



Quick Reference Card (QRC)

Version 2.0

Updated 12FEB2024

The Quick Reference Cards (QRC) are meant as a supplement to the User Guide to allow members to quickly accomplish their tasks within the eNavFit interface through the use of easy-to-follow pictures and step-by-step instructions. For detailed information, refer to the User Guide.

Working within the eNavFit Interface: The Reporting Senior and Trusted Agent will mostly work from the Start and Manage Summary Group tabs. Reviewers and the Member will provide inputs using the Start and Manage Appraisal.



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

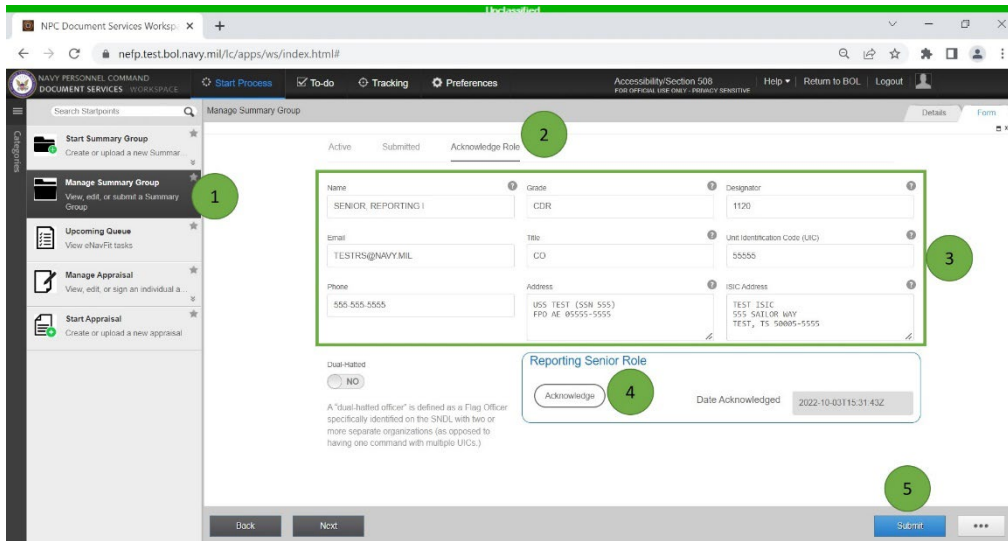


Table of Contents

| | |
|--|----|
| Reporting Senior Actions | 2 |
| 1.1 – Acknowledge User Role | 2 |
| 1.2 – Assign Trusted Agent | 2 |
| 1.3 – Sign Appraisal | 3 |
| Trusted Agent Action | 3 |
| 1.4 – Request Queue Access From Reporting Senior | 3 |
| Reporting Senior/Trusted Agent Action | 4 |
| 1.5 – Start Summary Group | 4 |
| Reviewer Action | 7 |
| 2.1 – Review Appraisal | 7 |
| 2.2 – Apply Reviewer Signature | 8 |
| Evaluated Member Actions | 10 |
| 3.1– Open Member Appraisal (Online)..... | 10 |
| 3.2– Provide Member Input (Online)..... | 11 |
| 3.3– Apply Member Signature (Online) | 12 |
| All User Actions | 14 |
| 4.1 – Download 16XX | 14 |
| 4.2 – Signing the 16XX (Offline) | 15 |

Reporting Senior Actions

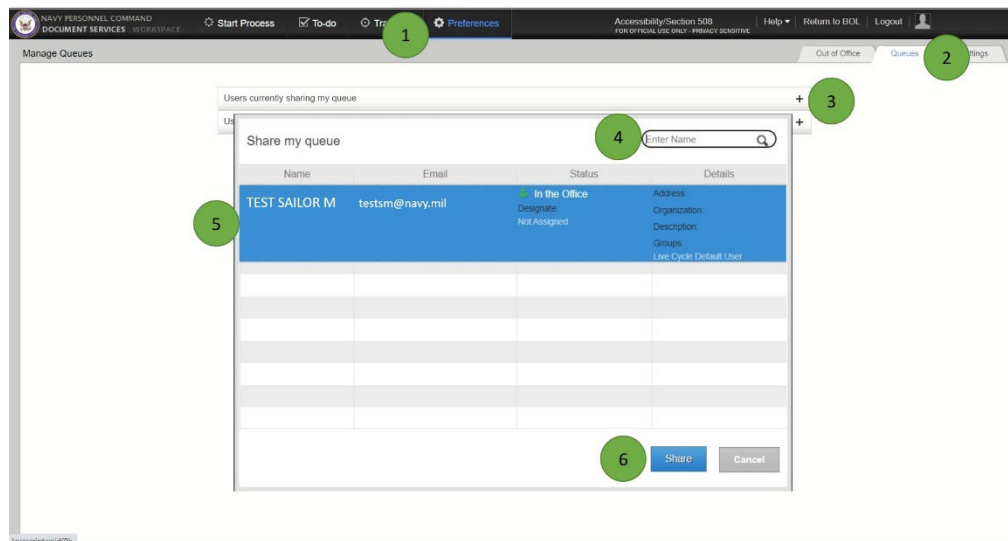
1.1 – Acknowledge User Role



Steps:

1. Select “Manage Summary Group”
2. Select “Acknowledge Role”
3. Verify/Update personal information
4. Select the “Acknowledge” button
5. Select the “Submit” button

1.2 – Assign Trusted Agent



Steps:

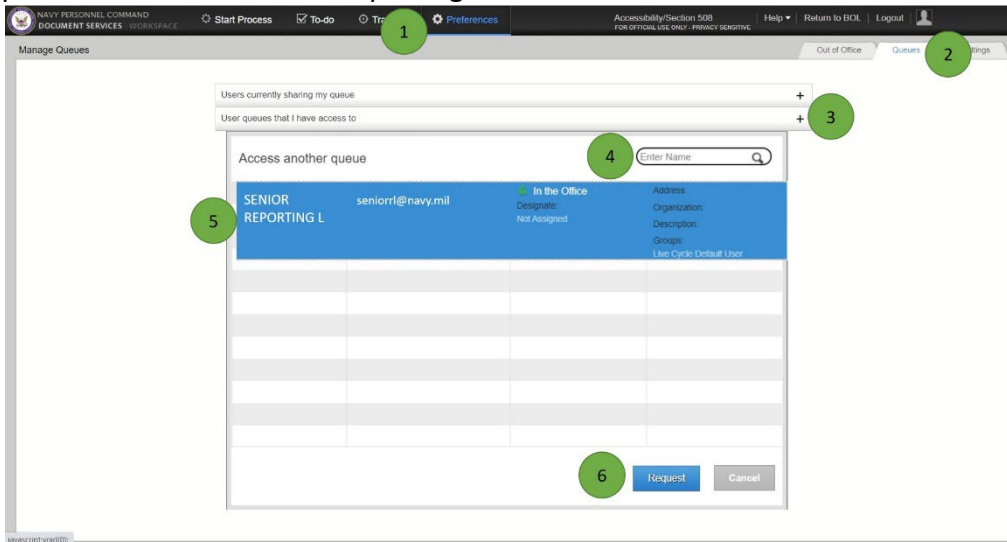
1. Select “Preferences”
2. Select “Queues”
3. Select the “+” next to “Users currently sharing my queue”
4. Enter the name of the desired trusted agent as last name first name without punctuation (i.e., Smith John)
5. Select the member from those listed
6. Select the “Share” button

1.3 – Sign Appraisal

For detailed steps on how to sign an appraisal as the Reporting Senior, please see Section 10.1.1 in the eNavFit User Guide. If the summary group is in a “sign” status, see Steps 10.1.1.8-10.1.1.16 to sign an appraisal.

Trusted Agent Action

1.4 – Request Queue Access From Reporting Senior

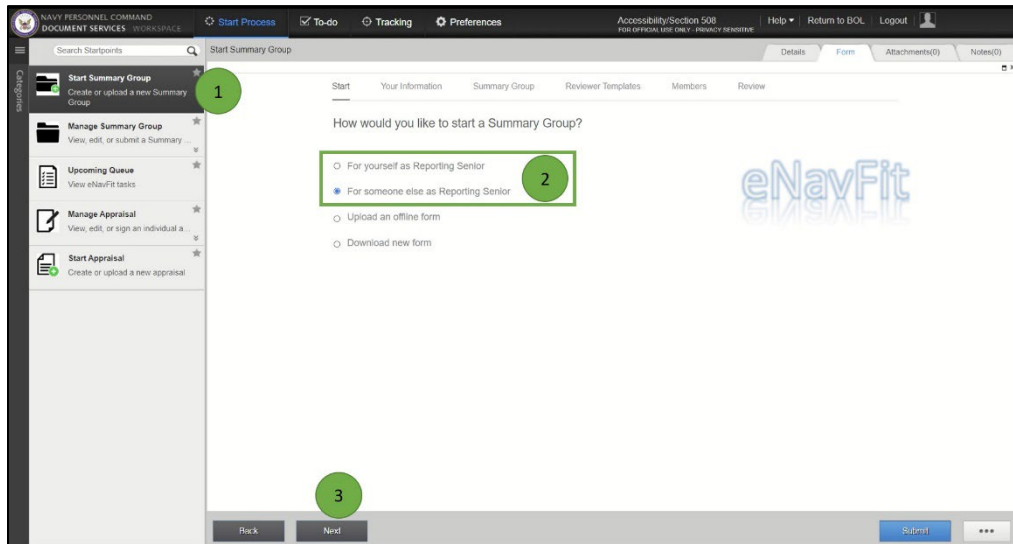


Steps:

1. Select “Preferences”
2. Select “Queues”
3. Select the “+” next to “User queues that I have access to”
4. Enter the name of the desired reporting senior as last name first name without punctuation (i.e., Smith John)
5. Select the reporting senior from those listed
6. Select the “Request” button

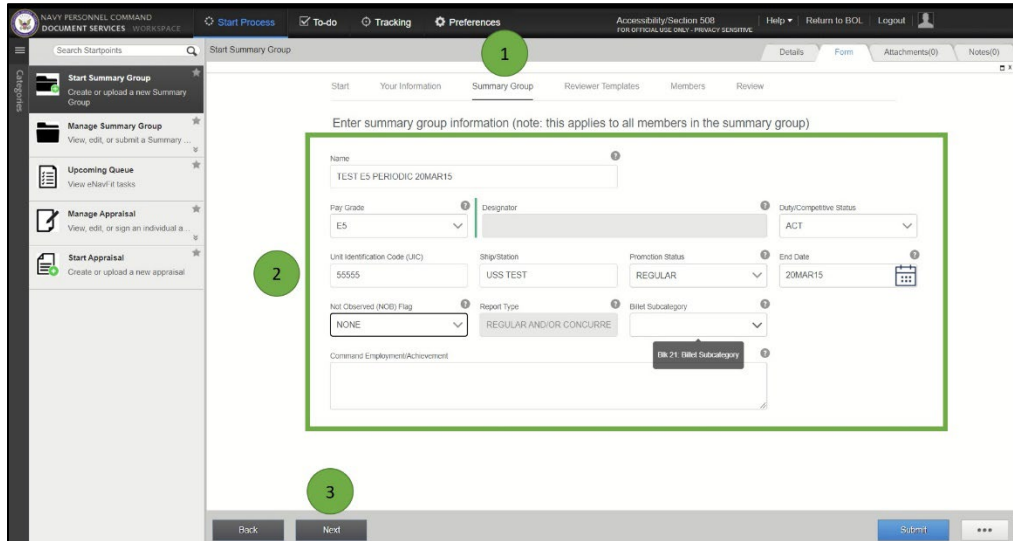
Reporting Senior/Trusted Agent Action

1.5 – Start Summary Group



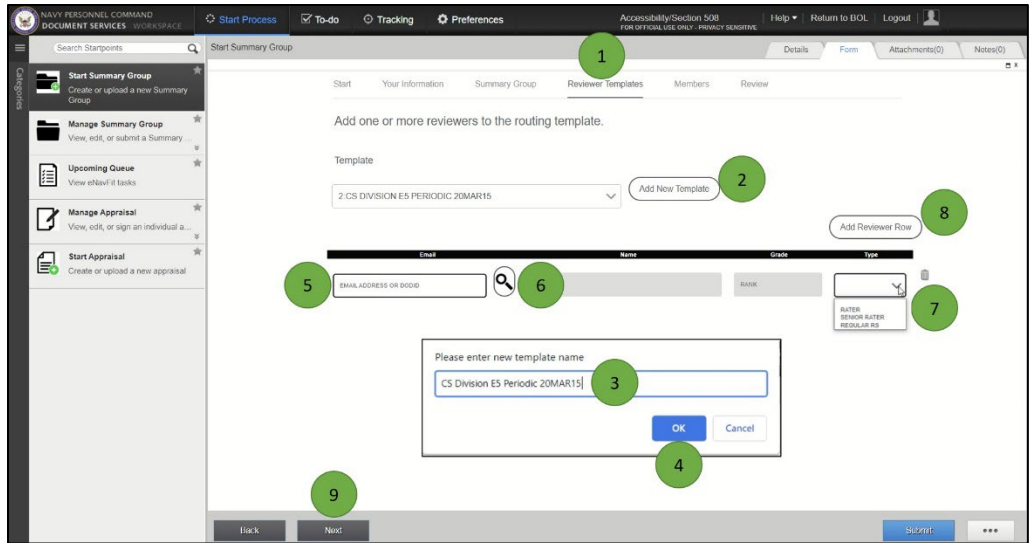
Steps:

1. Select “Start Summary Group”
2. A) Select “For yourself as Reporting Senior” if you are the Reporting Senior
B) Select “For someone else as Reporting Senior” if you are the Trusted Agent
3. Select the “Next” button



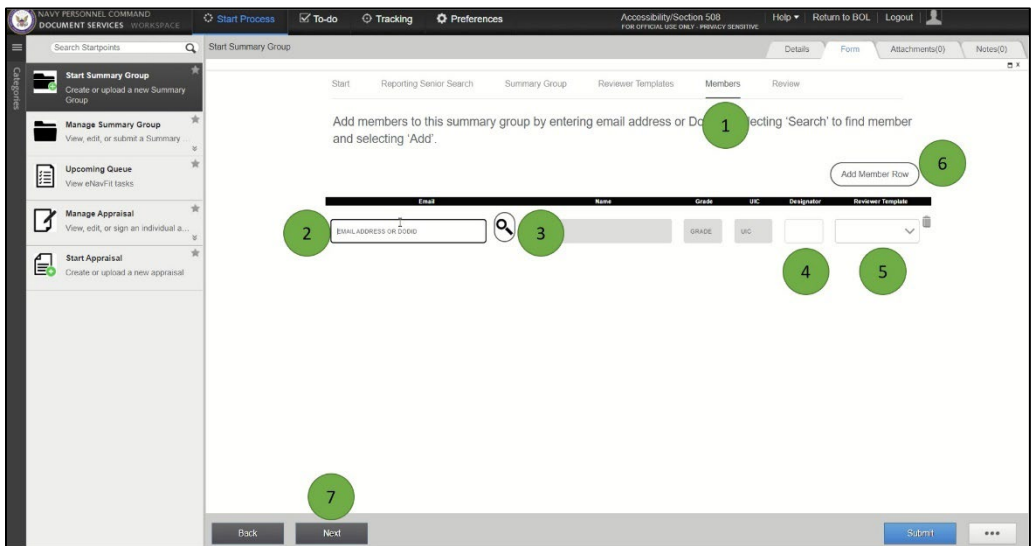
Steps:

1. Verify the “Summary Group” tab is underlined
2. Input the summary group information
3. Select the “Next” button



Steps (Optional):

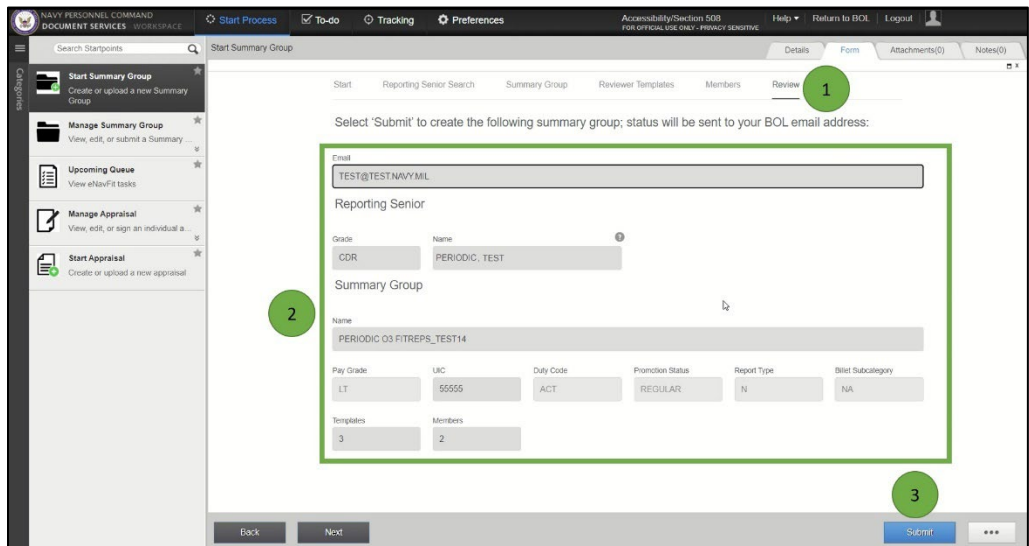
1. Verify the “Reviewer Template” tab is underlined
2. Select the “Add New Template” button
3. Input a reviewer template title into the text field
4. Select the “OK” button
5. Enter the DODID or email of the first reviewer
6. Select the magnifying glass icon or press the Enter key
7. Assign the reviewer type or leave field blank if the reviewer is unassigned
8. Select “Add Reviewer Row” to add additional reviewers. Repeat steps 5-8 for additional reviewers
9. Select the “Next” button



Steps (Optional – Best Practice):

1. Verify the “Members” tab is underlined
2. Enter the DODID or email of the member
3. Select the magnifying glass icon or press the Enter key
4. Verify/Input the designator (if Officer)
5. Select the Reviewer Template from the drop-down if one has been created

- 6. Select the “Add Member Row” to add additional members (repeat steps 2-5 for each additional member)
- 7. Select the “Next” button

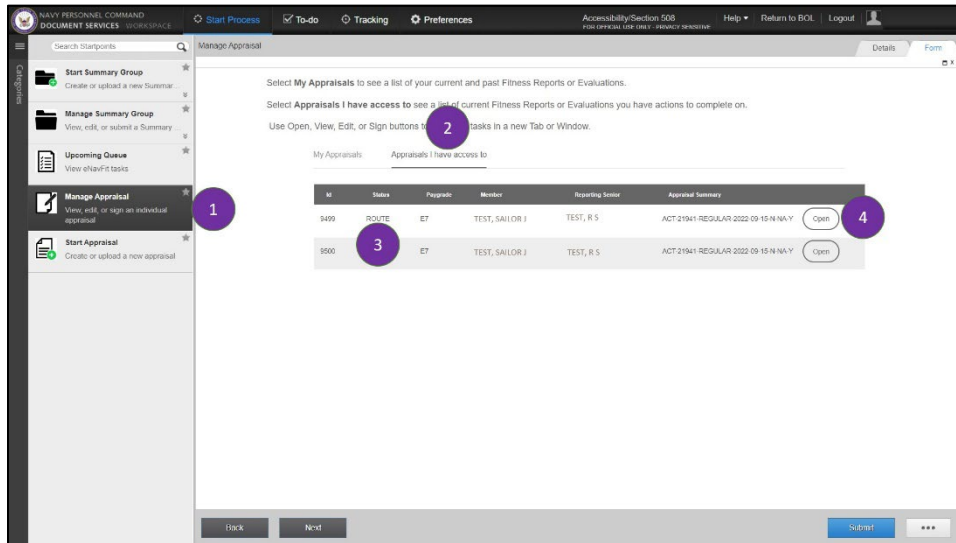


Steps:

- 1. Verify the “Review” tab is underlined
- 2. Verify the summary group information is correct
- 3. Select the “Submit” button

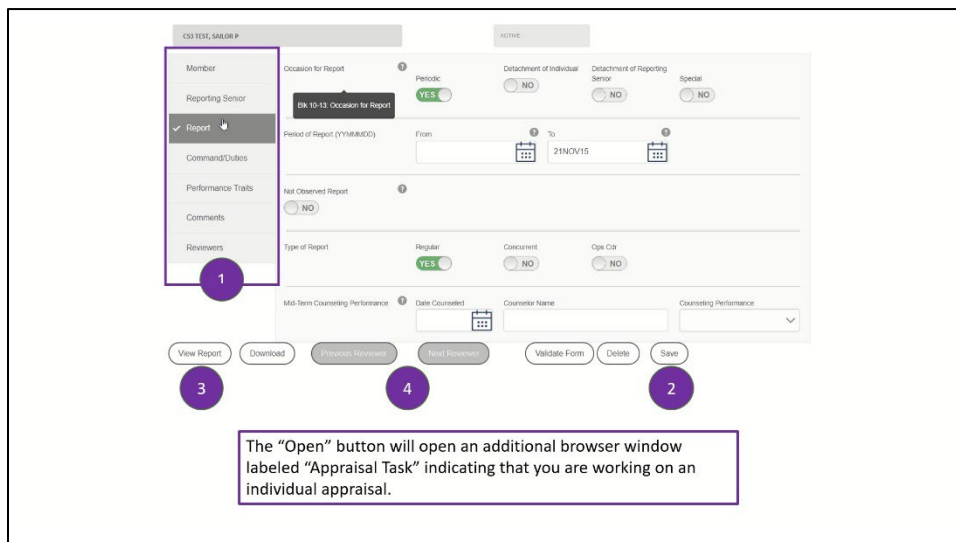
Reviewer Action

2.1 – Review Appraisal



Steps:

1. Select “Manage Appraisal”
2. Select “Appraisals I have access to”
3. Verify the status as “Route”
4. Select the “Open” button

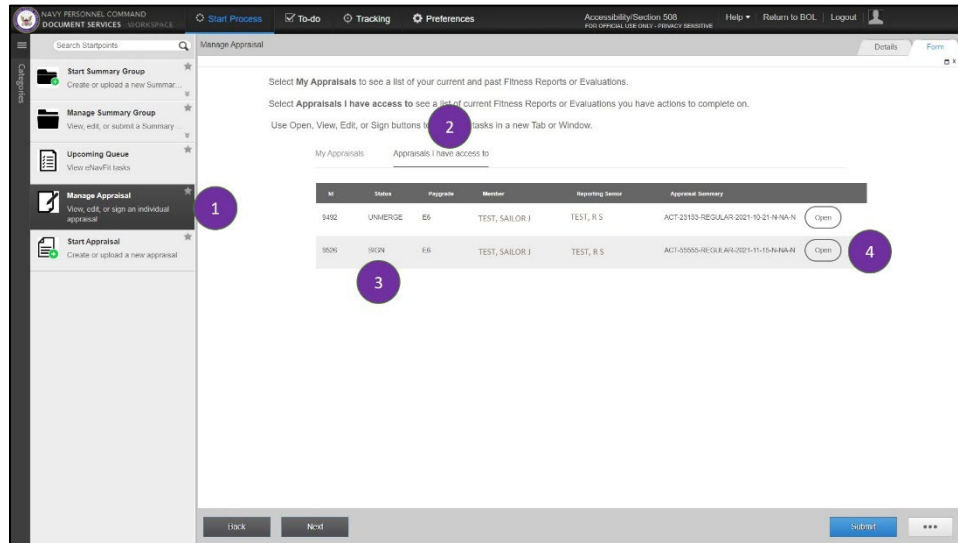


Steps:

1. Select the tab that you would like to work within
2. Select “Save” when your input is complete
3. Select “View Report” to preview the appraisal
4. Select the “Previous Reviewer” button to send it back to the previous reviewer or “Next Reviewer” to forward it to the next reviewer

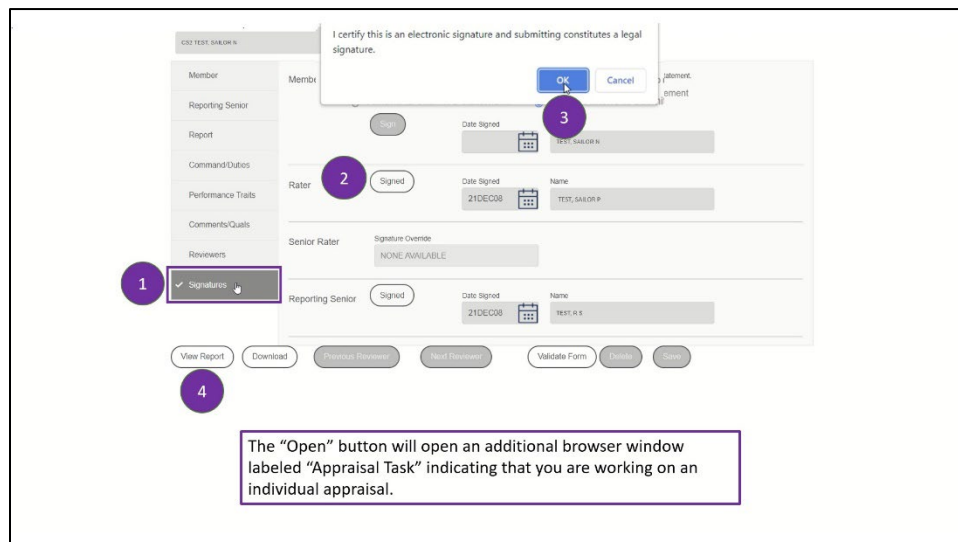
Reviewer Action

2.2 – Apply Reviewer Signature



Steps:

1. Select “Manage Appraisal”
2. Select “Appraisals I have access to”
3. Verify the status as “Sign”
4. Select the “Open” button



Steps:

1. Select the “Signatures” tab
2. Select “Sign” next to your reviewer User Role (i.e., Rater or Senior Rater)
3. Select “OK” button certifying that you understand that you are applying an electronic signature to the appraisal
4. Select the “View Report” button to ensure that your signature is captured on the appraisal.
5. Close the “Appraisal Task” browser window



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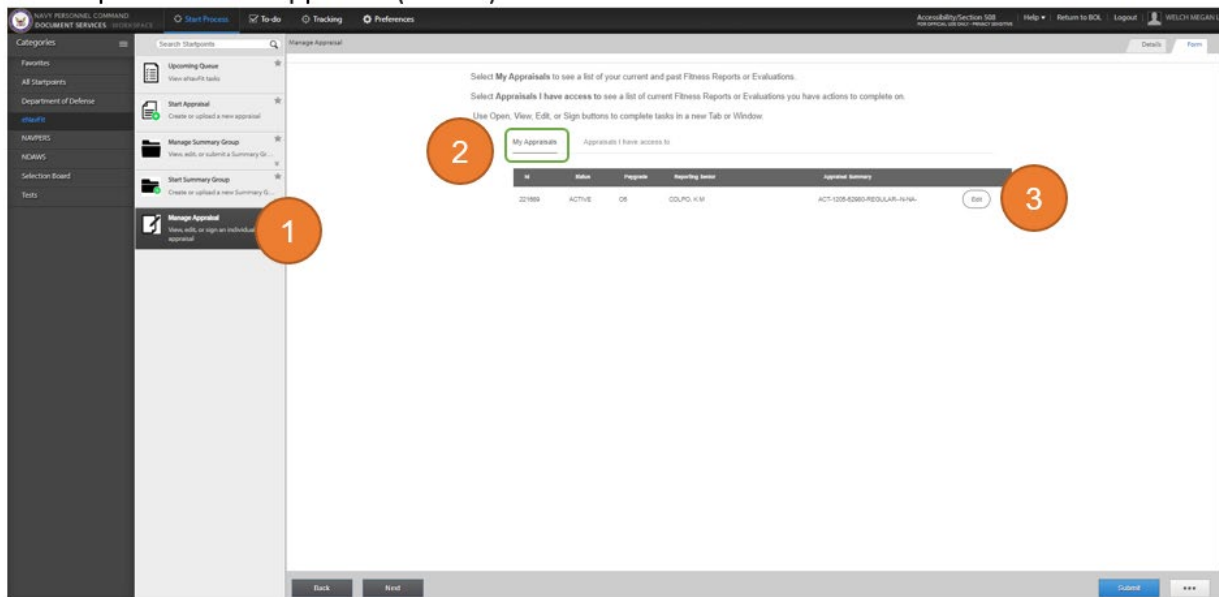
Evaluated Member Actions



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



3.1 – Open Member Appraisal (Online)



Steps:

1. Select "Manage Appraisal"
2. Verify "My Appraisal" is selected
3. Select the "Edit" button

3.2 – Provide Member Input (Online)

YN2 TEST, MEMBER M Active

1 Member

Name: TEST, MEMBER M Rate: YN2 Enlisted Warfare/Qualification: SW

Reporting Senior

3 Report

Email: test@test.mil Duty/Competitive Status: ACT Unit Identification Code (UIC): 62980

Command/Duties

Performance Traits: NPC Promotion Status: REGULAR Date Reported: 21Jun28 **2**

Comments/Quals

Physical Readiness: P Billet Subcategory: NA

Reviewers

View Report Download Previous Reviewer Next Reviewer Validate Form Delete Save **4**

Steps:

1. Complete any blank blocks on Member tab
2. Use Calendar Icon when completing dates to avoid errors
3. Complete any blank blocks on the Report tab
4. Save and save often; system will refresh once save has completed and save button is no longer grayed out

YN2 TEST, MEMBER M Active

Member

Reporting Senior

Report

1 Command/Duties

Command Employment/Achievement: **Member cannot edit this block**

2 Performance Traits

Primary Duty Code: ADMIN LPO

3 Comments/Quals

Primary / Collateral / Watchstanding Duties: ADMIN LPO-12. Comments, etc.

Reviewers

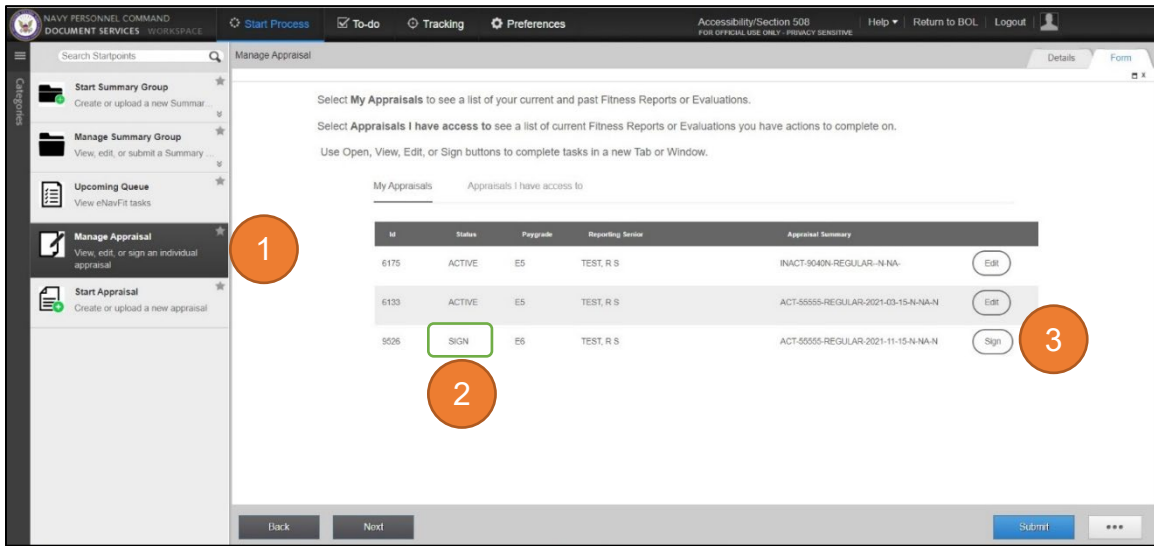
View Report Download Previous Reviewer Next Reviewer Validate Form Delete Save **4**

Steps:

1. Complete any blank blocks on Command/Duties tab
2. Rate yourself by selecting a grade for each trait on the Performance Traits tab
3. Complete any blank blocks on the Comments/Quals tab
4. Save and save often; system will refresh once save has completed and save button is no longer grayed out

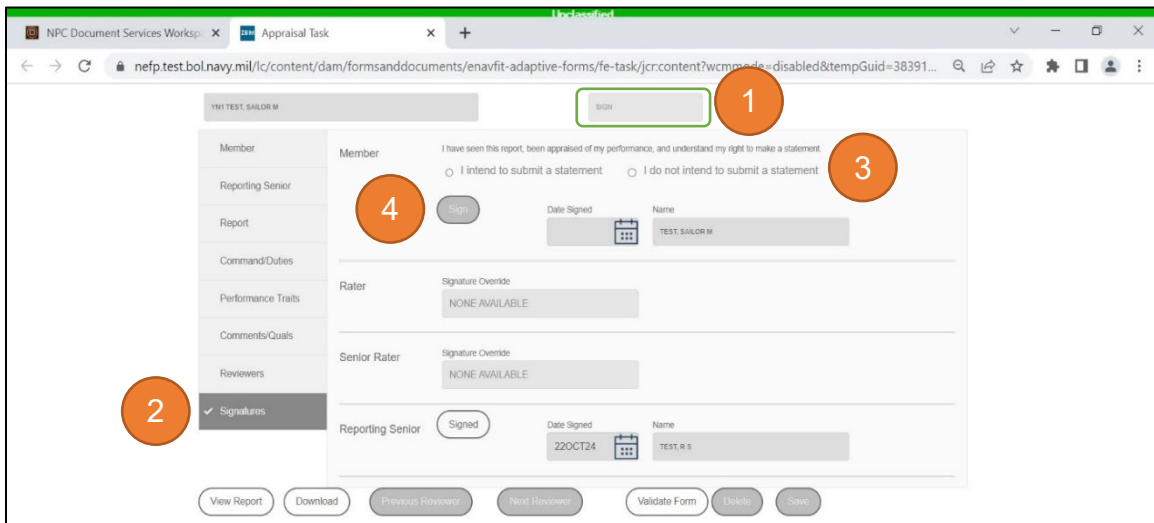
Once save/refresh occurs, review each tab to ensure your information has saved and inform you chain of command your inputs are complete (Best Practice)

3.3 – Apply Member Signature (Online)



Steps:

1. Select “Manage Appraisal”
2. Verify status displays “Sign”
3. Select the “Sign” button



Steps:

1. Verify status displays “Sign”
2. Select “Signatures”
3. Select statement submission indication
4. Select “Sign”
5. Close the “Appraisal Task” browser window

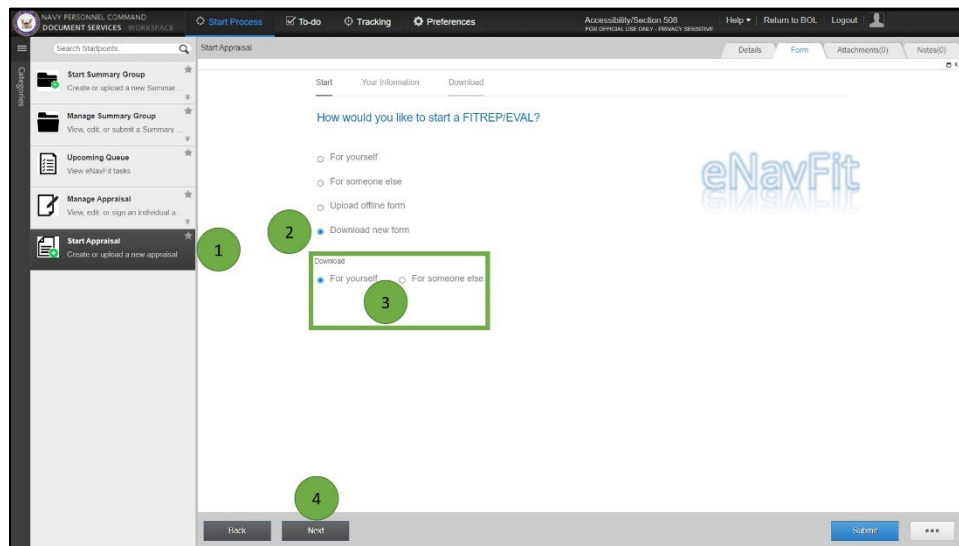


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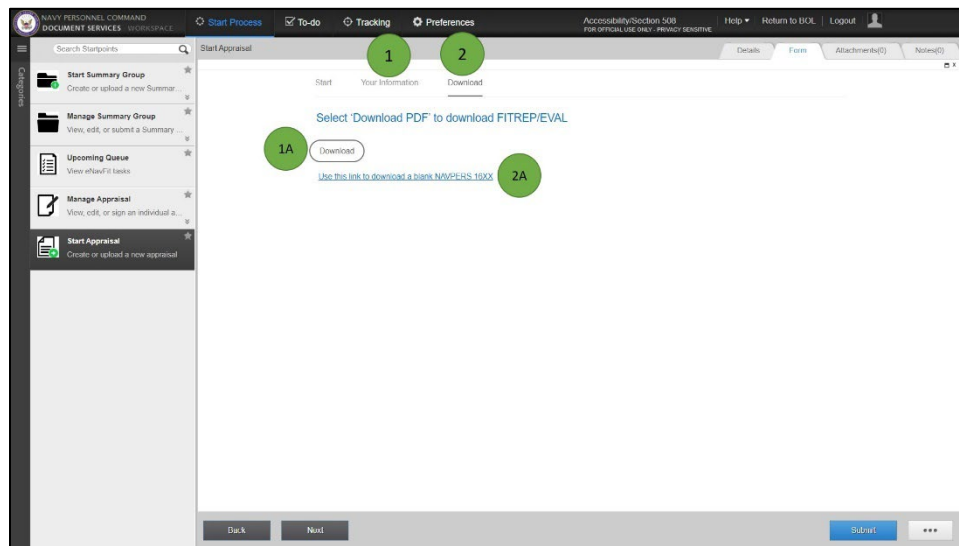
All User Actions

4.1 – Download 16XX



Steps:

1. Select the “Start Appraisal” tab
2. Select “Download new form”
3. Select “For yourself” to download a prepopulated 16XX form for yourself or “For someone else” to download a prepopulated form for another member
4. Select the “Next” button



Steps:

1. Proceed to the “Your Information” tab if you selected “For yourself”. Proceed to the “Member Search” if you selected “For someone else”. These fields will allow you to verify or enter information to download a prepopulated 16XX form.
 - 1A. Proceed to the “Download” button to download a prepopulated 16XX form based on the information that was provided.
 2. If downloading a Blank 16XX form, you may skip directly to the “Download” tab
 - 2A. Select “Use this link to download a blank NAVPERS 16XX”
- NOTE: A pop-up dialogue window will appear. Save the PDF form to the desired location.

4.2 – Signing the 16XX (Offline)

Warning: JavaScript Window - CERTIFY

I agree, and it is my intent, to digitally sign this report by entering my Personal Identification Number and clicking on the SIGN button. I understand that my signing and submitting this report in this fashion is the legal equivalent of having placed my handwritten signature on the submitted report.

I CERTIFY as the reporting senior that to the best of my knowledge and belief, all entries made hereon are true, and without prejudice or partiality and that, I have provided a signed copy of this report to the individual.

Yes No

43. COMMENT

44. QUALIFICATIONS/ACHIEVEMENTS - Education, awards, community involvement, etc., during this year

| Promotion Recommendation | NOB | Significant Problems | Progressing | Promotable | Must Promote | Early Promote | 47. Retention: <input type="checkbox"/> Not Recommended <input checked="" type="checkbox"/> Recommended |
|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|-------------------------------------|--------------------------|---|
| 45. INDIVIDUAL | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | 48. Reporting Senior Address USS TEST SSN 111 FPO AE 099999999 |

46. SUMMARY

49. Signature of Senior Rater (Typed Name & Grade Rate) I have reviewed the evaluation of this unratee against these performance standards and have provided written explanation to support marks of 1.9 and 5.0.

50. Signature of Reporting Senior

51. Signature of individual evaluated. "I have seen this report, been apprised of my performance, and understand my right to make a statement."

52. Typed Name, Grade, Command, UIC of Regular Reporting Senior on Concurrent Report

Steps:

1. Select the field to apply a signature
2. Select "Yes" certifying that you understand you will be applying a digital signature to the appraisal
3. Save the form with the signature applied
4. Close the form and forward to the next signatory via the preferred method