eNavFit Overview Brief

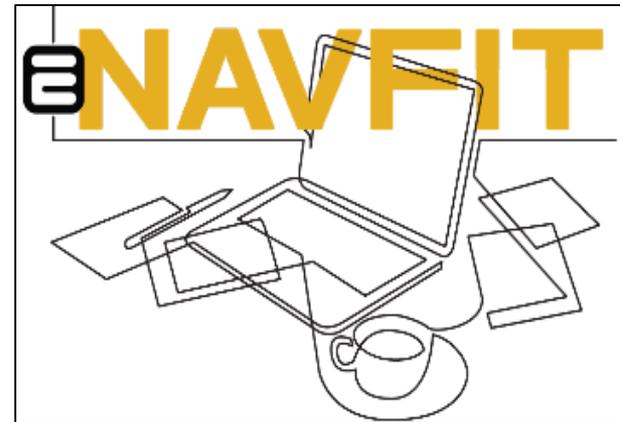# LT Trina M. Hall

April 2024

Navy Personnel Command (PERS-3)

- Purpose of Presentation

- Benefits of using eNavFit

  - Features

- NAVFIT98a Challenges

- Modes of Operation

- eNavFit Resources

- Training Opportunities

- **Modes of Operation**
  - **<u>Current</u>**
    - Online
      - Operates in a connected environment with all features functional
    - Intermittent
      - Download blank or existing appraisals to complete offline without connectivity
      - Upload appraisals back into eNavFit and continue process/submit online
    - Offline
      - Can be used for Intermittent operations or full offline operations
      - Operates similar to NAVFIT98A with increased manual work
        - Must be downloaded ONCE prior to DDIL operations
  - **<u>Future</u>**
    - Online
      - Operates in a connected environment with all features functional
    - Standalone
      - Operates as NAVFIT98A does now with wet signature
        - Must be downloaded ONCE prior to DDIL operations

> - Connecting NAVFIT98a policy ONLINE
> - BUPERSINST 1610.10F

- 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 (Decreased rejection rate by 19% in FY23 and dropping)
- Reports can be initiated by Member, Trusted Agent, or Reporting Senior
- General blocks auto-populate: name, paygrade, Ship/Station, UIC, report type, end date, Command Achievements

- **NAVFIT98a Challenges:**
  - High EVAL/FITREP <u>Rejection Rate</u>: **Over 100k reports a year!**
    - FY24 = 26.77%
    - FY23 = 27.76%
    - FY22 = 27%
  - Manual scanning into the Official Military Personnel File
    - ~120 days for validation/ record entry
  - NPC manually reviews ~750k documents a year
  - Program based on a 26-year-old, unsupported platform
    - Requires downloading old software
  - Wet-signed paper-copy submission via postal service
    - All other branches have been online for years
  - Routing (PII/CUI, file types, security restrictions)
  - Not all commands have access to NAVFIT98a
    - Any updates to the software will only reflect on MS Office 365

REJECTED

MyNAVYHR
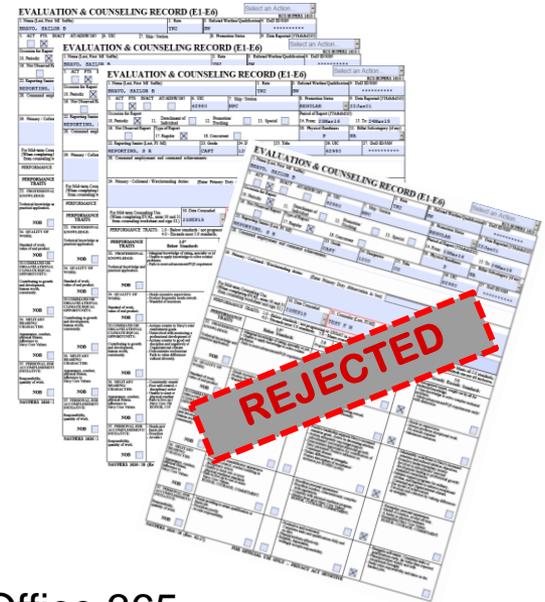
Google Chrome

Mozilla Firefox

Apple Safari

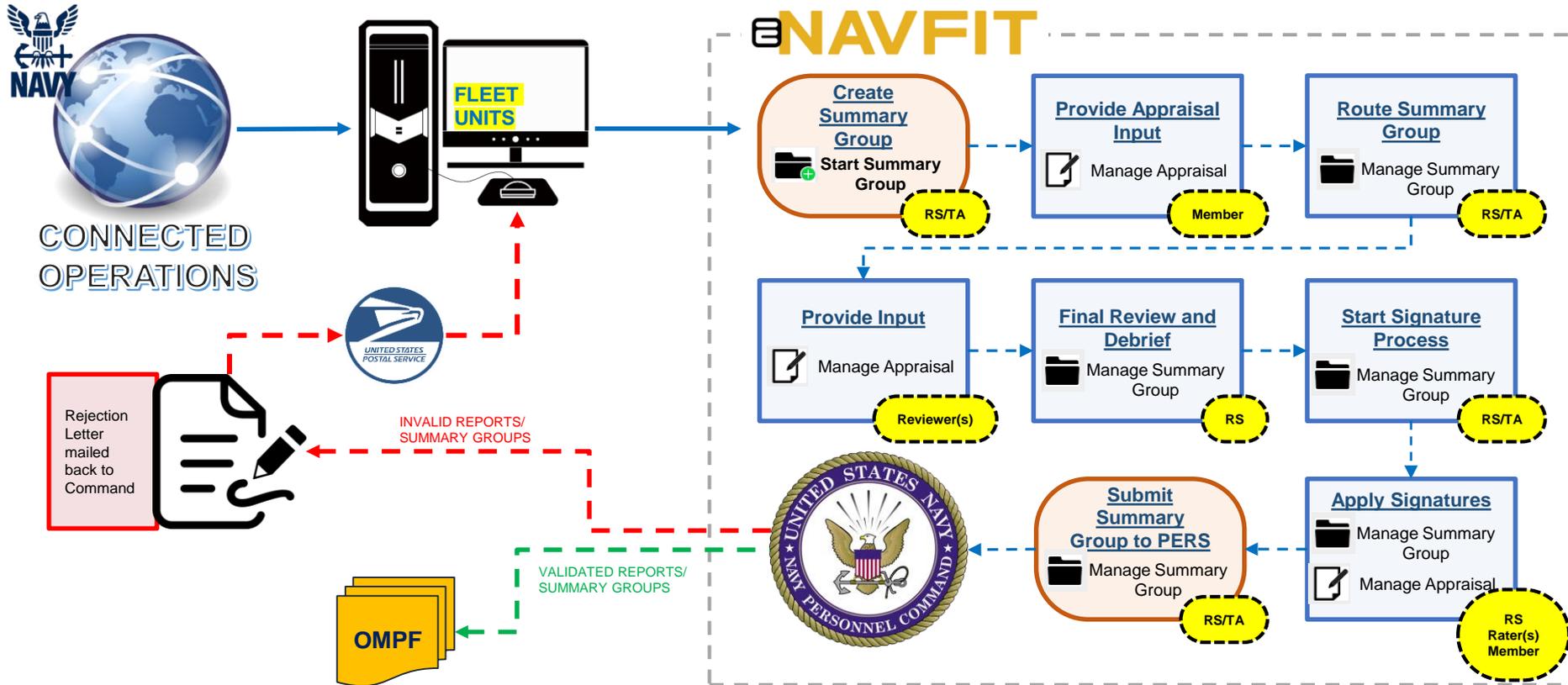**DUE TO AN NMCI DEFAULT, ENAVFIT <u>WILL NOT</u> FUNCTION PROPERLY IN *MICROSOFT INTERNET EXPLORER* OR *EDGE***

Internet Explorer

Microsoft Edge

UNCLASSIFIED

eNavFit Overview
BOL Account / Email Update

- MUST have a BOL account to use eNavFit, regardless of branch of service or civilian status (Request acct with SAAR-N)
- 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

1.

2.

Proceed to BUPERS Online

www.BOL.navy.mil

1. Click "eNavFit Program"
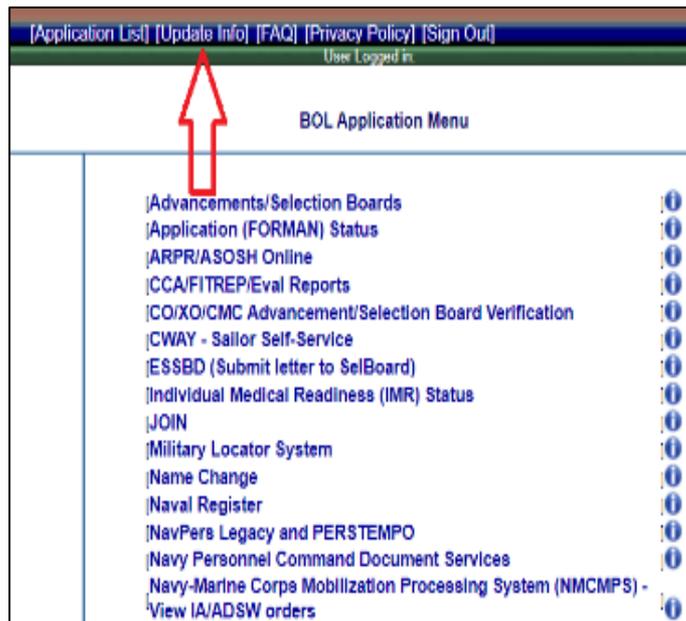
BOL Application Menu

[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 Sel Board)
[Individual Medical Readiness (IMR) Status
[JOIN
[Military Locator System
[Name Change
[Naval Register
[NavPers Legacy and PERSTEMPO
[Navy Personnel Command Document Services

2. 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 Summar...

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

MyNAVYHR
Serving Sailors 24/7

Reporting Senior

All summary groups must have a Reporting Senior regardless of the number of reports. The reporting senior must review and sign each report prior to submission to NPC.

Start Summary Group
Create or upload a new Summar...

Manage Summary Group
View, edit, or submit a Summary ...

Trusted Agent

The Reporting Senior can assign a Trusted Agent to act on their behalf (admin officer). Trusted Agents have access to all Reporting Senior summary groups. A Trusted Agent cannot sign on behalf of a Reporting Senior.

Start Summary Group
Create or upload a new Summar...

Manage Summary Group
View, edit, or submit a Summary ...

Reviewer

Reviewers may be the rater, senior rater, or someone in the members chain of command who can provide insight into the member's performance.

Manage Appraisal
View, edit, or sign an individual a...

Member

All summary groups must have a member regardless of the number of reports. The member is who the performance appraisal is being created for.

Start Appraisal
Create or upload a new appraisal

Manage Appraisal
View, edit, or sign an individual a...

- Reporting Seniors must acknowledge their role
- Cannot be found as a Reporting Senior until complete
- Only required once, or when info changes
- Hit "Submit"!

Submit

| Active | Submitted | Acknowledge Role |

Name: SAILOR, JOE A

Grade: CDR

Designator: 1110

Email: JOE.A.SAILOR.MIL@US.NAVY.MIL

Title: CO

Unit Identification Code (UIC): 11000

Phone: 555-867-5309

Address: TEST ADDRESS TEST PHONE NUMBER

ISIC Address: TEST ISIC ADDRESS

SAMPLE

Dual-Hatted: NO

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.)

Reporting Senior Role

1. Acknowledge   Date Acknowledged **JUST NOW**

2. ➡ **Submit**

NOTE:
ONLY the Reporting Senior is to acknowledge their role as the reporting senior, this CANNOT BE DELEGATED – it is linked to the BOL account and DOD ID.
Per NAVADMIN 259/22 must include phone number in Address Block.

eNavFit Overview
Assigning a Trusted Agent

- Trusted Agent (TA) assigned by Reporting Senior
- Shares NPC Doc Services Queue and complete admin tasking on their behalf
- Can manage all aspects of eval process, aside from RS sign
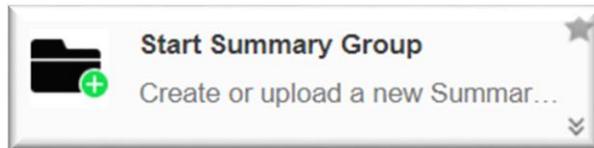- Hit "Start Process"!

Start Process
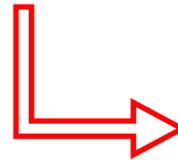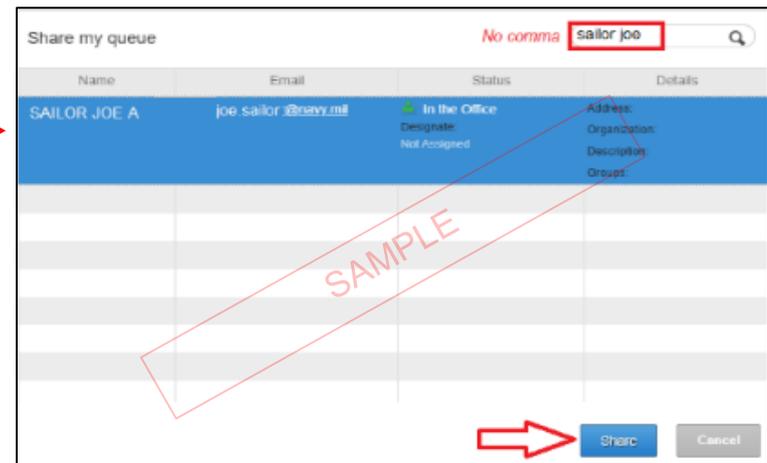
NOTE:
If more than one trusted agent (or the reporting senior) are accessing the same summary group via "Manage SG", the one who saves first will overwrite the other user's changes.
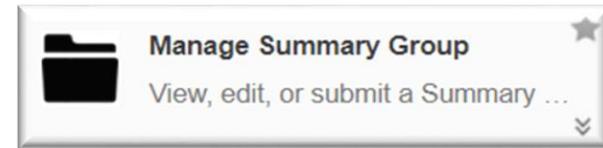

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- **Only Reporting Seniors / Trusted Agents Create & Manage Summary Groups**

Start Summary Group
Create or upload a new Summar…

Manage Summary Group
View, edit, or submit a Summary …

- • Create Summary Group
- • Summary group data auto-populates each report
- • Once member added, a "shell" is report built

- • Modify / Edit Summary Groups
- • Can change:
  - o summary group status
  - o assign alternate signatures
  - o submit to NPC

- **Reviewers / Members work from Appraisal Menus**

Start Appraisal
Create or upload a new appraisal

Manage Appraisal
View, edit, or sign an individual a…
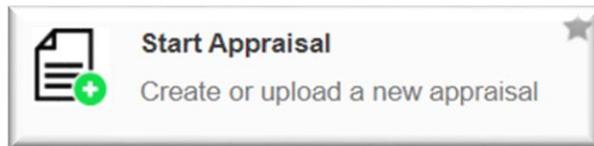
- • Allows member to create report
  - • If not created within a summary group, will be orphan:
    - ▪ Once summary group created, report
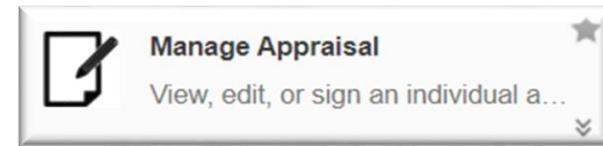
- • Allows report edits, review & signatures:
  - ▪ Reporting Senior
  - ▪ Trusted Agent
  - ▪ Reviewers
  - ▪ Members

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- All reports require a Summary Group
- Created by Reporting Senior or Trusted Agent
- Can add members and Reviewers within Reviewer Templates

- Reviewer templates create separate reviewer list[s]
- Templates used for divisions or departments
- Created by Reporting Senior or Trusted Agent
- Members or reviewers may add additional Reviewers

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MyNAVYHR

- Members added to a summary group by Reporting Senior or Trusted Agent
- "Shell" report built automatically
- Orphan reports absorbed if it meets existing summary group criteria (same Reporting Senior, paygrade, designator, etc.)
- Must click "*Show Add*" toggle to add additional members

MANAGE Summary Group Tab

START Summary Group Tab

MyNAVYHR

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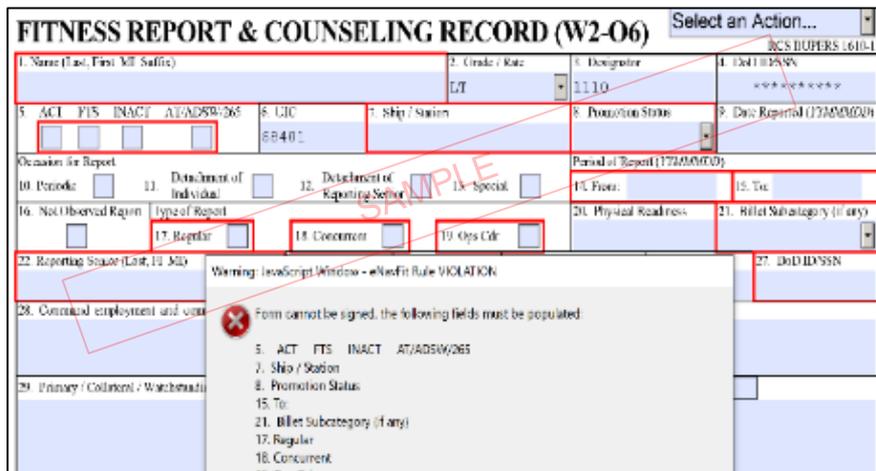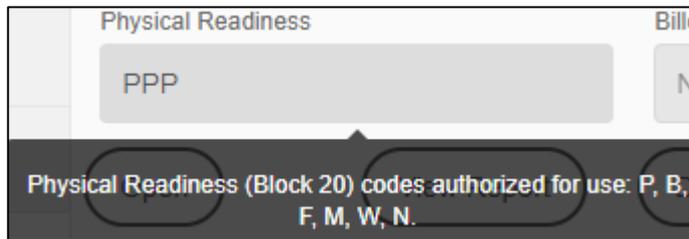

Offline Error Validation (Smart .PDFs)
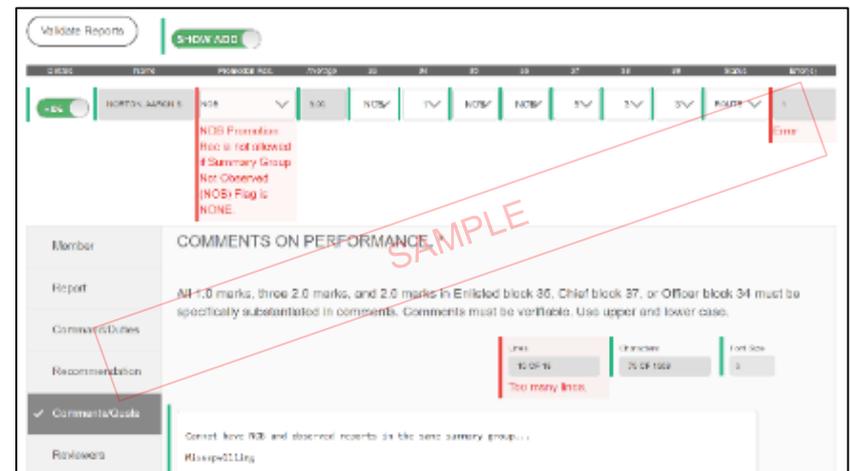
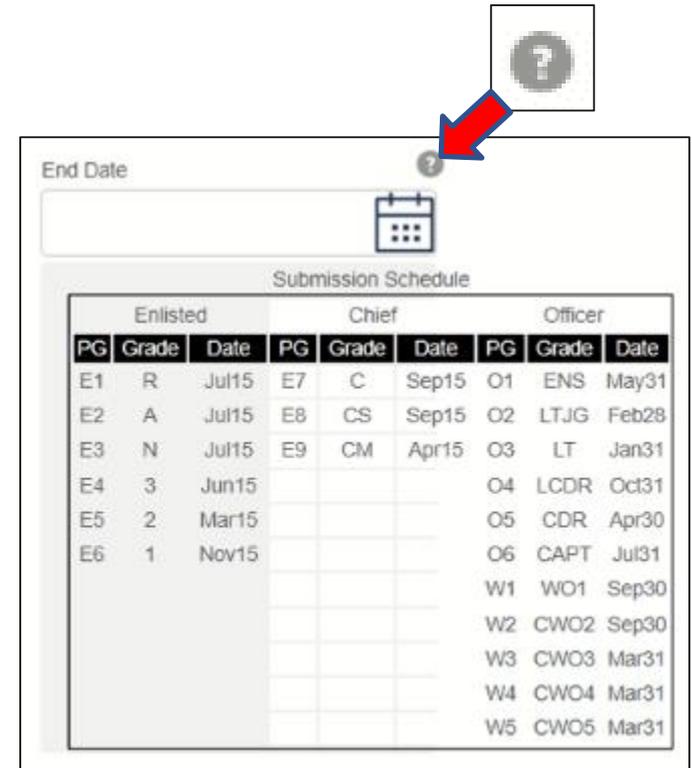Online Error Validation (NPC Document Services)

- Built-in tool tips and help test with summarized policy notes to aid users
- Tool-tips are accessible by clicking on the "?" found next to the field name
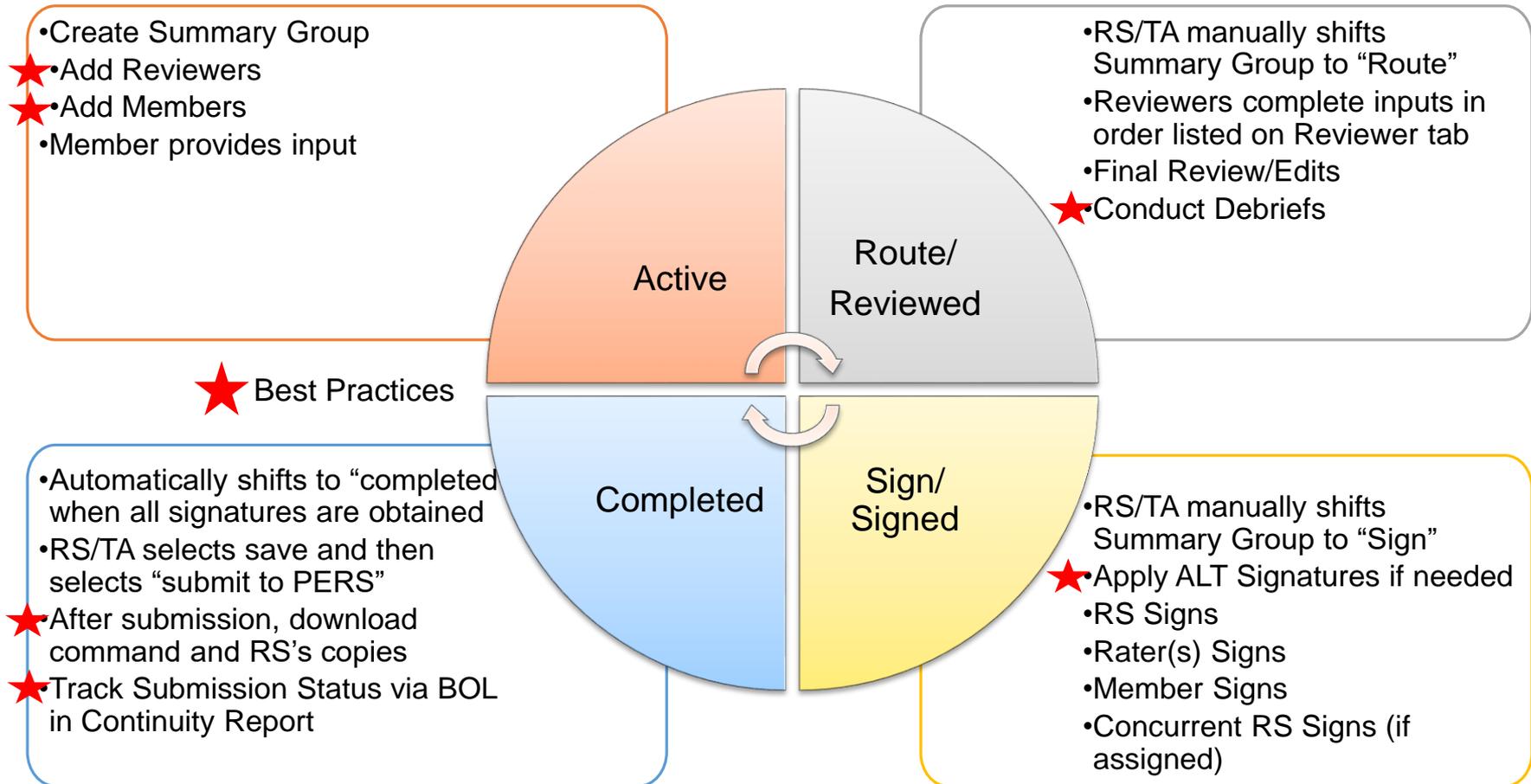

End Date

Submission Schedule

Enlisted			Chief			Officer		
PG	Grade	Date	PG	Grade	Date	PG	Grade	Date
E1	R	Jul15	E7	C	Sep15	O1	ENS	May31
E2	A	Jul15	E8	CS	Sep15	O2	LTJG	Feb28
E3	N	Jul15	E9	CM	Apr15	O3	LT	Jan31
E4	3	Jun15				O4	LCDR	Oct31
E5	2	Mar15				O5	CDR	Apr30
E6	1	Nov15				O6	CAPT	Jul31
						W1	WO1	Sep30
						W2	CWO2	Sep30
						W3	CWO3	Mar31
						W4	CWO4	Mar31
						W5	CWO5	Mar31

Tool-Tips

Physical Readiness

PPP

Physical Readiness (Block 20) codes authorized for use: P, B, F, M, W, N.

Policy-driven tips

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eNavFit Overview
Process Flow

• Create Summary Group
★ • Add Reviewers
★ • Add Members
• Member provides input

• RS/TA manually shifts Summary Group to "Route"
• Reviewers complete inputs in order listed on Reviewer tab
• Final Review/Edits
★ • Conduct Debriefs

Active

Route/ Reviewed

★ Best Practices

Completed

Sign/ Signed

• Automatically shifts to "completed" when all signatures are obtained
• RS/TA selects save and then selects "submit to PERS"
★ • After submission, download command and RS's copies
★ • Track Submission Status via BOL in Continuity Report

• RS/TA manually shifts Summary Group to "Sign"
★ • Apply ALT Signatures if needed
• RS Signs
• Rater(s) Signs
• Member Signs
• Concurrent RS Signs (if assigned)

Status	Description	Pass Requirement
Active	Initial Status	
*Route	Route appraisal to first Reviewer in the Reviewer Template	
Reviewed	All reviews completed	
*Sign	Ready to be signed	Document must pass validation
Signed	All required signatures on report	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 PERS for processing	
Submitting	Submission to NPC in progress	Summary group completed
Submitted	Summary group submitted to NPC	

NOTE:
The only time a summary group status should be manually shifted is from "Active" to "Route" and "Reviewed" to "Sign". All other status updates occur automatically, and manually shifting into other status' will cause errors.

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- 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 OPERATIONS

- Downloaded from eNavFit > Manage Summary Group > Active > Open (applicable SG) > Download
- Form will be labeled "eNavFit-FEManager-XXX"
- After saving appraisal manager to computer, **Open in Adobe Reader**
- Select Enable All Features
- Click on View/Edit Folder to open SG

- Report will look different than a normal EVAL, CHIEF EVAL, FITREP
- Only meant for intermittent operations – must be returned to eNavFit
- Can add or delete reports as required

- Once all appraisals added and updates made, ensure to Save
- Upload back into eNavFit (Start Summary Group > Upload an offline form > Browse and Upload) – ensure to wait until fully uploaded
- Summary group can then be accessed via "Manage Summary Group"

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- eNavFit > Manage SG > Active > Reports > Download button
- Form will be labeled "eNavFit-NAVPER16XX-Member's Name"
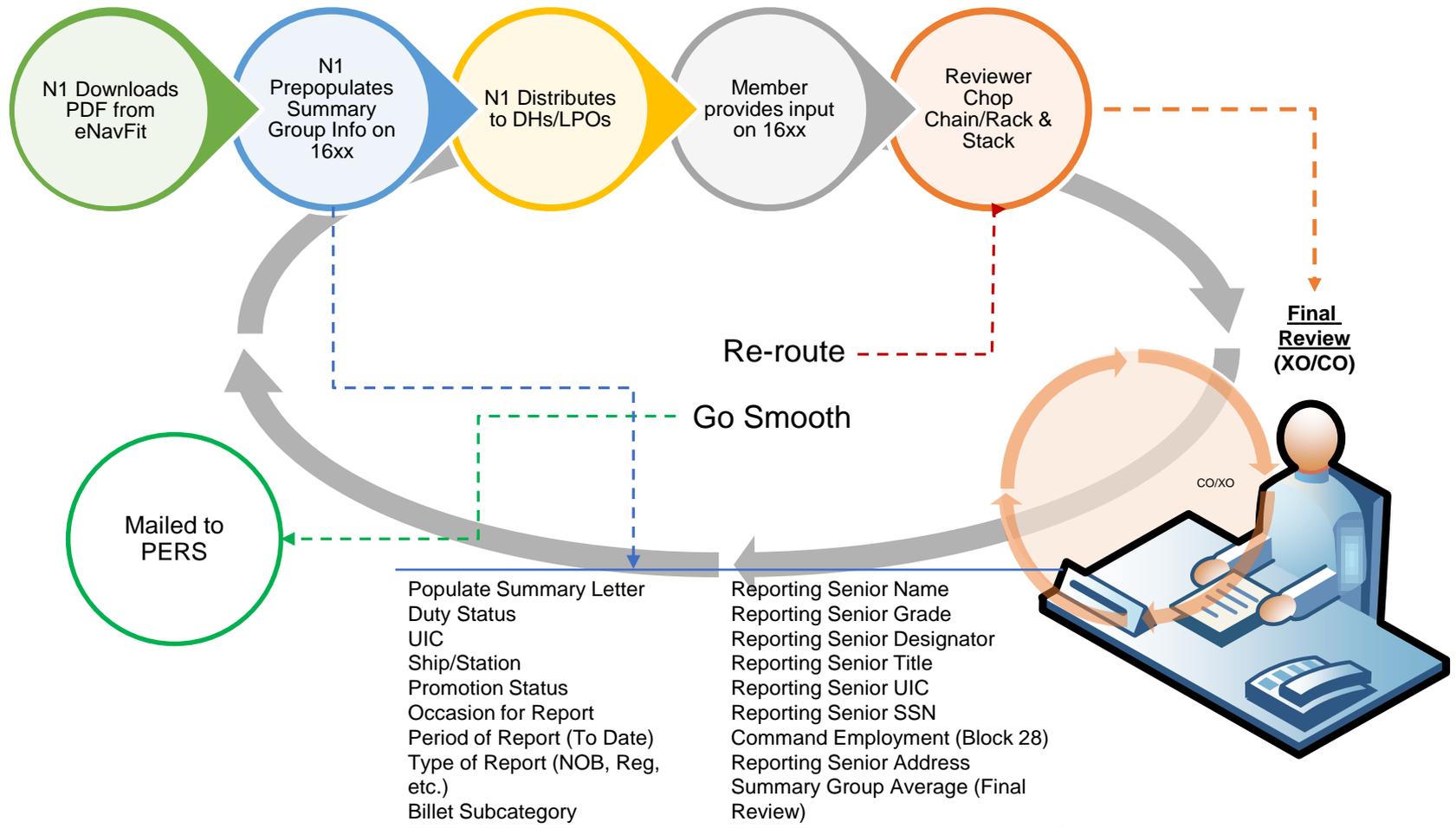- ** Ensure to Download BEFORE losing connectivity*

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N1 Downloads PDF from eNavFit

N1 Prepopulates Summary Group Info on 16xx

N1 Distributes to DHs/LPOs

Member provides input on 16xx

Reviewer Chop Chain/Rack & Stack

Final Review (XO/CO)

Re-route

Go Smooth

Mailed to PERS

CO/XO

Populate Summary Letter	Reporting Senior Name
Duty Status	Reporting Senior Grade
UIC	Reporting Senior Designator
Ship/Station	Reporting Senior Title
Promotion Status	Reporting Senior UIC
Occasion for Report	Reporting Senior SSN
Period of Report (To Date)	Command Employment (Block 28)
Type of Report (NOB, Reg, etc.)	Reporting Senior Address
Billet Subcategory	Summary Group Average (Final Review)

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- Downloaded from eNavFit > Start Appraisal > Download
- Form will be labeled "eNavFit-NAVPER16XX"
- *Ensure to Download BEFORE losing connectivity*
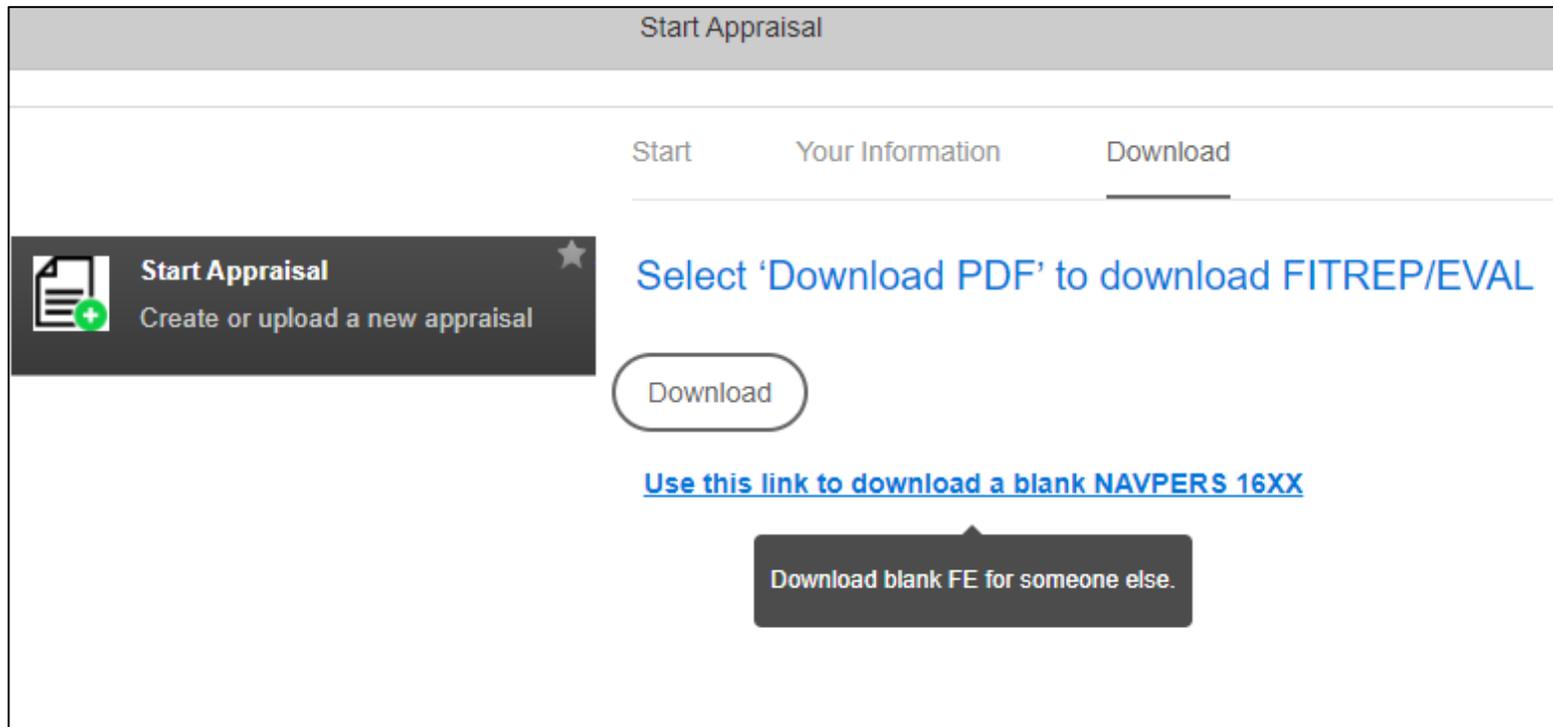
- 16XX Form renders EVAL, CHIEF EVAL, & FITREP
- Must input Member email, name, & DODID
- Select "Continue" to render the selected form

EVALUATION & COUNSELING RECORD (E7-E9)

Form Type
- [ ] EVAL (E1-E6)
- [X] 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

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28

- 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
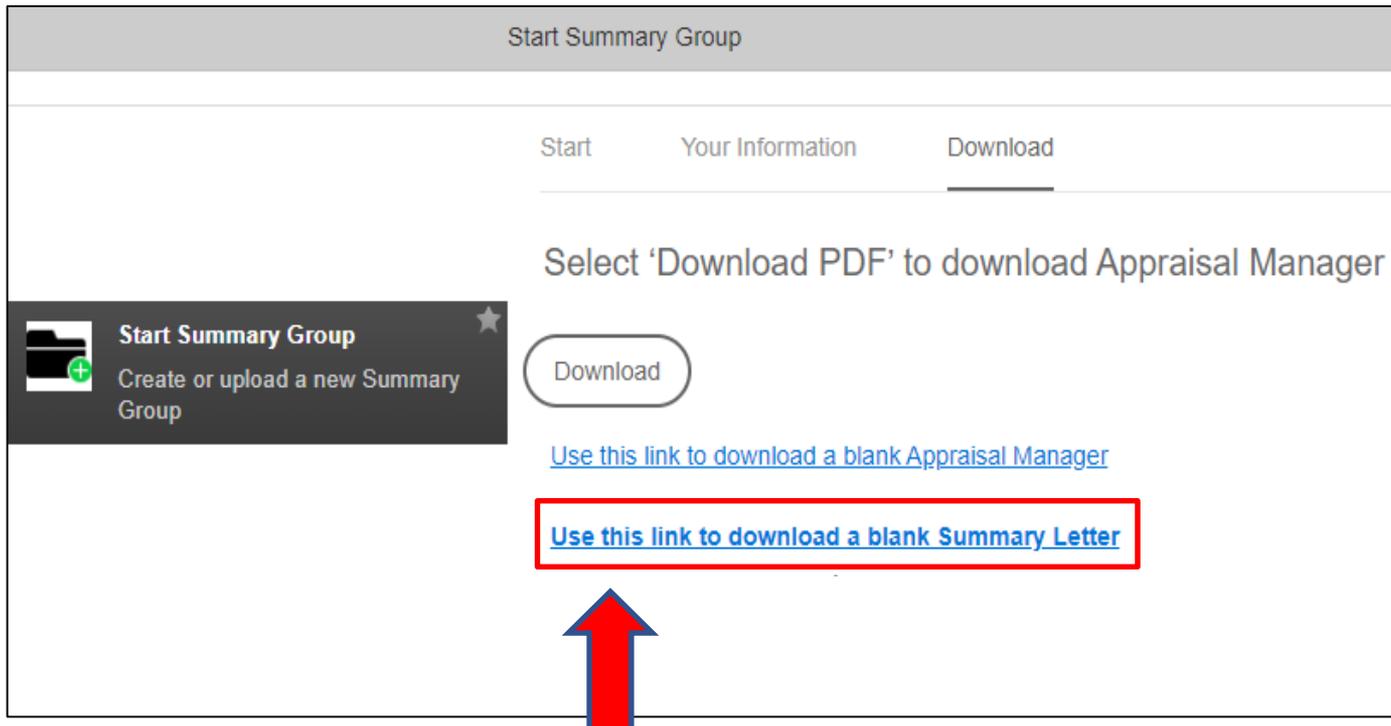- Summary group average (block 45) must be manually entered

- Downloaded from eNavFit > Start Summary Group > Download
- Form will be labeled "NAVPERS_1610-1_Rev 8-10" (has not changed – same as on MyNavy HR website)
- *Ensure to download BEFORE losing connectivity*

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

FITREP/EVAL SUMMARY LETTER

RCS BUPERS 1610-1

SUMMARY GROUP AVERAGE 3.86

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<div style="border: box">
Updates to the system: 6.5
</div>

- Summary Groups in "Submitting" status
- Summary Groups moving from Active to Submit tab
- Signature Clearing / Problem Saving
- NAN-NAN-NAN and other known errors
- My Report is not reflecting in my OMPF

- RS are responsible for all reports submitted including correcting rejections
- RS must retain copies of FITREPS & CHIEFEVALS for 5 years
- Commands must retain copies of EVALS & CHIEFEVALS for 2 years

BOL	Continuity and Cumulative Average (CCA) Reporting	Logout

Instructions:

- Click on the link of the report you wish to view.

Reports

- **Individual Continuity:**
  - Performance Evaluation Continuity Report   ← **Your own reports**
    - If rejected, please print your Continuity page and go to your admin office for assistance.
    - Status Codes and Error Codes will appear in this report's Status column. See the report's Help menu for more information.
- **Reporting Seniors:**
  - Reporting Senior's Performance Evaluation Submission Report   ← **Reporting Senior submissions**
  - Reporting Senior's Cumulative Average Report

Reporting Issues

- If you are a uniformed service member, E5 or above, who has received an evaluation or fitness report after 1 January 1996 who does not have an Individual Continuity Report link, then contact the Performance Evaluations Branch, PERS-32 for assistance.

- If you are a reporting senior and you do not have links in the Reporting Senior section, then contact the Performance Evaluations Branch, Pers-32 in the contact information section.

Pers-32 Contact Information

- If you have any issues accessing your continuity of reports from the links, please contact PERS-32, customer service desk at DSN 882-4881, 882-4882, 882-3313 or commercial (901) 874-4881/4882/3313.

FAQ

- Frequently Asked Questions

BOL	1/23/2024	Logout

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- Does the SG reflect as submitted in under the submitted tab?
- What is the current status in the member's/reporting senior's CCA on BOL?
- CCA codes:

42. What does Separated and Classified, Validated, Rejected, Uploaded, and Complete mean on the continuity report?

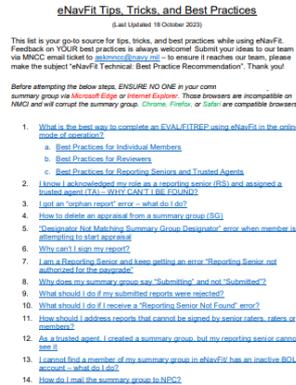-Separated and Classified: Report has been received and pending examination.

- -Validated: Report examined and pending acceptance to the Performance Summary Record (PSR) and permanent record.
- -Rejected: Report not acceptable. Returned to reporting senior for correction. (Taking PERS-32 ~180 days to process corrections).
- -Uploaded: Report pending upload to PSR. **PLEASE NOTE: If report is in an UPLOADED status for over 7 working days, please contact MNCC Customer Service for assistance at 1-833-330-MNCC (1-833-330-6622).
- -Complete: Report updated to PSR and permanent record.
- -Purged: Report not acceptable. Returned to reporting senior for correction or Duplicate copy of previously received report.

- BUPERSINST 1610.10G
- Offline Summary Group Manager- Standalone
- Sunset NAVFIT98a

- BUPERSINST 1610.10G
  - PFA Changes for Failed PFA's
    - Remove mandatory Significant Problem and/or
    - Remove mandatory adverse Eval/FITREP
- Offline Standalone
  - Fact Finding Stage
  - Replicates current NAVFIT98a capabilities
    - Save overall Man-hours
    - Available to all Fleet users
- Sunset NAVFIT98a
  - Target date 31 Dec 2025
    - NAVADMIN 279/23
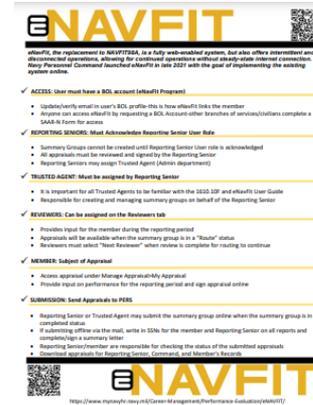
UNCLASSIFIED
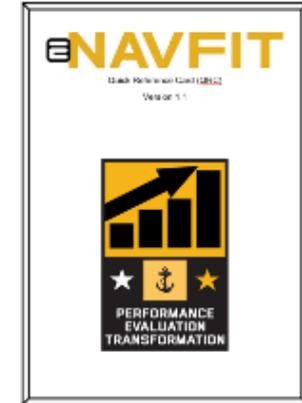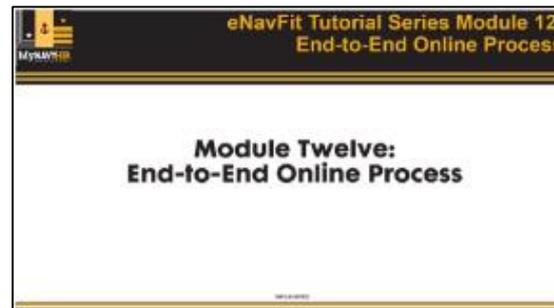
- User Guide 3.0

- Tips, Tricks, & Best Practices

- Hand-outs

- Quick Reference

- SAAR How-to

- Video Tutorial Series

- FAQs

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

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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*".

Join or create a team

Search teams 🔍

Create a team

Bring everyone together and get to work!

Join a team with a code

mkxap2m

Join team

mkxap2m
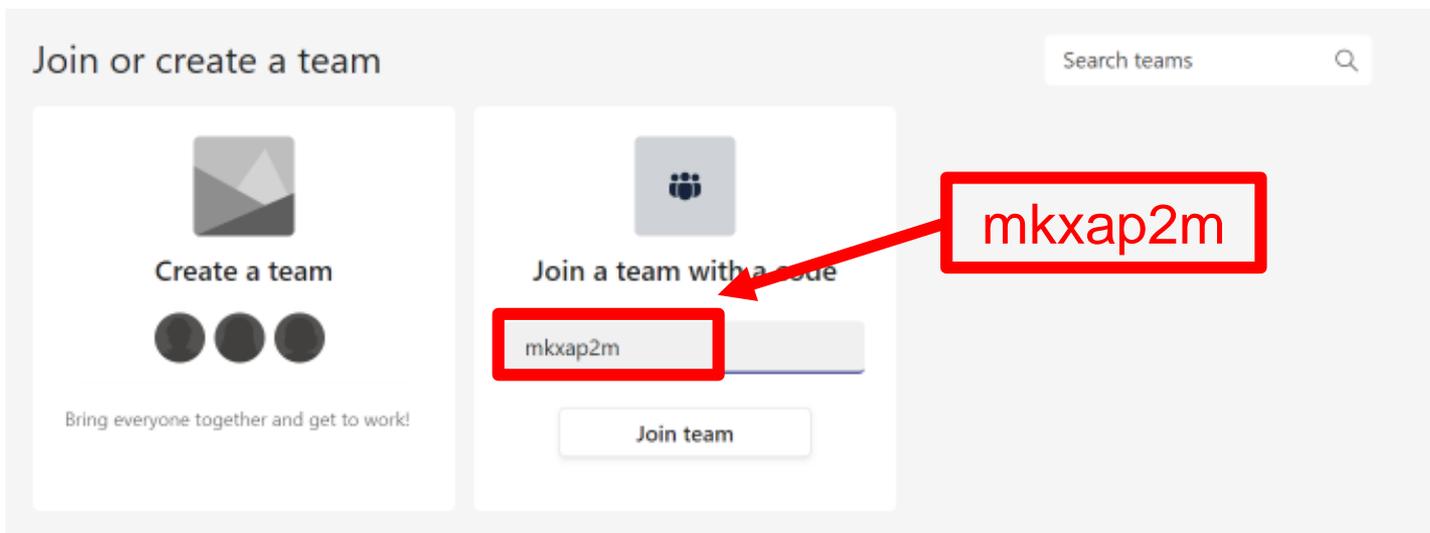
All sessions recorded and available in the Teams Channel!

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- **General Overview Training**
  - Training is offered on the 1st and 3rd Thursdays of every month at 1200CST via MS Teams
    - Login information can be found on our eNavFit Webpage under "eNavFit Scheduled Training" section

- **Individualize Command Training**
  - eNavFit Team will travel to provide on-site travel as long as travel can be paid by the command requesting training
  - eNavFit Team can provide training via MS Teams
    - General Overview
    - Role Based
    - Q&A

Additional Questions?

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

- For eNavFit Support Questions, add "eNavFit" in the subject line
  - Validation errors or questions directly related to eNavFit prior to submission to PERS
  - Please provide as much detail as possible in your email
  - Send full screen screenshots of any errors you are experiencing
- For PERS-32 Questions, <u>do not</u> add eNavFit in the subject line
  - Policy related questions
  - Why is my report not in my OMPF?
  - Why did my report get rejected?
- Always request a ticket to be created