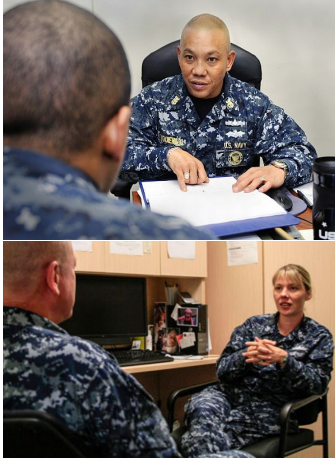




What's New for You?

Command PASS Coordinator (CPC) Role - NSIPS ESR Page Access

WNFY CPC—Issue 2



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 capability for certain electronic service record (ESR) functions.

This is the second in a series of What's New for You explaining the new CPC role and access permissions within the NSIPS environment. The steps below outline the procedure to access the ESR pages for a member assigned to a Unit Identification Code (UIC) for which the CPC has responsibility AFTER the SAAR has been approved and access has been granted.

Please see WNFY CPC - Issue 1 for the process to create a SAAR requesting CPC user access within the NSIPS environment.

1. After receiving CPC account access, sign into NSIPS via the splash page.

2. Select the Command PASS Coordinator from the drop down and Logon.

System Status: Online **Thursday, February 25**

DoD CAC Authentication

XXXXXXXXXXXX - Command PASS Coordinator

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)

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

Training

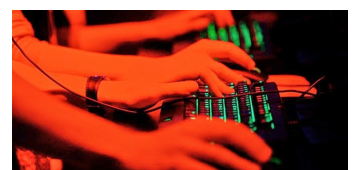
- » E-Leave Job Performance Aids (JPA)
- » Pers/Pay Job Performance Aids (JPA)
- » Command Job Performance Aids (JPA)
- » PeopleSoft 9.2 Upgrade (JPA)
- » User Productivity Kit (UPK)

Menu

NSIPS NEWS NSIPS System Test is Online	CIMS/NRMS NEWS NRMS System Test is Online	WEB ADHOC NEWS NSIPS Web Adhoc is Online
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What's New for You?

3. The following page will appear. Select Electronic Service Record from the Menu.

The screenshot displays the Command PASS Coordinator interface with three main sections:

- My NSIPS Task/Notifications:** Shows 'Messages: You have no pending messages.' and 'Tasks: You have no pending tasks.' with a 'View Message History' button.
- My Reports:** Shows 'No Reports To Display' and a 'Report Manager' link.
- Menu:** A search bar is at the top. Below it is a list of menu items: 'User Release Information', 'Employee Self Service', 'Electronic Service Record' (highlighted with a red arrow), 'Gains', 'Worklist', 'Reporting Tools', 'My Profile', 'Change My Password', and 'DMR Link'.

What's New for You?

You are now able to see the ESR pages.

Command PASS Coordinator

The screenshot shows the NSIPS Inquire page. The breadcrumb trail is: Favorites > Main Menu > Electronic Service Record > Inquire. The user is logged in as 'FOUO - Privacy Sensitive: XXXXXXXXXXXX7' with a last login of '02-23-2016 08:11'. The page title is 'Inquire' and it features a grid of 30 links for various service record categories.

Home	Personal Information Links	Training, Education, Quals
Performance Links	Service Obligations	Professional History Links
Member Data Summary	Address and Phone	Dependency Data
SGLI	Family Care Plan Family Care Plan	Thrift Savings Plan
Training Summary	Exam Profile Data Exam Profile Data Sheet	Montgomery GI Bill
PQS PQS	Court Memorandum	Unauthorized Absence
Honors and Awards	Fitness Report	History of Assignments
IDT Detail Summary	Billet History	Orders Detail
Orders History	Administrative Remarks History	PCS Travel PCS Travel
Civilian Employer Information	Certs and Quals	Religious Accommodations Religious Accommodations
Emergency Contact	Promotion History	Deploy, Ldrshp, Ethos & TAD List Deployment, Leadership, Ethos & TAD Listing

What's New for You?

See below for explanation of the content for each of the ESR pages found on page 3.

1. The **Home** Page contains links to the following:
 - Personal Information
 - Training, Education and Qualification
 - Performance
 - Service Obligations and Agreements
 - Professional History
 - Administrative Remarks
2. **Performance Links** contains the following:
 - Court Memorandum
 - Record of Unauthorized Absence
 - Honors and Awards
 - FITREP/Evaluation
3. **Member Data Summary** displays a snapshot of a members Electronic Service Record
4. **SGLI** - Service Members Group Life Insurance coverage information. The SGLI election form can be printed from this page.
5. **Training Summary** - Displays a summary of all training completed by the member.
6. **PQS** - Displays all completed Personnel Qualification Standards by the member.
7. **Honors and Awards** - Displays honors and awards received by the member.
8. **IDT Detail Summary** - For Selected Reserves Only.
9. **Orders History** - Displays previous Permanent Change of Station Orders for the member.
10. **Civilian Employer Information** - For Selected Reserves Only.
11. **Emergency Contact** - Displays the name and address of emergency contact.
12. **Personal Information Links** - Displays links for the following:
 - Member Data Summary
 - Address and Phone
 - Civilian Employer Information
 - Dependency Data
 - Emergency Contact
 - Service Members Group Life Insurance
 - Thrift Savings Plan
 - Religious Accommodations

(Continued on page 5)

What's New for You?

See below for explanation of the content for each of the ESR pages found on page 3 (Continued).

13. **Service Obligations** - Displays a member's End of Active Obligated Service (EAOS) and Extension/Reenlistment information.
14. **Address and Phone** - Displays a member's home and telephone numbers.
15. **Family Care Plan** - Displays Family Care Plan information for member's with a Family Care Plan on file.
16. **Exam Profile Data** - Displays member's Advancement Examination test scores.
17. **Court Memorandum** - Displays member's results of non-judicial punishment or courts-martials, if any.
18. **Fitness Report** - Displays fitness performance marks.
19. **Billet History** - For Selected Reserves Only.
20. **Administrative Remarks History** - Displays member's administrative remarks.
21. **Certs and Quals** - Lists Navy Certifications and Qualifications of member's assigned to the command.
22. **Promotion History** - Displays a history of the member's promotions throughout their Navy career.
23. **Training, Education, Quals** - Displays a member's training, education, and qualifications earned throughout their Navy career.
24. **Professional History Links** displays the following links:
 - History of Assignments
 - Inactive Duty Training (IDT) Detail Summary
 - Reserve Billet History
 - Orders Detail
 - Skills Management
 - Promotion History
25. **Dependency Data** - Displays Page 2 from the Member's Dependency Data Record.
26. **Thrift Savings Plan** - Links to Defense Financial Accounting System (DFAS) My Pay and Thrift Savings Plan form.
27. **Montgomery GI Bill** - For members who have contributed to the Montgomery GI Bill, the information will be displayed.
28. **Unauthorized Absence** - Displays periods of a member's unauthorized absence, if any.
29. **History of Assignments** - Displays a member's Permanent Change of Station (PCS) assignments.
30. **Orders Detail** - Displays a member's current PCS orders.
31. **PCS Travel** - Displays a member's PCS travel information form.
32. **Religious Accommodations** - A list of accommodations the member has requested based on religious reasons.
33. **Deploy, Ldrship, Ethos, and TAD List** - Displays a member's deployments/Temporary Additional Duty, Ethos value, and leadership position.

What's New for You?

4. Select the page you wish to view or print. In this case, we selected "Honors and Awards".

Command PASS Coordinator

The screenshot shows the NSIPS Inquire page with a grid of menu items. A red arrow points to the 'Honors and Awards' link in the grid.

Home	Personal Information Links	Training, Education, Quals
Performance Links	Service Obligations	Professional History Links
Member Data Summary	Address and Phone	Dependency Data
SGLI	Family Care Plan Family Care Plan	Thrift Savings Plan
Training Summary	Exam Profile Data Exam Profile Data Sheet	Montgomery GI Bill
PQS PQS	Court Memorandum	Unauthorized Absence
Honors and Awards	Fitness Report	History of Assignments
IDT Detail Summary	Billet History	Orders Detail
Orders History	Administrative Remarks History	PCS Travel PCS Travel
Civilian Employer Information	Certs and Quals	Religious Accommodations Religious Accommodations
Emergency Contact	Promotion History	Deploy, Ldrshp, Ethos & TAD List Deployment, Leadership, Ethos & TAD Listing

What's New for You?

5. Next, Enter your search criteria and select “search”.

This will bring up a list of members from which to choose. Note that only those members in UIC's for which CPC duties have been assigned to you will be listed. Select the member from the list for which you wish to view honors and awards.

Honors and Awards

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Empl ID begins with

Empl Record =

Name begins with

Limit the number of results to (up to 300):

[Basic Search](#)

Note: Empl ID = Member Social Security Number (SSN)

What's New for You?

6. You are now viewing the honors and awards associated with this member.



Honors and Awards

Name: Rank/Rate: Current DSC:

Description	Grantor	Eligibility/Start Date	Issue Date	Award Nbr	Verify Date
Navy/MC Achievement Medal	COMNAVSURFPAC	01/21/1989	11/06/1991	1	12/15/2009
Navy/MC Achievement Medal	OTHER	02/10/1992	04/20/1994	2	12/15/2009
Navy/MC Achievement Medal	OTHER	08/15/1995	08/30/1995	3	12/15/2009
Navy/MC Achievement Medal	OTHER	10/01/1998	11/10/1999	5	12/15/2009
Navy/MC Commendation Medal	OTHER	10/01/1999	01/24/2001	1	12/15/2009

Go to: [ESR Home](#)
[ESR Performance Home](#)
[Honors and Awards](#)

[Print Form](#)

[Return to Search](#) [Notify](#)

Please see WNFY CPC - Issue 1 for the process to create a SAAR requesting CPC user access within the NSIPS environment.

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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