



What's New for You?

Completion of NSIPS SAAR Form Command Pass Coordinator (CPC) Role

WNFY CPC—Issue 1



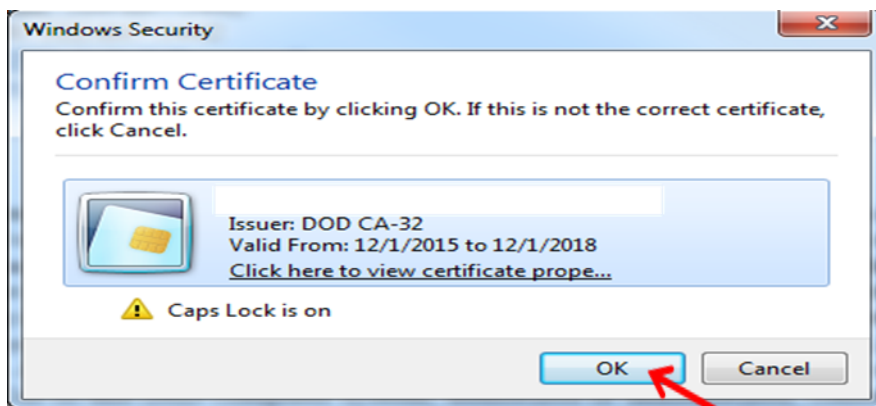
Release 1.4.5 of NSIPS (to be deployed the weekend of March 26-27, 2016) will establish the CPC role for the active duty component with Inquire (view only) and view and print for certain electronic service record (ESR) functions. See March Personnel and Pay Modernization News-letter for a list of functionality.

CPC's are required to request account access within NSIPS by completing a Navy SAAR-N (OPNAV 5239/14). Specifically in Block 11: Justification - Indicate "CPC User Role in NSIPS" and list all Unit Identification Codes (UIC's) for which CPC duties have been assigned. Along with the SAAR-N, a copy of the official CPC appointment letter and proof that the DoD Information Assurance (IA) course has been completed within the current fiscal year must be submitted to the PSD NSIPS Access Manager (NAM). Please note that the UIC's listed on the appointment letter must match Block 11 on the SAAR-N. Once access to NSIPS is granted, the CPC user must complete a new NSIPS SAAR on-line.

Listed below are the steps for completing the NSIPS on-line SAAR request.

1. Enter or copy and paste the following URL in your browser:

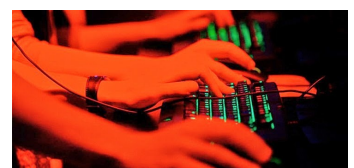
<https://nsipsprod.nmci.navy.mil/nsipscio/jsp/index.jsp>



2. Select your non-email DoD certificate and click OK.

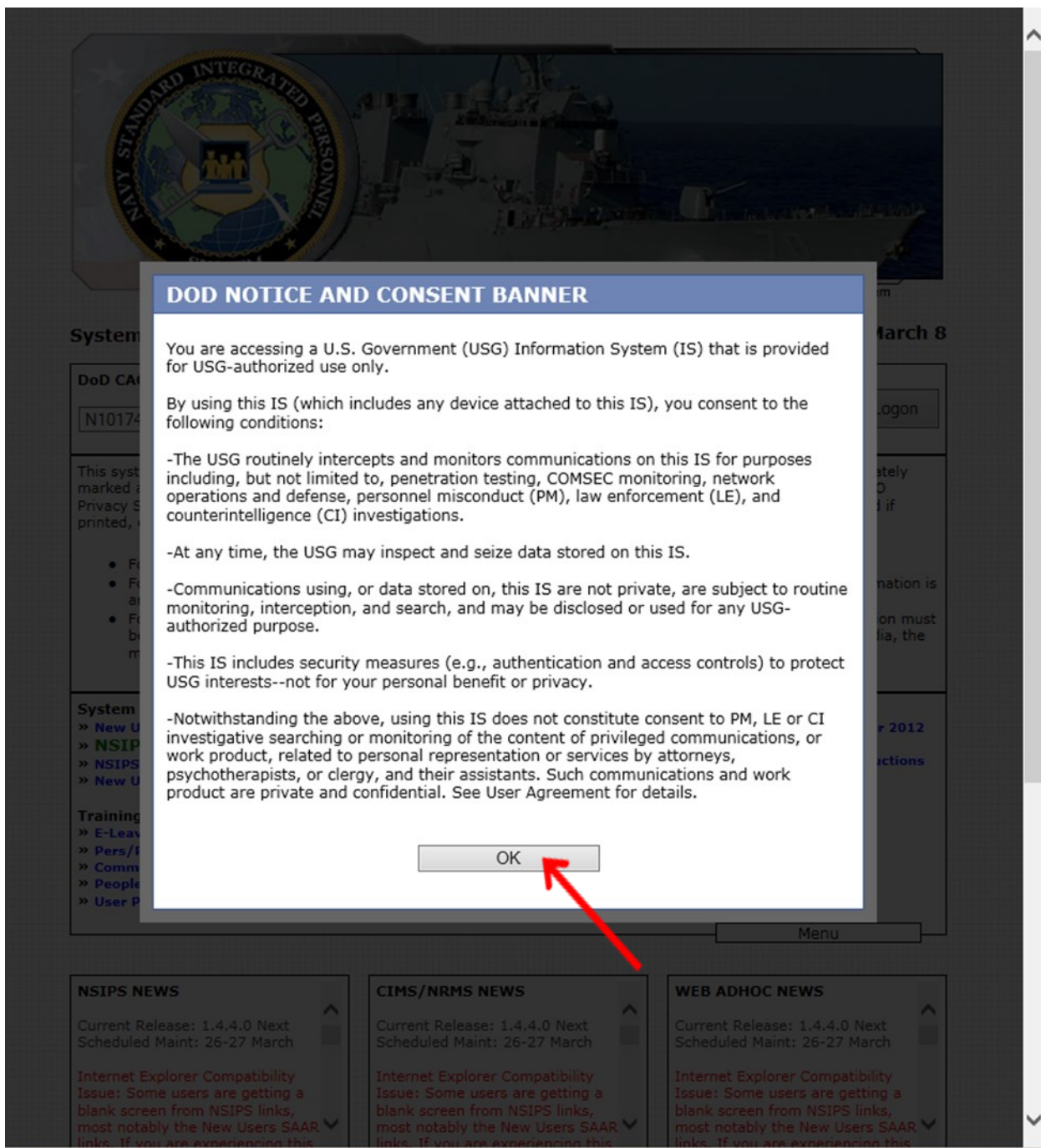
March 2016

CPC Issue 1



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3. Read the DoD Notice and Consent Banner and if you agree to the terms select OK.



What's New for You?

4. Under System Access Authorization Request (SAAR), select **New Users (NSIPS, ESR, CIMS, Web Ad Hoc)**.

Navy Standard Integrated Personnel System

System Status: **Online**

DoD CAC Authentication

This system contains For Official Use Only (FOUO) information that is Privacy Act Sensitive and must be appropriately marked and protected per DoDM 5200.01-V4, February 24, 2012. Any application web page that is marked "FOUO Privacy Sensitive" at the top of the screen contains Sensitive Privacy Act Information and must be further marked if printed, electronically transmitted, or electronically stored outside the application.

- For printouts, "FOUO Privacy Sensitive" must be marked at the bottom of each page.
- For electronically transmitted messages, subject line shall contain "FOUO Privacy Sensitive" or if the information is an attachment "FOUO Privacy Sensitive Attachment".
- For electronically stored information, including message text and files attached to messages, the information must be marked "FOUO Privacy Sensitive" at the beginning and end of the FOUO text. If stored on physical media, the media must be marked "FOUO Privacy Sensitive".

System Access Authorization Request (SAAR)

- » **New Users (NSIPS, ESR, CIMS, Web Ad Hoc)**
- » **NSIPS Self-Service (New Users)**
- » NSIPS Self-Service (Unlock)
- » New User SAAR Validation (Supervisor)

Training

- » E-Leave Job Performance Aids (JPA)
- » Pers/Pay Job Performance Aids (JPA)
- » Command Job Performance Aids (JPA)
- » PeopleSoft 9.2 Upgrade (JPA)
- » User Productivity Kit (UPK)

User Information

- » NSIPS Data Marking and Protection Policy 13 Apr 2012
- » ESR Self-Service Login Instructions
- » Civilian Employer Information (CEI) Login Instructions
- » Create ESR View Only Account Instructions
- » ESR Self-Service Desk Guide
- » Pers/Pay Modernization Newsletter
- » What's New for You

Menu

NSIPS NEWS
NSIPS System Test is Online

CIMS/NRMS NEWS
NRMS System Test is Online

WEB ADHOC NEWS
NSIPS Web Adhoc is Online

What's New for You?

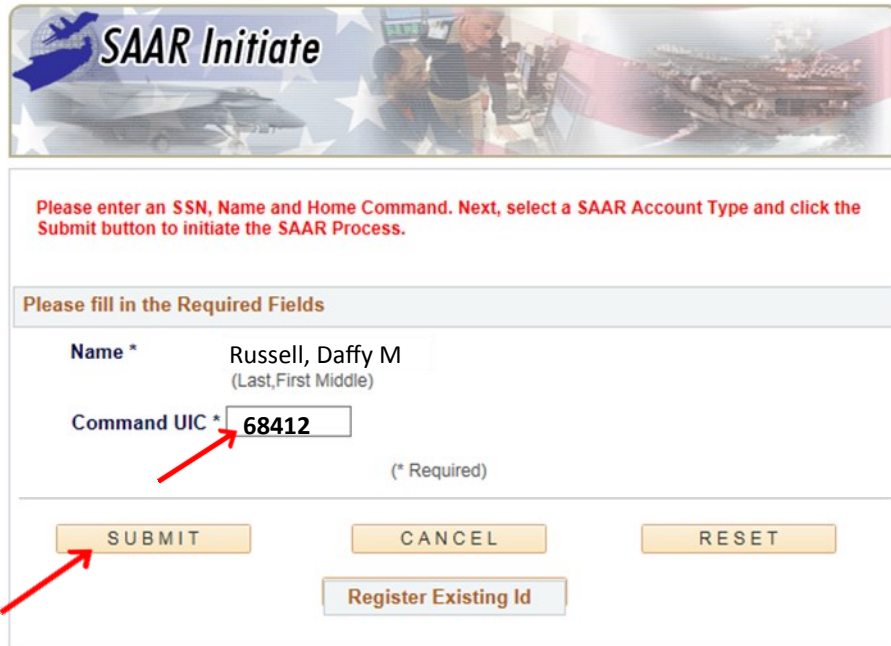
5. Note that the name will automatically populate based upon the name on the CAC certification.

The screenshot shows the 'SAAR Initiate' web form. At the top, there is a header with the text 'SAAR Initiate' and a background image of a ship. Below the header, a red instruction reads: 'Please enter an SSN, Name and Home Command. Next, select a SAAR Account Type and click the Submit button to initiate the SAAR Process.' A section titled 'Please fill in the Required Fields' contains two input fields: 'Name *' with the value 'Russell, Daffy M' (Last,First Middle) and 'Command UIC *' which is empty. Below these fields are buttons for 'SUBMIT', 'CANCEL', 'RESET', and 'Register Existing Id'. A message box is overlaid on the form, containing the text: 'Message', 'You have existing NSIPS Ids available for CAC Registration (26105,76)', 'NSIPS found existing User Ids that belong to the Emplid you entered, but have not been registered to your CAC yet. If you wish to register one of them, click on the "Register Existing ID" button at the bottom of this page.', and an 'OK' button. Red arrows point to the 'Name' field and the 'OK' button.

6.If you have a current NSIPS account, the following message will appear. Select OK to clear the message.

What's New for You?

7. Enter your command's Unit Identification Code (UIC) and select SUBMIT.



SAAR Initiate

Please enter an SSN, Name and Home Command. Next, select a SAAR Account Type and click the Submit button to initiate the SAAR Process.

Please fill in the Required Fields

Name * Russell, Daffy M
(Last,First Middle)

Command UIC *

(* Required)

The image shows a web form titled "SAAR Initiate". At the top, there is a banner with the title and a background image of a ship and people. Below the banner, there is a red instruction text. A section titled "Please fill in the Required Fields" contains two input fields: "Name *" with the value "Russell, Daffy M" and "(Last,First Middle)", and "Command UIC *" with the value "68412". A red arrow points to the "Command UIC" field. Below the fields, there is a note "(* Required)". At the bottom, there are four buttons: "SUBMIT", "CANCEL", "RESET", and "Register Existing Id". A red arrow points to the "SUBMIT" button.

What's New for You?

8. The SAAR Account Type screen will appear. Select the button next to "Command Level Access." Select "NEXT."

Please enter an SSN, Name and Home Command. Next, select a SAAR Account Type and click the Submit button to initiate the SAAR Process.

Please fill in the Required Fields

Name *
(Last,First Middle)

Command UIC *

Please Select a SAAR Account Type *

<input type="radio"/>	(NSIPS)-Active Customer Commands/Pay and Personnel Office	DETAILS
<input type="radio"/>	(NSIPS)-Reserve Customer Commands/Pay and Personnel Office	DETAILS
<input type="radio"/>	(NSIPS)-Web Adhoc	DETAILS
<input type="radio"/>	(NSIPS)-NSIPS Access Manager (NAM)	DETAILS
<input type="radio"/>	(ANO)-Acceptance and Oath of Office	DETAILS
<input type="radio"/>	(NSW)-Naval Special Warfare	DETAILS
<input type="radio"/>	(NRMS)-Navy Retention Monitoring System	DETAILS
<input type="radio"/>	(CIMS)-Career Information Management System	DETAILS
<input checked="" type="radio"/>	Command Level Access	DETAILS
<input type="radio"/>	Corporate Level Access	DETAILS
<input type="radio"/>	(NSIPS)-Orders Request	DETAILS
<input type="radio"/>	(EDM)-Enhancement for Drill Management System	DETAILS

(* Required)

What's New for You?

9. Select the "Command Pass Coordinator (CPC)" as your primary role. Select OK.

Command Pass Coordinator

Select a Primary Role

Command Administrative Level

<input type="checkbox"/>	Command Admin View Only	DETAILS
<input type="checkbox"/>	Command General Access	DETAILS
<input type="checkbox"/>	Command Admin Level Create	DETAILS
<input type="checkbox"/>	Command Admin Level Approve	DETAILS
<input checked="" type="checkbox"/>	Command PASS Coordinator (CPC)	DETAILS
<input type="checkbox"/>	eLeave Command Administrator	DETAILS
<input type="checkbox"/>	eLeave Civilian Approver/Reviewer	DETAILS
<input type="checkbox"/>	Personnel Reliability Program Certifying Official	DETAILS
<input type="checkbox"/>	Personnel Reliability Program Monitor	DETAILS

What's New for You?

10. Next, you will create your New User Account. If your Rate/Rank automatically populates in the Rate/Rank Field, enter your work telephone number and work email address.

11. If your Rate/Rank does not automatically populate in the Rate/Rank Field, select the small magnifying glass to view the lookup box for Rate/Rank. You may narrow your search by using the Search feature. Select the correct Rate/Rank and then enter your work telephone number and work email address.

The screenshot shows the 'System Access Authorization Request - (SAAR)' form. The 'Operator Attributes' section includes fields for 'User ID', 'Name' (Russell, Daffy M), 'Department', 'Rank/Rate', 'Account Type' (Civilian), 'Telephone', and 'Email Address'. A 'Justification' field is also present. Below this is the 'UIC Access' section with a 'UIC Access' sub-section. The 'Supervisor Details - SAAR Form' section includes 'Name', 'Email Id', and 'Contact Phone' fields. At the bottom are 'Submit Account' and 'Reset' buttons. A 'Look Up Rank/Rate' popup window is open, showing a search interface with a 'Search by:' dropdown set to 'Rank/Rate' and a search box. Below the search box are 'Look Up', 'Cancel', and 'Advanced Lookup' buttons. The 'Search Results' section displays a table with columns 'Rank/Rate' and 'Description'. The table lists various ranks and descriptions, with 'CTR' (CONTRACTOR) highlighted. Red arrows point from the text in the previous blocks to the magnifying glass icon in the 'Rank/Rate' field and the 'Look Up Rank/Rate' popup window.

Rank/Rate	Description
CTR	CONTRACTOR
GS1	GOVT GENERAL SCHEDULE LVL 1
GS10	GOVT GENERAL SCHEDULE LVL 10
GS11	GOVT GENERAL SCHEDULE LVL 11
GS12	GOVT GENERAL SCHEDULE LVL 12
GS13	GOVT GENERAL SCHEDULE LVL 13
GS14	GOVT GENERAL SCHEDULE LVL 14
GS15	GOVT GENERAL SCHEDULE LVL 15
GS2	GOVT GENERAL SCHEDULE LVL 2
GS3	GOVT GENERAL SCHEDULE LVL 3
GS4	GOVT GENERAL SCHEDULE LVL 4
GS5	GOVT GENERAL SCHEDULE LVL 5
GS6	GOVT GENERAL SCHEDULE LVL 6
GS7	GOVT GENERAL SCHEDULE LVL 7
GS8	GOVT GENERAL SCHEDULE LVL 8
GS9	GOVT GENERAL SCHEDULE LVL 9
OTH	ALL OTHERS/OTHER MILITARY (NON-NAVY)

What's New for You?

12. Next, select the UIC Access link.

System Access Authorization Request - (SAAR)

Create New User Account - Command PASS Coordinator (CPC) [VIEW PRIVACY STATEMENT](#)

Operator Attributes

User ID:

Name:

Department:

Rank/Rate:

Account Type:

Telephone:

Email Address:
Official Email Address

UIC Access

UIC Access

Supervisor Details - SAAR Form

Name:
(Last,First Middle)

Email Id:
Official Email Address

Contact Phone:

What's New for You?

13. This will bring up the Pay & Personnel Support Level UIC Access Profile page. Select General UIC(s).

Pay & Personnel Support Level UIC Access Profile

Name:

UIC Access Details

PPSUIC

- NO UIC(S) FOUND -

Reserve Admin

- NO UIC(S) FOUND -

General UIC(s)

- NO UIC(S) FOUND -

OK

Cancel

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14. In the General UIC field, enter the UIC listed in your Command Pass Coordinator Appointment letter. If more than one UIC is listed on the letter, select the "+" sign to the right to enter additional UIC's. Continue until all UIC's on your letter have been entered. Select OK.

Name: Russell, Daffy M

UIC Access Find | View All | [Print] [Refresh] First 1 of 1 Last
General UIC
68412 [Search] [Add] [Remove]

OK Cancel

Name: Russell, Daffy

UIC Access Find | View All | [Print] [Refresh] First 1-3 of 3 Last
General UIC
68412 [Search] [Add] [Remove]
68413 [Search] [Add] [Remove]
68414 [Search] [Add] [Remove]

OK Cancel

What's New for You?

15. You will be returned to the Pay & Personnel Support Level UIC Access Profile page. Click OK.

Pay & Personnel Support Level UIC Access Profile

Name:

UIC Access Details

PPSUIC

- NO UIC(S) FOUND -

Reserve Admin

- NO UIC(S) FOUND -

General UIC(s)

- NO UIC(S) FOUND -

OK

Cancel



What's New for You?

16. Next, you will enter your supervisor's information. Enter your supervisor's Last, First and Middle Name. Do not put a comma between last name and first name. Tab to the next field and enter your supervisor's work email address. Tab to the contact phone field and enter your supervisor's work telephone number. Select "Submit Account."

System Access Authorization Request - (SAAR)

Create New User Account - Command PASS Coordinator (CPC) [VIEW PRIVACY STATEMENT](#)

Operator Attributes

User ID:

Name:

Department:

Rank/Rate:

Account Type:

Telephone:

Email Address:
Official Email Address

UIC Access

UIC Access

Supervisor Details - SAAR Form

Name:
(Last,First Middle)

Email Id:
Official Email Address

Contact Phone:

What's New for You?

Command Pass Coordinator

17. Congratulations! You have now completed your NSIPS SAAR request for the role of Command Pass Coordinator. Your information will automatically go to your PSD NSIPS Access Manager (NAM) for approval.

18. After you have received your account, see CPC What's New for You #2 for the steps in accessing the members Electronic Service Record information.

PMW 240 manages a complex portfolio of information technology (IT) systems to support Navy human resource management, criminal justice, safety center, fleet support, afloat business applications, Navy and DoD portfolio management, DON administration, and joint aviation aircraft scheduling.

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This communications product is prepared by the PMW 240 Enterprise Change Management (ECM) team.

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