

eNavFit/PET Overview

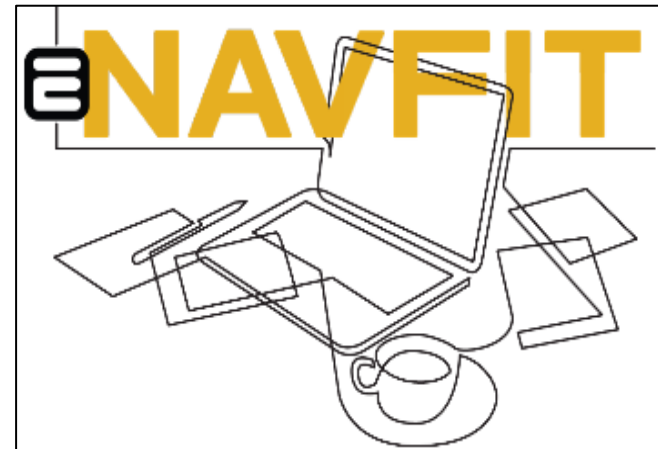
eNavFit Overview Brief



May 2023

Agenda

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



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

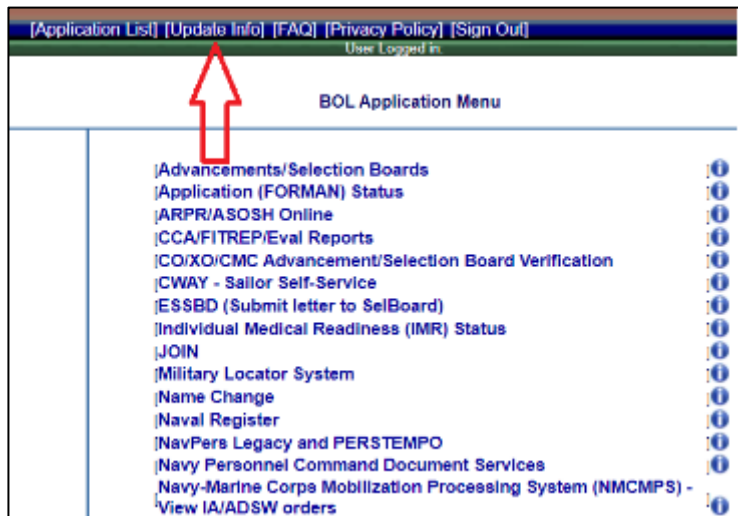


Microsoft Edge

Update BOL Email (Must Do)

- 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.

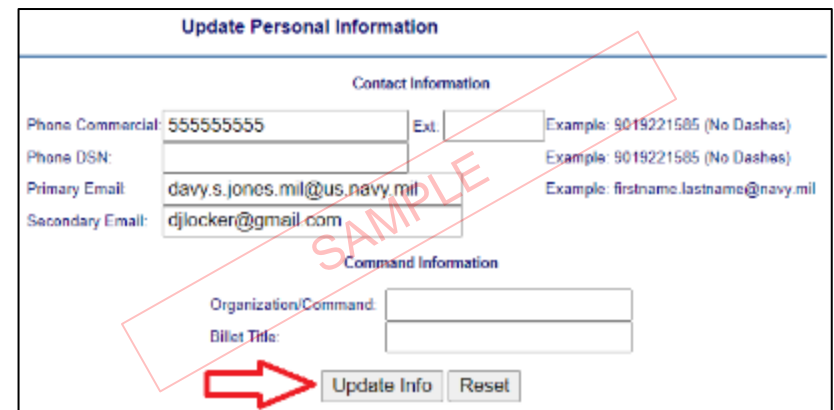


[Application List] [Update Info] [FAQ] [Privacy Policy] [Sign Out]
User Logged in

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 (NMCMP) -
-]View IA/ADSW orders

2.



Update Personal Information

Contact Information

Phone Commercial: 5555555555 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: djlocken@gmail.com

Command Information

Organization/Command:

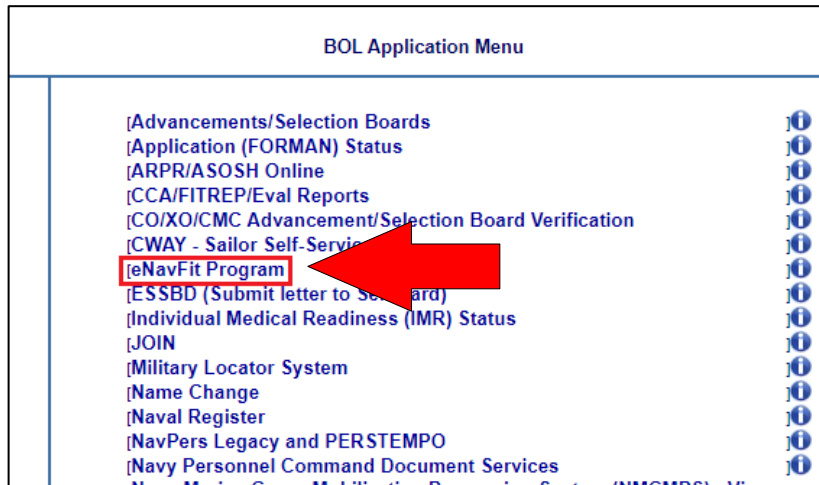
Billet Title:

Where is eNavFit?

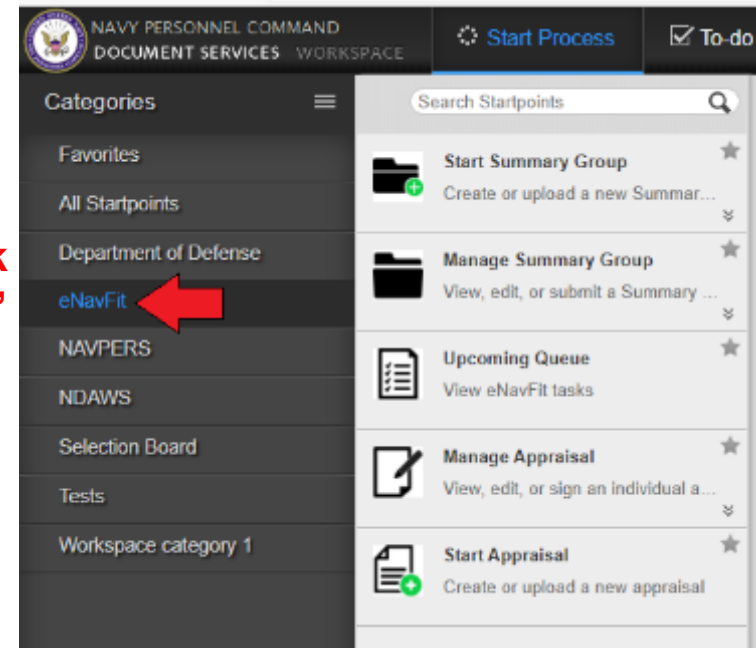
Proceed to BUPERS Online

www.BOL.navy.mil

Click “eNavFit Program”



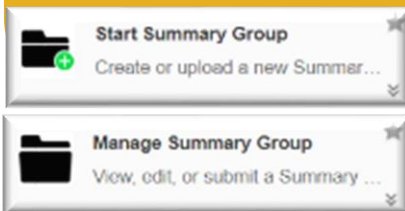
Click
“eNavFit”



User Roles

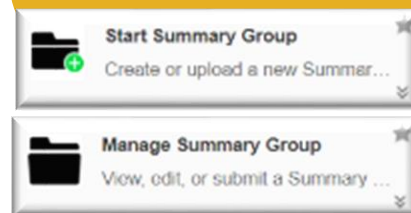
Reporting Senior

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.



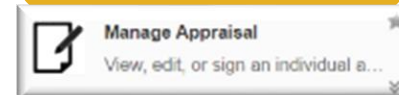
Trusted Agent

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.



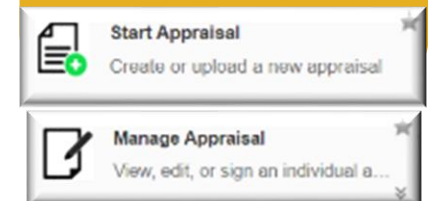
Reviewer

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



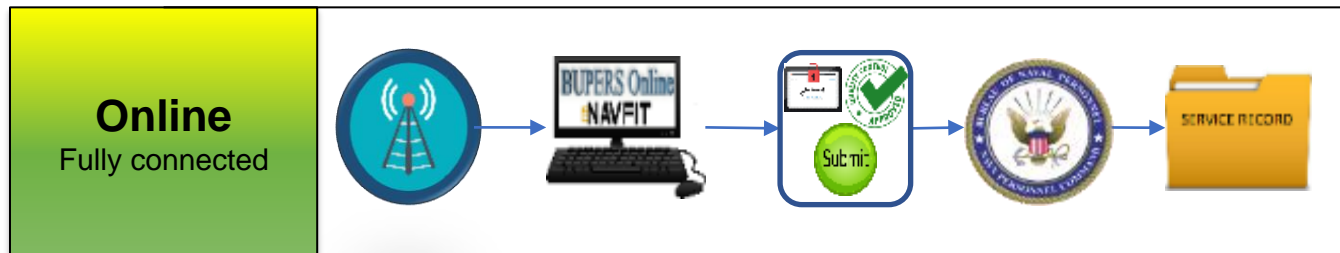
Member

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



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.



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 SAILOR, JOE A Grade CDR Designator 1110

Email JOE.SAILOR@NAVY.MIL Title CO Unit Identification Code (UIC) 11000

Phone 555-555-5555 Address Test Address ISIC Address Test ISIC Address

Dual-Hatted NO

Reporting Senior Role

Acknowledge Date Acknowledged JUST NOW


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.)

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.

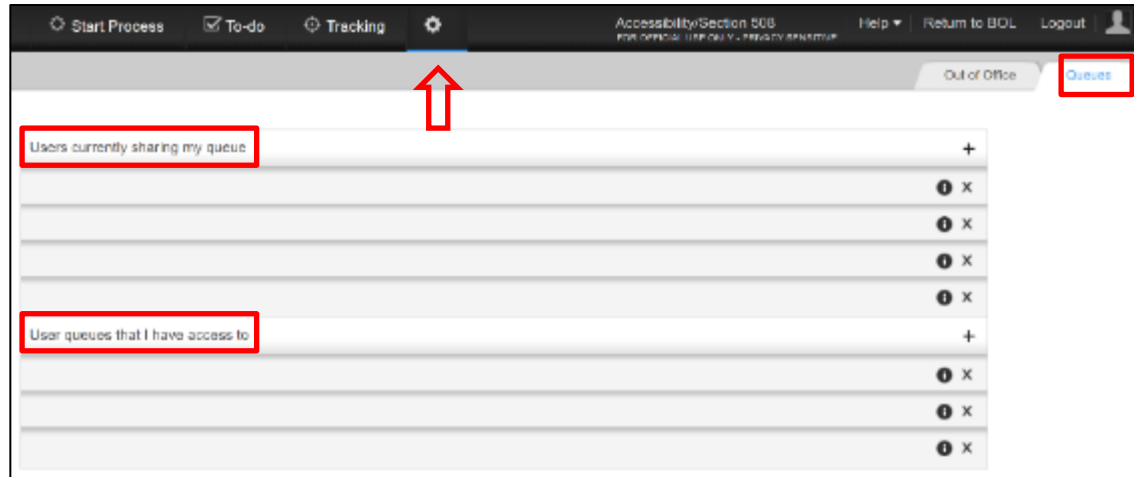
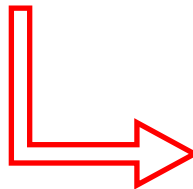
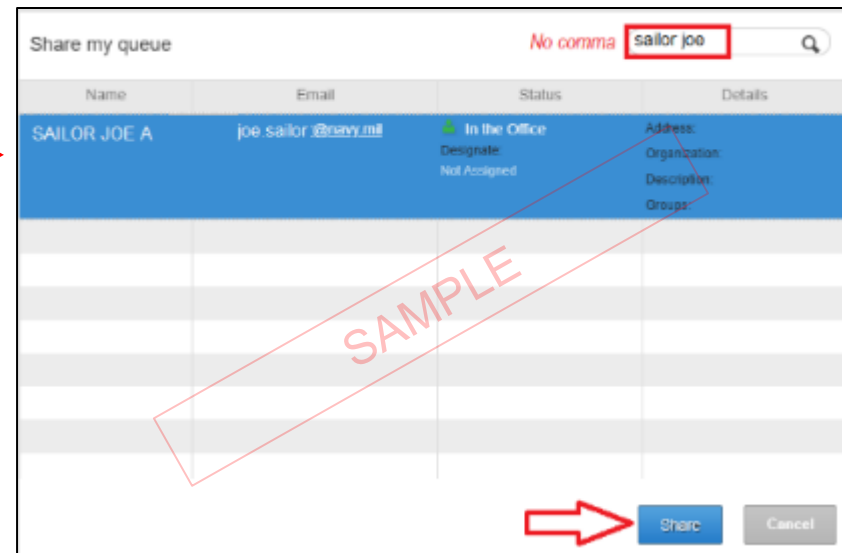
Assigning a Trusted Agent (Likely Must Do)

- 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:

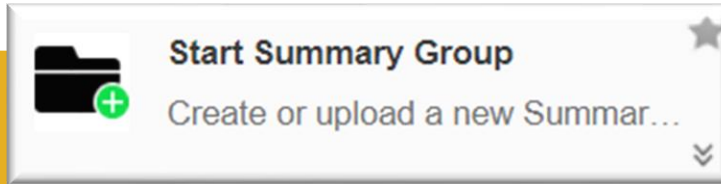
If more than one trusted agent (or the reporting senior) are accessing the same summary group via “Manage SG”, the one who saves first will overwrite the other user’s changes.

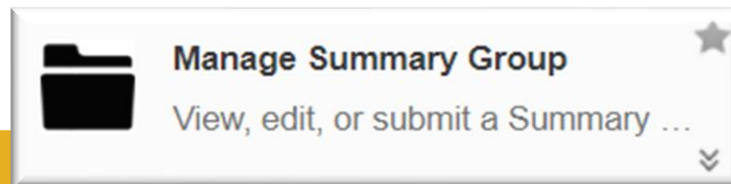
Name	Email	Status	Details
SAILOR JOE A	joe.sailor@navy.mil	In the Office Designate Not Assigned	Address: Organization: Description: Groups:

UNCLASSIFIED

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

Start 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 Search

Name Grade Designator

LAST, FIRST MI SUFFIX

Email Title

Phone Address

Start Reporting Senior Search 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/Location Code (UIC) Ship/Station Promotion Status End Date

Not Observed (NOB) Flag Report Type Other Subcategory

REGULAR AND/OR CONCURREN

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

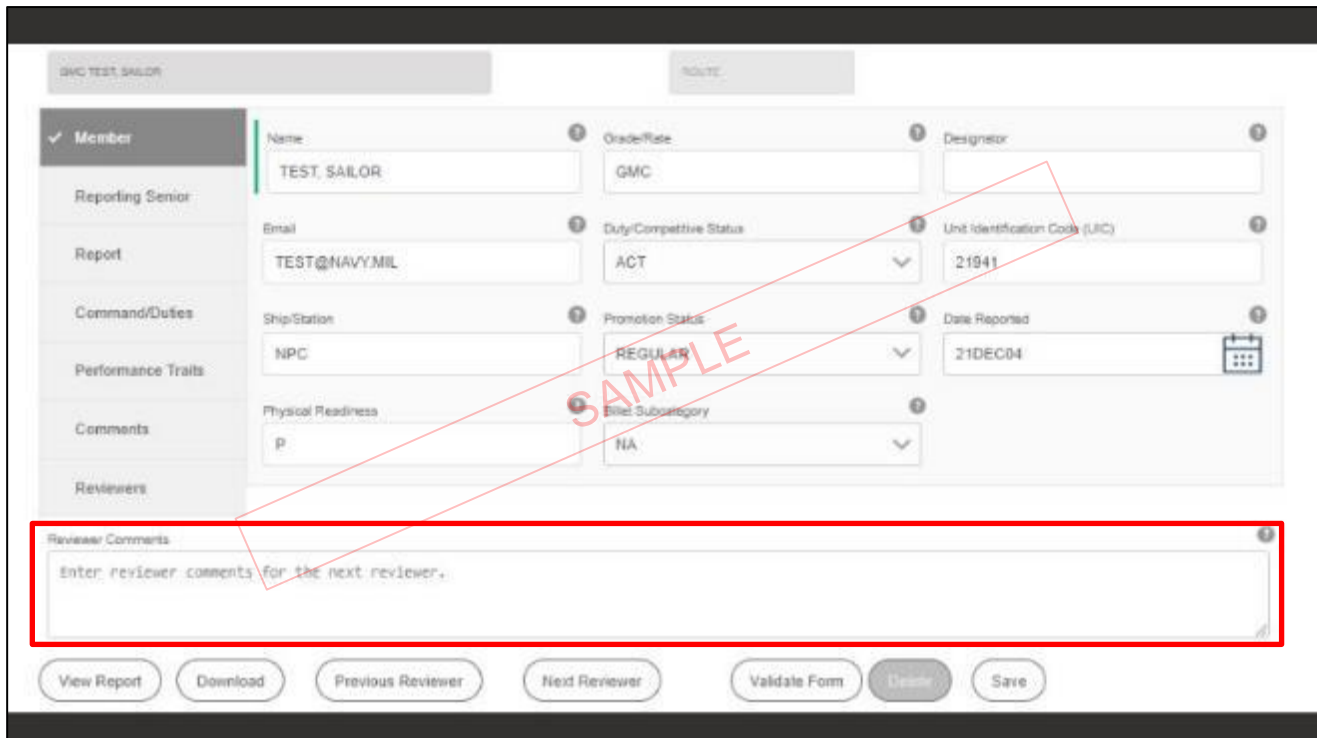
Add Reviewer Row

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

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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 a web form for reviewing a sailor's performance. The form is titled "GMC TEST SAILOR" and "ROUTE". A sidebar on the left contains navigation options: Member (selected), Reporting Senior, Report, Command/Duties, Performance Traits, Comments, and Reviewers. The main form fields are:

Name	TEST SAILOR	Grade/Rate	GMC	Designator	
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	Encl. Subcategory	NA		

Below the form fields is a "Reviewer Comments" section with a text area containing the placeholder text: "Enter reviewer comments for the next reviewer." A red box highlights this text area. A large red "SAMPLE" watermark is overlaid on the form. At the bottom of the form are several buttons: "View Report", "Download", "Previous Reviewer", "Next Reviewer", "Validate Form", "Cancel", and "Save".

Assigning Members

- 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

Start Your Information Summary Group Reviewer Templates **Members** Review

Add members to this summary group by entering email address or DoD ID, selecting 'Search' to find member and selecting 'Add'.

Add Member Row

Email	Name	Grade	UIC
EMAIL ADDRESS OR DODID	NAME	GRADE	UIC

START Summary Group Tab

MANAGE Summary Group Tab

Reporting Senior Summary Group Reviewer Templates **Reports**

Validate Reports **SHOW ADD**

Details	Name	Position/Title	Availabil	02	04	06	08	10	12	14	16	18	20	Status	Errors
SHOW	PROVOSTAGE		100	3	3	3	3	3	3	3	3	3	3	REVIEWER/	

Validate Reports **HIDE ADD**

EMAIL ADDRESS OR DODID NAME GRADE UIC

Add Report

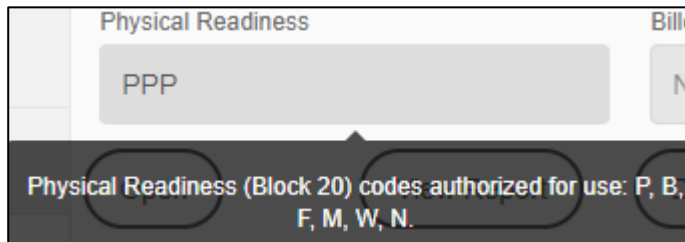
Details	Name	Position/Title	Availabil	02	04	06	08	10	12	14	16	18	20	Status	Errors
SHOW	PROVOSTAGE		100	3	3	3	3	3	3	3	3	3	3	REVIEWER/	

UNC

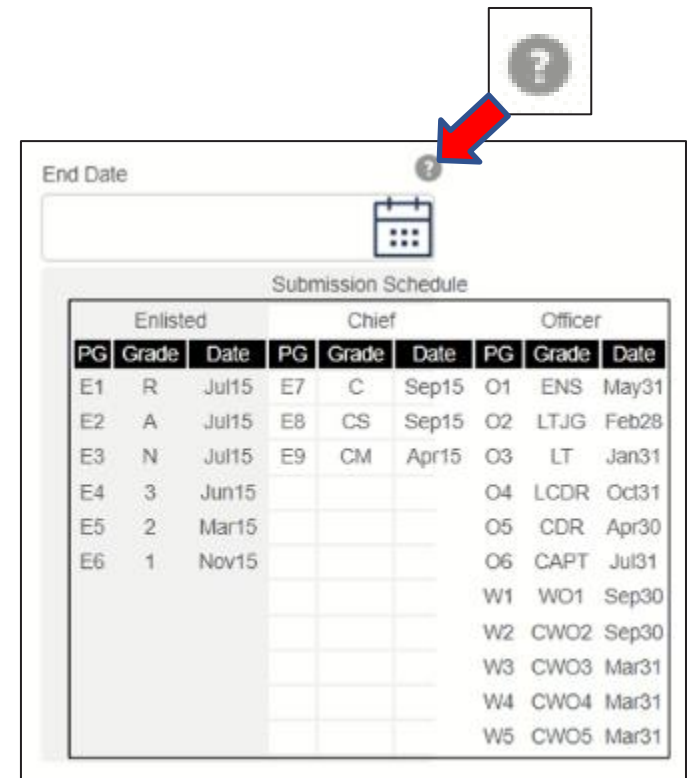
SAMPLE

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



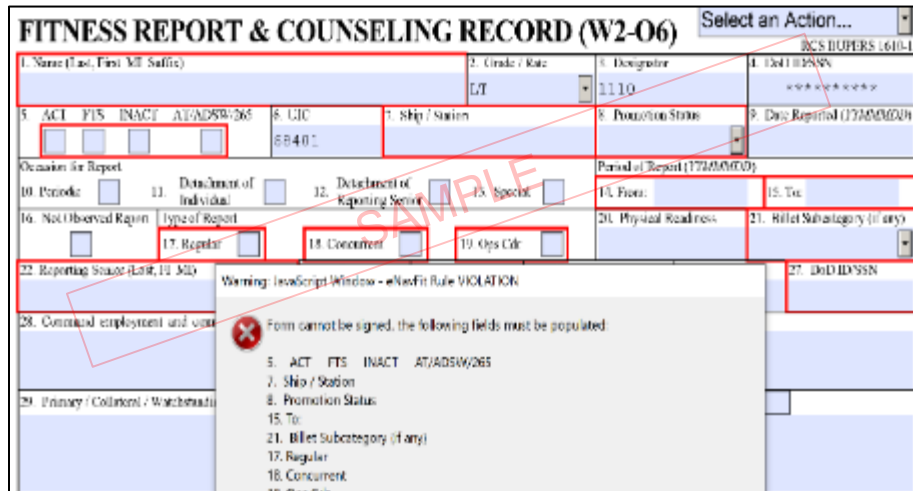
Policy-driven tips



Tool-Tips

Error Validations

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



FITNES REPORT & COUNSELING RECORD (W2-06) Select an Action...
 1. Name (Last, First MI Suffix) 2. Grade / Rate 3. Designator 4. DoD ID/SSN
 5. ACT P15 INACT AT/ADSW/265 6. UIC 7. Ship / Station 8. Promotion Status 9. Date Reported (TZMMDDYY)
 10. Periodic 11. Detachment of Individual 12. Detachment of Reporting Senior 13. Special 14. From 15. To
 16. Not Observed Reason 17. Regular 18. Concurrent 19. Ops Cdr 20. Physical Readiness 21. Billet Subcategory (if any) 22. Reporting Source (Last, FI MI)
 23. DoD ID/SSN
 24. Concurrent employment and visitation
 25. Primary / Collateral / Waiver/Default

Warning: JavaScript/Window - eNavFit Rule VIOLATION
 Form cannot be signed, the following fields must be populated:
 5. ACT P15 INACT AT/ADSW/265
 7. Ship / Station
 8. Promotion Status
 15. To
 21. Billet Subcategory (if any)
 17. Regular
 18. Concurrent

Offline Error Validation
(Smart .PDFs)



Validate Reports | 3-ROW ADD

CLASS	NAME	PROMOTION RCD	THRESH	ACT	INACT	AT	ADSW	265	UIC	SHIP	STATION	PROMOTION STATUS	DATE REPORTED	PHYSICAL READINESS	BILLET SUBCATEGORY	REPORTING SOURCE	OPERATION	STATUS	ERROR
	NORTON, MARCO	NOR		ACT															Enter

NOB Promotion
 NoB is not allowed
 if Summary Group
 Not Observed
 (NOB) Flag is
 NONE

Member: COMMENTS ON PERFORMANCE**
 Report: ALL 1-0 marks, three 2.0 marks, and 2.0 marks in Enlisted block 36, Chief block 37, or Officer block 34 must be specifically substantiated in comments. Comments must be verifiable. Use upper and lower case.
 Comments/Quals: Link: 15 OF 16 | Unchecked: 25 OF 1600 | Form Size: 3
 The many links.
 Comment: Select how NOB and observed reports in file send summary group...
 Misspell/LLing

Online Error Validation
(NPC Document Services)

Summary Group & Appraisal Statuses

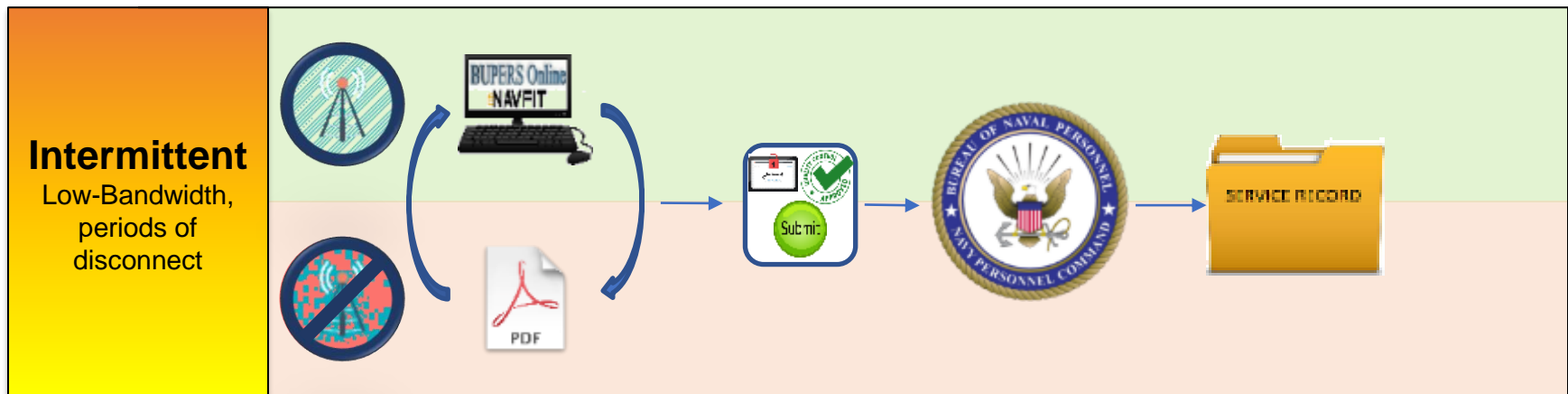
Status	Description	Pass Requirement
Active	Initial Status	
* <u>Route</u>	Route appraisal to first Reviewer in the Reviewer Template	
Reviewed	All reviews completed	
* <u>Sign</u>	Ready to be signed	Document must pass validation
Signed	All required signatures on report	Report signed by all users or alternate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

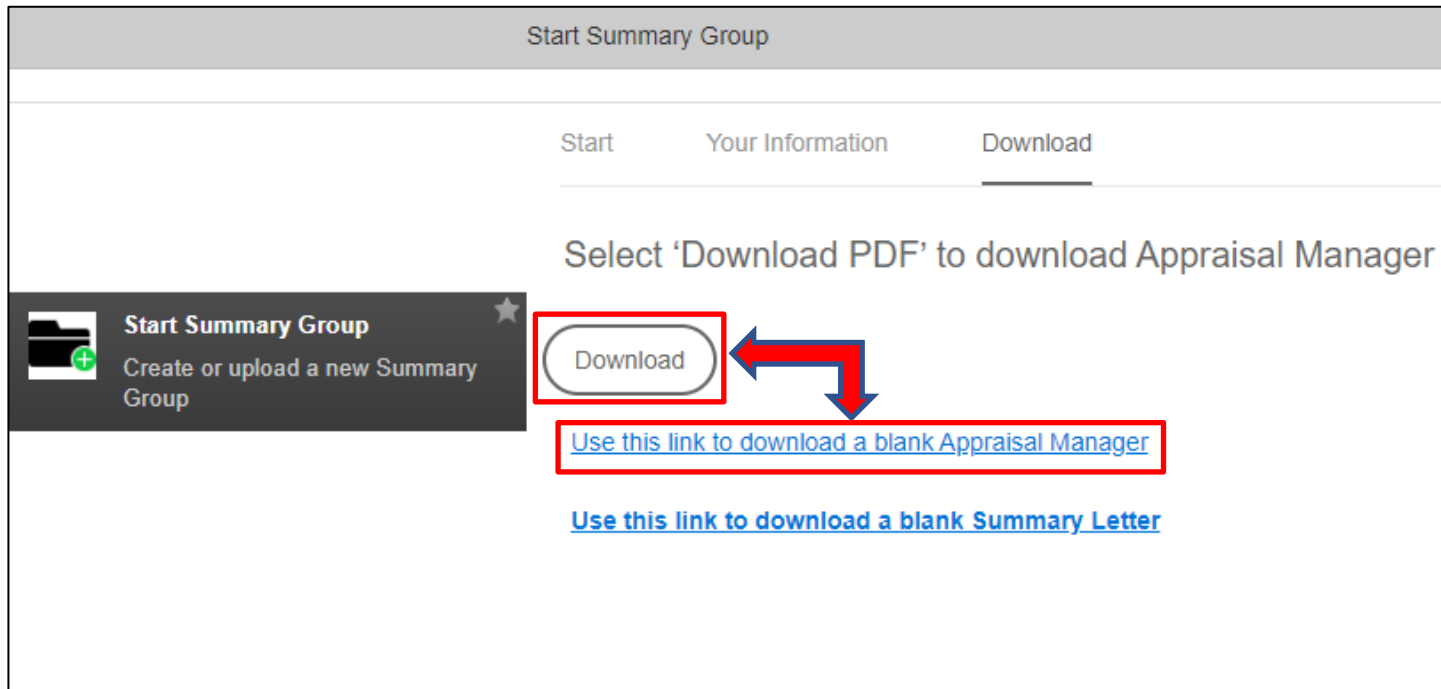
eNavFit Intermittent

- 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”



Start Summary Group

Start Your Information Download

Select 'Download PDF' to download Appraisal Manager

Start Summary Group ★
Create or upload a new Summary Group

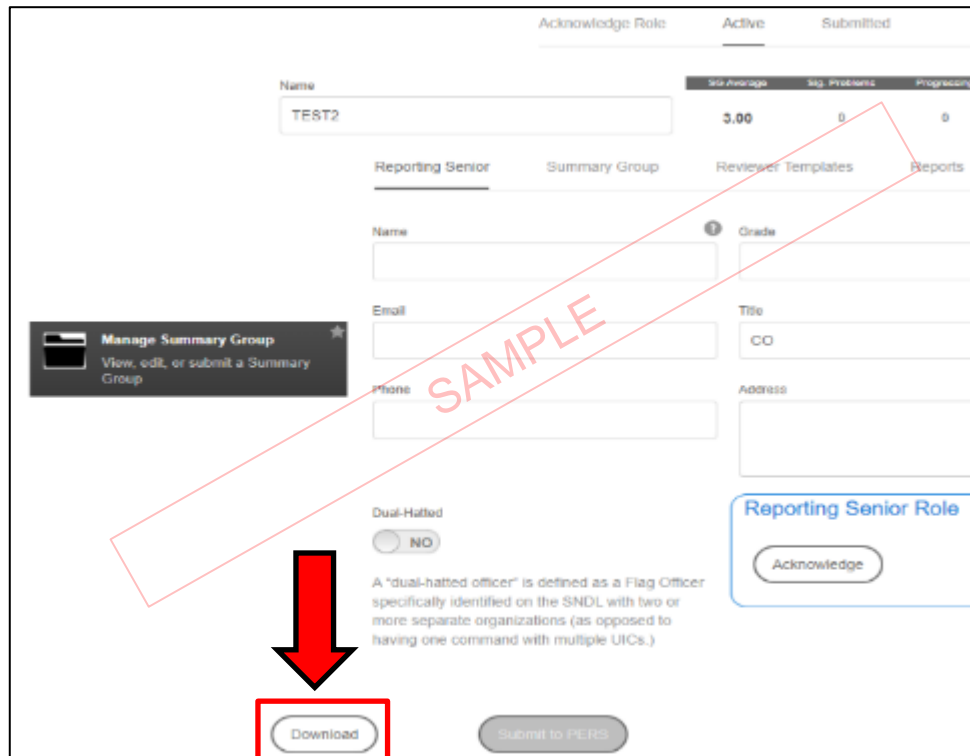
Download

[Use this link to download a blank Appraisal Manager](#)

[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	360 Average	Sig. Problems	Progressing
TEST2	3.00	0	0

Reporting Senior: Summary Group: Reviewer Templates: Reports

Name: Grade: Title: CO: Address:

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

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

UNCLASSIFIED

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

Group: [] FE Status: **Active** Member Email: JOE.SATLOR@NAVY.MIL

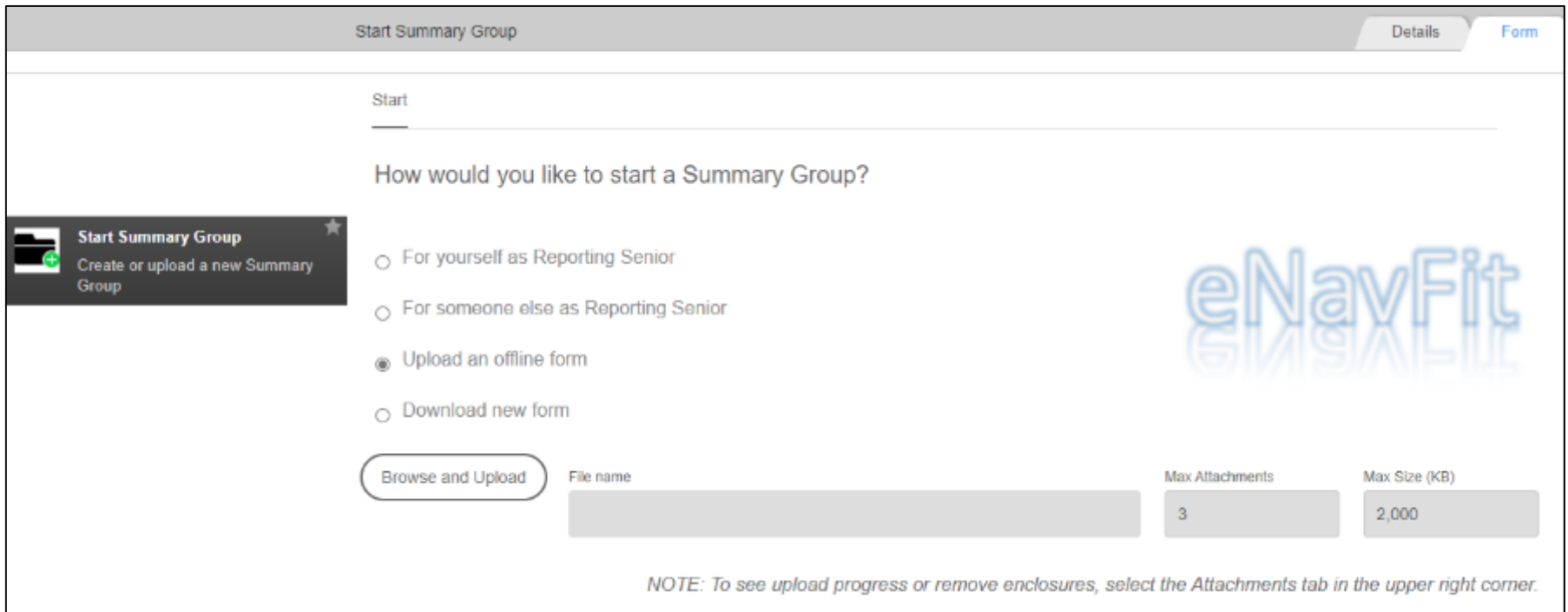
EVALUATION & COUNSELING RECORD (E7-E9)

1. Member Name (Last, First MI Suffix) SATLOR, JOE M		2. Grade / Rate MS03		3. Designator		4. DoD ID/SSN *****			
5. ACT	FIS	INACT	AD/ADSW/265	6. UIC 12345	7. Step / Station		8. Promotion Status	9. Date Reported (YYMMDD)	
10. Occasion for Report Periodic <input type="checkbox"/> 11. Detachment of Interest <input type="checkbox"/> 12. Detachment of Reporting Source <input type="checkbox"/> 13. Special <input type="checkbox"/>				14. Period of Report (YYMMDDDD)					
16. Not Observed Report <input type="checkbox"/>		17. Regular <input type="checkbox"/>		18. Counseling <input type="checkbox"/>		19. Ops Cdr <input type="checkbox"/>		21. Bilateral Authority (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 / Colateral / Worksharing dates: (Date Primary Duty Abbreviation in box)									
Performance Traits <i>i</i>									
33. Deckplate Leadership	34. Technical Expertise	35. Professionalism	36. Loyalty	37. Character	38. Active Communication	39. Sense of Heritage			
[1-5] NOB <input type="checkbox"/>	[1-5] NOB <input type="checkbox"/>	[1-5] NOB <input type="checkbox"/>	[1-5] NOB <input type="checkbox"/>	[1-5] NOB <input type="checkbox"/>	[1-5] NOB <input type="checkbox"/>	[1-5] NOB <input type="checkbox"/>			
Promotion Recommendation				Trait Average:		Max. EP+MP:		1	
NOB		Significant Problems		Progressing		Promotable		Must Promote	
[1-5]		[1-5]		[1-5]		[1-5]		[1-5]	
0		0		0		0		0	
40. Recommendation (for individual for next career indication) or other (maintain of time) Recommendation may be for competitive schools or duty assignments such as: LCPO, BUPT 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.									

Four Stars 10

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'. Below the header, there is a 'Start' section with the question 'How would you like to start a Summary Group?'. There are four radio button options: 'For yourself as Reporting Senior', 'For someone else as Reporting Senior', 'Upload an offline form' (which is selected), and 'Download new form'. A 'Browse and Upload' button is located below the options. To the right of the options, there is a large 'eNavFit' watermark. Below the 'Browse and Upload' button, there are three input fields: 'File name', 'Max Attachments' (with a value of 3), and 'Max Size (KB)' (with a value of 2,000). A note at the bottom of the page reads: '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)

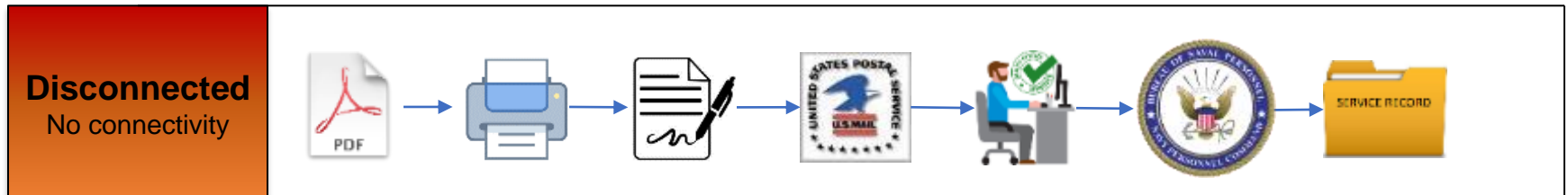
3

2,000

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

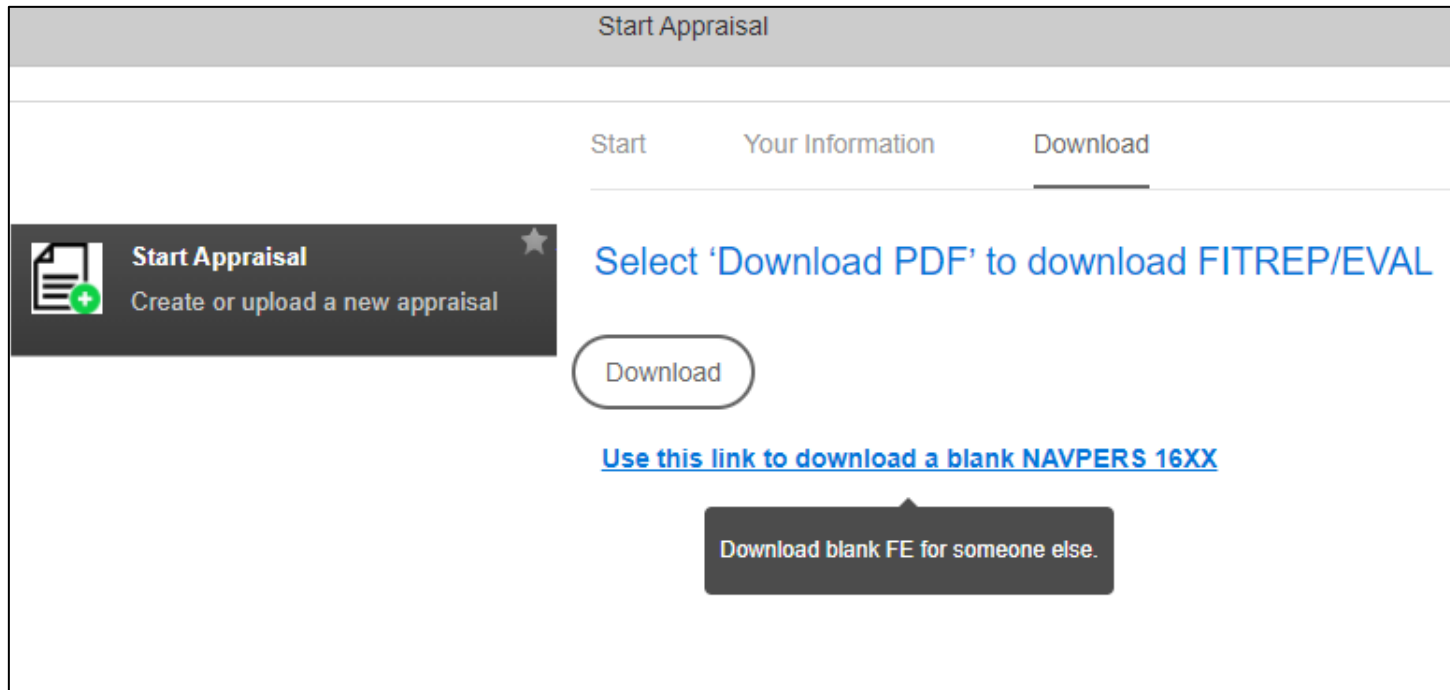
eNavFit Offline

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.



Download Blank Offline Appraisal – NAVPERS 16XX

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



Start Appraisal

Start Your Information **Download**

Start Appraisal ★
Create or upload a new appraisal

Select 'Download PDF' to download FITREP/EVAL

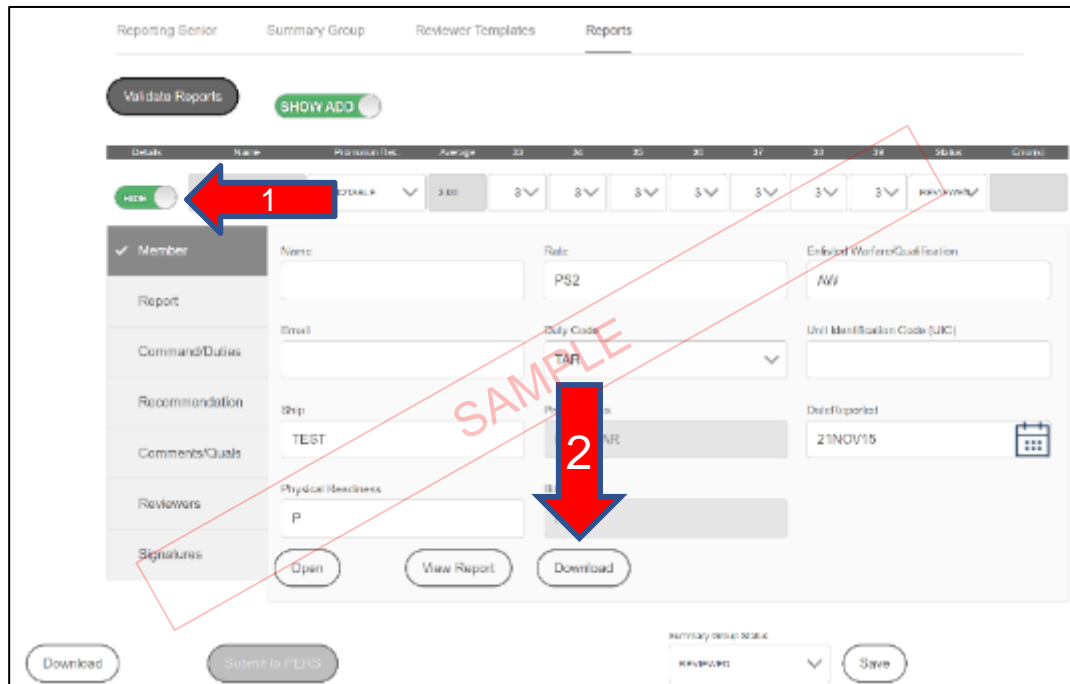
Download

[Use this link to download a blank NAVPERS 16XX](#)

Download blank FE for someone else.

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' section of the eNavFit system. At the top, there are tabs for 'Reporting Senior', 'Summary Group', 'Reviewer Templates', and 'Reports'. Below these are buttons for 'Validate Reports' and 'SHOW ADD'. A table lists reports with columns for 'Details', 'Name', 'Period (M)', 'Average', and 'Status'. A red arrow labeled '1' points to the 'Details' column. Below the table, a detailed view of a report is shown for a member named 'TEST'. The report includes fields for 'Name', 'Rate' (PS2), 'Enlisted Warfare Qualification' (NW), 'Email', 'Duty Code' (TAR), 'Unit Identification Code (UIC)', 'Ship' (TEST), 'Date Reported' (21NOV15), and 'Physical Readiness' (P). A red arrow labeled '2' points to the 'Download' button at the bottom of the report details. A large 'SAMPLE' watermark is overlaid on the screenshot.

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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

Continue

Form Version 2.0

Offline Form – NAVPERS 16XX

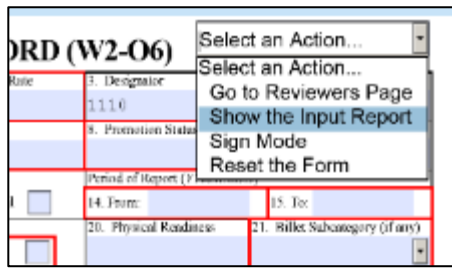
- Policy validation and tool-tips built into the form, like in eNavFit
- Embedded “Input Report” (aka brag sheet)
- Form[s] must be wet-signed and mailed to PERS
- Summary group average (block 45) must be manually entered

EVALUATION & COUNSELING RECORD (E7-E9)				Select an Action...	
1. Name (Last, First MI Suffix) D		2. Grade / Rate	3. Designator	4. DoD ID/SSN 123456789	
5. ACT	6. FTS	7. ISACT	8. AT/ADSW/265	9. UIC	7. Ship / Station
8. Promotion Status			9. Date Reported (FYMMDD)		
Occasion for Report			Period of Report (FYMMDD)		
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 checked="" 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 NVAL, 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; Standards are not all inclusive. 4.0 Exceeds most 3.0 standards; 5.0 Meets overall criteria and most of the specific standards for 5.0.					
PERFORMANCE TRAITS	1.0* Below Standards	2.0 Progressing	3.0 Meets Standards	4.0 Above Standards	5.0 Greatly Exceeds Standards
33. DECKPLATE LEADERSHIP: - Organizing, motivating and developing others to accomplish goals. - Engaging and visible	Neglects growth/development or welfare of Junior Officer and Talented Sailors. - Presence not felt on the deckplate. Does not set or achieve goals relevant to command mission and vision. Does not tailor leadership style to situation or individual.	Effectively energizes growth/development in Junior Officer and Talented 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 mentor and trainer. Junior Officer and Talented Sailors reach highest level of growth and development. - Always visible and engaged on the deckplate, consistently sets positive tone across Command. Leadership achievements demonstrably further command mission and vision. - Seamlessly tailors leadership to each Sailor's strengths, weaknesses and goals to maximize		

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



ORD (W2-O6)

Select an Action...

Select an Action...

Go to Reviewers Page

Show the Input Report

Sign Mode

Reset the Form

1. Designator: 1110

2. Promotion Status:

14. From: 15. To:

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

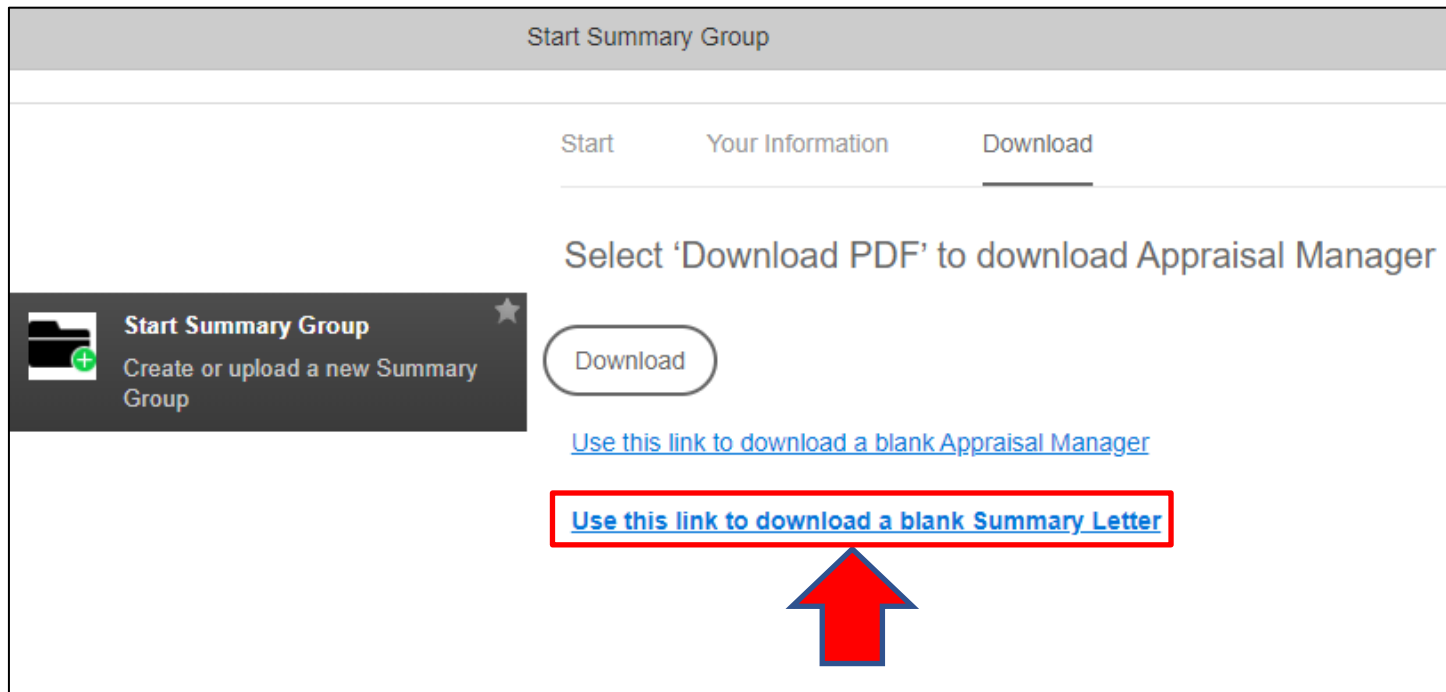


PERFORMANCE EVALUATION INPUT NAVPERS 1610/19 (11-2016)				Supporting Directive BUPERSINST 1610.10	
<input checked="" type="checkbox"/> Active	<input checked="" type="checkbox"/> Enlisted	Please fill out completely. Do not leave any sections blank. Indicate "N/A" if section does not apply.		Submit Date: (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:	6. Duty Status:
7. Date of Rate: (YYMMDD)	8. Date Reported to Command: (YYMMDD)	9. Ending Date of Last Report: (YYMMDD)	10. Email: beau.c.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_Rev11-11” (has not changed – same as on MyNavy HR website)
- * Ensure to download BEFORE losing connectivity



Start Summary Group

Start Your Information **Download**

Select 'Download PDF' to download Appraisal Manager

Download

[Use this link to download a blank Appraisal Manager](#)

[Use this link to download a blank Summary Letter](#)

Start Summary Group
Create or upload a new Summary Group

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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 (BB/22)		2. Grade (BB/23)		3. SSN (BB/27)		4. LDC (BB/26)	
5. Paygrade (BB/2)		6. Promotion Status (BB/6)		7. Desig (Off Only)		8. Duty Status (BB/5)	
9. Billet Subcategory (BB/21)		10. Report Type (BB/17-19)		11. MBR LDC (Enl Only)		12. Rpt End Date (BB/15)	

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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Support Materials

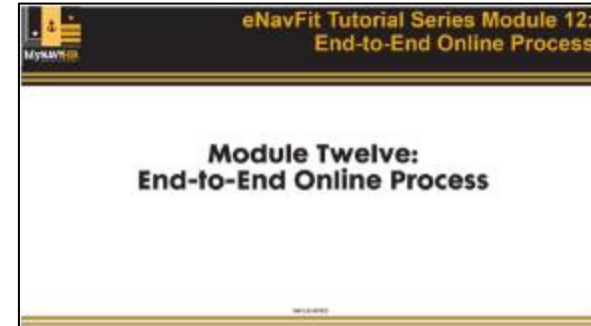


- User Guide 3.0



- SAAR How-to

- Video Tutorial Series



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

eNavFit Tips, Tricks, and Best Practices

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 EVALFITREP using eNavFit?**
Whether one or 100 reports, all require a Summary Group (SG). Though there are several ways to create and submit a report online, the best practice is outlined below:
 - a. While in eNavFit, select "Start Summary Group"
 - b. If you are the reporting senior, select "For yourself as Reporting Senior"; if you are a Trusted Agent, select "For someone else as Reporting Senior"

***NOTE TO TRUSTED AGENTS* - DO NOT acknowledge the role of the RS, if you have, see #15 below.**
- c. On the next tab, either verify your information as the Reporting Senior (RS), or search for your RS via the DOD ID (preferred) or email.
- d. "Summary Group" tab - name the Summary Group (SG) (name, grade, period of report, date, etc...) and populate the SG info.
- e. "Members To Evaluate" tab - build team, as add later under "Manage SG". Remember, E7 and above reports do not have Senior/Senior Rates. If a reviewer template is desired, leave the type blank. Also, "Regular RS" is for consumer reports only.
- f. "Members" - add all members of the summary group here. **THIS WILL CREATE A SHELL REPORT FOR THE MEMBER TO ACCESS.** As long as the SG is in a

ENAVFIT FREQUENTLY ASKED QUESTIONS

[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 ROUTINE & STATUS INFORMATION](#)


[SECTION 7 - ENAVFIT ERROR VALIDATION](#)

[SECTION 8 - SUMMARY GROUPS IN ENAVFIT](#)

1.a. What is eNavFit?
The eNavFit interface is a technology bridge between NAVFITSA and the Navy's future performance appraisal application. Despite being an iterative change, eNavFit boasts many benefits for the Navy and its Sailors, including electronic routing and submission, digital signatures, user and policy validation, and fit solution for FITRPS and evaluations. It is located in BUPERS Online (BOU) under Navy Personnel Command.

- FAQs

eNAVFIT
12-000 Performance Eval (12000)
Version 1.1



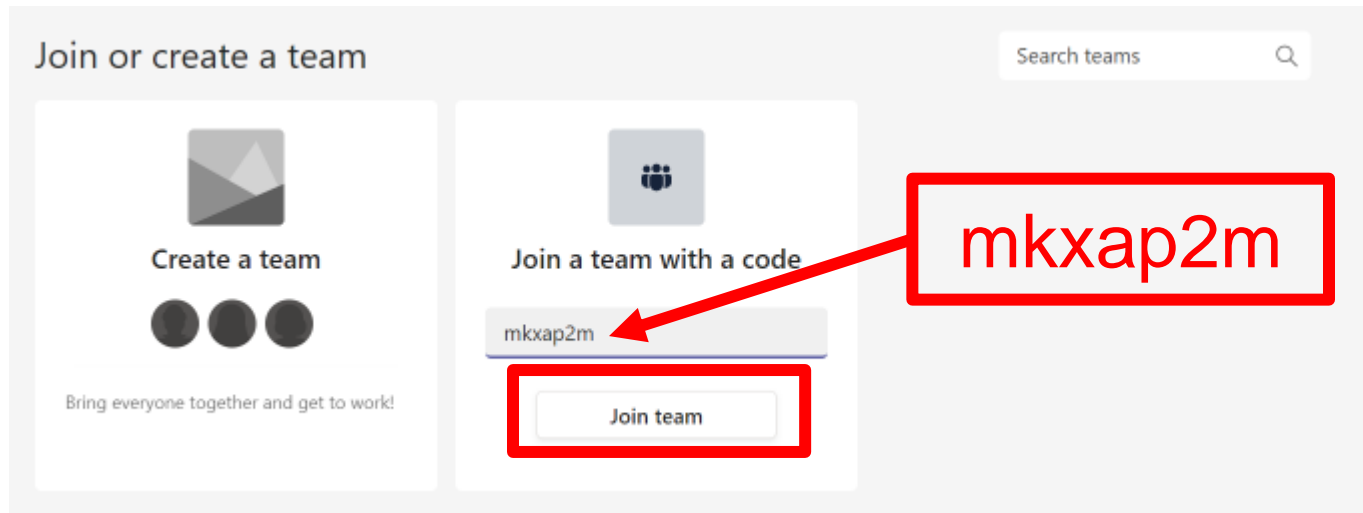
PERFORMANCE EVALUATION TRANSFORMATION

- Quick Reference Card

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!

Questions/Comments



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