE

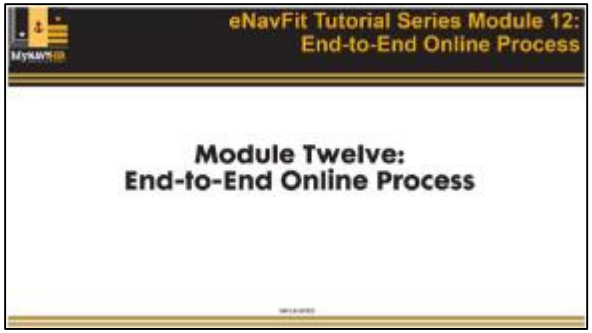
Support Materials

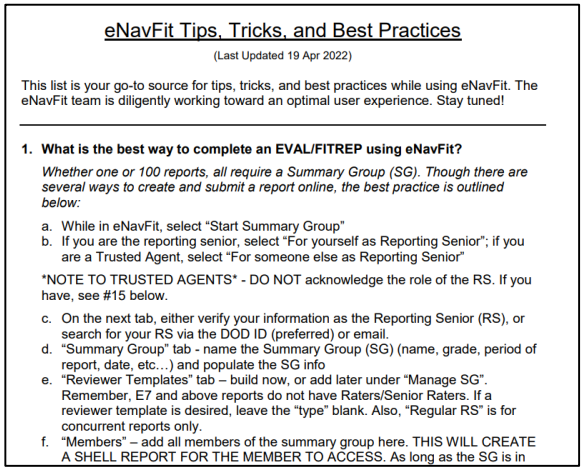
- User Guide 2.0

- Quick Reference Cards



- Video Tutorial Series





eNavFit Tips, Tricks, and Best Practices

(Last Updated 19 Apr 2022)

This list is your go-to source for tips, tricks, and best practices while using eNavFit. The eNavFit team is diligently working toward an optimal user experience. Stay tuned!

1. **What is the best way to complete an EVAL/FITREP using eNavFit?**

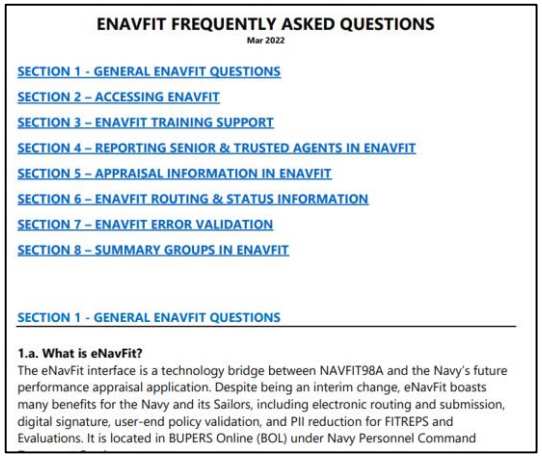
   Whether one or 100 reports, all require a Summary Group (SG). Though there are several ways to create and submit a report online, the best practice is outlined below:

   a. While in eNavFit, select "Start Summary Group"
   b. If you are the reporting senior, select "For yourself as Reporting Senior"; if you are a Trusted Agent, select "For someone else as Reporting Senior"

   NOTE TO TRUSTED AGENTS - DO NOT acknowledge the role of the RS. If you have, see #15 below.

   c. On the next tab, either verify your information as the Reporting Senior (RS), or search for your RS via the DOD ID (preferred) or email.
   d. "Summary Group" tab - name the Summary Group (SG) (name, grade, period of report, date, etc…) and populate the SG info
   e. "Reviewer Templates" tab – build now, or add later under "Manage SG". Remember, E7 and above reports do not have Raters/Senior Raters. If a reviewer template is desired, leave the "type" blank. Also, "Regular RS" is for concurrent reports only.
   f. "Members" – add all members of the summary group here. THIS WILL CREATE A SHELL REPORT FOR THE MEMBER TO ACCESS. As long as the SG is in

- Tips, Tricks, and Best Practices



ENAVFIT FREQUENTLY ASKED QUESTIONS

Mar 2022

SECTION 1 - GENERAL ENAVFIT QUESTIONS
SECTION 2 – ACCESSING ENAVFIT
SECTION 3 – ENAVFIT TRAINING SUPPORT
SECTION 4 – REPORTING SENIOR & TRUSTED AGENTS IN ENAVFIT
SECTION 5 – APPRAISAL INFORMATION IN ENAVFIT
SECTION 6 – ENAVFIT ROUTING & STATUS INFORMATION
SECTION 7 – ENAVFIT ERROR VALIDATION
SECTION 8 – SUMMARY GROUPS IN ENAVFIT

SECTION 1 - GENERAL ENAVFIT QUESTIONS

1.a. What is eNavFit?

The eNavFit interface is a technology bridge between NAVFIT98A and the Navy's future performance appraisal application. Despite being an interim change, eNavFit boasts many benefits for the Navy and its Sailors, including electronic routing and submission, digital signature, user-end policy validation, and PII reduction for FITREPS and Evaluations. It is located in BUPERS Online (BOL) under Navy Personnel Command

- FAQs

Performance Evaluation Transformation – Talent Management

What's Next?

- eNavFit is a valuable, long-overdue improvement, but it is a bridge to where we want to go.
- We are also designing the long-term future of Navy performance appraisal
- Two N1-funded studies underway by NPS research teams:
  - Benchmarking other services' best practices and collecting fleet insights
  - Validation of new items for rating performance

Resources

eNavFit support materials:

- **https://www.mynavyhr.navy.mil/Career-Management/Performance-Evaluation/eNAVFIT/**

BUPERSINST 1610.10F:

- https://www.mynavyhr.navy.mil/Portals/55/Messages/NAVADMIN/NAV2021/NAV21272.txt
- https://www.mynavyhr.navy.mil/Portals/55/Reference/Instructions/BUPERS/BUPERSINST%201610.10F%20Signed%201%20Dec%2021.pdf

NAVADMIN 267/21 – TMTF & ENAVFIT:

- https://www.mynavyhr.navy.mil/Portals/55/Messages/NAVADMIN/NAV2021/NAV21267.txt

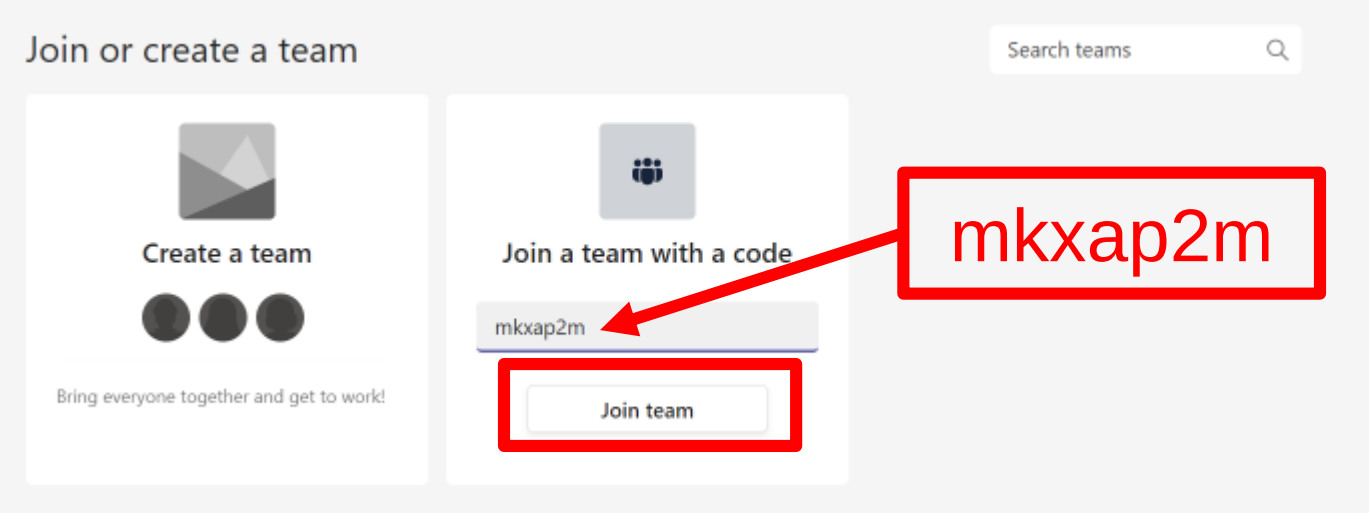
Additional Questions?

- Contact the MNCC at 1-833-330-MNCC(6622), 901-874-MNCC (DSN 882-6622), askmncc@navy.mil.

Join us on FS Teams!

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*”.



Training sessions occurring each Friday at 1000 PST/ 1300 EST throughout May and June2022. All sessions recorded and available in the Teams Channel!

Questions/Comments