



# MAP Lessons Learned: **ONE**

The MAP program continues to collect data from the ships and I appreciate your participation in the program. Below are some lessons learned from the initial fielding of the program.

- 1) Since the initial development of the program the NMCI/IAVA security patches have changed. The change appears to turn off, or disable the “sub-program” called “JavaScript”. JavaScript is similar to a macro program that run in the back ground of a form. In the ADOBE Program on the computer workstation that you use Adobe has the ability to disable/enable “Java Scripts.” If the JavaScript are disabled and the MAP form is signed the “form” will not advance to the next step of the signature process. The form progresses as follows:

When “digitally signing” the eval JAVA SCRIPTS must be “enabled” in order for the “form” to progress to the next step, i.e.:

- When the “Evaluator” signs the eval the form then displays the CIVMAR signature box, and the status displayed on the top left of “Page 1” is “Evaluator signed”
- When the CIVMAR signs the eval the form then displays the “Submitter” signature box on the bottom of page 1, and the status of “CIVMAR SIGNED” on the top of page 1.
- When the SUBMITTER signs the eval the form then displays the status of “SUBMITTER SIGNED” and the “Submit Data Ashore” button appears on the right-top side of page 1.

It is critical to ensure that “JavaScript” are enabled when you start working on the form. (See “JavaScript enable” on pages 2-3 of this document) If you have an instance where the a CIVMAR has signed a form and returned it to you and the form status is not “CIVMAR signed” he has signed it with the JavaScript disabled. You can correct this using the procedure starting on page 59 of the users guide. (See “Troubleshooting pn page 4 of this document)

- 2) Archive CD disks- We have been receiving the archive CD disks. However, we need to add a few point. First, please use a CD disk label, or even a sharpie marker to Label the disk with the ship’s name and date. Once we start getting many disks the labeling will help. Additionally, the file saved to the archive folder, and then transferred to the archive CD Disk should be the file that is in the “Submitter Signed” status. We have received a few “Evaluator Signed” status files on the archive CDs. If we “loose” an eval and we need to capture it from an archive CD it needs to be a “completed” eval.
- 3) Remember that what is being sent in to the MAP in box is not the Adobe PDF file itself, but rather the “data” extracted from it and mailed in the form of an “XML” file. The XML file provides the data which is imported into the HRMS database. The XML file is automatically created and attached to the submittal email so the details are unimportant. Just remember to use the “Submit Data Ashore” button on the completed “Submitter Signed” evaluation.



# JavaScript Enable

801\_Template\_v2\_08.pdf - Adobe Reader

JavaScript is currently disabled and this document uses it for some features. Enabling JavaScript can lead to potential security issues.

Page 1 of 9

**CIVMAR Evaluation**  
**801 - SUPPLY OFFICER**

Status: Draft

Print Form

CIVMAR Last Name [ ] First Name [ ] MI [ ]

Ship [ ] Last Four SSN [ ] Evaluation Period [ ] thru 08/01/2009 0

Reason for Evaluation  Detachment  Periodic  Special

Ship Employment [View/Edit] See page 3. Collateral Duties [View/Edit] See page 4.

	Exceptional	Outstanding	Excellent	Good	Unsatisfactory	Rating/Help
Technical						Rate
Organizational						Rate
General						Rate

Overall Rating  Exceptional  Outstanding  Excellent  Good  Unsatisfactory

Note the yellow bar at the top of the screen. To enable JavaScript click on “edit”, then “preference”. The screen below will pop up.

Preferences

Categories:

- Documents
- Full Screen
- General
- Page Display
- 3D & Multimedia
- Accessibility
- Forms
- Identity
- International
- Internet
- JavaScript**
- Measuring (2D)
- Measuring (3D)
- Measuring (Geo)
- Plug-ins (Legacy)
- Plug-ins Trust (Legacy)
- Reading
- Search
- Security
- Security (Enhanced)
- Spelling
- Tracker
- Trust Manager
- Units

JavaScript

Enable Acrobat JavaScript

JavaScript Security

Enable new forms JavaScript execution privileges

Enable global object security policy

JavaScript Debugger

Show console on embedded widgets

OK Cancel

Click on the “Enable Acrobat JavaScript” box and hit OK.



# JavaScript Enable

801\_Template\_v2\_08.pdf - Adobe Reader

Please fill out the following form. You can save data typed into this form.

Page 1 of 9

**CIVMAR Evaluation**  
**801 - SUPPLY OFFICER**

Status: Draft

Print Form

CIVMAR  
Last Name  First Name  MI

Ship  Last Four SSN  Evaluation Period  thru  0

Reason for Evaluation  Detachment  Periodic  Special

Ship Employment  See page 3. Collateral Duties  See page 4.

	Exceptional	Outstanding	Excellent	Good	Unsatisfactory	Rating/Help
Technical						<input type="button" value="Rate"/>
Organizational						<input type="button" value="Rate"/>
General						<input type="button" value="Rate"/>

Overall Rating  Exceptional  Outstanding  Excellent  Good  Unsatisfactory

Until you log off the computer or reboot it the JavaScript will still be enabled.



# Troubleshooting

## ***Troubleshooting - Submitter Signature Field Not Displaying***

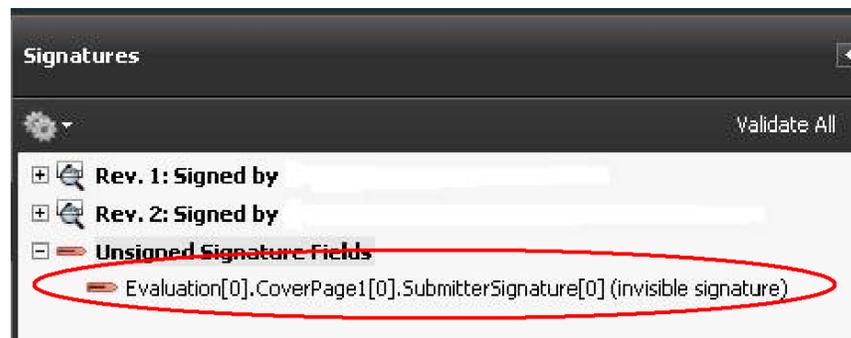
1. It has been determined that occasionally the Submitter Signature field does not display for the further processing of the evaluation. Both the Evaluator and the CIVMAR have signed the evaluation but the PDF status remained as “Evaluator signed”. Follow the steps below to correct this problem.

2. **Corrective Action Instructions:** The following instructions should be performed by the Submitter to submit the evaluation.

a. Open the MAP PDF in **Adobe Reader 9** or above.

b. Click on the signature icon  to the left of the PDF.

c. At the Signatures box, right-click on the very last line of the **Unsigned Signature Fields** and select **Sign**.



d. Insert the **CAC** in the CAC Reader and sign as **Submitter**.

e. Save the PDF when prompted.

f. The Submitter Signature will not display on the PDF but the signature information will be available when viewing from the signature icon .

g. The **Submit Data Ashore** button will be enabled.

h. Proceed to submit the PDF to MSFSC by email.

3. If you are still experiencing difficulties, please contact the Global Help Desk:

- 1-877-672-2441
- 1-800-672-4356





# MAP Lessons Learned: **TWO**

The MAP program continues to collect data from the ships and I appreciate your participation in the program. Below are some new lessons learned from your use of the program.

- 1) Naming convention of the evaluations. On page 13 of the user guide there is specific guidance on the naming convention. (See “Naming Convention” on next page of this document). It is very critical that this naming convention is followed as it is what is used to store the submitted evaluations on the shore side computers and is used to avoid duplicate entries as each eval name contains the final date for the period of the evaluation making the file name specifically associated with that evaluation period. To reiterate the naming convention: (LASTNAME) (FIRST INITIAL)(UNDERSCORE)(LAST 4 SSN)(UNDERSCORE)(YYYY)(MM)(DD) so a file name for “John Doe” will look like “DOEJ\_0000\_20100203.pdf”. We have received several evaluations where this naming convention has not been followed which has prevented processing the evaluations.
- 2) Use of “ADOBE ACROBAT PROFESSIONAL X.x” program vice “ADOBE READER 9.x” program to fill out evaluations.
  - a) “ADOBE ACROBAT Professional” is installed on many Department Head computers to provide the capability of CREATING and MANIPULATING PDF files.
  - b) “ADOBE Reader 9.x” is also available on the department head computers as it was installed to “read” PDF files and “fill out” PDF forms specifically for the MAP evaluations.

Generally when “ADOBE ACROBAT Professional” is installed on a machine it sets itself up to be the “default” ADOBE product to open any PDF file. If this is the case when you click on the evaluation template “ADOBE ACROBAT Professional” opens the file- this is BAD. Opening the Evaluation form with “ADOBE ACROBAT” vice “ADOBE READER” corrupts the form and makes it unreadable when “SUBMITTED” ashore. To avoid this problem when preparing to fill out an evaluation always go to the WINDOWS “START” button on the bottom left of the screen, select “ALL PROGRAMS” then find “ADOBE READER 9.x” and open that program. Now using the “file” “open” function in the READER program find the evaluation template and open it. This will ensure that you are using READER vice ACROBAT when completing the form so that when the data is received ashore it is usable and can be imported into HRMS database.

Captains,

Please pass this to your Department heads and designated “SUBMITTERS” if you have delegated the “SUBMITTER” authority.



# Naming Convention

Page 1 of 8

**CIVIMAR Evaluation 101 - MASTER (D)**

Status: Draft

**CIVIMAR**  
Last Name: Doe First Name: John MI: M

Ship: APACHE Last Four SSN: 0000 Evaluation Period: March, 2009

Reason for Evaluation:  Detachment  Periodic  Special

Ship Employment: View/Edit See page 3. Collate: See page 4.

Technical: Exceptional Outstanding Excellent Satisfactory Rating Help

**Note:** Notice the “0” after the evaluation period fields changes to the number of days covered by the evaluation once dates are applied.

Page 1 of 8

**CIVIMAR Evaluation 101 - MASTER (D)**

Status: Draft

**CIVIMAR**  
Last Name: Doe First Name: John MI: M

Ship: APACHE Last Four SSN: 0000 Evaluation Period: 03/16/2009 thru 05/18/2009 63

c. **Saving the Evaluation:** At this point you must save the draft evaluation. It is important to name CIVIMAR evaluation files properly. The first reason is to prevent conflicts of filenames; where two files show up with the same name and one overwrites the other. The second reason is to allow for locating and retrieving the original file quickly and easily, if necessary.

- The file will be saved in your **My Documents\My Map Evals** folder, created in Step 1, above.
- You must assign a name to the newly created evaluation using the format below:

Naming convention: Last name+First initial, underscore, Last 4 of SSN, underscore, yyyyymmdd of end date.

An evaluation on Jay Jones, SSN 333-00-6709, ending on 01 May 2009 would be named:

**JONESJ\_6709\_20090501**

**Note:** Once saved, the evaluation can be opened, edited and saved by the Evaluator as many times as necessary until the document is digitally signed. Digital signature locks the document from editing.





# MAP Lessons Learned: **THREE**

We are in our 1st quarter of the 2010 calendar year. Map has officially been on line for a little over 5 months. N1 has reviewed the evaluations submitted and compared it to the LPI reports from the ships. In the random sample of data we saw that only about 40% of the mariners that paid off ships have received evaluations.

One of the reasons I feel that the number is low is due to some of the technical difficulties we are having with the CAC Card readers on some of the ships, and the PIN number issues. However, this does not explain all of the missing evaluations. Please ensure that as the senior leaders afloat your department heads are preparing evaluations in accordance with the MSFSC instruction. Evaluations are crucial to the proper execution of the promotion process.

If you are having any technical or user difficulties with the MAP program contact me and Flodoir Pe so we can assist you in correcting the issue.

We will continue to assess the evaluation submittals and compare them to the LPIs to determine if we have any additional issues with the MAP Program.





# MAP Lessons Learned: **FOUR**

Mariner Advancement Program

User Guide

**Note:** Notice the “0” after the evaluation period fields changes to the number of days covered by the evaluation once dates are applied.

c. **Saving the Evaluation:** At this point you must save the draft evaluation. It is important to name CIVMAR evaluation files properly. The first reason is to prevent conflicts of filenames; where two files show up with the same name and one overwrites the other. The second reason is to allow for locating and retrieving the original file quickly and easily, if necessary.

- The file will be saved in your **My Documents\My Map Evals** folder, created in Step 1, above.
- You must assign a name to the newly created evaluation using the format below:

Naming convention: Last name+First initial, underscore, Last 4 of SSN, underscore, yyyyymmdd of end date.

An evaluation on Jay Jones, SSN 333-00-6709, ending on 01 May 2009 would be named:

**JONESJ\_6709\_20090501**

**Note:** Once saved, the evaluation can be opened, edited and saved by the Evaluator as many times as necessary until the document is digitally signed. Digital signature locks the document from editing.





# MAP Lessons Learned: **FIVE**

Captains, Chief Engineers,

In discussions with one of the Masters it has been pointed out that there is a section in the users guide that requires clarification/correction.

On page 39 of the MAP users guide it instructs “submitters” how to archive the submitted evaluations. It instructs the submitter to “archive the evaluation by dragging and dropping the email attachment from the email to the “Submitter Archive” folder within the “MAP Evaluations” folder on the LAN Drive.”

The confusion is created by the fact that the “email” the user guide is referring to at this point is the email the “Submitter” received from the Evaluator/CIVMAR identified on page 34, paragraph 1, not the email generated by the “Submit Data Ashore” button.

The difference is that the file to be saved in the “MAP Submitter Archive” folder is supposed to be the “PDF” MAP eval, not the “XML” MAP eval data file.

So to restate: the file to be saved to the “MAP Submitter Archive” folder is the Evaluator/Civmar/Submitter signed PDF file, not the XML file.





# MAP Lessons Learned: **SIX**

Importance: High

Captains, Chief Engineers,

We have received word that there is recent security risk with “Java Scripts” that is being addressed by disabling “Java Scripts.”

It is doing it such a way that java scripts can not be enabled by the user.

This will impact our ability to digitally sign the MAP evals. We are getting UNISYS, the MAP form programmers to assess this to determine a “way ahead.” If you, or ship department heads experience problems with MAP forms please let me know.

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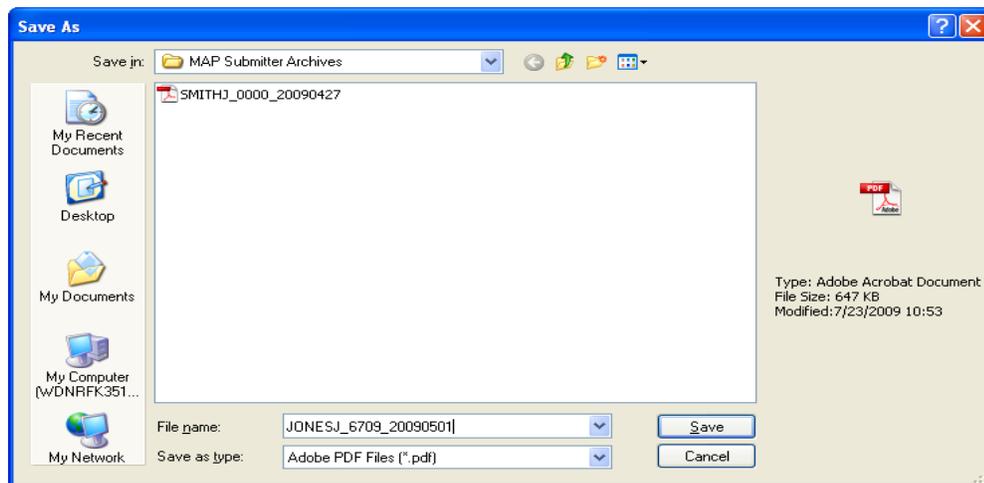
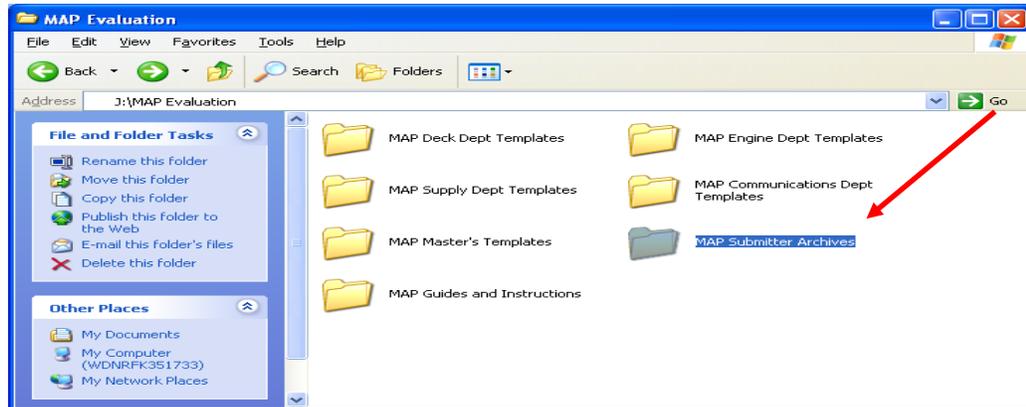




# MAP Lessons Learned: SEVEN

## Archiving Evaluations

1. The Submitter will archive the evaluation by dragging and dropping the email attachment (the PDF file containing the three digital signatures) **from** the email to the “Submitter Archive” folder within the “MAP Evaluations” folder on the LAN drive.



2. When the ship's designated Submitter is relieved/departs the ship:
  - a. Copy all archived evaluation PDFs to a CD.
  - b. Label the CD with the following information:
    - Submitter Name
    - Evaluation Date Range
    - CD Creation Date
    - For Official Use Only
  - c. Mail the CD to MSFSC N14, with the appropriate privacy warning label.

