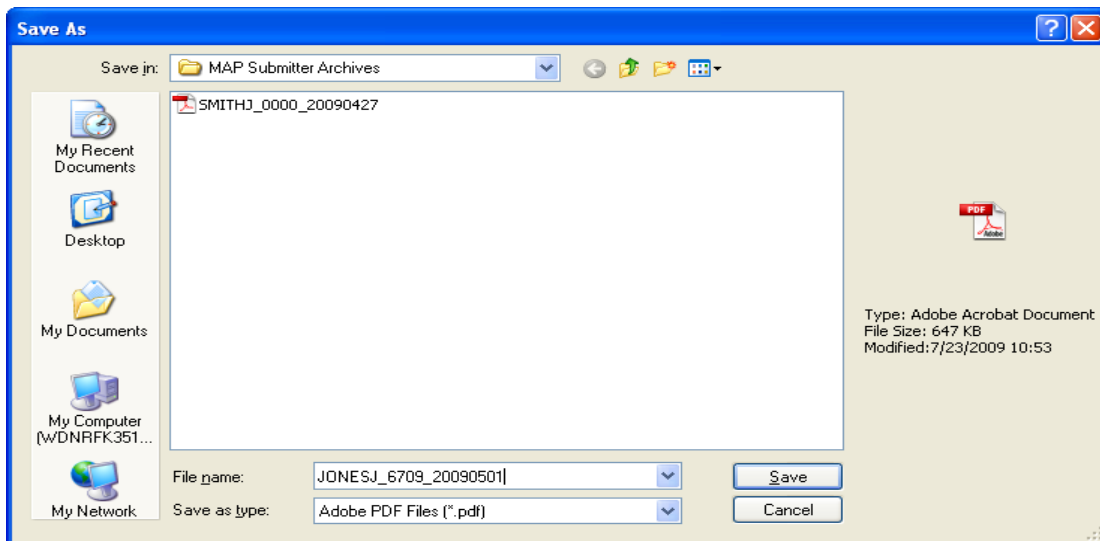
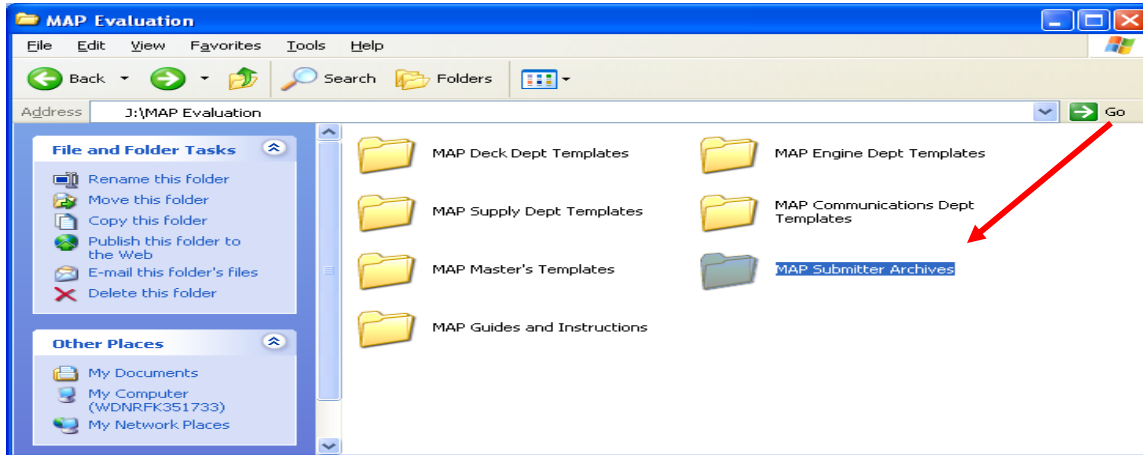


Archiving Evaluations

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.

Disk mailing address:

Mr. Flodoir Pe
N14 Director Marine Employment Division
471 East C Street
Building SP-64, RM131
NOB
Norfolk, VA 23511-2419

- d. Delete all archived evaluations from the Submitter Archive folder.
- e. Reassign network folder permissions to the incoming Submitter.
- f. Send an e-mail notification of "change of submitter" to the MSFSC_MAPinbox and include incoming submitter's e-mail address.

Note: If the submitter has an unplanned detachment from the ship, i.e., NFFD, the Master and/or LAN Administrator will conduct the process regarding archived .pdf evaluations.

Marine Employment Division (N14) Responsibilities

1. N14 will notify ship when CD is received.
2. N14 will archive CD as appropriate to the information contained.