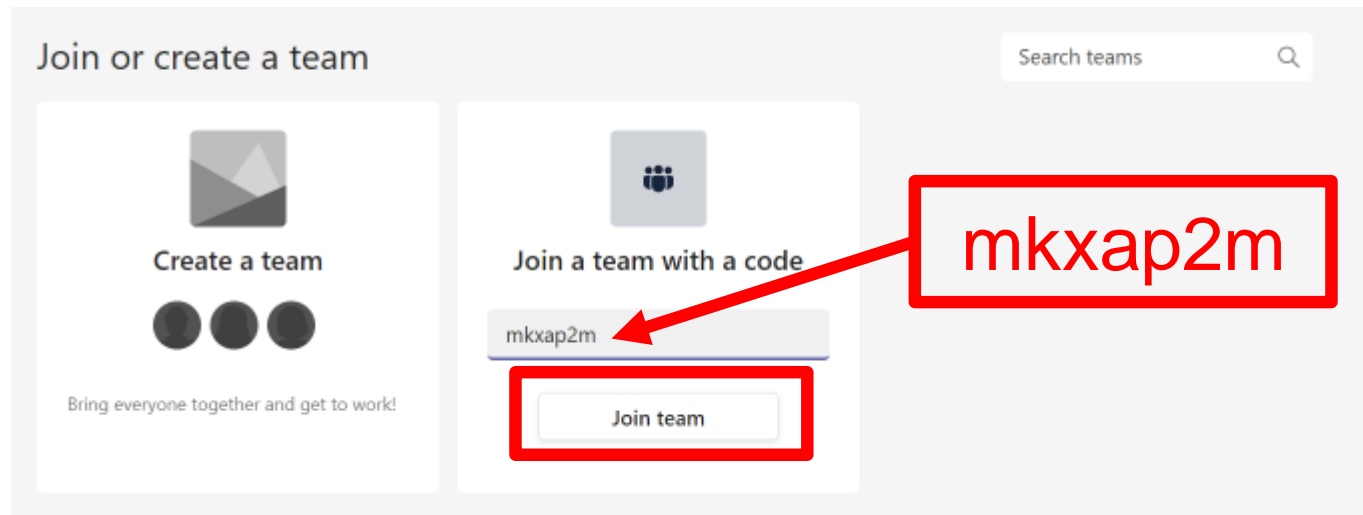


Join us on FS Teams!

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*”.



All sessions recorded and available in the Teams Channel!

eNavFit Overview

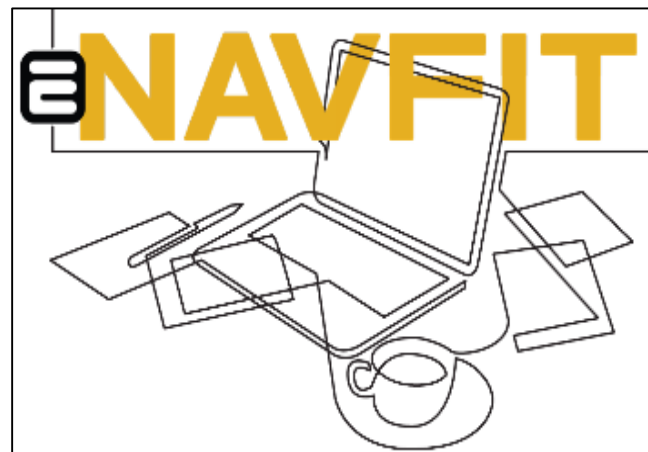
eNavFit Overview Brief



June 2023

Agenda

- Understanding eNavFit
- NAVFIT98A Challenges
- eNavFit Features
- eNavFit Operations
 - Online, Intermittent, Disconnected
- eNavFit Support Products
- Questions/Comments



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What is eNavFit?

Connecting NAVFIT98A policy
ONLINE

Does not change **policy**

Automates & streamlines
multiple key processes

Released RC on 27 Dec 21,
AC on 15 Feb 22

NAVFIT98A target **sunset**
31 Dec 2023



NAVFIT98A Challenges

- NAVFIT98A Challenges:
 - High EVAL/FITREP rejection rate: **Over 100k reports a year!**
 - FY22 = 26%
 - FY21 = 23%
 - FY20 = 24%
 - Manual scanning into the Official Military Personnel File
 - ~90 days for validation/ record entry
 - NPC manually reviews ~750k documents a year
 - Program based on a 25-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)

eNavFit Features

- Decreased rejection rate by 14% in 2022
- 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 (12% rejection rate 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

Browser Requirements (Must Do)



Google Chrome



Mozilla Firefox



Apple Safari

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



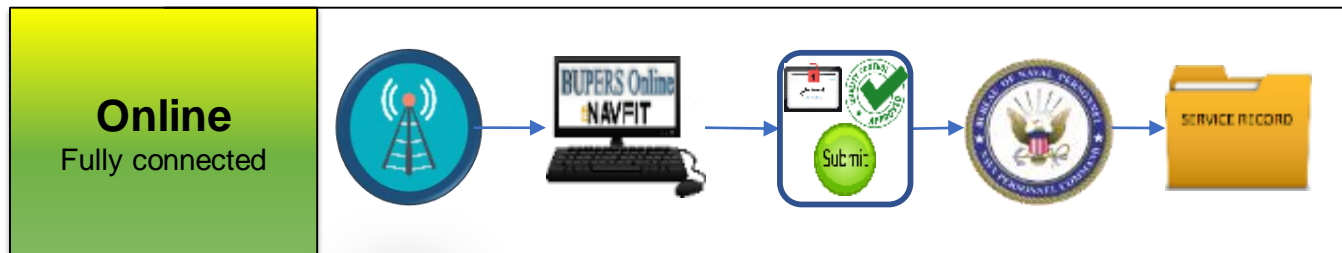
Internet Explorer



Microsoft Edge

eNavFit Online

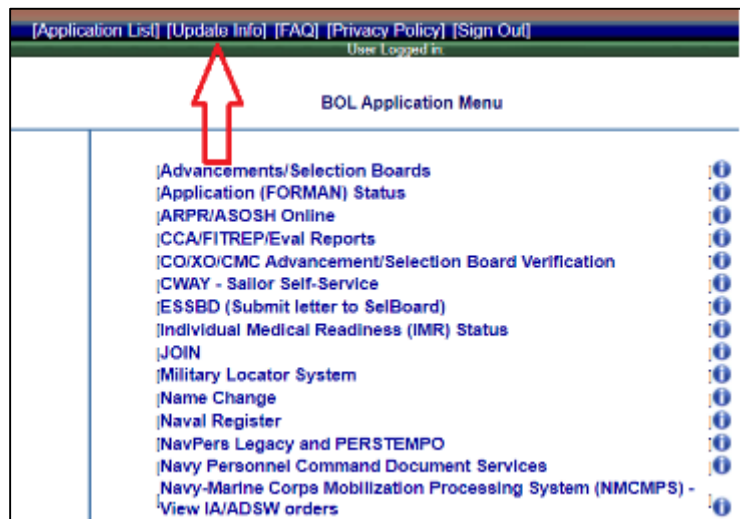
Users have consistent access to the internet and requisite browser.
Can draft, route, validate, digitally sign, and submit to NPC for
submission to OMPF.



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.

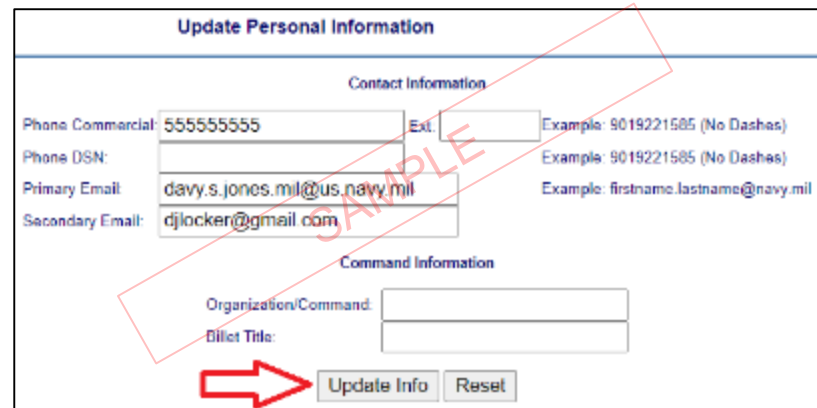


[Application List] [Update Info] [FAQ] [Privacy Policy] [Sign Out]
User Logged in

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]
- [ESSBD (Submit letter to SelBoard)]
- [Individual Medical Readiness (IMR) Status]
- [JOIN]
- [Military Locator System]
- [Name Change]
- [Naval Register]
- [NavPers Legacy and PERSTEMPO]
- [Navy Personnel Command Document Services]
- [Navy-Marine Corps Mobilization Processing System (NMCMPs) - View IA/ADSW orders]

2.



Update Personal Information

Contact Information

Phone Commercial: 55555555 Ext. Example: 9019221585 (No Dashes)

Phone DSN: Example: 9019221585 (No Dashes)

Primary Email: davy.s.jones.mil@us.navy.mil Example: firstname.lastname@navy.mil

Secondary Email: djlocker@gmail.com

Command Information

Organization/Command:

Billet Title:

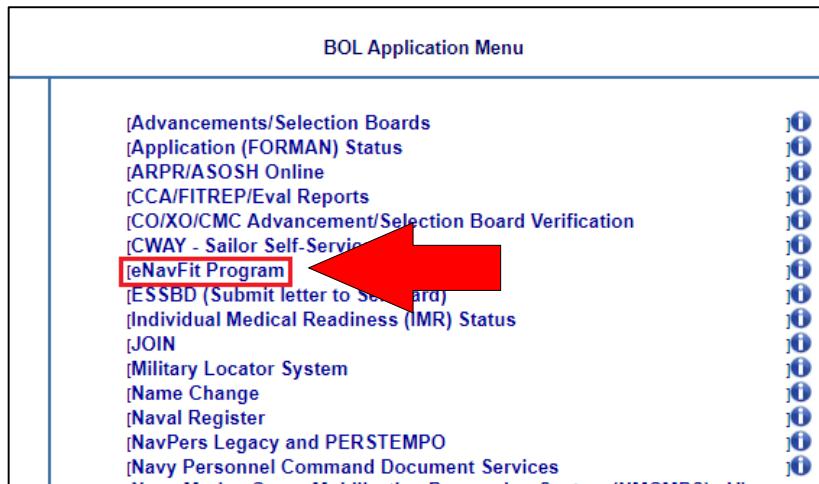
Update Info Reset

Where is eNavFit?

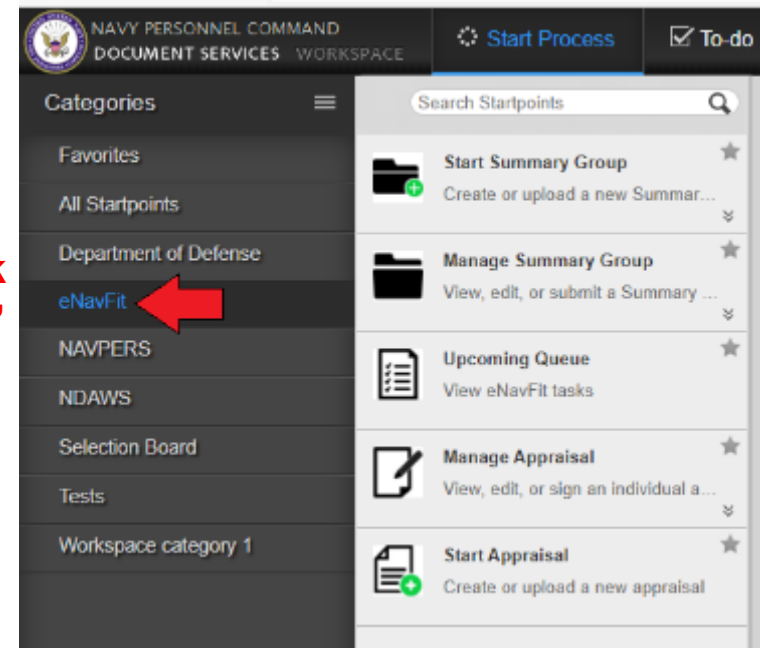
Proceed to BUPERS Online

www.BOL.navy.mil

1. Click “eNavFit Program”



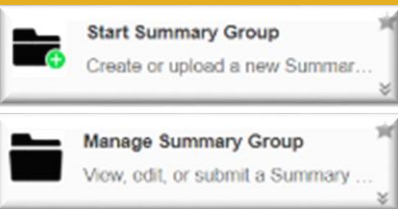
2. Click “eNavFit”



User Roles

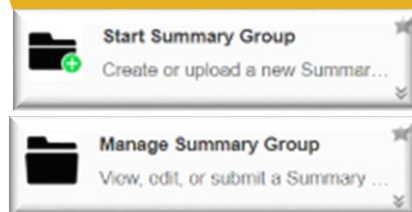
Reporting Senior

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.



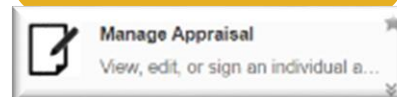
Trusted Agent

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.



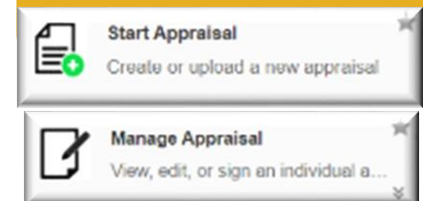
Reviewer

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



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.



Reporting Senior Acknowledgement (Must Do)

- 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 [?] Grade [?] Designator [?]

SAILOR, JOE A CDR 1110

Email Title [?] Unit Identification Code (UIC) [?]

JOE.A.SAILOR.MIL@US.NAVY.MIL CO 11000

Phone Address [?] ISIC Address [?]

555-867-5309 TEST ADDRESS TEST PHONE NUMBER TEST ISIC ADDRESS

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.

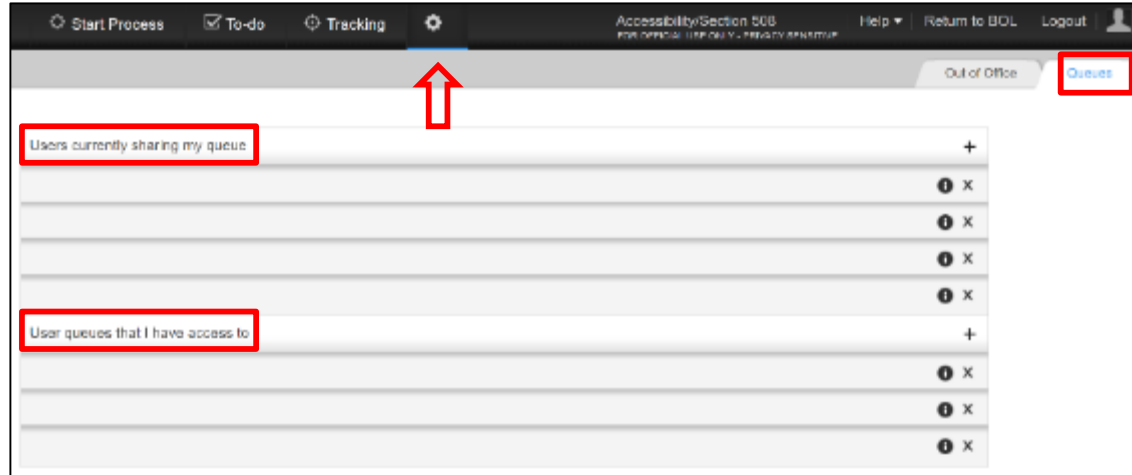
Assigning a Trusted Agent (Likely Must Do)

- 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.

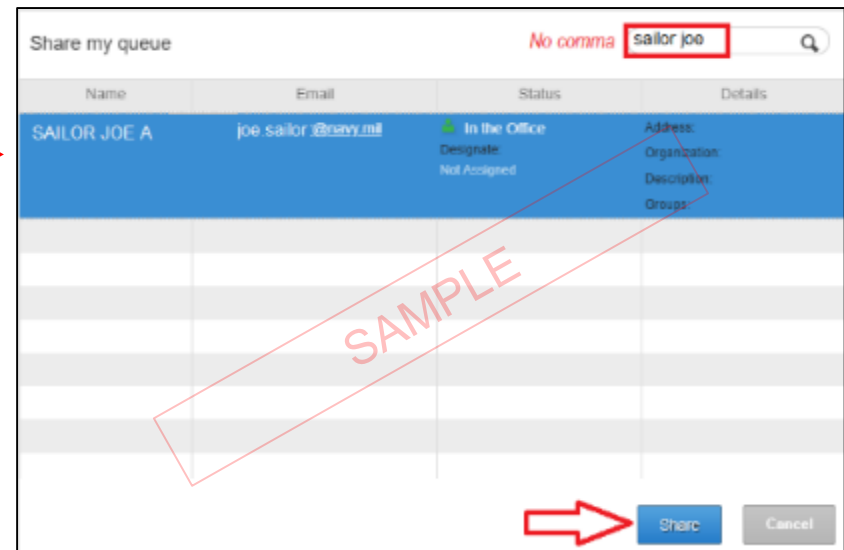


Start Process To-do Tracking **Settings** Accessibility/Section 508 Help Return to BDL Logout

Out of Office **Queues**

Users currently sharing my queue

User queues that I have access to



Share my queue No comma sailor joe

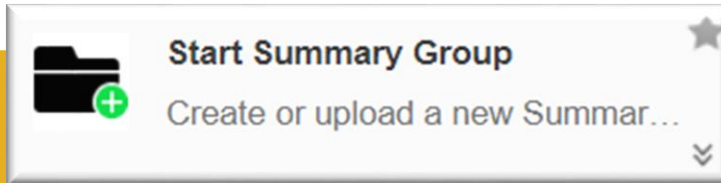
Name	Email	Status	Details
SAILOR JOE A	joe.sailor@navy.mil	In the Office Designate Not Assigned	Address: Organization: Description: Groups:

SAMPLE

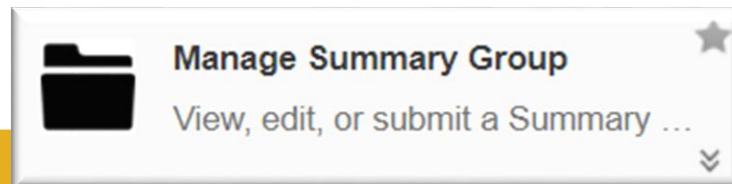
Share Cancel

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Summary Group Menus



- **Reporting Senior/Trusted Agent creates summary group**
- **Summary group data auto-populates each report**
- **Once member added, a “shell” is report built**



- **Reporting Senior/Trusted Agent can modify summary groups**
- **Can change:**
 - summary group status
 - assign alternate signatures
 - submit to NPC

Appraisal Menus



Start Appraisal

Create or upload a new appraisal

- Allows member to provide report input
- If not created within a summary group, will be orphan:
 - Maintained in Queue for reporting senior, creator, and member
 - Once summary group created, report absorbed



Manage Appraisal

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

- Allows report access, updates, digital signature by:
 - Reporting Senior
 - Trusted Agent
 - Reviewers
 - Members

Creating a Summary Group

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

Start Reporting Senior Search Summary Group Reviewer Templates Members Review

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

Reporting Senior Search Summary Group Reviewer Templates Members Review

Enter email address or DoD ID and select 'Search' to find reporting senior

EMAIL ADDRESS OR DODID

Name: LAST, FIRST MI SUFFIX Grade: []

Email: [] Title: []

Phone: [] Address: []

Summary Group Reviewer Templates Members Review

Enter summary group information (note: this applies to all members in the summary group)

Name: [] *This field is a required field.*

Pay Grade: [] Designator: [] Duty/Competitive Status: []

Unit Identification Code (UIC): [] Ship/Station: [] Promotion Status: [] End Date: []

Not Observed (NOB) Flag: [] Report Type: REGULAR AND/OR CONCURRENT Mile Subcategory: []

Command Employment/Achievement: []

UNCLAS

Assigning Reviewers

- 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

Start Reporting Senior Search Summary Group **Reviewer Templates** Members Review

Add one or more reviewers to the routing template.

Template

1:DEFAULT ▼ Add New Template

Add Reviewer Row

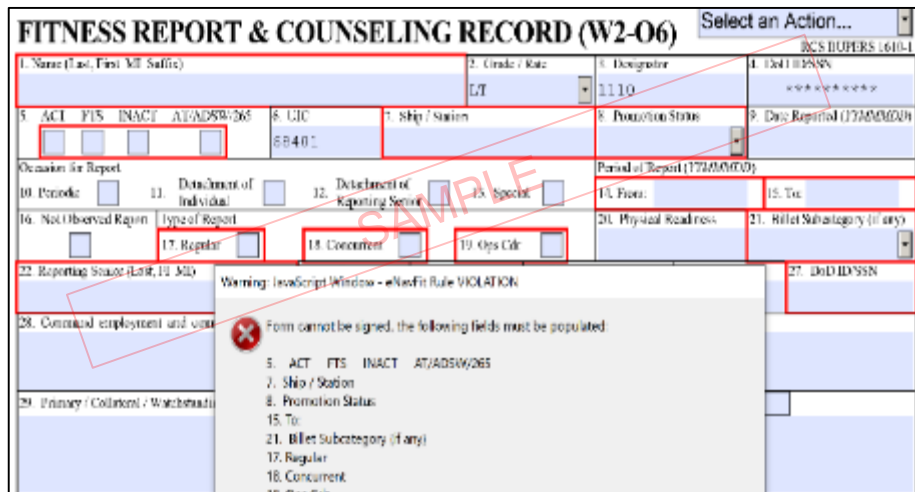
Personnel Type	Email	Name	Grade	Type	
NAVY ▼	EMAIL OR DODID 🔍	NAME	RANK	▼	Rem
CIVILIAN ✓	EMAIL OR DODID 🔍	NAME	RANK	RATER SENIOR RATER CONCURRENT RS	Rem
OTHER ✗	EMAIL OR DODID 🔍	NAME	RANK	▼	Remov

UNCLASSIFIED

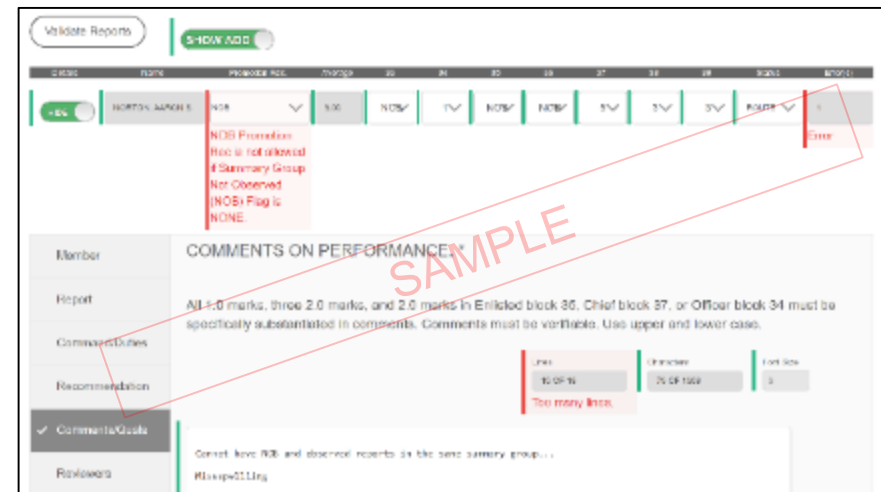
- SAMPLE

Error Validations

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)

Tool Tips and Help Text

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


Physical Readiness Bille

PPP N

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

Policy-driven tips

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

Summary Group & Appraisal Statuses

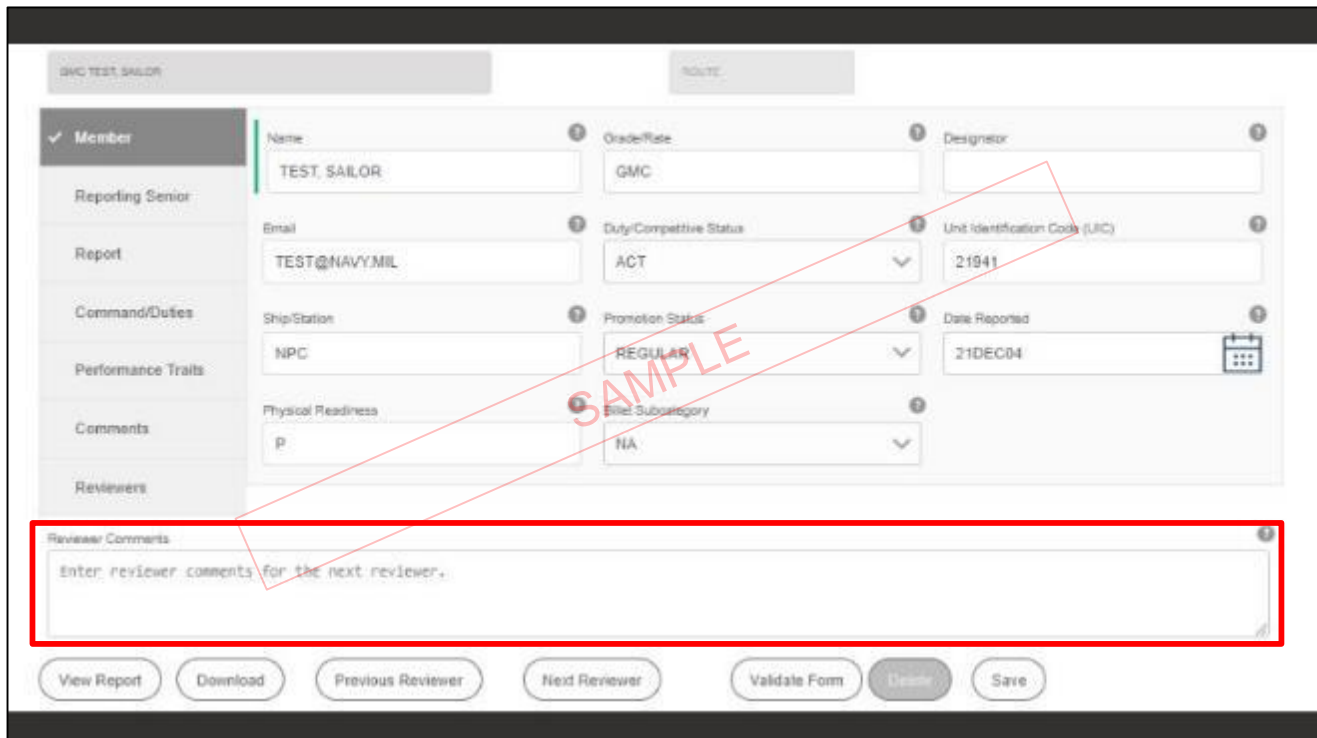
Status	Description	Pass Requirement
Active	Initial Status	
* <u>Route</u>	Route appraisal to first Reviewer in the Reviewer Template	
Reviewed	All reviews completed	
* <u>Sign</u>	Ready to be signed	Document must pass validation
Signed	All required signatures on report	Report signed by all users or alternate 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.

Reviewer Comments

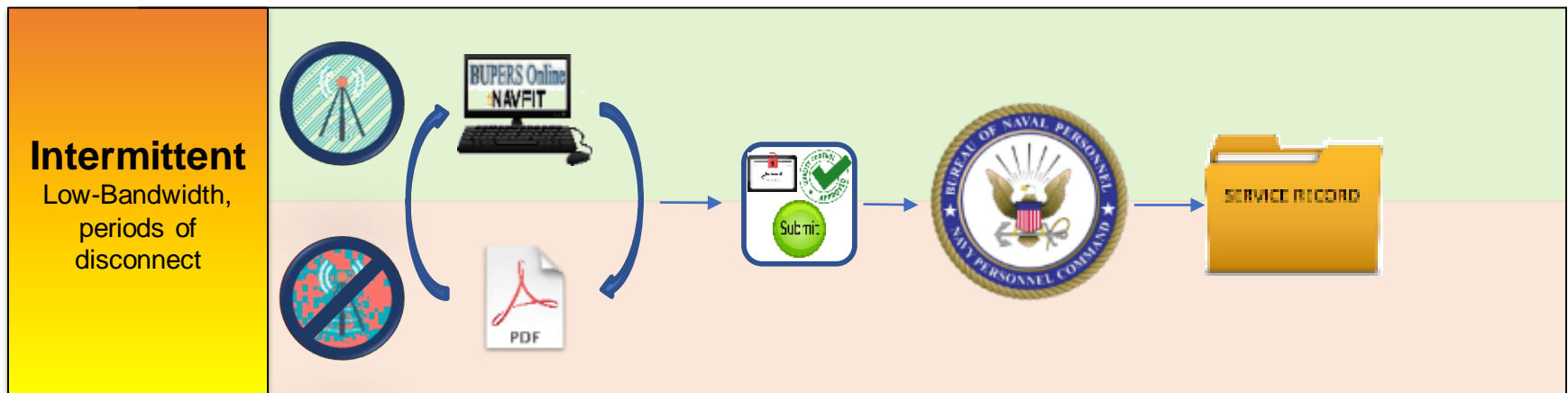
- Viewed in Route status
- Leave comments if you are a reviewer (will not display your name, must self-identify)
- Members or reviewers may add additional Reviewers
- Once “Next Reviewer” selected, out of queue/ can no longer access



The screenshot displays the 'Reviewer Comments' form in the MyNAVYHR system. The form is titled 'GMC TEST SAILOR' and 'ROUTE'. A sidebar on the left contains navigation links: 'Member' (selected), 'Reporting Senior', 'Report', 'Command/Duties', 'Performance Traits', 'Comments', and 'Reviewers'. The main form area contains several input fields: 'Name' (TEST, SAILOR), 'Grade/Rate' (GMC), 'Designator' (empty), 'Email' (TEST@NAVY.MIL), 'Duty/Competitive Status' (ACT), 'Unit Identification Code (UIC)' (21941), 'Ship/Station' (NPC), 'Promotion Status' (REGULAR), 'Date Reported' (21DEC04), 'Physical Readiness' (P), and 'Skill Subcategory' (NA). A red 'SAMPLE' watermark is overlaid on the form. At the bottom, there is a 'Reviewer Comments' section with a text area containing the placeholder text 'Enter reviewer comments for the next reviewer.' Below this section are several buttons: 'View Report', 'Download', 'Previous Reviewer', 'Next Reviewer', 'Validate Form', 'Cancel', and 'Save'.

eNavFit Intermittent

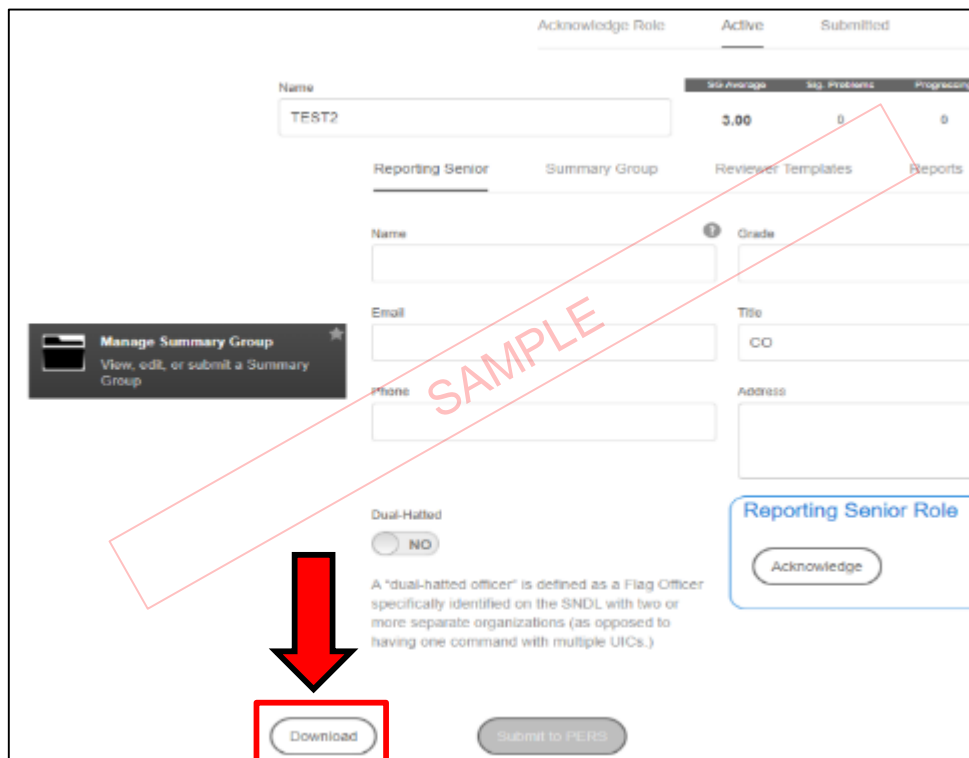
- Summary Group created in eNavFit
- “Appraisal Manager” downloaded - “Smart” .PDF
- Continue working summary group offline
- Uploading back into eNavFit when internet restored for continued processing



Intermittent Appraisal Manager

Download Existing Summary Group

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



A screenshot of the eNavFit 'Manage Summary Group' form. The form is titled 'Manage Summary Group' and includes a sub-header 'View, edit, or submit a Summary Group'. The form contains several sections: 'Name' (with a text input field containing 'TEST2'), 'Reporting Senior' (with a text input field), 'Summary Group' (with a text input field), 'Reviewer Templates' (with a text input field), and 'Reports' (with a text input field). There is also a 'Dual-Hatted' section with a 'NO' button. A red box highlights the 'Download' button at the bottom. A red arrow points to the 'Download' button. A red diagonal line with the word 'SAMPLE' is drawn across the form.

Acknowledge Role		Active	Submitted
Name	TEST2	3.00	0

Reporting Senior: [Text Input Field]

Summary Group: [Text Input Field]

Reviewer Templates: [Text Input Field]

Reports: [Text Input Field]

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: [Acknowledge]

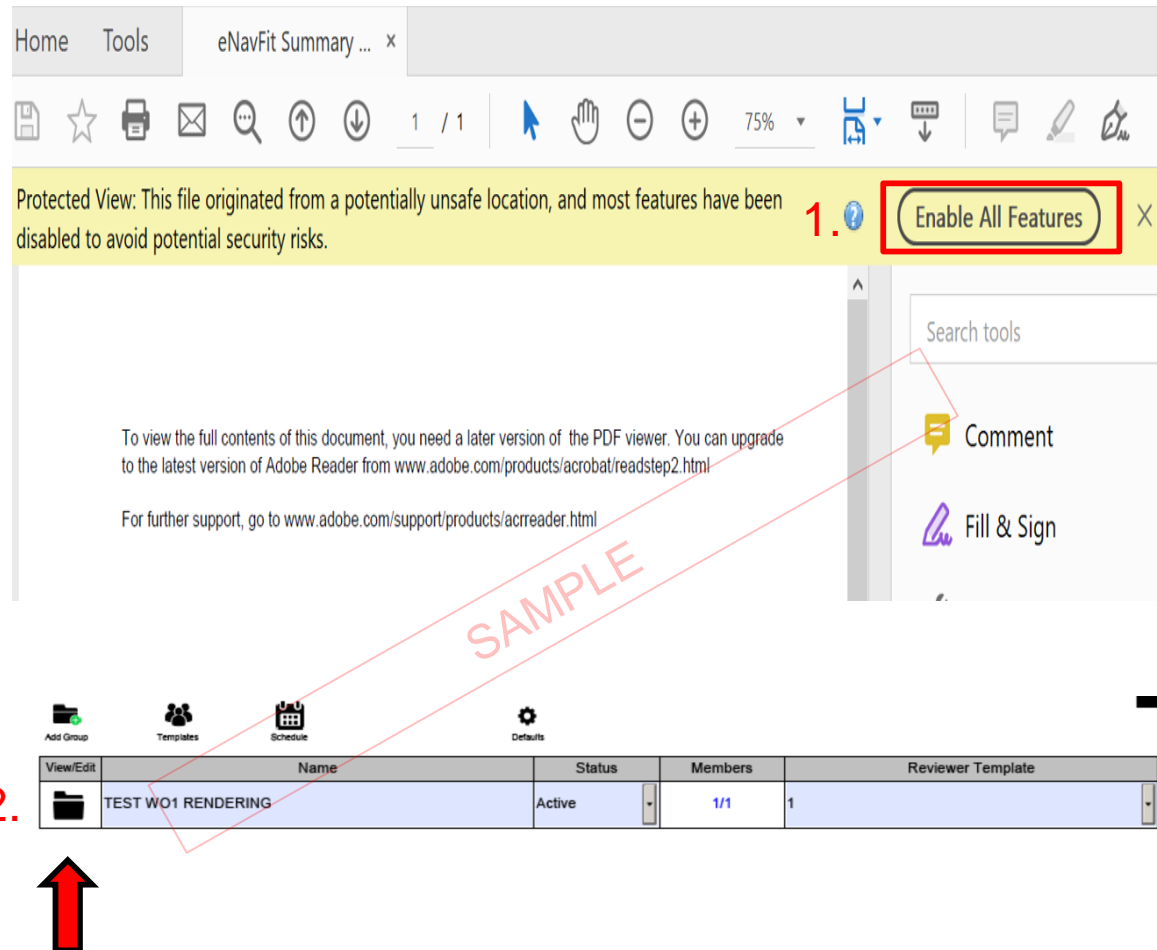
[Download] [Submit to PERS]

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Intermittent Appraisal Manager

Open Existing Summary Group

- After saving appraisal manager to computer, Open in Adobe Reader
- Select Enable All Features
- Click on View/Edit Folder to open SG



Protected View: This file originated from a potentially unsafe location, and most features have been disabled to avoid potential security risks.

1. **Enable All Features**

To view the full contents of this document, you need a later version of the PDF viewer. You can upgrade to the latest version of Adobe Reader from www.adobe.com/products/acrobat/readstep2.html

For further support, go to www.adobe.com/support/products/acroreader.html

2. **View/Edit**

View/Edit	Name	Status	Members	Reviewer Template
	TEST WO1 RENDERING	Active	1/1	1

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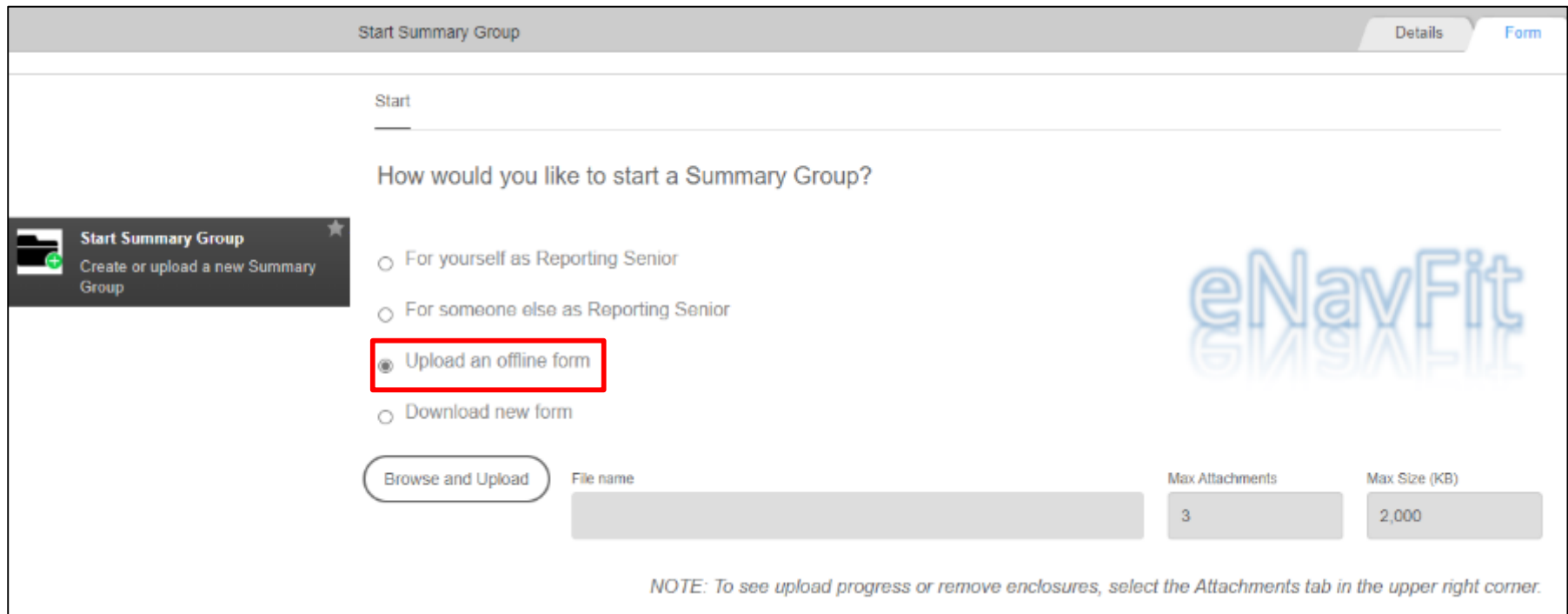
Intermittent Appraisal Manager

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

Home Library 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 MC02		3. Designator
4. DoD ID#SSN *****					
5. ACT FTS INACT AT/ADSW/MS <div style="display: flex; justify-content: space-between;"><div><input type="checkbox"/></div><div><input type="checkbox"/></div><div><input type="checkbox"/></div><div><input type="checkbox"/></div></div>		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 Source <input type="checkbox"/>	
13. Special <input type="checkbox"/>		14. Other <input type="checkbox"/>		15. Ter <input type="checkbox"/>	
16. Not Observed Report <input type="checkbox"/>		17. Report <input type="checkbox"/>		18. Counseling <input type="checkbox"/>	
19. Opa Cda <input type="checkbox"/>		20. Physical Readiness <input type="checkbox"/>		21. Bilis Subcategory (if any)	
22. Reporting Source Name (Last, FI MI)		23. Grade		24. Designator	
25. Reporting Source Title		26. UIC		27. DoD ID#SSN *****	
28. Command employment and command achievements: <input type="checkbox"/> Override					
29. Primary / Colloquial / Workreading dates: (Enter Primary Date Abbreviation in box)					
Performance Traits					
33. Deckplate Leadership		34. Technical Expertise		35. Professionalism	
36. Loyalty		37. Character		38. Active Communication	
39. Sense of Heritage					
NOB <input type="checkbox"/>		NOB <input type="checkbox"/>		NOB <input type="checkbox"/>	
NOB <input type="checkbox"/>		NOB <input type="checkbox"/>		NOB <input type="checkbox"/>	
Promotion Recommendation					
Trait Average: Max EP=MP 1 Max EP 1					
NOB Significant Problems Progressing Promotable Must Promote Early Promote					
<div style="display: flex; justify-content: space-around; align-items: center;"> <div style="border: 1px solid black; width: 20px; height: 20px; background-color: #ccc;"></div> <div style="border: 1px solid black; width: 20px; height: 20px; background-color: #ccc;"></div> <div style="border: 1px solid black; width: 20px; height: 20px; background-color: #ccc;"></div> <div style="border: 1px solid black; width: 20px; height: 20px; background-color: #ccc;"></div> <div style="border: 1px solid black; width: 20px; height: 20px; background-color: #ccc;"></div> <div style="border: 1px solid black; width: 20px; height: 20px; background-color: #ccc;"></div> </div> <div style="display: flex; justify-content: space-around; margin-top: 5px;"> 000000 </div>					
40. Recommendation regarding this individual for next career advancement is follows (maximum of two) (Recommendations may be for competitive schools or duty assignments such as: LCPO, DRPI CPO, NCA, 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.					

Intermittent Appraisal Manager

- 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”



The screenshot shows the 'Start Summary Group' page in the eNavFit system. The page has a header with 'Start Summary Group' and tabs for 'Details' and 'Form'. A sidebar on the left contains a 'Start Summary Group' button with a plus icon and a star, and a description: 'Create or upload a new Summary Group'. The main content area asks 'How would you like to start a Summary Group?' and lists four options: 'For yourself as Reporting Senior', 'For someone else as Reporting Senior', 'Upload an offline form' (which is selected and highlighted with a red box), and 'Download new form'. Below the options is a 'Browse and Upload' button. To the right of this button are three input fields: 'File name', 'Max Attachments' (set to 3), and 'Max Size (KB)' (set to 2,000). A large 'eNavFit' watermark is visible in the background. At the bottom, a note states: 'NOTE: To see upload progress or remove enclosures, select the Attachments tab in the upper right corner.'

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)

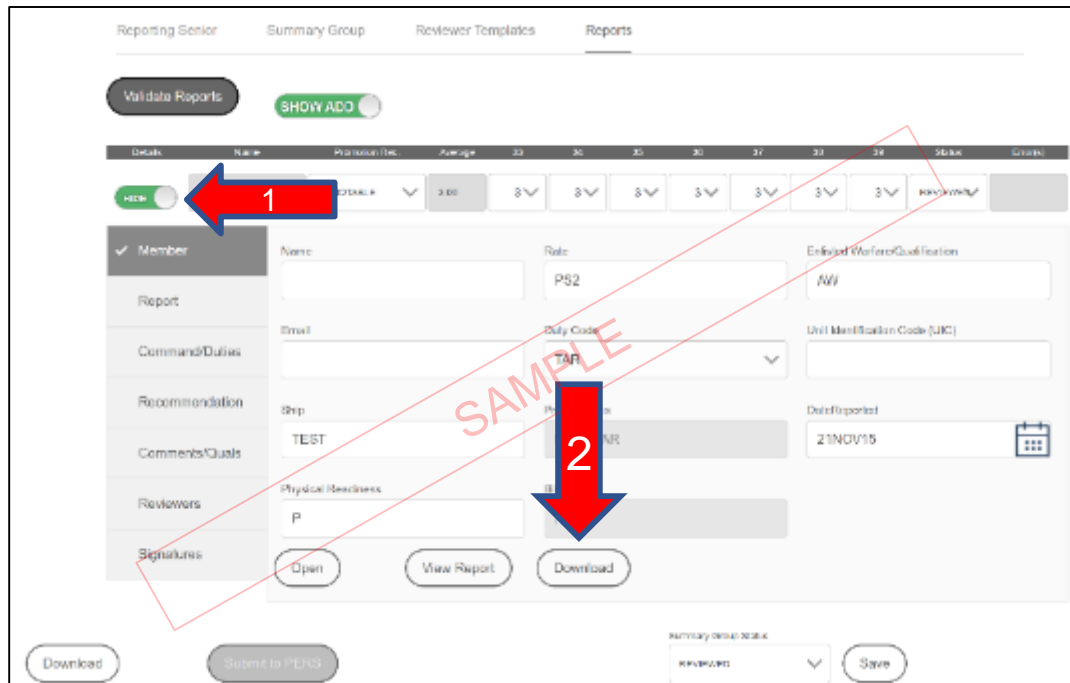
3

2,000

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

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



The screenshot shows the 'Reports' tab in the eNavFit system. A red arrow labeled '1' points to the 'Download' button in the top left corner. Another red arrow labeled '2' points to the 'Download' button in the bottom right corner. A large red 'SAMPLE' watermark is overlaid on the form. The form includes fields for Name, Rate, Enlisted Warfare Qualification, Email, Duty Code, Unit Identification Code (UIC), Ship, Physical Readiness, and Date Reported. There are also buttons for 'Open', 'View Report', and 'Download' at the bottom.

UNCLASSIFIED

eNavFit Offline

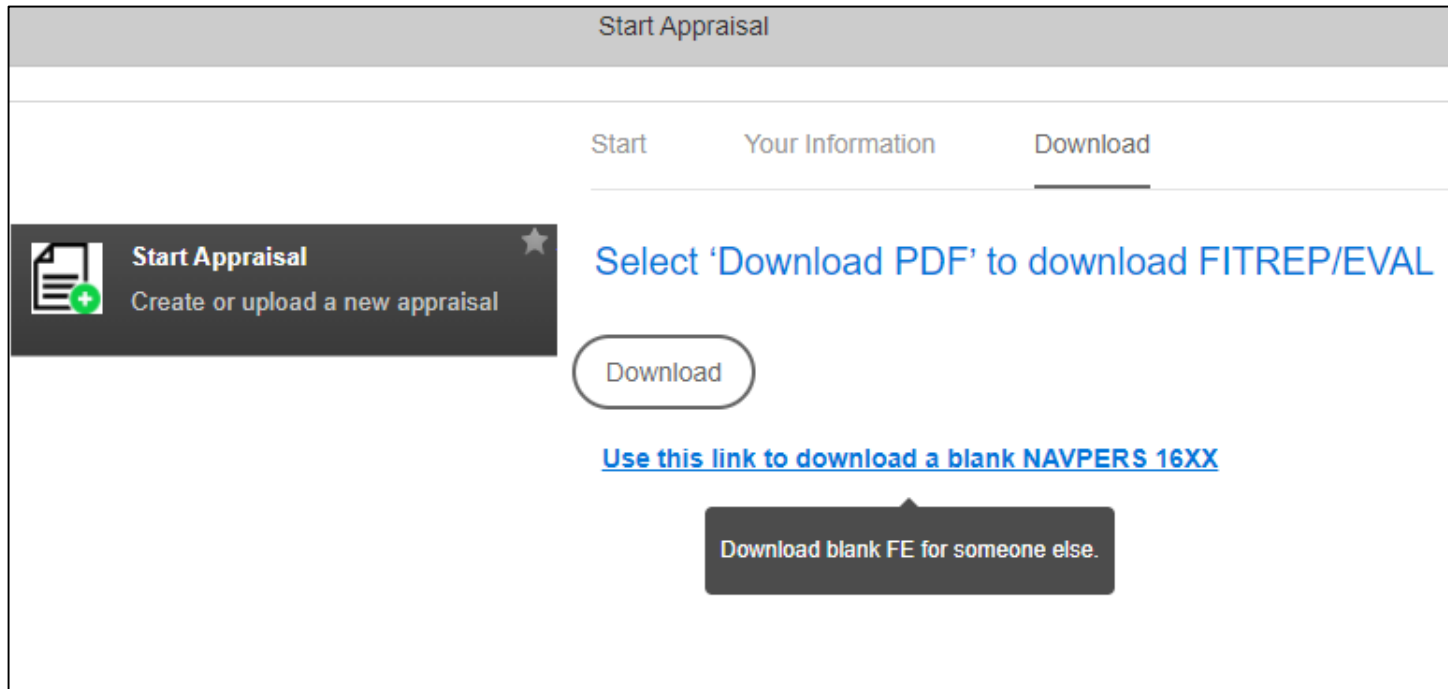
User has no access to the internet. Capable of drafting, wet-signing, and completing a dynamic (Smart) .PDF form that has built-in error validation (16XX). User submits a wet-signed appraisal and Summary Sheet to NPC via postal mail.

Disconnected
No connectivity



Download Blank Offline Appraisal – NAVPERS 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" and "Create or upload a new appraisal". The main content area has a blue link that says "Select 'Download PDF' to download FITREP/EVAL". Below this is a rounded rectangular button labeled "Download". Underneath the button is another blue link: "Use this link to download a blank NAVPERS 16XX". At the bottom, there is a dark grey box with the text "Download blank FE for someone else."

Offline Form – NAVPERS 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

Form Version: 2.0

Continue

Offline Form – NAVPERS 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

EVALUATION & COUNSELING RECORD (E7-E9) Select an Action... RCS BUPERS 1610.1

1. Name (Last, First MI Suffix) D		2. Grade / Rate		3. Designator		4. DoD ID/SSN 123456789	
5. ACT FTS DSACT AT/ADSW/265		6. UTC		7. Ship / Station		8. Promotion Status	
9. Date Reported (YYMMDD)		10. Period of Report (YYMMDD)		11. From		12. To	
13. Not Observed Report		14. Type of Report		15. Physical Readiness		16. Billet Subcategory (if any)	
17. Regular		18. Concurrent		19. Ops Cdr		20. Reporting Senior (Last, FI MI)	
21. Grade		22. Designator		23. Title		24. UTC	
25. DoD ID/SSN		26. Command employment and command achievements		27. Primary / Collateral / Watchstanding duties (Enter Primary Duty Abbreviation in box)		28. For Mid-term Counseling Use (When completing NVAI, enter 30 and 31 from counseling worksheet and sign 32.)	
29. Date Completed		30. Counselor (Last, FI MI)		31. Signature of Individual Counseled		32. 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.	

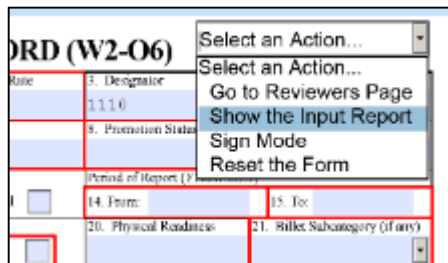
PERFORMANCE TRAITS	1.0* Below Standards	2.0 Progressing	3.0 Meets Standards	4.0 Above Standards	5.0 Greatly Exceeds Standards
33. DECKPLATE LEADERSHIP:	<p>Neglects growth/development or welfare of Junior Officer and Enlisted Sailors.</p> <p>Presence not felt on the deckplate.</p> <p>Does not set or achieve goals relevant to command mission and vision.</p> <p>Does not tailor leadership style to situation or individual.</p> <p>Engaging and visible</p>	<p>Effectively mentors, growth/development in Junior Officer and Enlisted Sailors.</p> <p>Visible and engaged on the deckplate, sets positive tone.</p> <p>Sets/achieves useful, realistic goals that support command mission.</p> <p>Tailors leadership to situation to accomplish mission.</p>	<p>Inspiring mentor and trainer.</p> <p>Junior Officer and Enlisted Sailors reach highest level of growth and development.</p> <p>Absent visible and engaged on the deckplate, consistently sets positive tone across Command.</p> <p>Leadership achievement demonstrably further command mission and vision.</p> <p>Sensitively tailors leadership to each Sailor's strengths, weaknesses and goals to maximize</p>		

NAVPERS 16XX

Input Field (Brag Sheet)

- 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)

NAVPERS 16XX

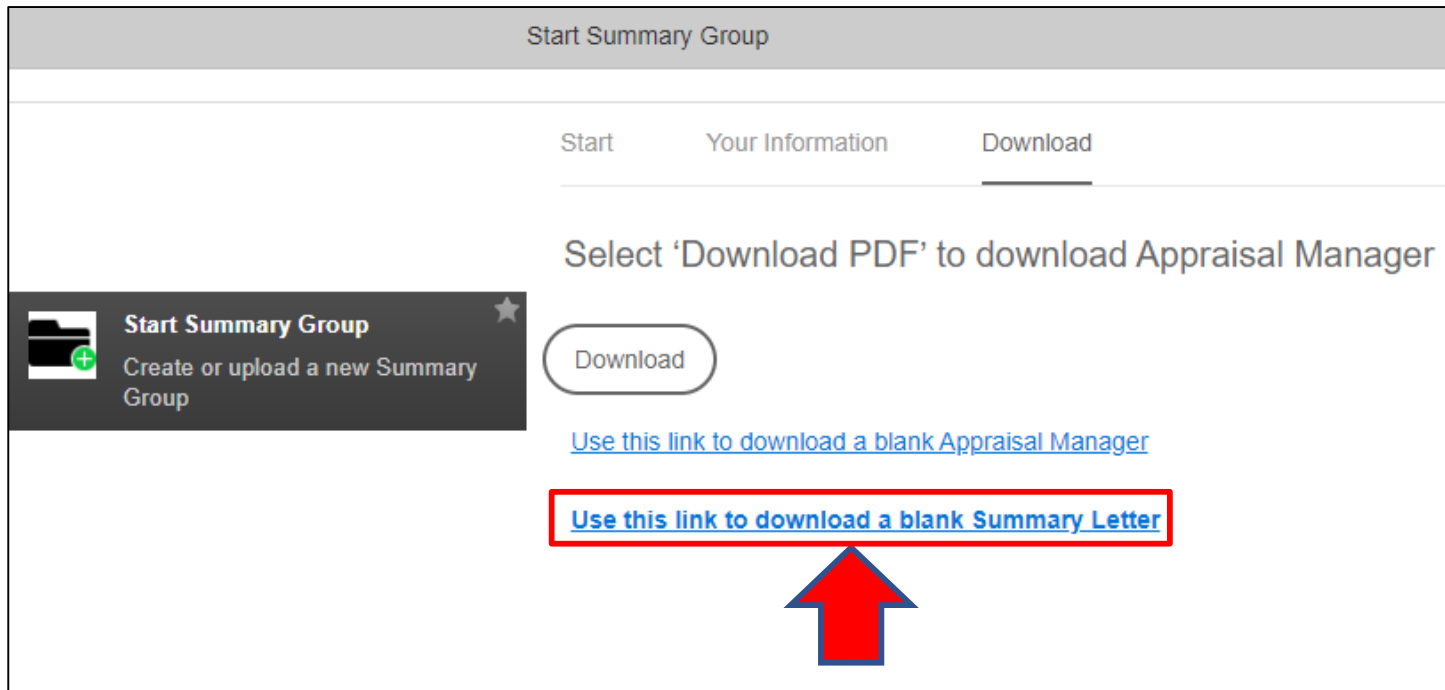



PERFORMANCE EVALUATION INPUT NAVPERS 1610/19 (11-2016)				Supporting Directive BUPERSINST 1610.10	
<input checked="" type="checkbox"/> Active	<input checked="" type="checkbox"/> Enlisted	Please fill out completely. Do not leave any sections blank. Indicate "N/A" if section does not apply.		Submit Date: (YYMMDD) 22Oct11	
<input type="checkbox"/> Reserve	<input type="checkbox"/> Officer				
1. Name: (Last, First MI Suffix)	2. Rate: LT	3. Designator: 1110	4. DoD ID: *****	5. Promotion Status: [Dropdown]	6. Duty Status: [Dropdown]
7. Date of Rate: (YYMMDD)	8. Date Reported to Command: (YYMMDD)	9. Ending Date of Last Report: (YYMMDD)	10. Email: beau.e.bennett1@navy.mil		
11. Periods of Leave, Training and Travel, etc. (List commands, inclusive dates, and duties or courses)					
12. Primary Duties: (Number of months assigned)					
13. Collateral Duties: (Number of months assigned)					
14. Job Information: (Primary activities and responsibilities, such as equipment operated or qualified to operate and customer served, if applicable)					

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Offline Form – Summary Letter

- 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



The screenshot shows a web interface titled "Start Summary Group". It has three tabs: "Start", "Your Information", and "Download". The "Download" tab is selected. Below the tabs, there is a text instruction: "Select 'Download PDF' to download Appraisal Manager". To the left, there is a sidebar with a folder icon and a green plus sign, labeled "Start Summary Group" and "Create or upload a new Summary Group". In the main content area, there is a "Download" button. Below the button, there are two links: "Use this link to download a blank Appraisal Manager" and "Use this link to download a blank Summary Letter". The second link is highlighted with a red rectangular box, and a large red arrow points upwards towards it.

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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 Form

RCS BUPERS 1610-1

FITREP/EVAL SUMMARY LETTER

FILENAME: _____

1. Name of Reporting Senior (BK22)	2. Grade (BK23)	3. SSN (BK27)	4. LSC (BK28)
5. Paygrade (BK2)	6. Promotion Status (BK5)	7. Design (Off Only)	8. Duty Status (BK5)
9. Billet Subcategory (BK21)	10. Report Type (BK17-19)	11. MBR LSC (Enl Only)	12. Rpt End Date (BK15)

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 ☐

NUMBER OF INDIVIDUALS: 0

SUMMARY GROUP AVERAGE: 3.86

Signature of Reporting Senior (Sign and Date) Date: _____

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Current Issues

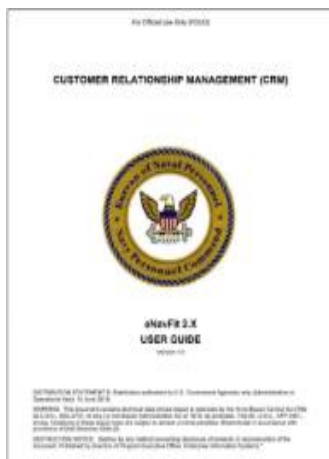
Updates to the system: 6.5 release coming!

- Summary Groups in completed status
- Summary Groups moving from Active to Submit tab
- Signature Clearing
- NAN-NAN-NAN and other known errors
- Rejections or submitted reports not reflecting in the OMPF

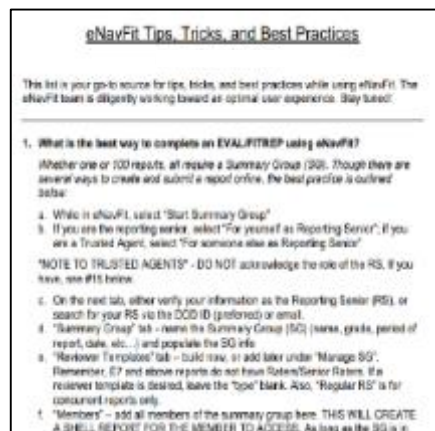
Rejected / missing reports

- 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.
 - 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.

Support Materials



- User Guide 3.0

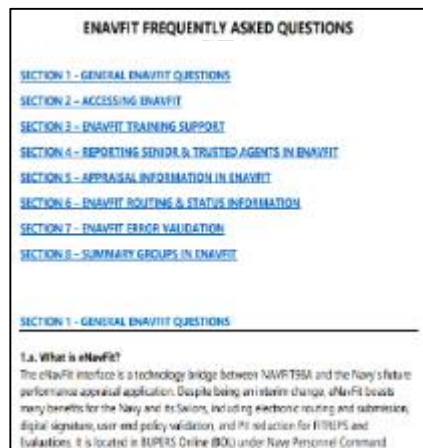


- Tips, Tricks & Best Practices

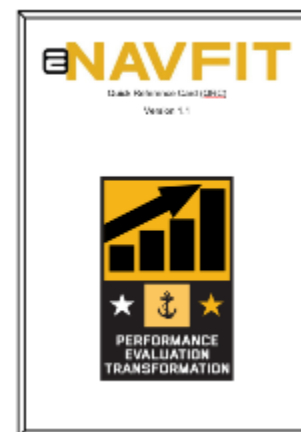
<https://www.mynavyhr.navy.mil/Career-Management/Performance-Evaluation/eNAVFIT/>



- SAAR How-to



- FAQs



- Quick Reference Card

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, do not 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

Questions/Comments



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