



NAVFIT98A

Frequently Asked Questions

For

Version 2.2.0.33 Patch 2

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UNCLASSIFIED

NAVFIT98A v33 Patch 2 Program Frequently Asked Questions

Document Change History

Version	Date	Drafted by	Change Type	Change Description
1.0	08/06/2026	Kenneth Tillman	Initial Document.	New Software Version.
1.1	08/13/2026	Kenneth Tillman	AFT Update	Added comment documenting issue with AutoSummary and how it affects the Promotion Recommendation Summary
1.2	9/1/2026	Kenneth Tillman	Production Change	Added questions about new known issues and the addition of a Conversion tool

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Frequently Asked Questions

1. What does this patch cover

Answer

This critical patch addresses four major fleet-wide defects and delivers one policy-driven enhancement.

- First, it fixes form line bleed-over when printing.
- Second, it resolves the re-emerging comments block defect, where on-screen text formatting didn't match the printed PDF, leading to carriage returns and truncated text.
- Third, it resolved the reporting senior address transfer failures between input screens and final reports.
- Fourth, it corrected the Summary Report so it cleanly prints a single Report End Date instead of overlaying multiple unreadable dates.
- Finally, it updated validation rules to support the policy change allowing evaluation periods to exceed 15 months on CW05, CAPT, and MCPO reports

2. What are the Known Issues with NAVFIT98A v33 patch 2:

Answer:

This update introduced some new issues that will affect every user, but should not affect the submission process to promotion boards

- The database conversion module in the NAVFIT98A software does not work to convert databases from previous versions of NAVFIT98A to the new format used by v33 patch 2, therefore, a separate stand-alone Microsoft Access conversion tool was created.
- In some cases, on the main screen, the member name does not display on the list of reports, however when you open the report, it does display there.
- The conversion tool does not properly convert Reporting Senior Addresses on enlisted (E1-E6) evaluations or officer fitness reports; the Reporting Senior Address on the Chief (E7-E9) evaluation ported over correctly.
- The font on Block 44 of the enlisted (E1-E6) evaluation report was inadvertently changed to 12 point so it does not allow as many characters as previous versions. The data input screen was changed so that what was entered on the screen would print in the available space on the hard copy form. This will be corrected back to a smaller font in a future software release.

3. How do I get NAVFIT98A?

Answer:

NAVFIT98A can be accessed or received from several locations; but the installation packages should only be downloaded by system administrators of systems that are not part of NMCI or Nautilus networks to make NAVFIT98A available to Navy users.

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- If on NMCI, the update was pushed out to a majority of the NMCI assets on 8/28/2026. “Software Center” will have the release available for anyone that needs it and was not included in the initial push.
- If on Nautilus, “Company Portal” has the current version.
- If not on NMCI or Nautilus, the current software can be accessed from Navy Virtual Desktop (NVD) via Windows App – see the question on how to access NAVFIT98A from NVD.
- If on the CANES, SUBLAN, COMPOSE, DDG, or LCS network, the software will need to be downloaded and installed by command IT professional with appropriate administrative permissions. Command IT professionals will be able to download the installation files from My Navy Portal (NMP) or From Sailor. Ships that are unable to access the MNP installation files shall work with their ISIC or TYCOM to acquire the files. Refer to TYCOM directives for authorization to install the software.
- If on the USMC Network, the software should be available on their version of Software Center.
- If on the USAF Network, the software is listed on the Air Force EPL as authorized for use pending approval by the local base/installation ISSM for installation on Air Force computers.
- If on any other network, the software will need to be downloaded and installed by command IT professionals with appropriate administrative permissions. Command IT professionals will be able to download the installation files from My Navy Portal (NMP).

4. How do I download the NAVFIT98A Program onto my personal computer?

Answer:

- NAVFIT98A is not recommended to be downloaded to a Personal Computer
- Although NAVFIT98A v30 was made available on MyNavyHr, Cyber Security concerns have prevented the software from being hosted there.
- Also, NAVY leadership is not willing to accept the risk of SSN's being compromised on a Personally Owned computer.
- Navy has made available the NVD server for personnel to access the software

5. How do I download the NAVFIT98A Program on my Nautilus computer?

Answer:

- For Nautilus Endpoint Device users, NAVFIT98A can be downloaded/installed from the Company Portal.

6. How do I download the NAVFIT98A Program on my NMCI computer?

Answer:

- For NMCI users, NAVFIT98A can be downloaded/installed from Software Center.

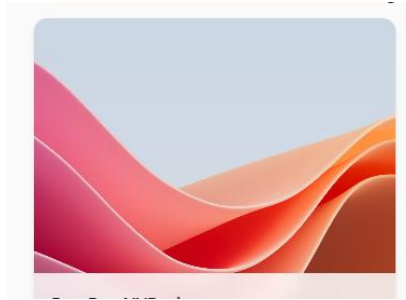
7. How do I access NAVFIT98A through NVD?

Answer:

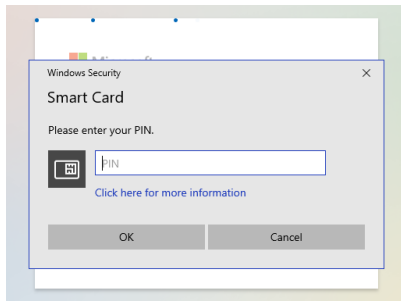
NAVFIT98A is accessible on Nautilus Virtual Desktop (NVD) via Windows App. To access NVD on an NMCI machine, complete the following steps:

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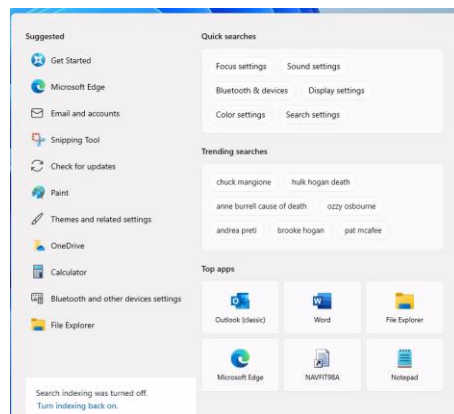
- Enter Windows app in the Windows search box.
 - If not there, Navigate to Software Center and Install
 - Enter “Software Center”
 - Click “Open”
 - Search for “Windows App” and Install
 - Once installed open the application
 - Click on the East NVDesktop or West NVDesktop



- Login to NVD using Flankspeed credentials (us.navy.mil)

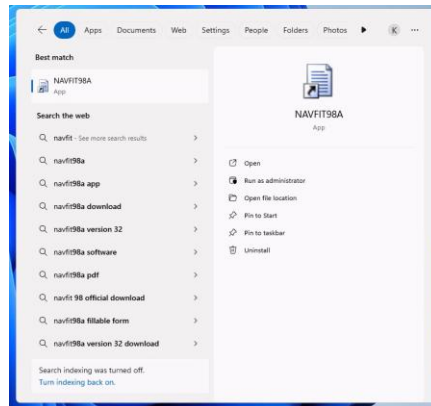


- Once the virtual desktop is displayed, Click the on the SEARCH block at the bottom of the screen to get the APP icons and click on the NAVFIT98A icon:



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- IF NAVFIT98A is not listed -- type NAVFIT in the search block at the bottom of the screen and click Open



- Databases should be accessed/saved to the One Drive
- Create and draft performance evaluation IAW PERSINST 1610.
- Reports can be printed as “.pdf” files, which can be emailed (following security mitigation procedures) to computers with attached printers for hard copy signature.

8. How do I get access to the NAVFIT98A Program on a Government provided computer without downloading the software?

Answer:

- If a member needs a Nautilus Virtual Desktop (NVD) account, they should contact their ECH II Contract Technical Representative (CTR) for a FsAST operator to request a NVD account for that member. Once the account is assigned, the member receives an email from Nautilus/NVD with instructions on how to access the NVD account.
- If you do not know who your ECH II CTR is, please see the CTR lookup information on the NMCI Information Resource portal at: https://flankspeed.sharepoint-mil.us/mcas-gov.us/sites/NAVWAR_NMCI_Homeport/NMCI_Info/SitePages/CTRResources/CTRContact.aspx
- See the question about how to access the software through NVD

9. How do I download the NAVFIT98A Program on Non-NMCI, USMC, USA, USAF or other Government provided computers?

Answer:

- NAVFIT98A installation packages should only be downloaded by system administrators of systems that are not part of NMCI or Nautilus networks to make NAVFIT98A available to Navy users. System administrators can obtain the installation files from My Navy Portal (MNP).
- The USMC is or has deployed to their MCEN server
- The AirForce is or has deployed to their AFNET server
- DHA is or has Deployed to their Health network server
- The installation software will be housed on My Navy Portal for download.

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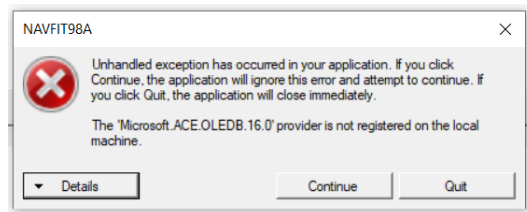
- The Software Documentation will be housed on the My Navy HR /Career Management web site.
- If approved as a hosting site, the installation software can be retrieved from SAILOR.

10. Which copy of the Installation package should I install?

Answer:

- For manual installations, the 32bit copy of NAVFIT98A should only be installed on systems with Office 2016 or lower and the 64bit copy of NAVFIT98A should only be installed on systems with Office 2019 or higher.
- For computers running Windows 7, Contact the MyNavy Career Center at (833) 833-6622 or via e-mail at askmncc@navy.mil.

11. Right after installing the software, I get the following error:



Answer 1:

- Open the Control Panel by searching for it in the Start menu.
- In the top-right corner, select Category View, then sort it by Small or Large Icons.
- Click on Configuration Manager.
- In the Configuration Manager Properties box, go to the Actions tab.
- Click on each action listed and then select Run Now to refresh the system.
- Navigate to the Configurations tab, then select Refresh and Evaluate.
- Wait up to 24 hours, then test NAVFIT98A to determine if the issue persists.

Answer 2 – If answer 1 doesn't correct the problem:

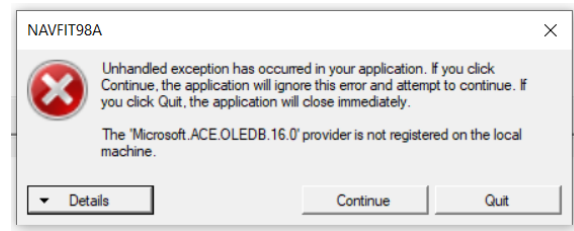
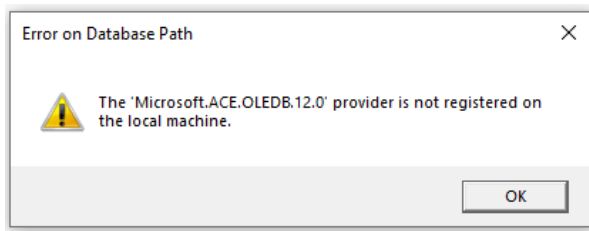
- Close all Office products
- Open the Windows Start Menu
- Click on Windows Powershell
- Right Mouse over "Windows PowerShell system" option
- Mouse over More, then click "Run as administrator"
- Paste this to the command line: `start-process "C:\Program Files\Microsoft Office 15\Clientx64\Officeclicktorun.exe" -ArgumentList "scenario=repair system=x64 culture=en-us repairtype=quickrepair displaylevel=false" -wait -PassThru`
- Wait several minutes then enter "exit".
- Reboot the system.

Answer 3 – If answer 2 doesn't correct the problem:

- Contact the MyNavy Career Center at (833) 833-6622 or via e-mail at askmncc@navy.mil.

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12. Right after installing the software, I get one of the following errors:



Answer 1:

- Verify the Office version you are using. You may have installed the wrong bit-ness copy of NAVFIT98A
- 32 Bit NAVFIT98A for Office 2016 and 64Bit NAVFIT98A for Office 2019 and above

Answer 2: If the error changes.

- If the popup message changed from OLEDB.12.0 to OLEDB.16.0, see the question about what to do when receiving that message.

Answer 3 – If answer 1 and 2 doesn't correct the problem:

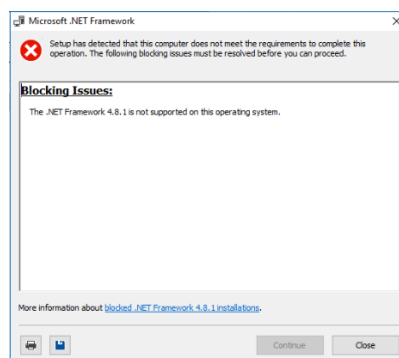
- Contact the MyNavy Career Center at (833) 833-6622 or via e-mail at askmncc@navy.mil.

13. Is NAVFIT98A compatible with Windows 7?

Answer

- Contact the MyNavy Career Center at (833) 833-6622 or via e-mail at askmncc@navy.mil to request a Windows compatible copy of NAVFIT98A.

14. When I install the software or run the software, a popup box shows that says “.Net Framework v4.8.1 is needed”.



Answer 1:

- If you are running Windows 7, a Windows 7 compatible installation package can be requested via the MyNavy Career Center (MNCC) help desk at 1-833-330-MNCC.

Answer 2:

- Cancel the installation or exit from the program
- This will generally occur on older shipboard and SUBLAN systems.
- In the directory where the files were downloaded from DoD Safe, find the file “NDP48-x86-x64-AllOS-ENU.exe” and run it as Administrator

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- Reboot the computer

Answer 3:

- Cancel the installation or exit from the program
- Download the .net Framework v4.8.1 installation package
- Unzip the downloaded file and find the file “NDP48-x86-x64-ALLOS-ENU.exe”. run it as Administrator
- Reboot the computer

Answer 4 – when all else fails:

- Contact the MyNavy Career Center at (833) 833-6622 or via e-mail at askmncc@navy.mil.

15. Can I use an existing Database with this Version

Answer:

Short answer:

- If the database was created with a previous version of NAVFIT98A – No
- If the database was created with this version of NAVFIT98A -- Yes

Longer answer:

- If the database was created with a previous version of NAVFIT98A – No
- A module to convert databases from older versions of the software was created and is contained in this software... Unfortunately... it does not work as designed.
- A stand-alone Microsoft Access database conversion tool was created outside of NAVFIT98A to address this issue in the short term. See the question about using the Database Conversion Tool at the bottom of this document

Preferred Answer (future releases)

- If the database was created with a previous version of NAVFIT98A, it may not be used with this version. However, this version has a module that will convert all older databases to a new format that is compatible with this version. (there is no need to cycle through the Version changes, this module works with ALL previous versions).
- The instructions to convert the database is on the NAVFIT98A menu under “Help/How to...”

16. Why does the printed copy and NAVFIT98A program summary group average differ?

Answer:

- The calculations on the summary group average are being done in 2 places, once when the evaluation is created or changed and the second when printed. Make a change to one of the traits on the input screen to force the calculation to activate, save the information and then print the report. This should give the same information on the printed report.
- If the summary group average is printing 0.00, but has a different value on the screen for the Evaluation, your NAVFIT98A is out-of-date and has been superseded by a newer version.

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17. When I print the summary letter, I get an error “a folder must have a unique pay grade to generate a summary letter”. What is the problem?

Answer:

- The user has created multiple pay grades (block 2 of the Forms) in the same folder. The user should create all the reports within a Folder to have the same Grade and this will correct the problem.

18. The NAVFIT98A program windows are blank and the buttons are disabled on the main menu. How do I get the reports to show and the buttons on the main menu to enable?

Answer 1:

- From the menu click “File” then “Create Database”
- The NAVFIT98A Create database prompt should appear
- Pick a location for the database and enter a name for the Database
- Click “Save”
- The ROOT folder and the buttons should appear.

Answer 2:

- From the menu click “File” then “Open Database”
- The NAVFIT98A Open database prompt should appear
- Find the location where the database is stored and select it
- Click “Open”
- The folders, associated reports, and the buttons should appear.

19. How do I consolidate the reports into one folder?

Answer:

- A User can copy data from one folder to another by using the IMPORT Data function.
- Select the Folder (grouping) that the data needs to be copied to and press the Import Data Function
- A dialog box displays a list of database files to import from, select the same database that is currently open.
- An Import folder dialog box displays the Folder Structure of the database.
- Select the folder to import and it will create a sub-folder in the identified folder in the database being imported into. Select just the Reports and they will all be put in the identified folder in the database being imported into.

NOTE: This does not move the reports so a copy of the reports are still in the original folder; they probably should be deleted from the original folder to avoid confusion.

20. What are the correct procedures when creating Fitness and Evaluation reports?

Answer:

- Select the Root Folder
- “Click “Create Folder” from the main menu

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- Assign Folder name
- Click “save”
- Select newly created Folder
- Click “Create FitRep” or “Create Chief Eval” or “Create Eval”

21. Cannot enter data in block 43 or 46. What is the problem?

Answer:

- The Auto Summary check box is checked
- Click “Edit Folder”
- Click the “Option Tab”
- Unchecked “Auto Summary”
- Try again

22. How do I import or export a report with NAVFIT98A program?

Answer:

- Refer to the NAVFIT98A v30 user guide manual located on the MyNavyHr Career Management webpage (until it becomes available, the v30 guide can be used in the meantime)

23. How can I find out what version of NAVFIT98A that I am using?

Answer:

- Open the NAVFIT98A program
- Click on “Help” from the toolbar, then click “About NAVFIT98”; the version number and Build date will be displayed

24. My report was listed as “True”. Why does it now it says “False”?

Answer:

- Every time the SAVE button is pressed, the report is changed to False, even if no changes are made.
- After saving, changes must be validated (click “Validate Report”) for the report to be identified again as “True”.

25. When I run the “Validate Folder” option, why do none of the reports show “TRUE”?

Answer

- The Validate Folder option only checks for differences between reports within a grouping.
- The Validate Report function must be run on the individual report in order for it to be identified as “True”

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26. I can't get NAVFIT98A on my computer; what do I do?

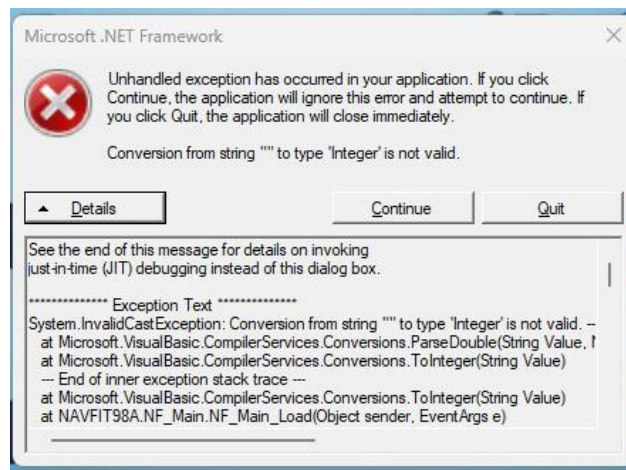
Answer 1:

- Connect to NVD to use the NAVFIT98A installed there

Answer 2:

- Blank fillable forms can be found on MyNavyHr as a stopgap measure until NAVFIT98A is available on a platform you have access to:
<https://www.mynavyhr.navy.mil/Career-Management/Performance-Evaluation/Software-Forms/>
- This is an option for Navy Personnel struggling to get the NAVFIT98A software loaded on their computer until the software can be loaded.
- This is an option for Navy Personnel stationed anywhere that NAVFIT98A is either not approved or not accessible (Currently only the DLA and NATO systems will not authorized to house NAVFIT98A).

27. Right after installing NAVFIT98A v33 Patch 2, why did I get this error when Opening the software?



Answer

This occurs because a database was still open when the previous version was uninstalled and the new version installed. The settings from the previous version still exist on the system and the new version of NAVFIT can't find the database that was open.

- Press Continue
- Select File/Exit
- Open NAVFIT98A again
- The error should not occur again.
- If the error persists:
 - Press Continue
 - Select File / Create Database
 - Follow the directions for creating a database
 - Select File / Exit

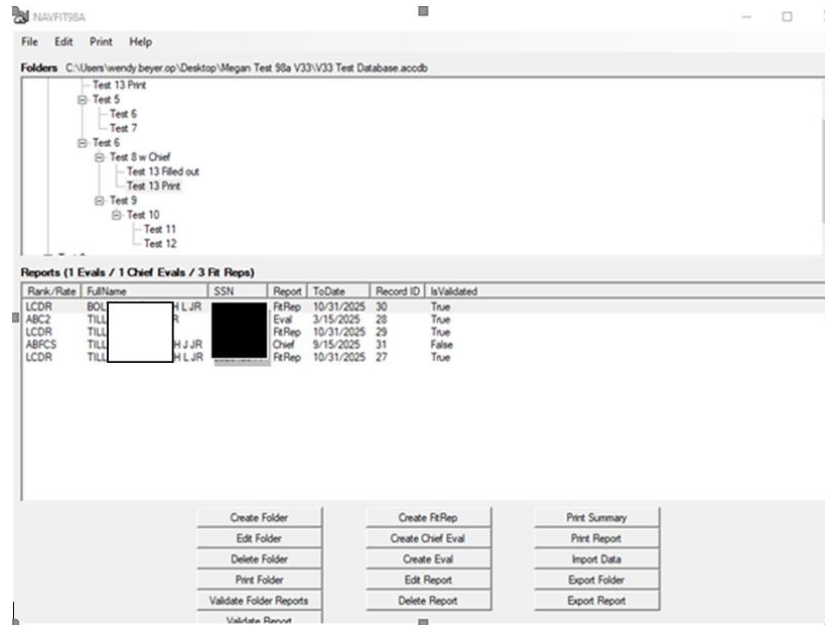
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- Open NAVFIT98A again
- The error should not occur again

28. Why is the IsValidated column not being updated after validation?

Answer:

- After selecting a report on the main page and pressing the Validate Report button, the IsValidated field on the screen will not change values (Note: the PII data displayed is not real)



- The data was changed, it just didn't get repopulated on the screen
- Click on another folder header and then back on the folder header with the attached Reports; the IsValidated column will be updated.

29. Will this software work on a Shared Computer?

Answer:

- Yes.
- As a standalone application NAVFIT98A is available to anyone logged into the computer it is installed on.
- The database being used to store the evaluations is kept in the individual user's Remote Profile
- For NVD, NAVFIT98A is installed on the server so that when a user logs into NVD, their Virtual Desktop contains a copy of the software.
- In the case of accessing through NVD, the Database has to be saved to the individual user's One Drive.

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30. Will this software work with a Shared Database?

Answer:

- No.
- This software uses Microsoft Access as its Database Management System (DBMS), which is a single user application.
- The database can be housed in a shared location, but only one person can have it OPEN at any given time.

31. Why does the Validate Report function give different results from the Validate Folder Reports function?

Answer

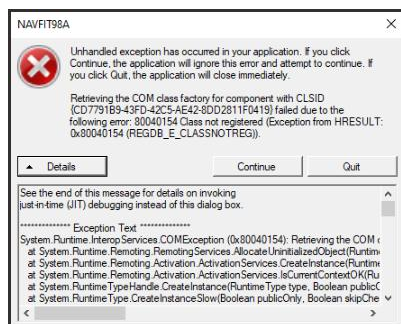
- The Validate Report and Validate Folder modules give different results as they validate different aspects of the Evaluation Program.

32. Why does an error occur when closing and opening a report after a failed validation?

Answer

- Not every time, but sometimes, reports that contain a validation failure item (like when the warfare designators fail), once saved, closed, and reopened, an unhandled exception error is thrown.
- Remove or change the failed info and this error goes away.
- Issues like this should be reported to Pers-32 for inclusion in the next version number software updates; this error is sporadic and dependent upon the system configuration and date being used.

33. Why am I getting this error:



Answer

- This generally occurs when the wrong bit version of NAVFIT98 is installed
- See the Installation Instructions to determine which bit version of NAVFIT98 should have been installed.

34. How do I print from NVD?

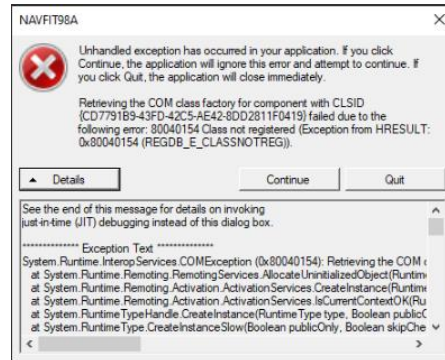
Answer

- Users can print to a .PDF file, save to their OneDrive, and then:

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- Access their OneDrive from an NMCI device and print the .PDF file
- Send the .PDF via encrypted email from NVD Outlook to someone on a CAC secured Government Computer that can print the .PDF file
- Send the .PDF or
- Users can send the NAVFIT98A Access Databases via DOD SAFE to someone on the NMCI side to print the report from NAVFIT98A

35. Why am I getting this error?



Answer

- This occurs when the wrong Bit version of NAVFIT98A is installed.

36. Why is the information in the Comment block of evaluation data input screen less than what I entered in the Folder/Template data input screen less than what I entered?

- The large text blocks on the Folder (Template) data input screen should not be used as a template for the Reports generated under that folder. This data does not apply to EVERY report within a folder, and the programming truncates the data incorrectly.
- With v34, these fields will disappear and the problem won't exist anymore.

37. Why are the Promotion Recommendation Summary numbers different within a Folder grouping?

Answer

- The AutoSummary On check box on the Folder/Template screen (Option Tab) is turned off.
 - DoubleClick the Folder header,
 - Select the Options tab
 - Click on the checkbox to turn it on
 - Click the save Button.
 - Edit any one of the Reports in the grouping and select File/Save [evaluation] to save the new summary numbers (no changes are necessary). That should update the Summary numbers on every report in the grouping.

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38. Why am I getting an error when converting my V33 Database file to the new format?

Answer

- The conversion module has a known bug that does not allow it to complete successfully. A stand-alone Microsoft Access database conversion tool was created to perform that function for this software release. Only the Reporting Senior Address on CPO (E7-E9) Evaluations ported and

39. I converted my v33 Database using the NAVFIT98A v33 Patch 2 software with no errors, but now, none of the Performance trait comment blocks contain data.

Answer

- The conversion module has a known bug where the Performance Traits comments are not converted into the new database. The stand-alone Microsoft Access database conversion tool was created to perform the conversion function and will pull all the comment fields as originally entered into NAVFIT98A V33. The tool will need to be used to convert the original database file that contains the performance trait comments.

40. Why does the Member's name not show up on the Main Screen?

Answer

- In some cases where the database conversion utility is used, the member's name does not display on the list of reports, however when you open the report, it does display there. If you then make a change to the name (even a single character), once saved, the name will return to the main screen.

41. Why does block 44 not allow as many characters as was possible previously?

Answer

- The font for Block 44 on the enlisted evaluation report was inadvertently changed and then the data input screen changed to match so that everything input on the screen will print the same on the report. This will be corrected back on the next release.

42. Why is the FAQ document on the Windows menu different from this file

Answer

- The FAQ document was deployed with the software on its initial release. In order to change that one to match this file, we would need to release the software again. It will be updated in the menu on the next release.

43. Summary:

Navy shore users with NMCI assets will be able to download and install NAVFIT98A v33 Patch 2 from the Office 365 Software Center. Navy shore users with Nautilus assets will be able to download and install NAVFIT98A v33 Patch 2 from the Company Portal. Navy Reserve and on personnel not on Navy Networks can access the software through Windows APP connected to NVD (Naval Virtual Device). Surface units should contact their IT support people to download

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and install from Sailor or My Navy Portal. Joint or other service commands have been provided with instructions on how to download or access using their service-specific IT platforms. Users should contact the MyNavy Career Center (MNCC) help desk at 1-833-330-MNCC for any issues encountered during the installation or operation of the software. If the helpdesk(s) can't resolve the issue it will be routed for higher-level support.