

eNavFit Intermittent and Disconnected Ops

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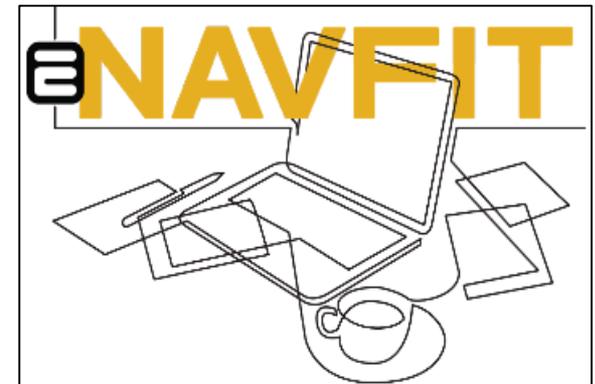


May 2022

**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

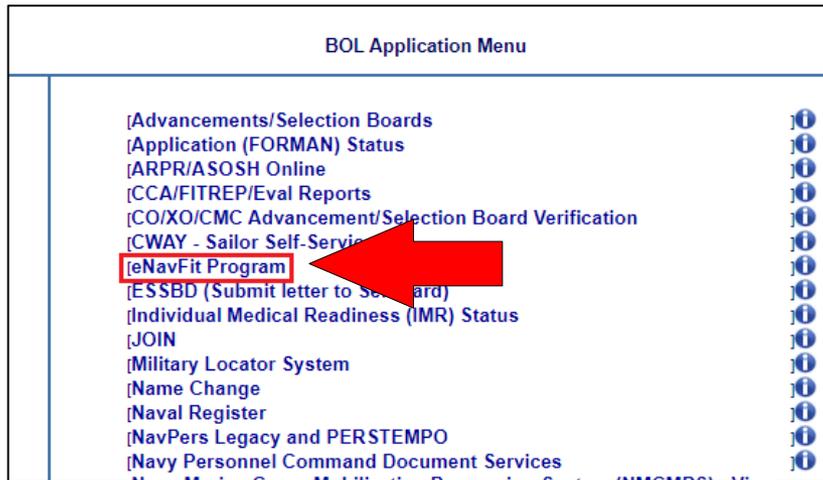
- NAVFIT98A Challenges:
 - Program based on a 24-year-old platform
 - Wet signatures required
 - Paper-copy submission via mail
 - Manual scanning into the Official Military Personnel File
 - Up to 45 days for validation/ record entry
 - High EVAL/FITREP rejection rate
 - 23%; 106k out of 467k reports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

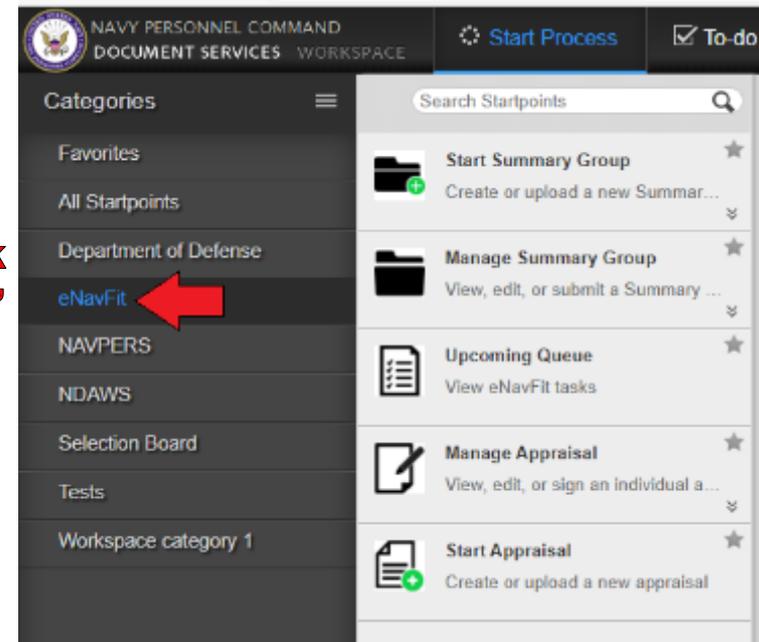
Click “eNavFit Program”



BOL Application Menu

- [Advancements/Selection Boards] ⓘ
- [Application (FORMAN) Status] ⓘ
- [ARPR/ASOSH Online] ⓘ
- [CCA/FITREP/Eval Reports] ⓘ
- [CO/XO/CMC Advancement/Selection Board Verification] ⓘ
- [CWAY - Sailor Self-Service] ⓘ
- [eNavFit Program] ⓘ**
- [ESSBD (Submit letter to Selection Board)] ⓘ
- [Individual Medical Readiness (IMR) Status] ⓘ
- [JOIN] ⓘ
- [Military Locator System] ⓘ
- [Name Change] ⓘ
- [Naval Register] ⓘ
- [NavPers Legacy and PERSTEMPO] ⓘ
- [Navy Personnel Command Document Services] ⓘ
- [Navy Medical Center Mobilization Processing System (NMCMP) View] ⓘ

Click
“eNavFit”



NAVY PERSONNEL COMMAND
DOCUMENT SERVICES WORKSPACE

Start Process To-do

Categories

- Favorites
- All Startpoints
- Department of Defense
- eNavFit**
- NAVPERs
- NDAWS
- Selection Board
- Tests
- Workspace category 1

Search Startpoints

- Start Summary Group
Create or upload a new Summary...
- Manage Summary Group
View, edit, or submit a Summary...
- Upcoming Queue
View eNavFit tasks
- Manage Appraisal
View, edit, or sign an individual a...
- Start Appraisal
Create or upload a new appraisal

Browsers



Google Chrome



Microsoft Edge



Mozilla Firefox



Apple Safari

* eNavFit will not operate properly in Internet Explorer



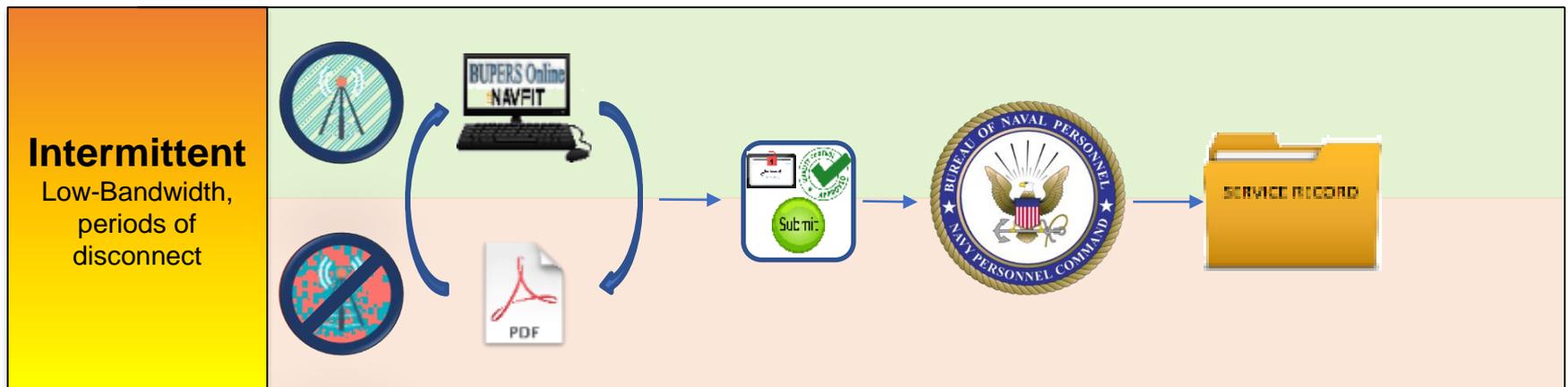
NO IE

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

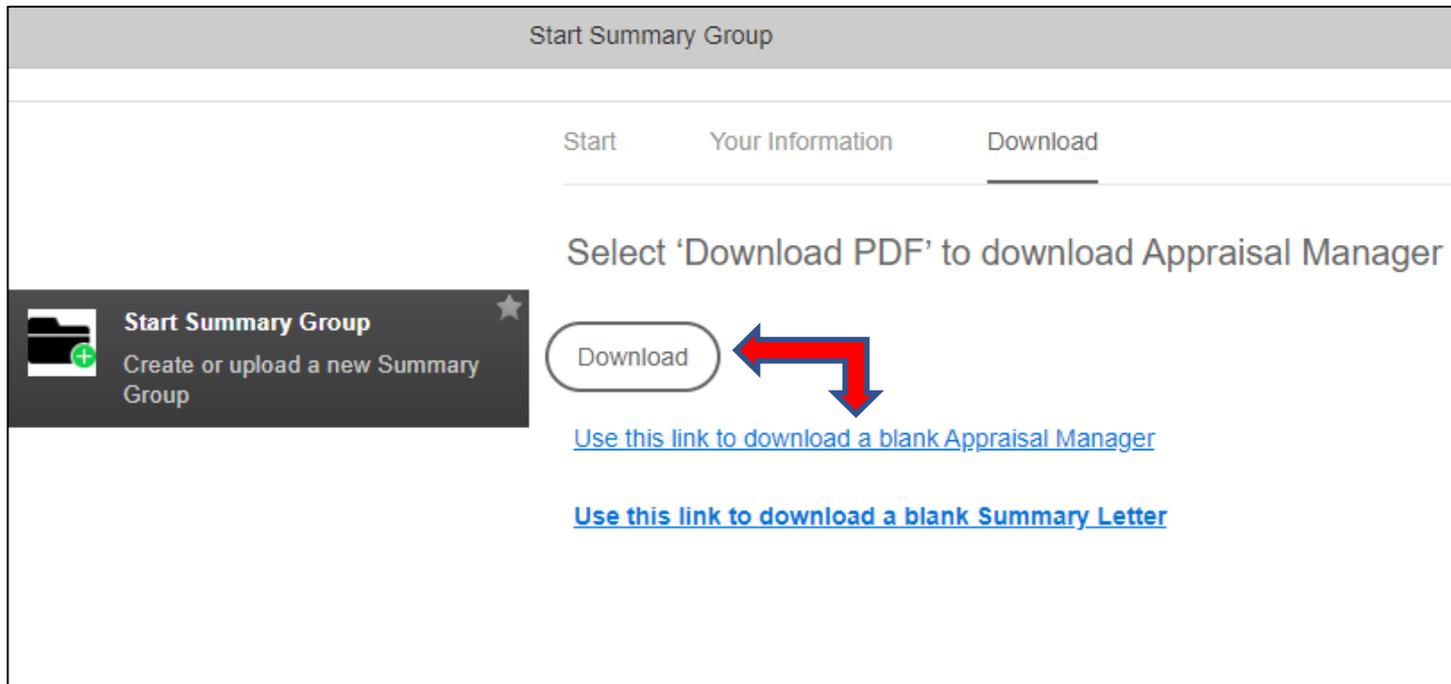
eNavFit Intermittent

- 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 Appraisal Manager Blank Form

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



The screenshot shows a web interface titled "Start Summary Group". At the top, there are three tabs: "Start", "Your Information", and "Download", with "Download" being the active tab. Below the tabs, the text reads "Select 'Download PDF' to download Appraisal Manager". On the left side, there is a dark grey sidebar with a "Start Summary Group" button, which includes a plus icon and a star icon, and the text "Create or upload a new Summary Group". In the main content area, there is a "Download" button. A red arrow points from this button to the text "Use this link to download a blank Appraisal Manager". Below that, there is another link: "Use this link to download a blank Summary Letter".

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”

Acknowledge Role		Active	Submitted	
Name		SG Average	Sig. Problems	Progressing
TEST2		3.00	0	0
Reporting Senior		Summary Group	Reviewer Templates	Reports
Name		Grade		
Email		Title	CO	
Phone		Address		
Dual-Hatted		Reporting Senior Role		
<input type="radio"/> NO		Acknowledge		
<p>A "dual-hatted officer" is defined as a Flag Officer specifically identified on the SNDL with two or more separate organizations (as opposed to having one command with multiple UICs.)</p>				
Download		Submit to PERS		

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



Reporting Senior Email

DoD ID/SSN

Check here if Reporting Senior is Dual Hatted

Paygrade (Blk 2):

▼

EVALUATION & COUNSELING RECORD (E7-E9)

22. Reporting Senior Name (Last, First MI Suffix)	23. Grade	24. Designator	44. Reporting Senior Address
25. Reporting Senior Title	26. UIC	27. DoD ID/SSN	
Reporting Senior Phone			
			ISIC Address ISIC UIC

Acknowledged

RANKING BOARD USER DEFAULTS

Enter Email or ID and press Validate to load

Intermittent Appraisal Manager

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

E7 SUMMARY GROUPS for null

Add Group

Templates

Schedule

Defaults

View/Edit	Name	Status	Members	Reviewer Template
View/Edit Summary Group		Active	0/0	

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

CHIEF (E7 - E9) MANAGER

Home

Add Report

Schedule

Total Number of Members: 0 NOB: None UIC (Blk 6):

Paygrade (Blk 2): E7 Duty/Competitive Status (Blk 5): Promotion Status (Blk 8):

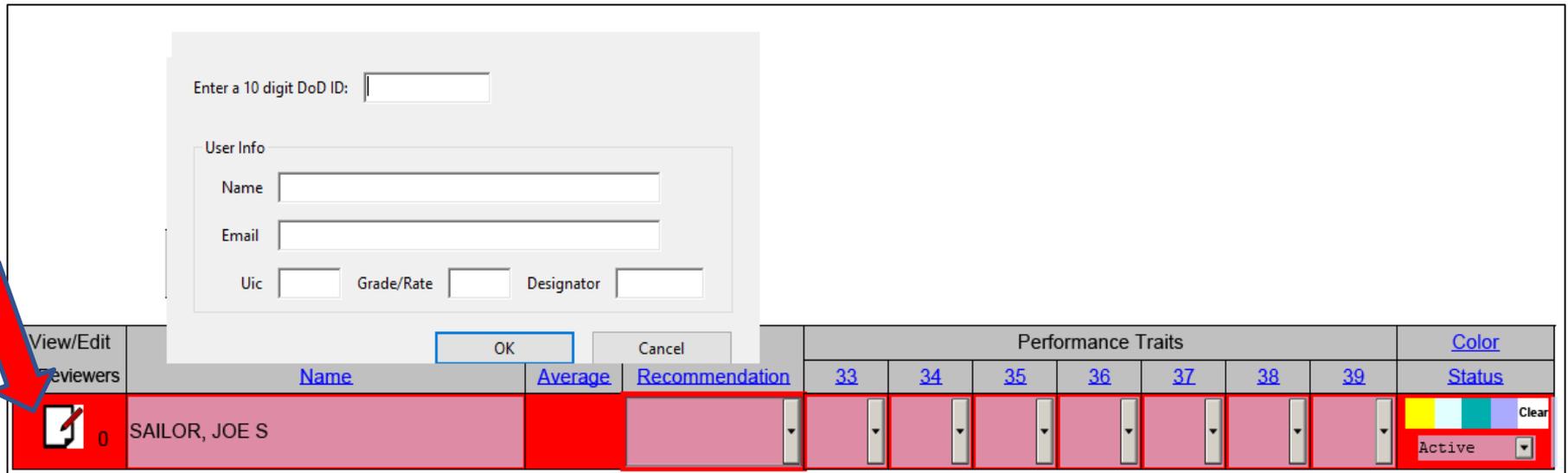
End Date (Blk 15): Report Type (Blk 17-19): Regular and/or Concurrent Billet (Blk 21):

22. Reporting Senior Name (Last, FI MI)	23. Grade	24. Designator	25. Reporting Senior Title	26. UIC			
28. Command employment and command achievements:							
Summary Group Average	Significant Problems	Progressing	Promotable	Must Promote	Early Promote	Max. EP+MP:	Max. EP:
0.00	0	0	0	0	0	0	0

View/Edit	Name	Trait	Promotion	Performance Traits						Color	
Reviewers	Name	Average	Recommendation	33	34	35	36	37	38	39	Status

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.



The screenshot displays a web application interface. A pop-up window is open, titled "Enter a 10 digit DoD ID:" with a text input field. Below this is a "User Info" section with fields for "Name", "Email", "Uic", "Grade/Rate", and "Designator". At the bottom of the pop-up are "OK" and "Cancel" buttons. A red arrow points to the "View/Edit Reviewers" button in the table below.

View/Edit Reviewers	Name	Average	Recommendation	Performance Traits						Color	
				33	34	35	36	37	38	39	Status
 0	SAILOR, JOE S										 Clear
											Active

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

Home

Summary Group

Show Reviewers

Add Report

Group		FE Status: Active	Member Email: JOE.SAILOR@NAVY.MIL	
EVALUATION & COUNSELING RECORD (E7-E9)				
1. Member Name (Last, First MI Suffix) SAILOR, JOE S		2. Grade / Rate MMC	3. Designator	4. DoD ID/SSN *****
5. ACT FTS INACT AT/ADSW/265 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	6. UIC 12345	7. Ship / Station	8. Promotion Status	9. Date Reported (YYMMDD)
Occasion for Report		Period of Report (YYMMDD)		
10. Periodic <input type="checkbox"/>	11. Detachment of Individual <input type="checkbox"/>	12. Detachment of Reporting Senior <input type="checkbox"/>	13. Special <input type="checkbox"/>	14. From: 15. To:
16. Not Observed Report <input type="checkbox"/>	17. Regular <input type="checkbox"/>		18. Concurrent <input type="checkbox"/>	19. Ops Cdr <input type="checkbox"/>
20. Physical Readiness		21. Billet Subcategory (if any)		
22. Reporting Senior Name (Last, FI MI)	23. Grade	24. Designator	25. Reporting Senior Title	26. UIC
				27. DoD ID/SSN *****
28. Command employment and command achievements: <input type="checkbox"/> Override				
29. Primary / Collateral / Watchstanding duties: (Enter Primary Duty Abbreviation in box)				
Performance Traits i				
33. Deckplate Leadership	34. Technical Expertise	35. Professionalism	36. Loyalty	37. Character
38. Active Communication	39. Sense of Heritage			
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/> NOB	<input type="checkbox"/> NOB	<input type="checkbox"/> NOB	<input type="checkbox"/> NOB	<input type="checkbox"/> NOB
Promotion Recommendation				
Trait Average:		Max. EP+MP: 1		Max. EP: 1
NOB	Significant Problems	Progressing	Promotable	Must Promote
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
0		0		0
40. I recommend screening this individual for next career milestone(s) as follows: (maximum of two) Recommendations may be for competitive schools or duty assignments such as: LCPO, DEPT CPO, SEA, CMC.				
41. COMMENTS ON PERFORMANCE. * All 1.0 marks, three 2.0 marks, and 2.0 marks in Block 37 must be specifically substantiated in comments.				

Font Size: 10

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”

Start Summary Group Details Form

Start

How would you like to start a Summary Group?

- For yourself as Reporting Senior
- For someone else as Reporting Senior
- Upload an offline form
- Download new form

[Browse and Upload](#)

File name	Max Attachments	Max Size (KB)
	3	2,000

NOTE: To see upload progress or remove enclosures, select the Attachments tab in the upper right corner.

eNavFit Offline

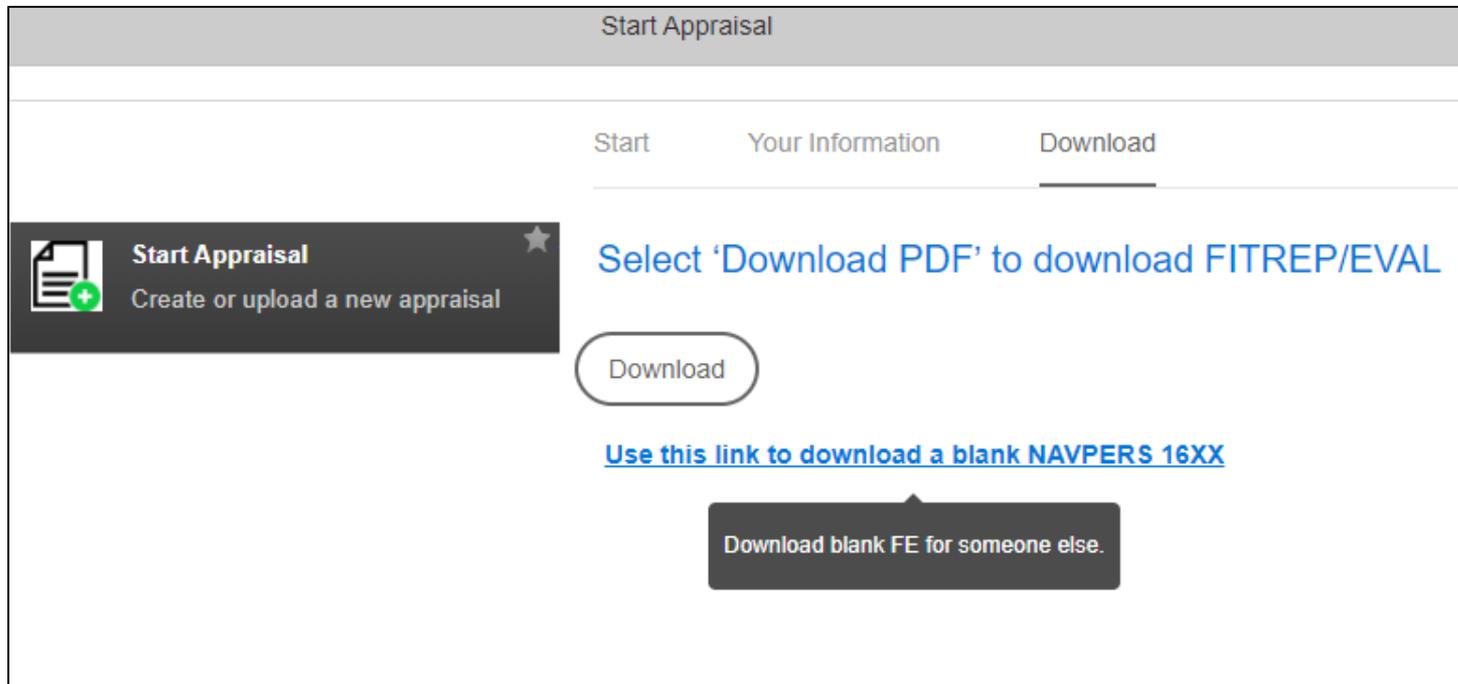
User has no access to the internet. Capable of drafting, wet-signing, and completing a dynamic (Smart) .PDF form that has built-in error validation (16XX). User submits a wet-signed appraisal and Summary Sheet to NPC via postal mail.

Disconnected
No connectivity



Offline Form – 16XX

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



The screenshot shows a web interface titled "Start Appraisal". At the top, there are three tabs: "Start", "Your Information", and "Download", with "Download" being the active tab. On the left side, there is a dark grey sidebar with a document icon and a green plus sign, labeled "Start Appraisal" with a star icon, and the text "Create or upload a new appraisal". The main content area has the text "Select 'Download PDF' to download FITREP/EVAL" in blue. Below this is a rounded rectangular button labeled "Download". Underneath the button is a blue hyperlink: "Use this link to download a blank NAVPERS 16XX". At the bottom, there is a dark grey callout box with the text "Download blank FE for someone else."

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)



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	
					<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

Reset Table

Continue

Form Version 2.0

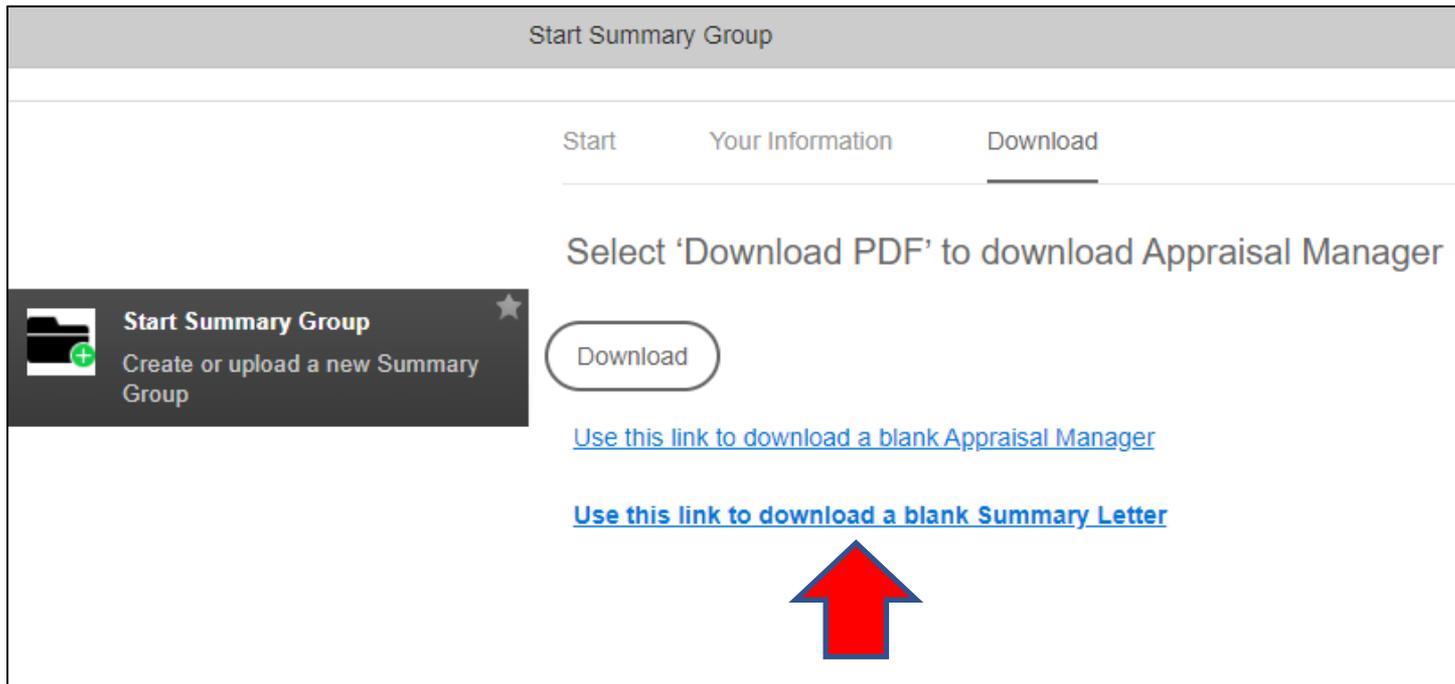
Offline Form – 16XX

- 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...	
1. Name (Last, First MI Suffix)		2. Grade / Rate	3. Designator	4. DoD ID/SSN		
D				123456789		
5. ACT <input type="checkbox"/> FTS <input type="checkbox"/> INACT <input type="checkbox"/> AT/ADSW/265 <input type="checkbox"/>		6. UIC	7. Ship / Station	8. Promotion Status	9. Date Reported (YYMMDD)	
Occasion for Report		Period of Report (YYMMDD)				
10. Periodic <input type="checkbox"/>	11. Detachment of Individual <input type="checkbox"/>	12. Detachment of Reporting Senior <input type="checkbox"/>	13. Special <input type="checkbox"/>	14. From:	15. To:	
16. Not Observed Report <input type="checkbox"/>	Type of Report		17. Regular <input type="checkbox"/>	18. Concurrent <input type="checkbox"/>	19. Ops Cdr <input type="checkbox"/>	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:	- Neglects growth/development or welfare of Junior Officer and Enlisted Sailors. - Presence not felt on the deckplates. - Organizing, motivating and developing others to accomplish goals. - Engaging and visible		- 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



The screenshot shows the 'Start Summary Group' web interface. At the top, there are three tabs: 'Start', 'Your Information', and 'Download', with 'Download' being the active tab. Below the tabs, the text reads: 'Select 'Download PDF' to download Appraisal Manager'. A 'Download' button is visible. Below the button, there are two blue links: 'Use this link to download a blank Appraisal Manager' and 'Use this link to download a blank Summary Letter'. A large red arrow points to the second link. On the left side, there is a dark grey sidebar with a folder icon and a green plus sign, containing the text: 'Start Summary Group' and 'Create or upload a new Summary Group'.

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

RCS BUPERS 1610-1

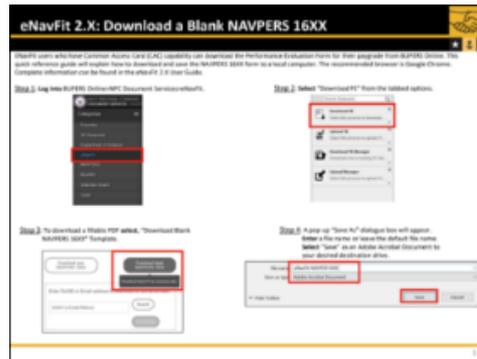
FITREP/EVAL SUMMARY LETTER				FILENAME:			
1. Name of Reporting Senior (Blk22)		2. Grade (Blk23)		3. SSN (Blk27)			
4. UIC (Blk26)		5. Paygrade (Blk2)		6. Promotion Status (Blk8)			
7. Desig (Off Only)		8. Duty Status (Blk5)		9. Billet Subcategory (Blk21)			
10. Report Type (Blk17-19)		11. MBR UIC (Enl 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 <input type="checkbox"/> NO* <input type="checkbox"/>		NUMBER OF INDIVIDUALS		0			
*ATTACH LETTER TO CNP EXPLAINING REASON FOR LATE SUBMISSION.		SUMMARY GROUP AVERAGE					
Signature of Reporting Senior (Sign and Date)		Date:					

Support Materials

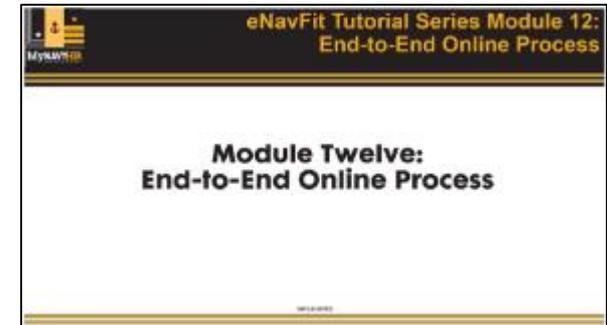
- User Guide 2.0



- 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:

- While in eNavFit, select "Start Summary Group"
- 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.

- 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.
- "Summary Group" tab - name the Summary Group (SG) (name, grade, period of report, date, etc...) and populate the SG info
- "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.
- "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

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>

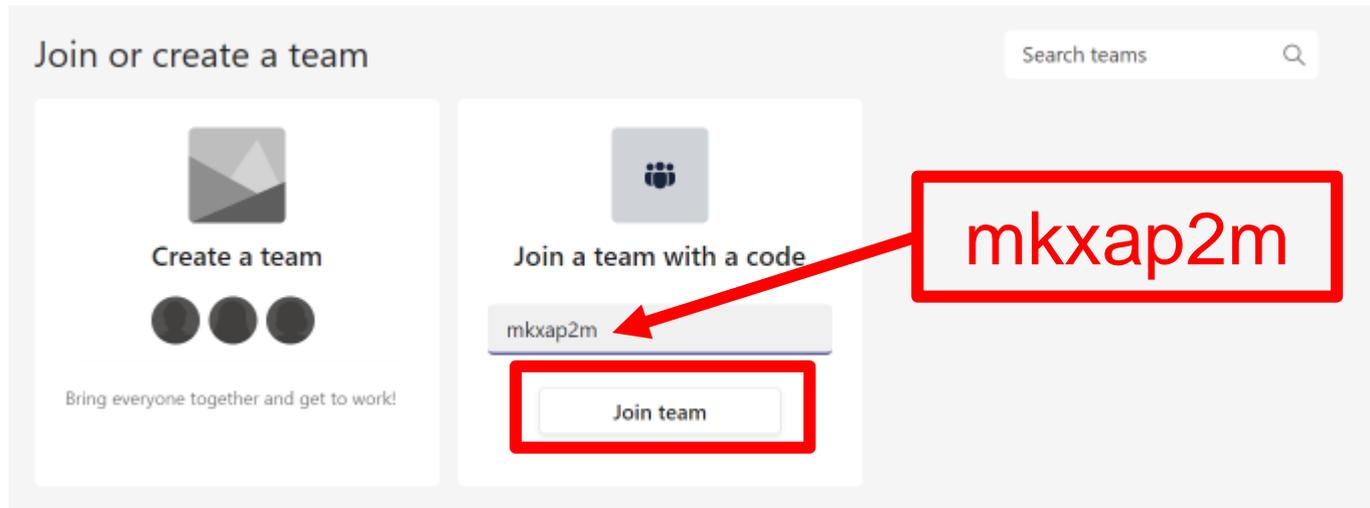
Additional Questions?

- 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

