



Meritorious Advancement Program (MAP)



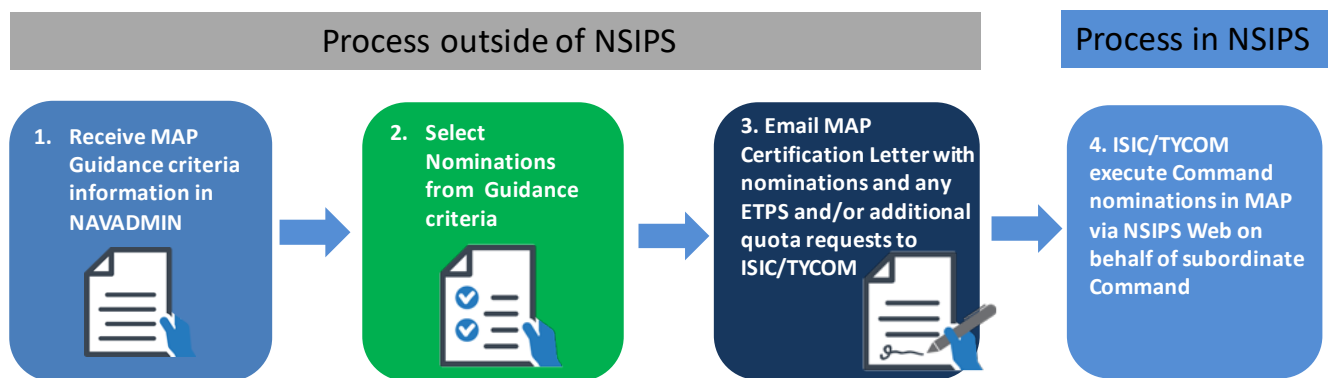
Smart Sheet

Issue No. 2 July 2019

New MAP Process available for Operational Units with no NSIPS Web internet connectivity

The new automated Meritorious Advancement Program (MAP) process requires online internet connection to the Navy Standard Integrated Personnel System (NSIPS) at <https://nsipsprod-sdni.nmci.navy.mil/nsipscllo/jsp/index.jsp>. NOTE: The new automated MAP capability is not currently available on shipboard NSIPS Web Afloat servers. Operational units with no internet connection to NSIPS Web should follow a modified automated MAP process diagramed below.

MAP execution for Operational Units with limited/no NSIPS Web bandwidth



The ISIC/TYCOM performs MAP actions in NSIPS Web on behalf of their subordinate command per requests emailed to them in a certification letter from that subordinate command.

This process is similar to the current manual process with one exception: Instead of submitting MAP nominations to PERS 8, commands without access to NSIPS Web are required to submit their MAP nomination request via email directly to their immediate superior in command (ISIC), type commander (TYCOM) or Budget Submitting Office (BSO)/echelon II command using the Meritorious Certification Letter (MCL). The letter must be signed by the commanding officer and should address any exceptions to policy and/or additional quotas requested.

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Sample MAP Certification Letter (MCL)



DEPARTMENT OF THE NAVY
COMMANDING OFFICER
USS ALWAYS SAIL (FFG 15)
FLEET POST OFFICE
AA 34091-1501

1430
Ser
DD Mmm YY

From: Commanding Officer, USS ALWAYS SAIL (FFG 15)
To: ISIC/TYCOM/BSO Commander
Subj: MERITORIOUS ADVANCEMENT PROGRAM CERTIFICATION FOR 2019 SEASON TWO
Ref: (a) CNO WASHINGTON DC (DTG) (NAVADMIN ###/YY) (Placeholder)

1. Per reference (a), this report certifies that the following 2019 Season Two Meritorious Advancement Program candidates for validation and advancement.

- a. Unit Identification Code (UIC) Assigned Quotas: 12345
- b. Budget Submitting Office/Echelon II: Arctic Fleet Command
- c. Assigned Quotas: 9 (2 E-6/2 E-5/4 E-4)
- d. Authorized UICs: 12345, 23456 and 34567

Quota	Name	Rate	TIR	PACT	AC/ ETS	UIC	Last Eval	SSN
E6	Sailor, First A	SH1	1JUL17	N/A	AC	12345	EP	
E6	Sailor, Second B	ET1	1JAN16	N/A	AC	12345	EP	
E5	Sailor, Third C	EM2	1JAN18	N/A	FTS	23456	EP	
E4	Sailor, Fourth D	BM3	1APR17	Yes	AC	34567	EP	

2. All requirements in reference (a) for advancement have been met. As the commanding officer of all the UICs listed in paragraph 1d, I am using the quota(s) allocated to UIC 12345 to advance Sailor(s) in UICs 12345, 23456 and 34567.

3. I understand all selectees will be advanced effective 1 September 2019 or the date of this letter, whichever is later.

4. Four quotas (One E-5 and Three E-4) are returned as unused.

5. My point of contact on this matter is Mr. First name Last Name who can be reached at (000) 000-0000/DSN 00) or via e-mail at my-name@navy.mil.

I. M. UNDERWAY
(By direction not authorized)

Copy To:
ISIC
TYCOM
BSO

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For additional information or assistance in the following areas, contact:

- **MAP System** – NSIPS Help Desk: Toll Free 877-589-599, Comm 504-697-5442, DSN 312-647-5442, NSIPSHelpDesk@navy.mil
- **MAP Policy** – OPNAV N132: 703-604-4716, ALTN_MAP@navy.mil
- **MAP Process** – MNCC: 1-833-330-MNCC (1-833-330-6622), ASKMNCC@navy.mil

Prepared by: PMW 240 Enterprise Change Management (ECM) Team.
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