



What's New For You

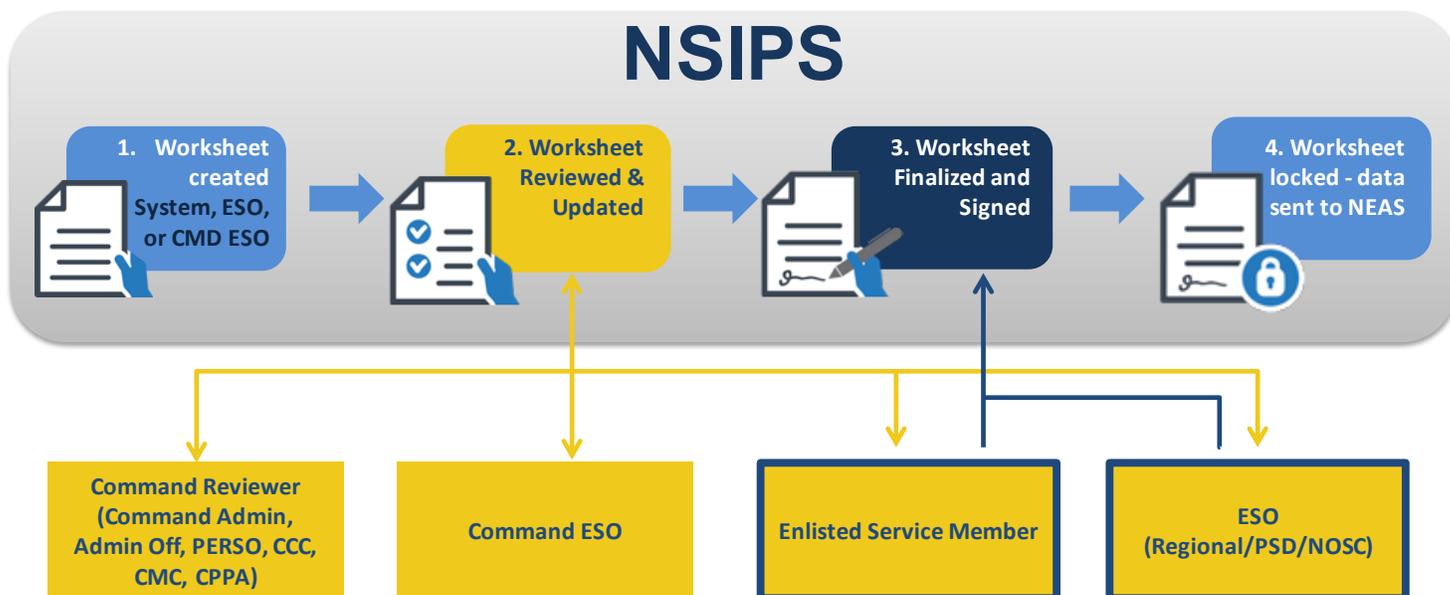
NSIPS—Enlisted Advancement Worksheet Command ESO Capability

WNFY NSIPS EAW Command ESO — Issue 1 - Jan 2019

What's Changing?

Automated Enlisted Advancement Worksheet

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). 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. The basic process for creating, managing, and finalizing an Enlisted Service Member's Advancement Worksheet in NSIPS prior to an exam is shown below.



Further information regarding each of the EAW roles and workflow process is detailed in the EAW Roles in NSIPS info sheet located in the EAW folder on the NPC PERS 8 Enlisted Advancement Page, <https://www.public.navy.mil/bupers-npc/career/enlistedcareeradmin/Advancement/Pages/EAW.aspx>.

NOTE: The above automated EAW process requires online access to the NSIPS website. For disconnected operations see Frequently Asked Questions (FAQs) on page nine.

New NSIPS EAW Command ESO Capability

NSIPS is being expanded to provide the capability for Command ESOs to manage Sailors' online Enlisted Advancement Worksheets (EAW). Prior to an exam cycle, the Command ESO will have the capability in NSIPS to retrieve, review and print the Exam Cycle Guidance Sheet. NSIPS will automatically generate an EAW for all Time-In-Tate (TIR) eligible Sailors. Command ESOs will have access to Advancement Worksheets for all TIR eligible Sailors in their Command. The following pages highlight new NSIPS EAW Command ESO capability.

NSIPS EAW Pilot

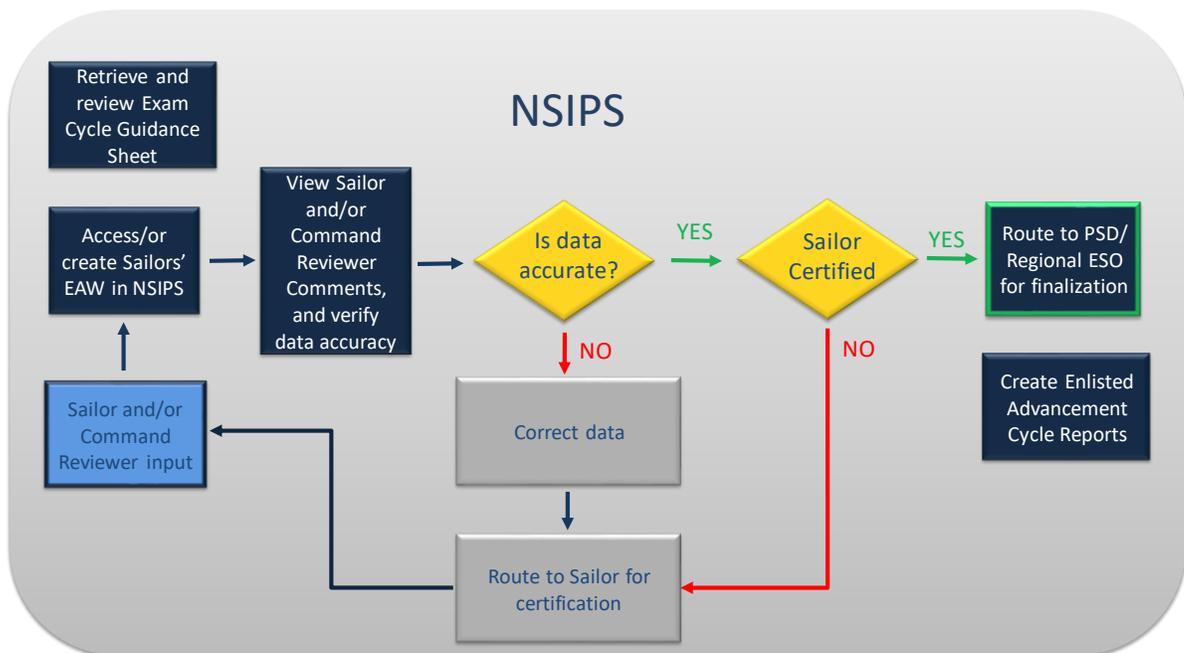
Automated EAW functionality deployed in NSIPS release 1.14.15.0 on 18 November 2018. Individual worksheets are currently available for pilot use by both Navy Active Component (AC) and Reserve Component (RC) TIR eligible Sailors, Command ESOs, and Command Reviewers for the Spring 2019 advancement cycles (AC E4-E6 - Cycle 243 and RC SELRES E4-E7 - Cycle 104).

NOTE: For the Spring 2019 advancement cycles TIR eligible Sailors will continue to use the current manual paper EAW as the official document for advancement eligibility. The pilot will allow Sailors, ESOs and Command Reviewers access to the automated EAW capability in NSIPS in order to become familiar with the new automated process, ensure data integrity is present, and provide feedback on the system.

- The automated EAW in NSIPS will not be the official Worksheet for the Spring 2019 advancement cycle. The current manual paper worksheet will still be the source of information used in determining exam eligibility and documenting a candidate's Performance Mark Average (PMA) and award points for calculating Final Multiple Score (FMS).
- 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 NEAS and no discrepancies will be adjudicated in EAW during the pilot phase.
- The automated EAW in NSIPS will become the official worksheet beginning with the Fall 2019 advancement cycles.

Pilot Process—For the Spring 2019 advancement exams, Command ESOs will be able to pilot the following actions in NSIPS:

1. Retrieve, review, and print the Exam Cycle Guidance Sheet
2. Access/create EAWs for TIR eligible Sailors in their Command
3. View and correct data if required
4. Route EAW to the Sailor for certification
5. Route completed EAW to PSD/Regional/NOSC ESO for finalization
6. Create Enlisted Advancement Cycle Reports



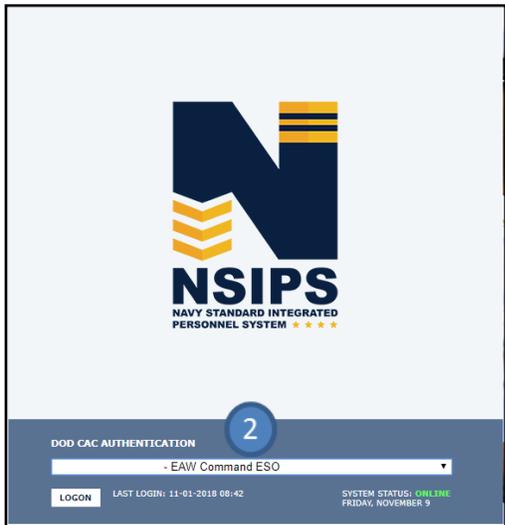
NSIPS EAW Command ESO Capability

Access and Review Exam Cycle Guidance Sheet

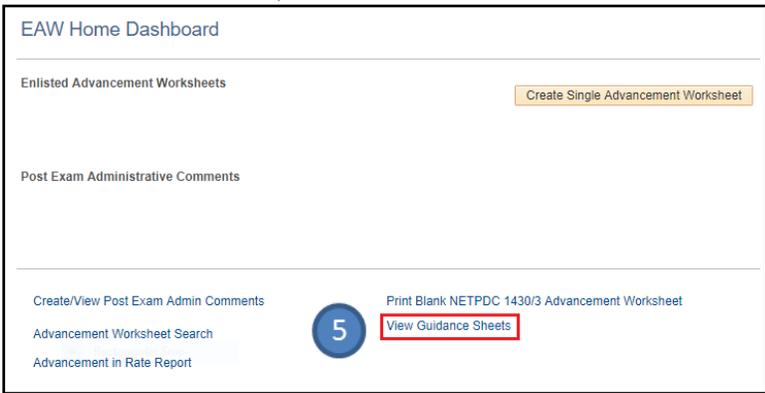
To access NSIPS EAW Command ESO capabilities:

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

NOTE: Individuals assigned by their Command to duties as an EAW Command ESO, must establish a NSIPS EAW Command ESO account through the submission of a System Access Authorization Request (SAAR). Additional instructions are listed on page 10.



- 3 Select EAW under the NSIPS Main Menu
- 4 Select EAW Home Page



- 5 View EAW Home Dashboard and select View Guidance Sheets



6 Enter Guidance Sheet Search Criteria and select desired Guidance Sheet for review

View Guidance Sheet

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

Search Criteria

EXAM CYCLE

NAVADMIN Number

Exam Month Year

Guidance Sheet Status

Limit the number of results to (up to 300):

[Basic Search](#)

Search Results 6

EXAM CYCLE	NAVADMIN Number	Exam Month Year	Guidance Sheet Status
105	214/18	AUG 2019	Complete
243	102/19	MAR 2019	Complete

7 Review Exam Cycle Guidance Sheet

Exam Cycle Guidance Sheet Status: **Guidance Sheet Complete**

EXAM CYCLE 105 NAVADMIN Number 214/18 Exam Month/Year AUG 2019 Exam Type SELRES Title 1052019

Eligible Paygrades Find | View All | 1-3 of 3

Paygrade	Duty Status	Exam Schedule Date	Terminal Eligibility Date	Minimum TIR Date	Time in Paygrade	HYT Yrs	HYT Date	Eval Begin Dt	Eval End Dt	Max Awd Pts
1 E04	SELRES	08/01/2019	01/01/2020	07/01/2019	0006	10	01/01/2020	01/01/2019	07/31/2019	10.00
2 E05	SELRES	08/01/2019	01/01/2020	01/01/2019	0100	12	01/01/2020	06/01/2018	07/31/2019	10.00
3 E06	SELRES	08/01/2019	01/01/2020	01/01/2017	0300	20	01/01/2020	08/01/2016	07/31/2019	12.00

Evaluation Find | View All | 1-7 of 7

Evaluation Type	PMA Evaluation Indicator
1 Regular	Yes
2 Concurrent	No
3 OPS CDR	No
4 Regular/Concurrent	Yes
5 Regular/OPS CDR	No
6 Concurrent/OPS CDR	No
7 Reg/Concurr/OPS CDR	No

Evaluation Values

Description	Value
Early Promote	4.00
Must Promote	3.80
Promotable	3.60
Progressing	3.40
Significant Problems	2.00
Not Observed	

Allowable Awards Find | View All | 1-8 of 49

Award	Description	Point Value	Max No. of Awards	Group Category
1 ACM	Army Commendation Medal	3		
2 ACM/CV	Army Comm Medal w/Combat V	3		
3 AFAM	Air Force Achievement Medal	2		
4 AFCM	Air Force Commendation Medal	3		
5 AIRMED	Air Medal	3	1	AIRMED
6 AIRMEDCV	Air Medal-Ind Act W/Combat V	3	1	AIRMED
7 AIRMEDSF	Air Medal-Strike/Flight	3	1	AIRMED
8 AM	Airmans Medal	3		

Education Level Find | View All | 1-6 of 6

Education Level	NCMIS Value
1 No Degree	0
2 Associate Degree	3
3 Bachelor Degree	4
4 Master Degree	5
5 PhD Degree	6
6 Specialist Degree	7

Force Management Initiatives Find | View All | 1 of 1

Force Management Initiatives
1 3 PFA Failures

Other Methods Of Advancement Find | View All | 1 of 1

Other Methods of Advancement
1 MAP

Access/or Create, Review, and Update Sailors' Advancement Worksheets

- 1 Select Pending My Review on EAW Home Dashboard
 - 2 Enter Search Criteria and select desired Enlisted Service Member to review their Advancement Worksheet
- OR
- 3 Create a Single Advancement Worksheet for a Command Sailor

EAW Home Dashboard

Enlisted Advancement Worksheets

Pending My Review: 23 1

Pending Service Member Review: 6

3 Create Single Advancement Worksheet

Post Exam Administrative Comments

You have no Post Exam Administrative Comments pending your review.

You have no Post Exam Administrative Comments requiring your follow up.

There are no Post Exam Administrative Comments pending Service Member Review.

[Create/View Post Exam Admin Comments](#) [Print Blank NETPDC 1430/3 Advancement Worksheet](#)

[Advancement Worksheet Search](#) [View Guidance Sheets](#)

[Advancement in Rate Report](#)

Worksheets Pending Service Member Review

Use Saved Filter(s) ▼

Exam Cycle <input type="text"/>	Exam Date <input type="text"/>	Comments Exist
Permanent Duty UIC <input type="text"/>	Serial Number <input type="text"/>	ESO <input type="text"/>
Present Paygrade <input type="text"/>	Award Points <input type="text"/>	Command <input type="text"/>
Duty Status <input type="text"/>	PMA <input type="text"/>	Candidate <input type="text"/>
Special Circumstance <input type="text"/>	Eligibility Status <input type="text"/>	
DOD ID <input type="text"/>	Worksheet Status <input type="text"/>	
Name <input type="text"/>		

Exam Cycle	Permanent Duty UIC	Name	Present Paygrade	Present Rate	Eligibility Status	Exam UIC	Worksheet Status	Duty Status	Special Circumstance	Exam Serial Number	Award Points	PMA	Exam Date	ESO Comments Exist	Command Comments Exist	Candidate Comments Exist	Date/Time Received	# days in workflow	Attachment
243	62980	Enlisted Service Member	E05	CS2	Eligible	62980	Pending Service Member Signatur	USN		00	2	3.87	03/07/2019	No	No	No	09/24/2018 11:58:32AM	1	
243	62980	Enlisted Service Member	E05	MM2	Ineligible	62980	Pending Service Member Review	USN			5	0.00	03/07/2019	No	Yes	No	09/24/2018 12:14:27PM	1	
243	62980	Enlisted Service Member	E05	YNS2	Ineligible	62980	Pending Service Member Review	USN			4	0.00	03/07/2019	No	No	No	09/24/2018 11:58:31AM	1	
243	62980	Enlisted Service Member	E05	YN2	Ineligible	62980	Pending Service Member Review	USN			0	0.00	03/07/2019	No	No	No	09/24/2018 11:58:31AM	1	
243	62980	Enlisted Service Member	E05	HM2	Ineligible	62980	Pending Service Member Review	USN			0	0.00	03/07/2019	No	No	No	09/24/2018 11:58:31AM	1	
243	62980	Enlisted Service Member	E05	AO2	Ineligible	62980	Pending Service Member Review	USN			2	0.00	03/07/2019	No	No	No	09/24/2018 11:58:31AM	1	



- 3 Review data elements and make corrections if necessary

NOTE: Only the Command ESO or Regional ESO can edit data elements. However, some displayed data is from authoritative Navy personnel systems and therefore has to be corrected in those systems via the Sailor's Command Pay and Personnel Administrators and/or submitted by the Sailor as an electronic Personnel Action Request (PAR)/1306 via My Record Web 1.0 on MyNavy Portal.

- 4 Add Command Comments (if desired)
- 5 Upload attachments (if required)
- 6 Save and route to Sailor (Service Member) for certification

EAW Advancement Worksheet

EP TIR Waiver (E6&E7)	<input type="radio"/> Yes	<input checked="" type="radio"/> No	
Warfare Qualifications Met	<input type="radio"/> Yes	<input type="radio"/> No	<input checked="" type="radio"/> N/A
Security Clearance Met	<input type="radio"/> Yes	<input type="radio"/> No	<input checked="" type="radio"/> N/A
Interim Clearance Met	<input type="radio"/> Yes	<input type="radio"/> No	<input checked="" type="radio"/> N/A
Citizenship Met	<input type="radio"/> Yes	<input type="radio"/> No	<input checked="" type="radio"/> N/A
Citizenship Waived	<input type="radio"/> Yes	<input type="radio"/> No	<input checked="" type="radio"/> N/A
Lateral Conversion	<input type="radio"/> Yes	<input checked="" type="radio"/> N/A	for Exam Rate <input type="text"/>
PRISE-R	<input type="radio"/> Yes	<input checked="" type="radio"/> N/A	for Exam Rate <input type="text"/>
CWAY-PACT Designation	<input type="radio"/> Yes	<input type="radio"/> No	<input checked="" type="radio"/> N/A
			Approved Rating <input type="text"/> Approved Path <input type="text"/>
CWAY-Reenlistment	<input type="radio"/> Yes	<input type="radio"/> No	<input checked="" type="radio"/> N/A
			Status <input type="text"/>

Other Method of Advancement

Force Management Initiatives

ESO Comments

Candidate Comments

Command Comments

ESO's Authorization HOGAN, MICHAEL LEE JR Certified to be correct: <input type="checkbox"/> Date 09/24/2018	Member's Authorization Certified to be correct: <input type="checkbox"/> Date <input type="text"/>
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Buttons: Save and Exit, Save, Cancel, Route, Print, View/Upload Attachments

Route Advancement Worksheet

Select the role to route to:



Route Sailors' Advancement Worksheets to PSD/Regional/NOSC ESO

- 1 Receive certified EAW from Sailor
- 2 Save and Route certified EAW(s) to PSD/Regional/NOSC ESO for finalization

NOTE: The option to select and route all the worksheets in the Pending My Review queue at the same time is available. Click the Select All tab, then click the Route Worksheet(s) tab.

Select All Deselect All **Route Worksheet(s)**

Exam Cycle	Permanent Duty UIC	Name	Present Grade	Present Rate	Eligibility Status	Exam UIC	Worksheet Status	Duty Status	Special Circumstance	Exam Serial Number	Award Points	PMA	Exam Date	ESO Comments Exist	Command Comments Exist	Candidate Comments Exist	Date/Time Received	# days in workflow
<input type="checkbox"/>	243	62980	E05	PS2	Eligible	62980	Pending Command ESO Review	USN		00	4	3.80	03/07/2019	No	No	No	09/24/2018 2:41:03PM	4
<input type="checkbox"/>	243	62980	E05	PS2	Eligible	62980	Pending Command ESO Review	USN			3	3.80	03/07/2019	No	No	No	09/24/2018 11:54:06AM	4
<input type="checkbox"/>	243	62980	E05	HM2	Ineligible	62980	Pending Command ESO Review	USN			4	0.00	03/07/2019	No	No	No	09/24/2018 11:54:06AM	4
<input type="checkbox"/>	243	62980	E05	YN2	Ineligible	62980	Pending Command ESO Review	USN			7	0.00	03/07/2019	No	No	No	09/24/2018 11:54:06AM	4
<input type="checkbox"/>	243	62980	E05	YN2	Ineligible	62980	Pending Command ESO Review	USN			6	0.00	03/07/2019	No	No	No	09/24/2018 11:54:06AM	4
<input type="checkbox"/>	243	62980	E05	HM2	Ineligible	62980	Pending Command ESO Review	USN			4	0.00	03/07/2019	No	No	No	09/24/2018 11:54:06AM	4
<input type="checkbox"/>	243	62980	E05	EO2	Ineligible	62980	Pending Command ESO Review	USN			2	0.00	03/07/2019	No	No	No	09/24/2018 11:54:06AM	4
<input type="checkbox"/>	243	62980	E05	HM2	Ineligible	62980	Pending Command ESO Review	USN			5	0.00	03/07/2019	No	No	No	09/24/2018 11:54:06AM	4
<input type="checkbox"/>	243	62980	E05	AE2	Ineligible	62980	Pending Command ESO Review	USN			2	0.00	03/07/2019	No	No	No	09/24/2018 11:54:06AM	4
<input type="checkbox"/>	243	62980	E05	YN2	Ineligible	62980	Pending Command ESO Review	USN			4	0.00	03/07/2019	No	No	No	09/24/2018 11:54:05AM	4
<input type="checkbox"/>	243	62980	E05	YN2	Ineligible	62980	Pending Command ESO Review	USN			2	0.00	03/07/2019	No	No	No	09/24/2018 11:54:05AM	4
<input type="checkbox"/>	243	62980	E05	IT2	Ineligible	62980	Pending Command ESO Review	USN			2	0.00	03/07/2019	No	No	No	09/24/2018 11:54:05AM	4
<input type="checkbox"/>	243	62980	E05	YN2	Ineligible	62980	Pending Command ESO Review	USN			2	0.00	03/07/2019	No	No	No	09/24/2018 11:54:04AM	4
<input type="checkbox"/>	243	62980	E05	QM2	Ineligible	62980	Pending Command ESO Review	USN			4	0.00	03/07/2019	No	No	No	09/24/2018 11:54:04AM	4
<input type="checkbox"/>	243	62980	E05	AM2	Ineligible	62980	Pending Command ESO Review	USN			2	0.00	03/07/2019	No	No	No	09/24/2018 11:54:04AM	4
<input type="checkbox"/>	243	62980	E05	AD2	Ineligible	62980	Pending Command ESO Review	USN			0	0.00	03/07/2019	No	No	No	09/24/2018 11:54:04AM	4
<input type="checkbox"/>	243	62980	E05	YN2	Ineligible	62980	Pending Command ESO Review	USN			5	0.00	03/07/2019	No	No	No	09/24/2018 11:54:03AM	4
<input type="checkbox"/>	243	62980	E05	MA2	Ineligible	62980	Pending Command ESO Review	USN			2	0.00	03/07/2019	No	No	No	09/24/2018 11:54:03AM	4

Return to Dashboard



Create Enlisted Advancement Cycle Reports

- 1 Select Advancement in Rate Report link on EAW Home Dashboard

EAW Home Dashboard

Enlisted Advancement Worksheets
Pending My Review: 1383
There are no Worksheets pending Command review.

Post Exam Administrative Comments
You have no Post Exam Administrative Comments pending your review.
You have no Post Exam Administrative Comments requiring your follow up

Create/View Post Exam Admin Comments Print Blank Worksheet
Advancement Worksheet Search View Guidelines

Advancement in Rate Report 1

Create Single Advancement Worksheet

- 2 Enter Search Criteria.

Advancement in Rate or Change of Rating Report

Use Saved Filter(s) [dropdown]

Exam Cycle [input] 🔍
Permanent Duty UIC [input] 🔍
Present Paygrade [input] 🔍
Worksheet Status [dropdown]
Eligibility Status [dropdown]
Special Circumstance [dropdown]
EP TIR Waiver [dropdown]
PRISE-R [dropdown]
Lateral Conversion [dropdown]
Present Rate [input] 2
Exam Rate [input]
Complete Status [dropdown]
Duty Status [dropdown]
CO/OIC Recommendation [dropdown]
HYT Exceeded [dropdown]
HYT Waived [dropdown]
Security Clearance Met [dropdown]
Candidate Signature [dropdown]
ESO Signature [dropdown]

Search Clear Save Search Criteria Delete Saved Search

- 3 View the Report

NOTE: The selected search criteria displays in a table with an icon in the upper right-hand corner to download the report in Excel. The Excel Report can then then be Saved, Downloaded, and or Printed.

Personalize | Find | View All | [Excel Icon] | First 1-50 of 69 Last

Member Signature	Membr Sign Date

Exam Cycle	Name	DOD ID	Worksheet Status	Present Rate	Exam Rate	Present Grade	Exam Grade	Personnel UIC	Personnel UIC Command Name	Perm Duty UIC	Permanent Duty UIC Command Name	Exam UIC	Exam UIC Command Name	Exam Results UIC	Exam Results UIC Command Name	Exam
243			Draft	CTT2	CTT1	E05	E06	43322	PSD MEMPHIS	49763	NIOCC COLORADO	49763	NIOCC COLORADO	49763	NIOCC COLORADO	3/7
244			Draft	CTT2	CTT1	E05	E06	43322	PSD MEMPHIS	49763	NIOCC COLORADO	49763	NIOCC COLORADO	49763	NIOCC COLORADO	9/7
242			Draft	OS1	OSC	E06	E07	43322	PSD MEMPHIS	56144	TAOC DENVER	56144	TAOC DENVER	56144	TAOC DENVER	1/21
243			Draft	AZ3	AZ2	E04	E05	43322	PSD MEMPHIS	55154	VQ 3 SEA DU COMP	55154	VQ 3 SEA DU COMP	55154	VQ 3 SEA DU COMP	3/21
244			Draft	AZ3	AZ2	E04	E05	43322	PSD MEMPHIS	55154	VQ 3 SEA DU COMP	55154	VQ 3 SEA DU COMP	55154	VQ 3 SEA DU COMP	9/21
242			Draft	ENC	ENC	E06	E07	43322	PSD MEMPHIS	43947	CYBRSPA CRU TEAM	43947	CYBRSPA CRU TEAM	43947	CYBRSPA CRU TEAM	1/21
105			Draft	CTNBN	CTNB	E03	E04	43081	PSD PENSACOLA	50930	S WTC CORRY	50930	S WTC CORRY	50930	S WTC CORRY	8/7
242			Draft	AWF1	AWFC	E06	E07	43322	PSD MEMPHIS	42065	VQ 4 SEADU DET	42065	VQ 4 SEADU DET	42065	VQ 4 SEADU DET	1/21
242			Draft	CTRL	CTRC	E06	E07	43322	PSD MEMPHIS	45657	NSA/CSS DENVER	45657	NSA/CSS DENVER	45657	NSA/CSS DENVER	1/21
242			Draft	AWO1	AWOC	E06	E07	43322	PSD MEMPHIS	42459	OPNAV S/D TX DET	42459	OPNAV S/D TX DET	42459	OPNAV S/D TX DET	1/21
242			Draft	HM1	HMC	E06	E07	43322	PSD MEMPHIS	47536	NBHCL NSA MEMPHI	47536	NBHCL NSA MEMPHI	47536	NBHCL NSA MEMPHI	1/21
243			Draft	AWF2	AWF1	E05	E06	43322	PSD MEMPHIS	53921	VR 59	53921	VR 59	53921	VR 59	3/7
244			Draft	AWF2	AWF1	E05	E06	43322	PSD MEMPHIS	53921	VR 59	53921	VR 59	53921	VR 59	9/7
243			Draft	AWV2	AWV1	E05	E06	43322	PSD MEMPHIS	55154	VQ 3 SEA DU COMP	55154	VQ 3 SEA DU COMP	55154	VQ 3 SEA DU COMP	3/7
244			Draft	AWV2	AWV1	E05	E06	43322	PSD MEMPHIS	55154	VQ 3 SEA DU COMP	55154	VQ 3 SEA DU COMP	55154	VQ 3 SEA DU COMP	9/7
243			Draft	CTTN	CTT3	E03	E04	43322	PSD MEMPHIS	49763	NIOCC COLORADO	49763	NIOCC COLORADO	49763	NIOCC COLORADO	3/21
244			Draft	CTTN	CTT3	E03	E04	43322	PSD MEMPHIS	49763	NIOCC COLORADO	49763	NIOCC COLORADO	49763	NIOCC COLORADO	9/21
242			Draft	AZ1	AZC	E06	E07	43322	PSD MEMPHIS	42065	VQ 4 SEADU DET	42065	VQ 4 SEADU DET	42065	VQ 4 SEADU DET	1/21
243			Draft	AD3	AD2	E04	E05	43322	PSD MEMPHIS	55154	VQ 3 SEA DU COMP	55154	VQ 3 SEA DU COMP	55154	VQ 3 SEA DU COMP	3/21
244			Draft	AD3	AD2	E04	E05	43322	PSD MEMPHIS	55154	VQ 3 SEA DU COMP	55154	VQ 3 SEA DU COMP	55154	VQ 3 SEA DU COMP	9/21
242			Draft	EM1	EMC	E06	E07	43322	PSD MEMPHIS	62130	NOSC DENVER CO	62130	NOSC DENVER CO	62130	NOSC DENVER CO	1/21
242			Draft	CTT1	CTTC	E06	E07	43322	PSD MEMPHIS	49763	NIOCC COLORADO	49763	NIOCC COLORADO	49763	NIOCC COLORADO	1/21
243			Draft	ADAN	AD3	E03	E04	43322	PSD MEMPHIS	42065	VQ 4 SEADU DET	42065	VQ 4 SEADU DET	42065	VQ 4 SEADU DET	3/21

EAW Frequently Asked Questions (FAQs)

Q1. How do Command ESOs retrieve, review, and route Sailor Worksheets when in disconnected operations (without connectivity to NSIPS web)?

A1. While in disconnected operations (without connectivity to NSIPS web) Command ESOs should perform the following procedures:

- 1) Receive Sailor EAWs from PSD Afloat ESO via the Transaction Online Processing System (TOPS)
- 2) Print out hard copy of EAWs and distribute to Sailors and Command Reviewers for review
- 3) Update data (if required) and have Sailors wet sign the hardcopy
- 4) Forward signed hardcopy EAW via TOPS to the PSD Afloat ESO who will upload the signed EAW into NSIPS.

Q2. What should a Sailor do when there is incorrect data on the worksheet?

A2. Because Sailors cannot change worksheet data, they should annotate the discrepancy in the Candidate 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 Attachment 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. However, changing some data fields may require changing data in an authoritative Navy personnel system that is providing data to the EAW. In these cases, Sailors should coordinate with their Command Pay and Personnel Administrators to correct the data and/or submit an electronic Personnel Action Request (PAR)/1306 via My Record Web 1.0 on MyNavy Portal.

Q3. What happens if EAW data doesn't get corrected prior to exam?

A3. The day after the Exam the EAW is Closed (locked). Incorrect data will be sent to the Navy Enlisted Advancement System (NEAS), and then the Post Exam Comments (PEC) functionality will have to be used to make candidate record changes for that advancement cycle. Sailors and the chain of command should work PEC through their ESO.

Note: Changes made in NEAS via PEC functionality in NSIPS will not correct the authoritative data source.

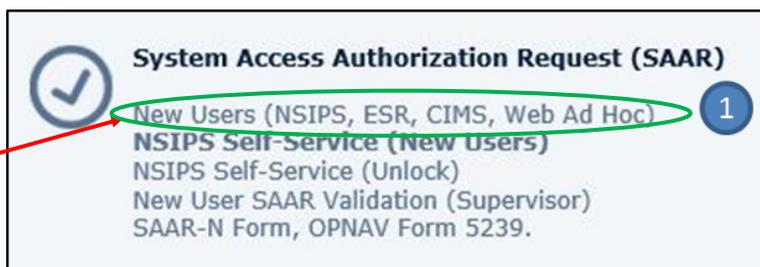
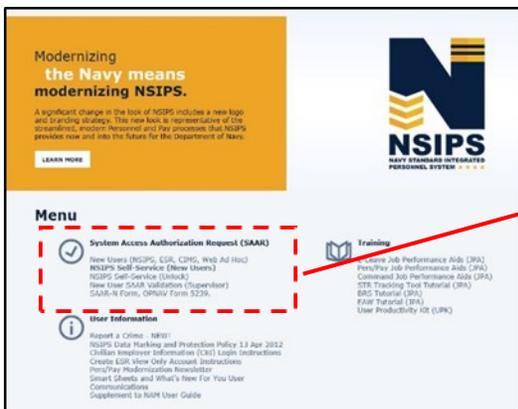
Q4. Can EAW be locked without Sailor Certification?

A4. Yes, EAWs will be Closed (locked) after the exam regardless if any user 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).

Establishing NSIPS Command ESO User Accounts

A System Access Authorization Request (SAAR) must be completed to establish an EAW Command ESO account in NSIPS.

- 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 as shown below.

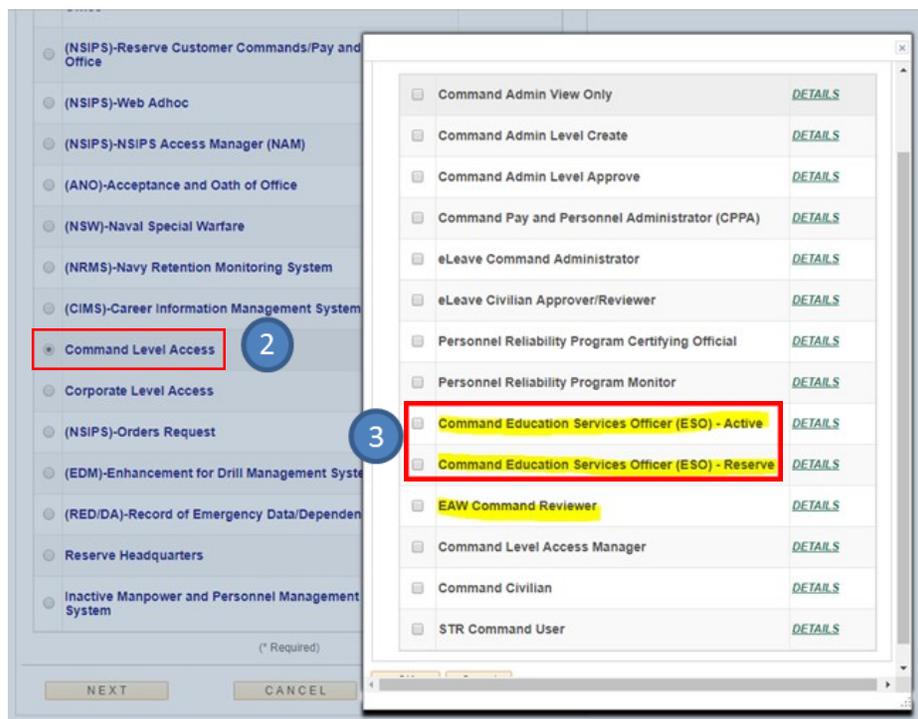


- 2 Select SAAR Account Type: "Command Level Access"

- 3 Select EAW Role: "Command Education Services Officer (ESO) - Active"

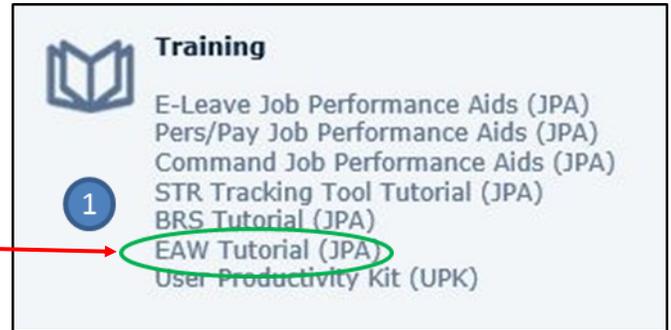
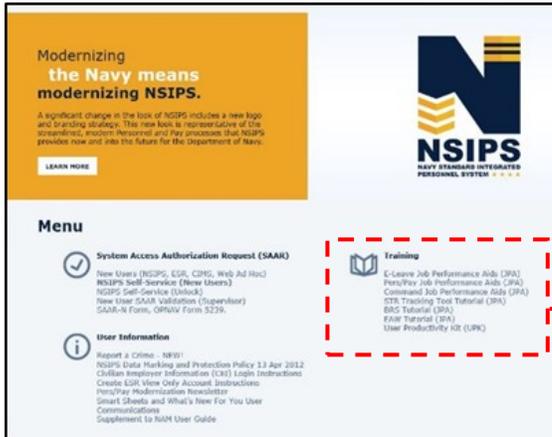
Or

- "Command Education Services Officer (ESO) - Reserve"



Training & Help

- 1 Detailed step-by-step instructions for completing EAW Command ESO actions in NSIPS may be accessed via the EAW Job Performance Aid (JPA) link under the Training Section located on the NSIPS homepage.



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



- EAW System – NSIPS Help Desk: Toll Free: [877-589-5991](tel:877-589-5991) Comm: [504-697-5442](tel:504-697-5442) DSN: [312-647-5442](tel: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

Prepared by: PMW 240 Enterprise Change Management (ECM) Team.

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Requests for the document shall be referred to PMW 240 ECM Manager at (504) 697-4535.

