5 Tips

highlighting:
NSIPS/ESR

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Tips for the Electronic Service Record (ESR).

1. View Sailors' ESR.
- Leaders (CO, XO, CMC, DIVO, etc.) approved for NSIPS Inquire role, view the ESR for officer and enlisted personnel assigned to their UIC (Activity Level), or to their UIC plus subordinate UIC(s) (Echelon Level).
- Personnel with CCC access view the ESR for enlisted personnel assigned to UIC(s) to which they have access.
- Personnel with Dept/Div Career Counselor access (includes assigned LCPOs) view the ESR for enlisted personnel to which they are assigned by the CCC.

2. View ESR "Member Data Summary (MDS)" for a summary of information useful in conducting a Career Development Board (CDB) or informal counseling session.
- Go to 'Electronic Service Record > Inquire'.
- Click 'Member Data Summary'.
- Enter at least 3 characters of Sailor's SSN or Name
- Click 'Search'. (The more characters entered, the quicker the search.)
   - NOTE: Name MUST BE entered in all uppercase characters, with no space after the comma separating the last and first name (i.e. DAVIS,JOHN).
- Select Sailor's name from list that appears. (If only one record meets search criteria, that MDS record will appear.)
- Click 'Print' at the bottom of the page, if desired.

3. View ESR "Training Summary" for a Sailor's on and off duty education and qualifications, which is useful when conducting a CDB or qualification board.
- Go to 'Electronic Service Record > Inquire'.
- Click 'Training Summary'.
- Enter at least 3 characters of Sailor's SSN or Name
- Click 'Search'.
- Select Sailor's name from list that appears. (If only one record meets search criteria, that MDS record will appear.)
- Click 'Enlisted Qualification History', if desired.
   - NOTE: Each section displays only the most recent 5 entries. Click 'View All' link located in the blue header bar for each section to display all available entries.
   - Click the [icon] icon to export data to MS Excel.

4. View ESR "Exam Profile Data" to help Sailors tailor and focus study for upcoming Navy Wide Advancement Examination (NWAE).
- Go to 'Electronic Service Record > Inquire'.
- Click 'Exam Profile Data'.
- Enter at least 3 characters of Sailor's SSN or Name.
- Click 'Search'.
- Select Sailor's name from list that appears. (If only one record meets search criteria, that MDS record will appear.)
- View data from the most recent NWAE, including breakout of exam topics and percentile.
- To view data from previous exam cycles, click arrow key in the 'Exam Data Section' header.
- Click 'Print Profile Sheet' at bottom of the page.

5. Print NSIPS documents.
- Go to "-NSIPS Report Manager" (under the Menu options near the bottom of the page).
- Ensure the following settings are selected:
   1. View Reports - Operator
   2. Status - blank
   3. Process Type - blank
   4. Last - 1/Days
- Click 'Refresh'.
- Click 'Refresh' periodically until status indicates "Posted".
- Click 'View' in the "View Report" column.
- Three links will display:
   1. .log file
   2. .pdf file
   3. .out file
- Click the .pdf to open, or right click the link to save the document to your local drive.
   - NOTE: Some NSIPS pages have a [New Window icon] icon at the top of the page. Clicking this icon will open a separate window that allows you to go to the "-NSIPS Report Manager" menu item, without closing the page you printed the report from.

IMPORTANT: You must exercise caution and care when accessing, displaying and printing Sailors' Personally Identifiable Information (PII).