Enlisted Advancement Worksheet (EAW)

Frequently Asked Questions (FAQs)

Initial release: March 2019

<div align="center">GENERAL</div>

Q1: What is automated EAW in NSIPS?
A1: The Navy is transitioning from a manual paper Advancement Worksheet (NETPDC 1430/3) process to an automated process within the Navy Standard Integrated Personnel System (NSIPS). Sailors now have the capability to access and view their Advancement Worksheet online, perform self-service actions to submit correction requests to their Command Educational Services Officer (ESO), and perform final certification. The system will leverage authoritative data and display a dashboard of advancement eligibility factors. On-line workflow will link all Navy Enlisted Advancement System (NEAS) stakeholders who support individual Sailor advancements to establish a more streamlined and accurate eligibility verification process.

Q2: Who can use it?
A2:   The following EAW User roles are available in NSIPS to accomplish required EAW business processes:

- Enlisted Service Member (Sailor)
- Command ESO
- Command Reviewer
- ESO (Regional/PSD/NOSC)
- NETPDC Program Manager
- Enlisted Advancement NPC HR Specialist
- NETPDC Records Administrator

Further detailed information regarding the EAW roles can be found at
http://www.public.navy.mil/bupers-npc/career/enlistedcareeradmin/Advancement/Pages/EAW.aspx

Q2: When is the online EAW available for use?
A2:   Automated EAW functionality deployed in NSIPS on 18 November 2018. Individual worksheets are now available for pilot use by both Active Component (AC) and Reserve Component (RC) Sailors who are Time-in-Rate eligible for the Spring 2019 advancement cycles (AC E4-E6 - Cycle 243 and RC SELRES E4-E7 - Cycle 104).

Q3: When will the online EAW become the official worksheet?
A3: Per NAVADMIN 316/18, the online EAW will become the official worksheet beginning with the Fall 2019 advancement cycles.

Enlisted Advancement Worksheet (EAW)

Q1: What is the EAW pilot and who should participate?
A1: The EAW pilot is Navy-wide pilot for commands with access to NSIPS Web for Active Duty Cycle 243 and SELRES Cycle 104. Per NAVADMIN 316/18, paragraph 4: The purpose of the pilot is to validate that the automated solution meets the expectation of the User business needs. Feedback from the pilot will be used to assess if capability is ready for future exam cycles. To prepare, commanding officers will verify that all Sailors have access to EAW and their ESO and command representatives have system access and the correct roles within NSIPS to execute an advancement cycle using EAW. During the pilot, the electronic form in NSIPS can be printed and used for the manual worksheet validation process. No data will be transferred from EAW to the Navy Enlisted Advancement System (NEAS) and no discrepancies will be adjudicated in EAW during the pilot phase.

NOTE: The online automated EAW in NSIPS will not be the official Worksheet for the Spring 2019 advancement cycle. The current NETPDC 1430/3 worksheet will still be needed for Cycles 243 and 104, whether printed from the EAW pilot or filled in by hand and used in determining exam eligibility and documenting a candidate's Performance Mark Average (PMA) and award points for calculating Final Multiple Score (FMS).

Further detailed information regarding EAW capability available for pilot use by Sailors, Command ESOs, Command Reviewers, and Regional/PSD/NOSC ESOs can be found in What's New for You (WNFY) bulletins located at
http://www.public.navy.mil/bupers-npc/career/enlistedcareeradmin/Advancement/Pages/EAW.aspx

Q2: When participating in the EAW pilot, who do I contact for help?
A2: Depending on the type of issue, contact the following for EAW assistance:

- For EAW system related assistance, including access issues, contact the NSIPS Help Desk:
Toll Free: 877-589-5991 Comm: 504-697-5442; DSN: 312-647-5442; E-mail: NSIPSHelpDesk@navy.mil

- For personnel data corrections, contact MyNavy Career Center (MNCC):
1-833-330-MNCC (1-833-330-6622), ASKMNCC@navy.mil

- For NEAS questions, contact the Navy Advancement Center at NETPDC:
(850) 473-6148, sflyn321_discrepanc@navy.mil

Q3: How do I provide feedback on the EAW pilot?
A3: Pilot users are requested to provide their anonymous feedback via an electronic EAW pilot questionnaire accessed through the following link: https://go.usa.gov/xEGt9

Enlisted Advancement Worksheet (EAW)

Disconnected Operations

Q1: Can NSIPS EAW be accessed from the NSIPS Afloat Server?
A1: NSIPS EAW is currently available only on the NSIPS Web-based server. Users must be connected to the internet to access EAW NSIPS. It is not yet available on NSIPS Afloat.

Access

Q1: How do Sailors access their online EAW?
A1: Sailors eligible for the Spring 2019 advancement cycles can currently access their online EAW using their NSIPS self-service account:
https://nsipsprod-sdni.nmci.navy.mil/nsipsclo/jsp/index.jsp

Q2: How do ESOs, Command Reviewers, and other EAW user roles access online EAW?
A2: ESOs and all other EAW users (excluding Sailor self-service) access their online EAW capability via designated EAW User roles in NSIPS.

- Login to NSIPS https://nsipsprod-sdni.nmci.navy.mil/nsipsclo/jsp/index.jsp
- Select EAW role from the drop down menu

EAW roles
Command ESO
Command Reviewer
ESO (Regional/PSD/NOSC)
NETPDC Program Manager
Enlisted Advancement NPC HR Specialist
NETPDC Records Administrator

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Q1: Do current NSIPS users need to apply for a new NSIPS EAW role through the System Access Authorization Request (SAAR) process?

A1: Sailors automatically have access to new EAW capability in their NSIPS self-service account. All other EAW roles must establish a new NSIPS EAW role-specific account through the submission of a SAAR initiated on the NSIPS Homepage as shown below.

1. To begin the process, click on the New Users (NSIPS, CIMS, Web Ad Hoc) link under the System Access Authorization Request (SAAR) section on the NSIPS Homepage shown below.
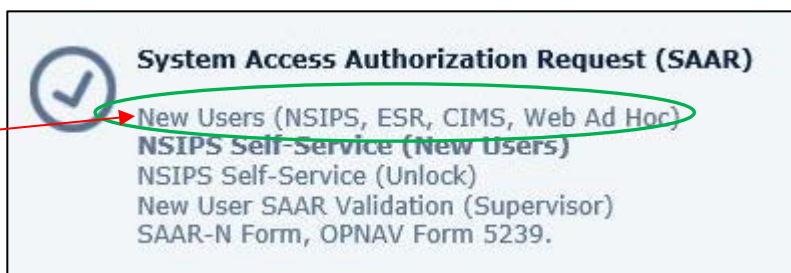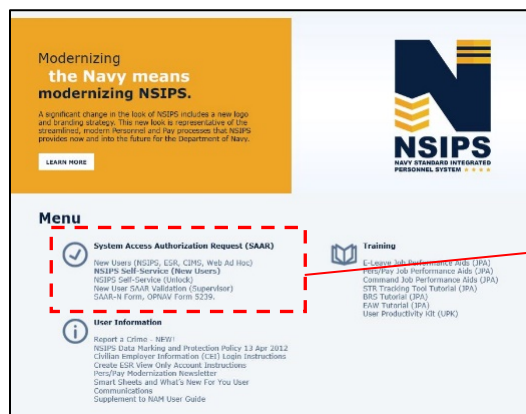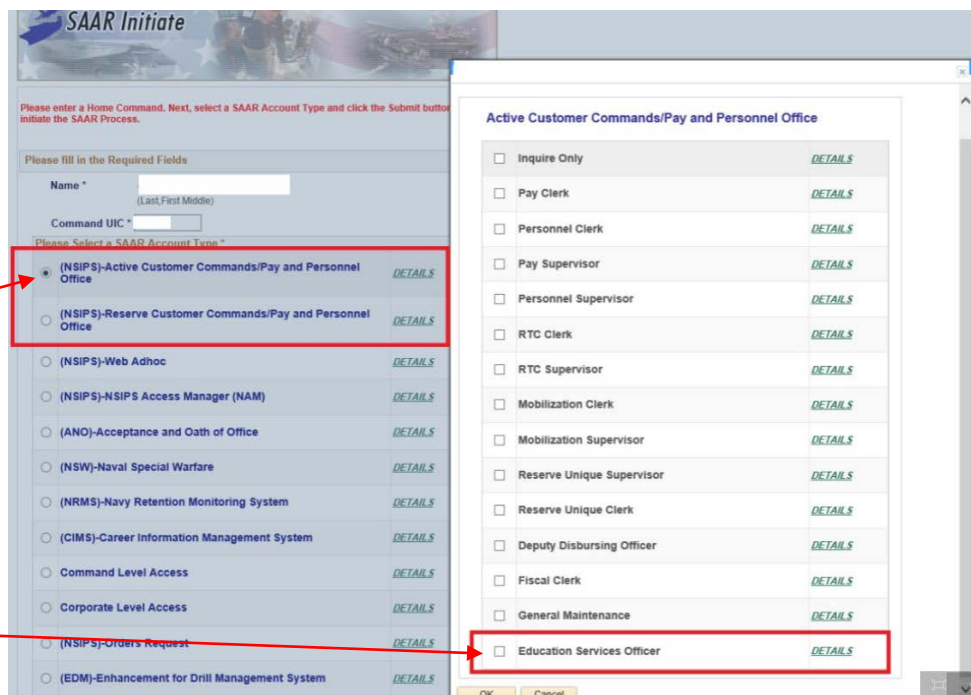

For EAW Role –
ESO (Regional/PSD/NOSC)

2. Select SAAR Account Type:

- ESO – Active Component

Select: "(NSIPS) – Active Customer Commands/Pay and Personnel Office"

or

- ESO – Reserve Component

Select: "(NSIPS) – Reserve Customer Commands/Pay and Personnel Office"
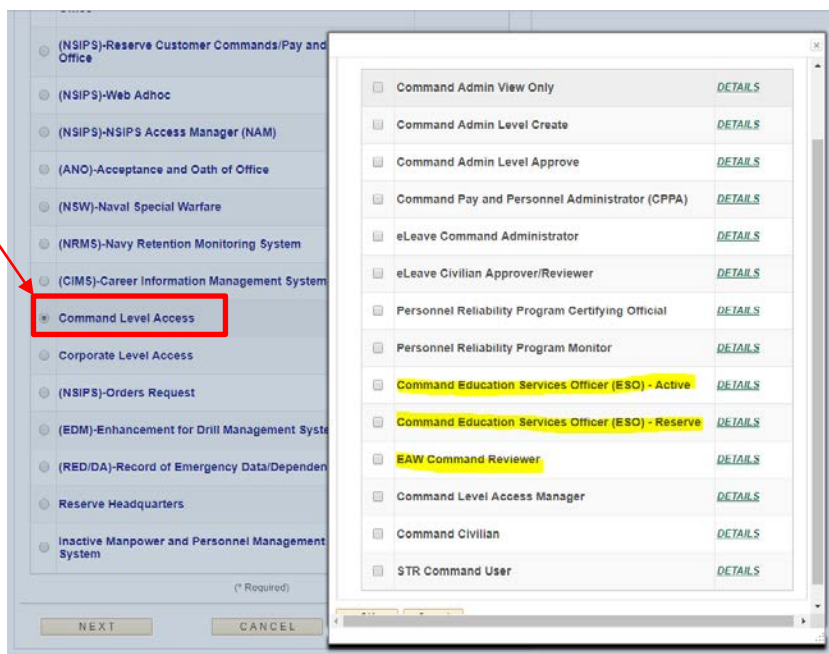
3. Select EAW Role: "Education Services Officer"

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For EAW Role(s) –
Command ESO and Command Reviewer

2. Select SAAR Account Type: "Command Level Access"

3. Select EAW Role:

- "Command Education Services Officer (ESO) – Active"
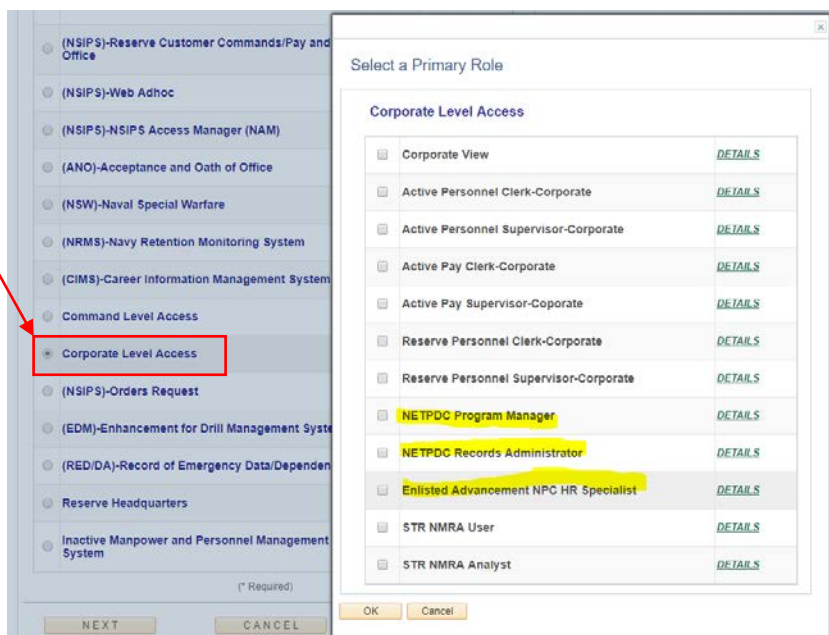- "Command Education Services Officer (ESO) – Reserve"
- "EAW Command Reviewer"

For EAW Role(s) –
NETPDC Program Manager, NETPDC Records Administrator, Enlisted Advancement NPC Specialist

2. Select SAAR Account Type: "Corporate Level Access"

3. Select EAW Role:

- "NETPDC Program Manager"
- "NETPDC Records Administrator"
- "Enlisted Advancement NPC HR Specialist"

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Training and Help

Q1: Where can I get training?

A1: Detailed step-by-step instructions for completing EAW actions in NSIPS may be accessed via the EAW Tutorial [Job Performance Aid (JPA)] link under the Training Section located on the NSIPS homepage shown below.
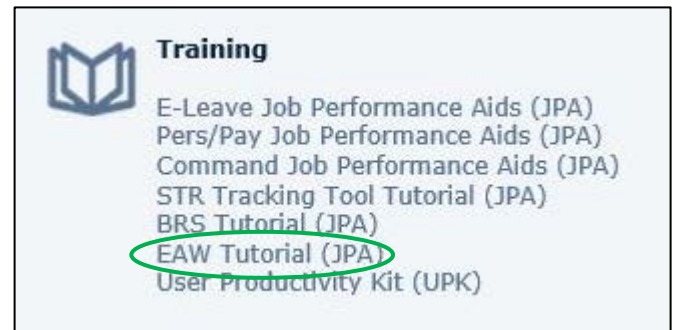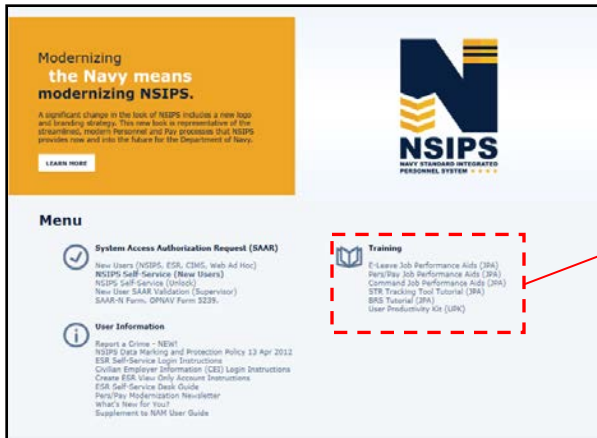
Q2: Where can I get help?

A2: For additional information or assistance in the following areas, contact:

- EAW System – NSIPS Help Desk: Toll Free: 877-589-5991 Comm: 504-697-5442; DSN: 312-647-5442; E-mail: NSIPSHelpDesk@navy.mil
- EAW Policy – OPNAV N132: (703) 604-4716
- EAW Process – MNCC: 1-833-330-MNCC (1-833-330-6622), ASKMNCC@navy.mil
- Navy Advancement Center – NETPDC: (850) 473-6148, sflyn321_discrepanc@navy.mil

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Q1: Who can correct or update data on the EAW prior to an exam?
A1: Only ESOs can update data on the EAW. Sailors and Command Reviewers can only annotate discrepancies in their EAW Comment block and route to the ESO for corrective action. The Regional/PSD/NOSC ESO is the only role that has full functionality to manually enter data, change incorrect data, attach documents, enter comments, route, validate, and close the EAW prior to the exam.

NOTE: Some data fields on the EAW are automatically populated from authoritative Navy personnel systems and cannot be corrected on the EAW by the ESO. Changes to data in authoritative personnel systems need to be coordinated through the Sailor's Command Pay and Personnel Administrators (CPPAs) and/or submitted by the Sailor as an electronic Personnel Action Request (ePAR)/1306 via My Record Web 1.0 on MyNavy Portal.

Q2: What happens if EAW data doesn't get corrected prior to the exam?
A2: The EAW is Closed (locked) the day after Navy-wide exam administration dates and EAW data is sent to NEAS as the candidate record for that advancement cycle. Incorrect data on the candidate record in NEAS can be changed in NEAS using the EAW Post Exam Comments (PEC) functionality. Sailors and the chain of command should work PEC through their ESO.

Note: Changes made in NEAS via the PEC functionality in NSIPS will not correct the authoritative data source. Changes to personnel data in authoritative systems need to be corrected in those systems.

Q3: How is an EAW finalized and certified?
A3: Finalization and certification of the EAW is a multi-step process involving the Sailor, the Command ESO, and the Regional/PSD/NOSC ESO.
1) Upon verification that the EAW data is correct, the Sailor selects "I hereby verify the information contained hereon and certify it to be correct" and routes it to the Command ESO.
2) The Command ESO reviews the EAW to ensure Sailor certification is complete and routes the EAW to the Regional/PSD/NOSC ESO for final certification.
3) The Regional/PSD/NOSC ESO reviews the EAW and selects, "I hereby verify the information contained hereon and certify it to be correct" and then selects, "Final ESO Verification of Eligibility." This action by the Regional/PSD/NOSC ESO finalizes the EAW.

Q4: Can the EAW be locked without Sailor and ESO Certification?
A4: Yes, EAWs will be Closed (locked) after Navy-wide exam administration dates (day after for AD, and at the end of the administration month (Feb/Aug) for SELRES) regardless of status of the required review/routing processes.

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Q5: Currently when you print the EAW it comes out as an older version of NSIPS EAW. A newer version is available via NEAS. When will this be fixed?
A5: The print version of the EAW form will be updated in the next EAW upgrade in late Spring 2019.

Q6: A member was recently advanced from an E3 to E4 and data was updated in NSIPS. Two days later the EAW worksheet is still showing the member as an E3. How can the member's rate be updated on the worksheet?
A6: When a worksheet is created, all data (including present rate) is a snapshot in time and will not update automatically even if the data in NSIPS is changed. If a rate change has occurred since the worksheet was created, the only workaround is to have NSIPS TIER 2 support manually delete the EAW worksheet so the system or ESO can recreate a new one with correct rate data.

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Specific User Role Questions

Q1: When can Sailors review their EAW?

A1: Sailors can access their EAW using their NSIPS Self Service account soon after the results from the previous exam cycle are released. EAW will be in a view-only status until Command ESOs route the EAW to the Sailor, but this additional view-only lead time will provide Sailors with an opportunity to garner documents in advance if data needs to be corrected.

Q2: When can Sailors provide comments back to the Command ESO on their EAW?

A2: Sailors will have view-only capability until their Command ESO internally routes the EAW to them in the system. When this occurs, the Sailor will receive an email notification instructing them to access their EAW for data verification, the adding of comments and uploading documents if desired, certification, and routing back to the Command ESO.

Q3: What should a Sailor do when there is incorrect data on the worksheet?

A3: Because Sailors cannot change worksheet data, they should annotate the discrepancy in the Comments block on the worksheet and route it to their Command ESO for further action. If supporting documentation is required, Sailors can upload documents via the Upload feature on the worksheet and route to their Command ESO.

Note: In some cases, the Command ESO will be able to directly correct the data. Changing some data fields however may require changing data in the authoritative Navy personnel systems populating the EAW. In these cases, Sailors should coordinate with their Command Pay and Personnel Administrators (CPPAs) to correct the data and/or submit an electronic Personnel Action Request (ePAR)/1306 via My Record Web 1.0 on MyNavy Portal.

Q4: Do Sailors get notified after their Command ESO corrects data on their EAW?

A4: Sailors will receive an email if their Command ESO routes the EAW back to the them after making any corrections.

Q5: When does the Sailor go back and certify a corrected EAW?

A5: Sailors should retrieve their corrected EAW in NSIPS and certify it is correct when the worksheet is rerouted back to them from the Command ESO.

Enlisted Advancement Worksheet (EAW)

Q1: What is the purpose/function of the EAW Command Reviewer Role?
A1: The Command Reviewer is an administrative support role that may include the Command triad, Command Career Counselor, Command Pay and Personnel Administrator (CPPA), Department Head, Division Officer, Leading Chief Petty Officer, and other Command administrative support personnel. Once the Command ESO routes EAWs to their Sailors for review, Command Reviewers will have the capability to view, enter comments, and attach documents in worksheets, as well as route post-exam administrative comments to the Command ESO.

Q2: What should a Command Reviewer do when there is incorrect data on the worksheet?
A2: Because Command Reviewers cannot change worksheet data, they should annotate the discrepancy in the Command Comment block on the worksheet. If supporting documentation is required, Command Reviewers can upload documents via the Upload feature on the worksheet. Both Command ESOs and Sailors will see the Command Reviewer input.

Note: In some cases, the Command ESO will be able to directly correct the data. Changing some data fields however may require changing data in an authoritative Navy personnel system that is providing data to the EAW. In these cases, the Command Reviewer and/or Command ESO will assist the Sailor in working with their Command Pay and Personnel Administrators to correct the data and/or submit an electronic Personnel Action Request (ePAR)/1306 via My Record Web 1.0 on MyNavy Portal.

Q3: Can EAW be locked without Command Reviewer action?
A3: Yes, EAWs will be Closed (locked) after the exam regardless if any Command Reviewer ever looked at it. All worksheets, regardless of status, will be locked and sent to NEAS after administration dates (day after for AD, and at the end of the administration month (Feb/Aug) for SELRES).

Command ESO

Q1: What is the purpose/function of the EAW Command ESO Role?
A1: Command Educational Services Officers (ESOs) have an administrative oversight role that supports the Regional/PSD/NOSC level ESO with data verification. They may add worksheet data, change incorrect data, attach supporting documents (when required), enter comments, route to Sailors for their input and verification, and assist in the adjudication of discrepancies with post-exam administrative comments. They may also create EAWs for exam eligible Sailors (Early Promote, Limited Duty Officer candidates, etc.) for whom an EAW was not automatically generated in NSIPS.

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ESO

Q1: What is the purpose/function of the EAW Regional/PSD/NOSC ESO Role?

A1: The Regional/PSD/NOSC level ESO is a NEAS execution role that creates, routes, and validates candidate worksheets. This is the only role that has full functionality to manually enter data, change incorrect data, attach documents, enter comments, route, validate, and close the EAW prior to the exam. They may create EAWs for exam eligible Sailors (EP, LDO, etc.) for whom an EAW was not automatically generated in NSIPS. The ESO can also adjudicate discrepancies with post-exam administrative comments. Every Sailor has an ESO responsible for completing their worksheet prior to the exam administration date.

Enlisted Advancement NPC HR Specialist

Q1: What is the purpose/function of the Enlisted Advancement NPC HR Specialist Role?

A1: The Enlisted Advancement NPC HR Specialist role is assigned to staff from the Chief of Naval Personnel's Enlisted Planners (OPNAV N13), NPC's Career Progression Branch (PERS-802/803), and Commander, Navy Reserve Forces Command (CNRFC). This role will retrieve, adjudicate, create, attach documents, route, and finalize post-exam administrative comments. The Enlisted Advancement NPC HR Specialist will send post-exam administrative comments to ESOs and the NETPDC Records Administrators only.