



17 June 2018

## Online EDO Career Planner Users Guide

Welcome to the Online Engineering Duty Officer (EDO) Career Planner. This planner was developed to:

1. Create a vendor agnostic design that can be accessed via any modern web browser from any modern operating system.
2. Maintain version control of each career planner in a central location.
3. Facilitate exchange of career planners without having to send a copy of each planner to each recipient.
4. Facilitate EDO Leadership review of career planners using a web based search process.
5. Simplify the user interface and planner displayed.

This user manual will walk you through the details of each area of the planner, the data input details, and give examples of how to use this planner to display your plan in a format that supports your career progression.

Please pay attention to any text proceeded with:

Warnings, Cautions, and Notes



## Table of Contents

1. Accessing the Online EDO Career Planner (interim implementation)
2. Home Page
3. Personal Info
4. Professional History
5. Plans
6. Generate Planner
7. Reserve Information
8. Site Administrators



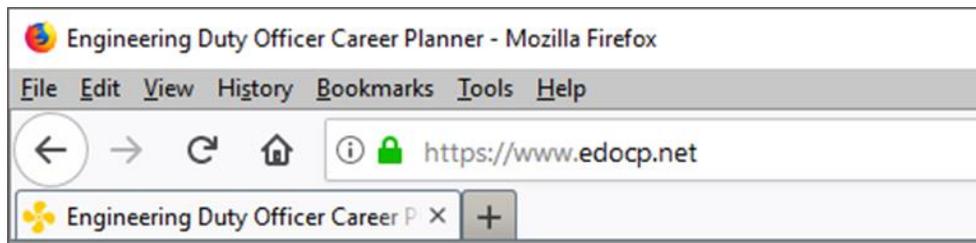
## 1. Accessing the Online EDO Career Planner (interim implementation)

The Online EDO Career Planner is currently being hosted on a commercial server. This is why it is called an "interim implementation". The long term plan for the planner will be to have it hosted on a .mil domain that will be Common Access Card (CAC) enabled to support DoD secure credentialed login.

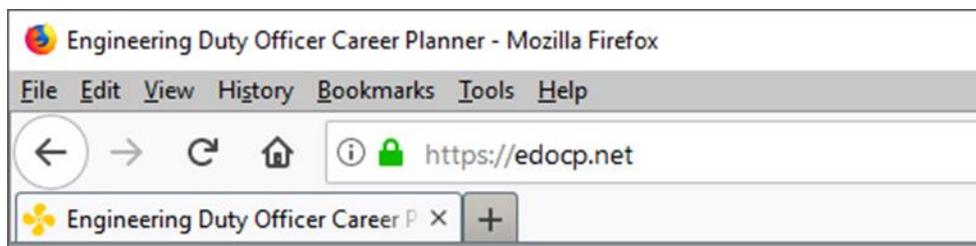
**WARNING:** Before you visit the EDOCP website, please ensure you have both javascript enabled and allow pop-ups in your web browser.

- a) Access to the planner is via a Uniform Resource Locator (URL) to a web resource that uses Hypertext Markup Language version Five (HTML5) as the baseline for user interaction and display via any modern (IE 9+, Firefox, Chrome, Edge, Safari(TBD)) web browser.
- b) This is the URL:

<https://www.edocp.net>



**Note:** You can skip the www. part with most modern browsers since it is assumed.



- c) You'll notice the URL uses https instead of http. The webserver that hosts the website and database that stores the information for the Online EDO Career Planner, uses secure protocols to establish the connection between your web browser and the server. If you type in the address using http, the server is designed to redirect you to the https. However, this may not always be successful due to proxy server and firewall security settings (i.e. NMCI). Please verify that you use https to ensure your connection and information exchanged with the Online EDO Career Planner is secure.



- d) Once you've typed the URL into your web browser and pressed enter/return or clicked the go button, you'll reach the default page for the Online EDO Career Planner.
- e) Now that you've arrived at the default page. You'll see this:

**Username**

**Password**

Login

Forgot [password?](#)

New Registration      EDOmain

- f) If this is your first time visiting and using the Online EDO Career Planner you'll need to create a username and password. Click the blue New Registration button on the lower left. It will take you to the Registration page which looks like this:



**Username**

Reservist

**Email**

**Password**

**Repeat Password**

**Sign Up**

**Cancel**

- g) Here you will need to enter a unique username, email, and password, and check whether you are a reservist.
- h) Your username must be unique and follow the guidelines shown below.



**Note:** If you hover your mouse over the input field, this banner will show up:

**Username**

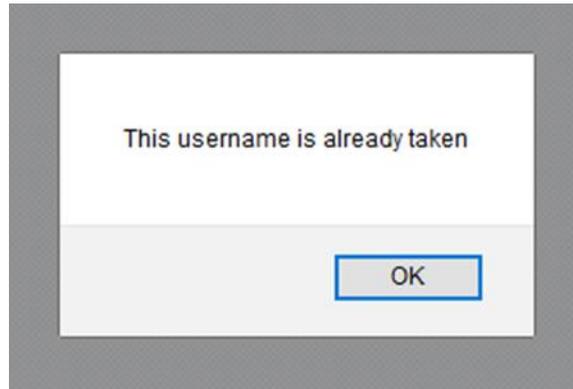
Enter Username

Usernames can contain only numbers, letters and dots and must have at least 6 characters

**Email**

Enter Email

**Caution:** The database requires a unique username. If you try to use a username that is already in the database, you will receive a popup dialog that states that the username has already be taken



Once you press the OK button it returns you to the registration screen to try again.

- i) Next you will need to enter an email address in the proper format (e.g. [name@example.com](mailto:name@example.com)).

**Note:** If you hover your mouse over the input field, this banner will show up:

**Email**

Enter Email

Please enter valid email e.g. name@example.com

**Password**

Enter Password



- j) Next you will need to enter your password in the proper format and repeat it again to ensure you picked a password you can remember.

**Note:** If you hover your mouse over the input field, this banner will show up:

**Password**

Enter Password

**Repeat Password** Password must have at least one uppercase, one lowercase, one number, one of \$@!%\*#?&, no spaces and have at least 8 characters

Repeat Password

**Passwords Do Not Match!**

Sign Up

Cancel

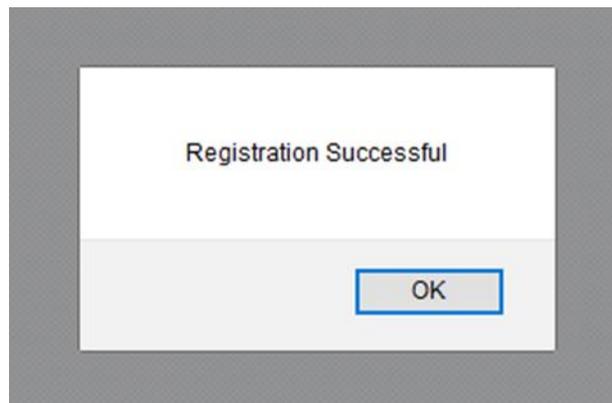
**Caution:** You will need to enter your password twice. When you begin entering your password in the first password input field, the system automatically starts to compare what is in the first password input field with the Repeat Password input field. It will show up as a red input field with "Passwords Do Not Match!" in red text until you input a "Repeat Password" that matches the first.

- k) Once you've entered the passwords correctly in both input fields you will see the following on the registration page:



The registration form consists of a light gray background. At the top, the label "Password" is followed by a white input field containing ten black dots. Below this, the label "Repeat Password" is followed by a green input field containing ten black dots. Underneath the second field, the text "Passwords Match!" is displayed in green. A large green button labeled "Sign Up" is centered below the confirmation text. At the bottom left, there is a red button labeled "Cancel".

- 1) If you have no errors indicated on the registration page, press the green "Sign Up" button. You will be greeted with the following popup if registration is successful:



Once you click the "OK" button you will be returned to the default page to login with your username and password you just registered.

**Note:** If you don't receive a "Registration Successful" popup (most likely due to a username already taken, but it could be due to your browser settings and/or NMCI proxy issues) two things will happen. You'll either be presented with the "Username Already Taken" popup, which clicking the "OK" button will return you to the registration page to try again, or you'll be taken to the default page. If you are taken to the default page, just login with the username and password you used in the registration page. If you can log in successfully, your information made it to the database and



you're ready to begin building your planner. If you can't login, please contact the EDOCP site administrator(s) listed at the end of this manual.

- m) You have the option to reset your password, if you forget it or if you want to change it, via a link on the login page.

A green rectangular button with the text "Login" in white. Below the button is a blue underlined link that says "Forgot password?".

- n) Clicking the "Forgot password?" link will take you to the forgot password page:

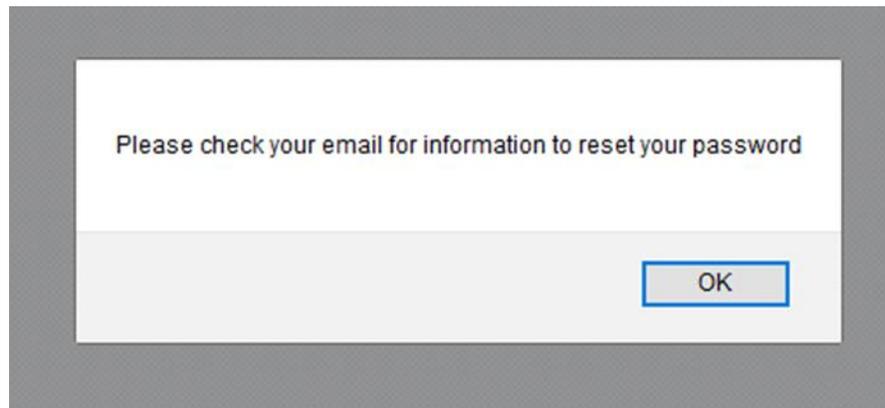
The page features the EDO logo at the top center. Below the logo, the text "Please Enter Your Username Below" is displayed. Underneath is a white text input field with the placeholder text "Enter Username". Below the input field is a large green rectangular button with the text "Submit" in white. At the bottom of the page is a red rectangular button with the text "Cancel" in white.

- o) Enter your username in the field and click the submit button.



**Note:** If you can't remember your username, please contact the EDOCP site administrator(s) listed at the end of this manual.

- p) Once you enter your username and click the "Submit" button, if your username is in the database, you'll be presented with the following:



- q) Clicking "OK" will take you back to the default page.  
r) Check the email account you used to register your credentials for the Career Planner.  
s) Once you're in your email account you should see an email from do\_not\_reply@edocp.net (it may take a little time, be patient). The content of the email will be similar to what's listed below.

Message from EDO Planner Inbox x

 do\_not\_reply@edocp.net  
to me

This is an auto reply from the EDO Planner System.

Please do not reply to this email since this account is unattended.

Click this link to change your password:

[https://edocp.net/php/keycheck.php?key=\\$2y\\$10\\$xtHW0/hOQYkZ17EngR0JexHxt8pqhbmLerRqmHgbX2O4AkFOquVO](https://edocp.net/php/keycheck.php?key=$2y$10$xtHW0/hOQYkZ17EngR0JexHxt8pqhbmLerRqmHgbX2O4AkFOquVO)

This link will expire at midnight Eastern Time.

If you feel you've received this email in error, please disregard and/or contact the system administrator.

- t) Either click on the link, or copy and paste it into the URL address field into your web browser and press enter/return or click the "go" button.

**Note:** If you don't click the link within the timeline stated, you'll need to go to the default page and click the "forgot password" link again.



u) This will take you to the following page:

**ENGINEERING DUTY OFFICERS**  
**SEAPOWER THROUGH ENGINEERING**

**Username**

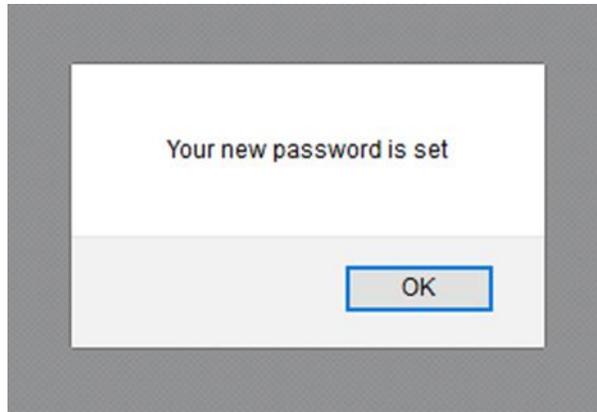
**New Password**

**Repeat Password**

**Reset Password**

**Cancel**

v) Enter your username, and then enter your password twice, the same way you did when you first registered. The website does not remember previous passwords, so you can use the same password as you did before. Passwords also don't expire. Once you click "Reset Password" you'll be greeted with the following popup:



- w) Once you click the "OK" button you'll be brought back to the default page to login with your username and new password.

**Caution:** If you fail to enter your username properly, you'll get an error stating "Your credentials could not be verified" and you'll be sent back to the Reset Password page to try again once you click "OK". If there is a communications error with the database, you'll receive a "Your password could not be set" error and you'll be sent back to the Reset Password page to try again once you click "OK".



## 2. Home Page

- a. Now that you've successfully logged into the Career Planner, you'll be brought to the Main page and the "Home" tab will be the first thing you see.

**NAVSEA**  
NAVAL SEA SYSTEMS COMMAND

**Welcome to the Engineering Duty Officer Career Planner**

**SPAWAR**  
SPACE AND NAVAL WARFARE SYSTEMS COMMAND

*"Interim Implementation"*

Use the buttons below to input your information and generate your career planner

[EDomain](#) [Logout](#)

**Home** Personal Info Professional History Plan 1 Plan 2 Plan 3 Plan 4 Generate Planner

**INFORMATION**

\*\*\* PLEASE ENSURE YOU HAVE BOTH JAVASCRIPT ENABLED AND ALLOW POP-UPS \*\*\*

This website was constructed to support Engineering Duty Officer Career Planning (EDOCP).  
It is currently hosted on commercial servers until a final ".mil" implementation using Common Access Card Authentication is implemented.  
Currently this website supports secure (i.e. https) connections to keep the information you send secure.  
The commercial web hosting company will store a cookie on your computer to track who visits. The Online EDOCP site uses temporary sessions instead of cookies, so that when you log out and close your tab or browser, any information that was stored in the browser cache is cleared.

- b. On this page you'll see the layout for the planner. From this page you can navigate to all the other tabs that are used to build your planner. There are also two buttons above the tabs that allow you to open a new window that will take you to the EDomain website or to logout of the planner.
- c. The information area provides basic information about the site as well as provides news on any updates and/or changes that have occurred.
- d. If you click on the "Logout" button it will take you to the logout screen. The text on that page will tell you to close the tab or browser to protect the security of your account. If you wait a few seconds (due to the throughput limitations of NMCI, ONENET, SATCOM, etc) you'll see a random image of the ships, submarines, and systems EDO's are responsible for. Then close the tab or browser.

**Note:** If you do not actively use the planner for 10 minutes (i.e. no mouse movements, clicks, or keyboard presses in the browser window) it will log you out and return you to the default page to re-login.



### 3. Personal Info

- a. The second tab from the left allows you to enter your personal information into the career planner. None of the fields on this page are required, but if you don't add your first name, last name, and rank, those items will not show up on the top of your career planner. Since the information on this tab is about you and possibly your spouse and children, it is up to you to determine the amount of it you wish to provide. The input fields have been designed to align with DoN CIO policy to limit PII stored in databases.
- b. **Flag Officers.** Changing the rank field to any of the flag ranks (or selects) will allow you to display forty years of commissioned service vice thirty on your planner. This should allow you to use this planner through your follow-on Flag tours.
- c. The month and year fields are drop down select fields. These are formatted to ensure the numeric format is aligned to support the calculations within the career planner. These fields update every calendar year to support past, current, and future dates as needed.
- d. The State fields include all 50 States, District of Columbia, fleet regions, and all current U.S. territories.
- e. You can change the email address the planner uses for password resets here.
- f. The Spouse School fields are included to show current and future school dates for planning purposes.

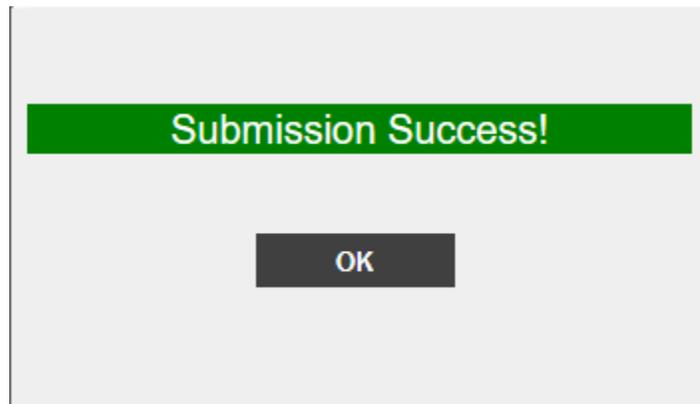
The screenshot shows the 'Personal Info' tab of a career planner. The interface includes a navigation bar with tabs: Home, Personal Info (selected), Professional History, Plan 1, Plan 2, Plan 3, Plan 4, and Generate Planner. A 'Submit Page' button is located in the top right corner.

The form fields are organized as follows:

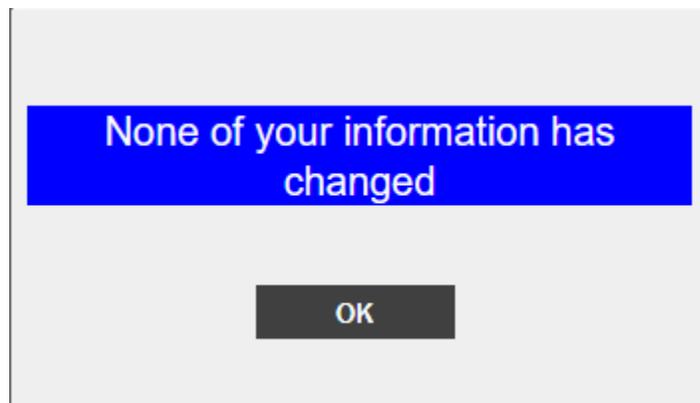
- Personal Information:** Last Name (Gump), First Name (Bubba), Rank (ENS), Job Title (EDO Superstar), Home Town (Charleston), State (SC).
- Spouse Information:** Spouse (Billie), EFM (checkbox), Spouse School (Start Year: 2017, End Year: 2019), Spouse Occupation (Computer Scientist).
- Education:** Undergrad Degree (Nautical Engineering), Undergrad School (Naval Academy), Postgrad Degree (Quantum Physics), Postgrad School (MIT), Doctorate Degree, Doctorate School.
- Military Spouse PRD:** Month, Year.
- Child's Information:** Seven children listed with Birth (Month, Year) and Kindergarten (Start, EFM checkbox) fields.



**Warning:** You'll notice that there is a "Submit Page" button on the upper right side of this page. This button exists on each of the information entry pages of the planner. You'll need to make sure you press this button whenever you update information on the respective page, or it will not be saved to the database. If the information has been successfully saved to the database you'll receive a popup as follows:



If you press the submit button and none of the information has changed, or if there was a communication error with the server you'll receive a popup as follows:



If you did change information in the input fields, pressed the "Submit Page" button, and you receive this popup, then the server did not receive it or save it and you'll need to go back and enter it again. If this message continues to display, please contact the EDOCP site administrator(s) listed at the end of this manual.



#### 4. Professional History

- a. The third tab from the left allows you to enter your professional history into the career planner.
- b. Your ENSIGN Date of Rank is required on this page. This date is critical for the career planner since all other dates on the planner use this date as the basis from which to calculate the values that get displayed or drawn on the career planner.
- c. The year group field is independent of the ENS Date of Rank and needs to be updated separately.
- d. The warfare qualification options have been reduced from the previous PowerPoint version of the career planner. This was to focus on warfare qualifications and a few additional qualifications that support EDO career planning. The planner is not intended to serve as a replacement for your official Navy Record.
- e. Descriptions of the DAWIA, non-DAWIA and Subspecialty Codes are provided as popup links. The proper format for each of these is listed in these popups.
- f. The subspecialty focus input text areas are to list the area of work or study that earned that particular subspecialty code. Do not list the Subspecialty code suffix here. That should be entered in the subspecialty code input text area along with the four digit number code.
- g. The prior enlisted and career intermission program fields are used to calculate the Total Years of Service (TYS) and Total Years of Commissioned Service (TYCS) within the planner.
- h. In the Date of Rank fields, list the month and year you were actually promoted. This will change the color and text of the rank boxes on the planner from blue to black.
- i. The Flow Years fields are initially populated with the average year Officers tend to promote to these ranks. The month is permanently set to September due to current policy that has ~90% of officers promoting in the last month of the fiscal year. If you promote earlier than the Flow Years, just input your actual month and year in the Date of Rank fields. If you promote later, you can adjust the Flow Years accordingly based on that reality.



Home Personal Info **Professional History** Plan 1 Plan 2 Plan 3 Plan 4 Generate Planner

Year Group: 2017

EDQP Start: 6 2017

EDQP Finish: 12 2017

EDQP Mentor Group: Primary (CC) Secondary (SURFPAK)

Prior Enlisted: Years (3) Months (6)

Career Intermission Program: Years ( ) Months ( )

DAWIA AQDs (select highest that apply)

	Descriptions

Non-DAWIA AQDs

	Descriptions
CC5	
JC1	

Subspecialty Codes (list any earned)

	Descriptions
5702P	Phaser Weapons
5100S	EM Drive Engines
	Focus
	Focus
	Focus
	Focus

Date of Rank

ENS: 1 2017

LTJg: Month Year

LT: Month Year

LCDR: Month Year

CDR: Month Year

CAPT: Month Year

FLAG: Month Year

Flow Years

LTJg: 2 Years

LT: 4 Years

LCDR: 9 Years

CDR: 15 Years

CAPT: 21 Years

FLAG: 28 Years

Submit Page

**Warning:** Please ensure you press the "Submit Page" button on the upper right side of this page if you change any input values.



## 5. Plans

- a. The first plan tab (i.e. Plan 1) is the basis for all plans in the Active Duty career planner. Plan 1 allows you to input past, current, and future jobs and commands into the planner.

The screenshot displays the 'Plan 1' tab in the career planner. At the top, there are navigation tabs: Home, Personal Info, Professional History, Plan 1 (selected), Plan 2, Plan 3, Plan 4, and Generate Planner. Below the tabs, the 'Career Goal 1' is set to 'Major Program Manager, Combat Systems'. A red warning message states: 'To display the last job of your goal, enter one additional report date (No command or job required)'. A 'Submit Page' button is located in the upper right corner. The main area contains 12 report date entries, each with fields for Month, Year, Command, and Job. The entries are as follows:

Report Date	Month	Year	Command	Job
1.	1	2017	DDG 70	CICO
2.	6	2019	DESRON SEVEN	BMD Lead
3.	6	2021	MIT	Student
4.	6	2023	NSWC DD	Lasers
5.	6	2025	PEO IWS 2.0	AMDR APM
6.	6	2028	Aegis BMD	BL Manager
7.	6	2031	NSWC PHD	Department Head
8.	6	2034	EDO School	XO
9.	6	2036	CDSA	CO
10.	6	2039	IWS 2.0	MPM
11.	6	2041	Aegis BMD	MPM
12.	6	2044	IWS 1.0	MPM

- b. Each plan allows you to select a career goal based on the active duty Mentor Groups "Crown Jewel" jobs. You do not need to enter a career goal for each plan if the career goal is the same. You do need to enter at least one career goal though, and this should be entered in Plan 1.

**Caution:** The career planner checks today's date with the dates in Plan 1. If today's date is equal to or greater than a date in Plan 1, that command and job in Plan 1 will become the command and job for the planner. The commands and jobs with similar dates in Plans 2-4 will be cleared and no longer visible in the planner to use. If you need to change this current or past job, you'll need and are only allowed to do it in Plan 1.

**Warning:** Please ensure you press the "Submit Page" button on the upper right side of this page if you change any input values.

**Note:** Additional information regarding how to display different plan details and how to change the inputs on each



plan tab will be provided under the "Generate Planner" section.

- c. Plans 2-4 are for displaying different and future career plans to Plan 1. The dates in plans 2-4 can be different than in Plan 1. You can skip Report Dates if the Command and Job in Plans 2-4 would be the same as in Plan 1, or if you don't want to have a command and job at the same time as in other plans.

**Warning:** DO NOT put report dates that are current or in the past in Plans 2-4.



## 6. Generate Planner

- a. Once you've entered the first round of information into the planner input fields you can click on the "Generate Planner" tab. From here you will be presented with a "Get Planner" button and a link to your planner.

**Note:** You can use the Planner Link to share your planner with others. You can do this by emailing the link to others and/or posting the link in EDomain using the instructions for posting your link on the EDomain website.

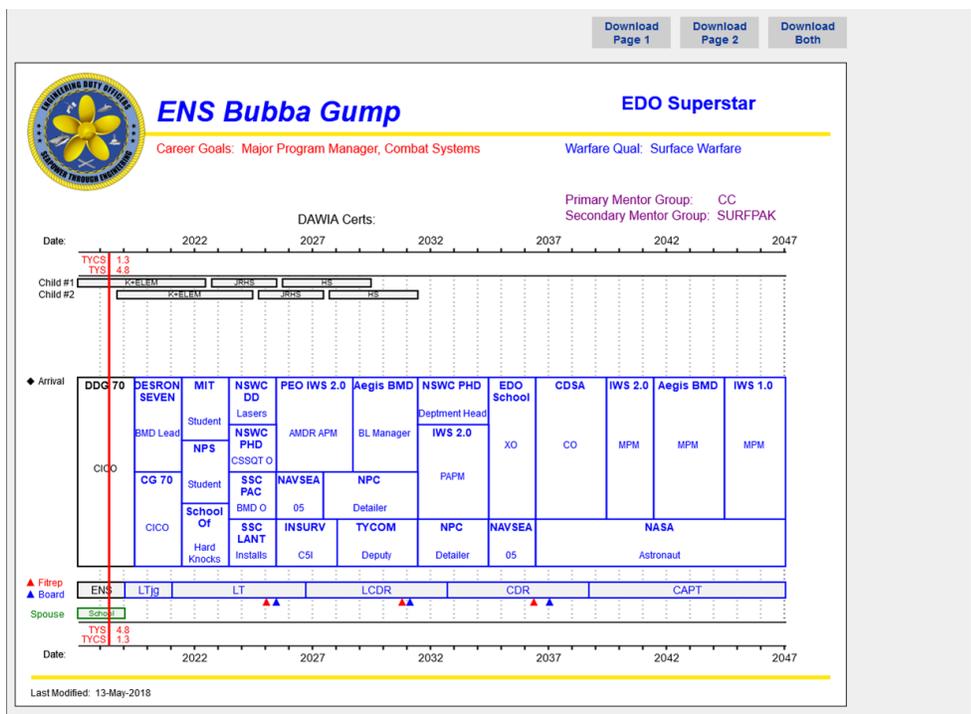
- b. Once you click on the "Get Planner" button, your plan page will be generated and displayed in a separate window/tab. A separate window/tab is used to support making changes in the inputs fields and submitting those to the server while keeping the plan page open. You need to use the "refresh/reload" button on your web browser to view the updates to your plan page. This streamlines the process to view your updates by avoiding repeated closing of the plan page and then clicking the "Get Planner" button repeatedly to see your updates.

**Caution:** If you click the "Get Planner" button after each time you update your planner, a new window/tab will be opened with the latest information. The previous windows/tabs will remain open and will contain the older information that was present before you updated your



planner. It is highly recommended you refresh only one plan page window/tab and close the rest to avoid confusion regarding whether your plan updated correctly or not.

- c. On Page 1 of the plan page, you will see several items of information you put into the planner input fields. You will also see the boxes of you career plan outlining the duration and sequence of jobs. The planner automatically calculates the height of the box a command and job will occupy based on the input fields from Plans 1-4, with Plan 1 being what the other boxes are calculated from. The plan page supports several variations of these heights and widths based on the combinations of Report Dates entered in Plans 1-4.
- d. The durations of the jobs are measured by calculating the difference of the next Report Date month and year with the previous Report Date month and year. This means that if you want to display the last/latest job on your plan page, you'll need to add one additional Report Date to the planner. For the last/latest job, no command or job is needed for this to display properly. This is also annotated in the top right of Plan 1-4 pages in RED.
- e. At the top of the plan page is the option to download pages 1 and 2 separately or together. The format of the download is a .pdf file.



- f. In the Example above, the first job is the first Report Date from Plan 1 and the start date is in the past. The first Report Date for Plans 2-4 will not be available to



you since Plans 2-4 are for future commands and jobs only. To display this first job in Plan 1, you will need to put a month and year in Report Date #2.

- g. The second Report Date has a command and job from Plan 1 and Plan 2 displayed. The boxes are of equal height to fill the space, and both the box and the text are in blue to indicate the start date of those is in the future.
- h. The third Report Date has a command and job from Plans 1-3. The boxes are of equal height to fill the space and both the box and the text are in blue to indicate the start date of those is in the future.
- i. The fourth Report Date has a command and job from Plans 1-4. The boxes are of equal height to fill the space and both the box and the text are in blue to indicate the start date of those is in the future.

**Note:** The amount of text you can enter into any Command and Job becomes more limited as you add concurrent jobs in plans 2-4. Any text in the command and/or job input fields less than six months in duration will not be displayed at all. If the duration is longer than six months, the text will word wrap, but it will not scale. This is for readability. Acronyms are highly recommended.

- j. The fifth Report Date has a command and job from Plans 1, 3, and 4. The upper most box is taller than the bottom two. This occurs since the fifth Report Date month, year, command and job for Plan 2 was skipped. The presumption with skipping the fifth Report Date month, year, command and job for Plan 2 is that the job would have been the same as Plan 1 and it would be duplicative to have a separate box drawn. You have the option of not skipping a Report Date if you desire to have the duplicate box.
- k. The sixth Report Date is similar to the fifth, but it shows that different dates can be used for jobs and this will vary the widths of the boxes.
- l. The seventh Report Date has a command and job from Plans 1, 2, and 4. The middle box is taller than the top and bottom. This occurs since the seventh Report Date month, year, command and job for Plan 3 was skipped. The presumption with skipping the seventh Report Date month, year, command and job for Plan 3 is that the job would have been the same as Plan 2 and it would be duplicative to have a separate box drawn. You have the option of not skipping a Report Date if you desire to have the duplicate box.
- m. The eighth Report Date has a command and job from Plans 1 and 4. The top box is taller than the bottom. This occurs since the eighth Report Date, month, year, command and job for Plans 2 and 3 were skipped. The presumption with skipping Plans 2 and 3 is that the eighth Report Date, month, year, command and job would have been the same as



Plan 1 and it would be duplicative to have separate boxes drawn. You have the option of not skipping a Report Date if you desire to have the duplicate boxes.

- n. The remaining Plans and Report Dates demonstrate how to have a single long duration command and job in one plan, while having shorter duration commands and jobs from other plans. The example shows months, years, commands, and jobs in Report Dates 9-13 from Plan 1. It also shows months, years, commands, and jobs in Report Dates 9-13 for Plan 4. Plans 2 and 3 Report Dates are skipped. The way to draw this long duration job in Plan 4 is to use the same month and year in Report Dates 9-12. Then, in Report Date 12, insert the command and job text. Lastly, to display the command and job text for the full duration of Plan 4, put a final month and year in Report Date 13. As you can see, to display this properly, the number of report dates used is the same in Plan 1 and 4, even if the dates don't align.
- o. Page 2 of the plan page displays all the other information that you typed in and selected from the inputs fields of the Personal Info and Professional History tabs.



## ENS Bubba Gump

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**Year Group:** 2017

**Home Town:** Annapolis MD

**Spouse:** Billie  
**Home Town:** Charleston SC  
**Occupation:** Computer Scientist

**Started EDQP:** 6 / 2017  
**Finished EDQP:** 12 / 2017

**Undergrad Degree:** Nautical Engineering / Naval Academy  
**Postgrad Degree:** Quantum Physics / MIT

**Additional AQDs:** CC5 JC1

**Subspecialty Codes:** 5702P Focus: Phaser Weapons  
5100S Focus: EM Drive Engines

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Last Modified: 13-May-2018



## 7. Reserve Information

- a. If you checked the "Reservist" box when you registered, you will be presented with a slightly different career planner.
- b. The main differences are:
  - i. Warfare Qualifications include Enlisted Surface, Air, and Submarine Warfare.
  - ii. Two tabs are available for Military Plans, and two tabs are available for Civilian Plans.
  - iii. The Goals for each plan are free text since Reserve goals can be different than Active Duty.
  - iv. Military Plan 1 still serves as the basis for all plans in the Reserve Career Planner. However how the Military Command, Civilian Company and job boxes are drawn and calculated are different. Military Report Dates are only compared in Military Plans 1 and 2 with Military Plan 1 being the basis. Civilian Company Dates are only compared in Civilian Plans 1 and 2 with Civilian Plan 1 being the basis.
  - v. The plan page will display the Military commands and jobs grouped together and the Civilian companies and jobs grouped together with a space in between the military and civilian.
- c. Since this planner is for your Engineering Duty Officer career, Civilian company and job dates prior to becoming a reserve EDO are excluded.



8. Site Administrator(s)

CDR Chuck Schlise  
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