



Updating Command Contact Information

Project Compass conducts outreach with Commands using contact information obtained from MyNavy Assignment (MNA) & Navy Standard Integrated Personnel System (NSIPS).

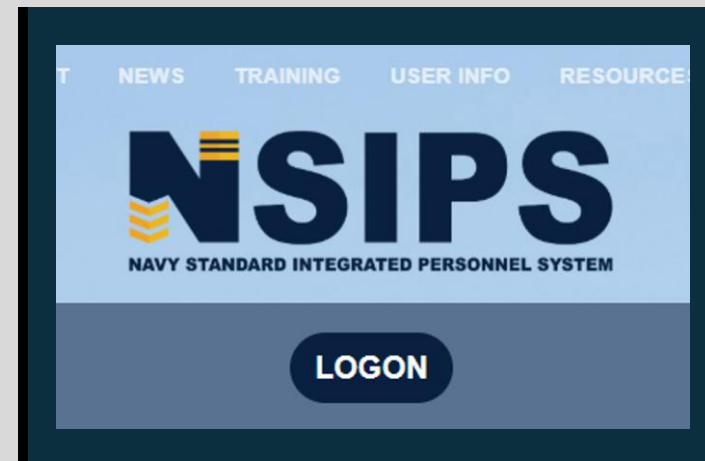
MNA Command Information module contains positions with the option to provide name, phone, and emails for each. Of the available fields, Project Compass will deliver emails to the following roles: Commanding Officer (CO), Executive Officer (XO), Command Master Chief (CMC), Command Career Counselor (CCC) Primary, and CCC Secondary.

NSIPS Unit Administration module contains positions with the option to provide name, phone, and emails for each. Of the available fields, Project Compass will deliver emails to the following roles: CO, XO, CMC/Command Senior Enlisted Leader (CSEL), Officer-in-Charge, Administrative Officer, and Manning POC.

Delivering Report Cards on First Attempt

Every MNA cycle shapes your Sailors' careers and influences decisions. Project Compass pairs Sailor preferences with open billets to generate data-driven recommendations. While individual Sailors receive these matches directly, command leadership and Command Career Counselors (CCCs) receive a consolidated command report to enable targeted mentorship.

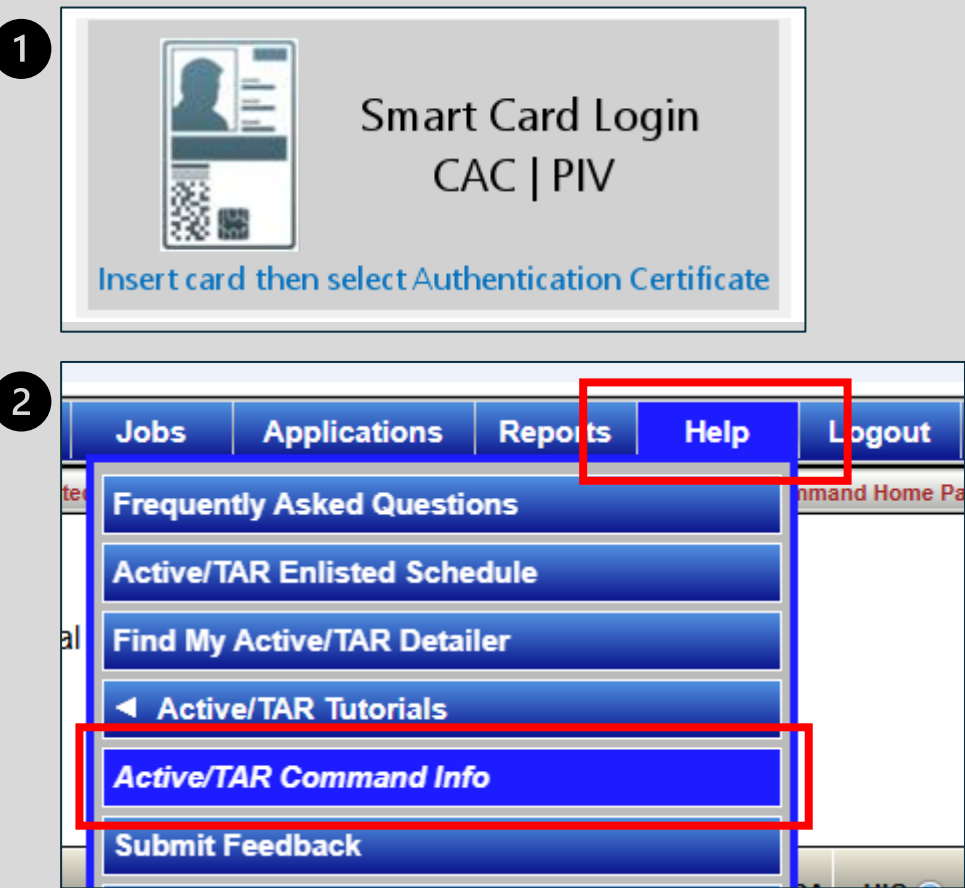
The Risk: *If your command's contact data in MNA and NSIPS is outdated or missing, leadership receives zero visibility, leaving Sailors to navigate assignment choices unmentored.*



UPDATING MYNAVY ASSIGNMENT COMMAND INFORMATION

1. Navigate to [MyNavy Assignment \(MNA\)](#) and authenticate via CAC.
2. From the top menu, select **[Help] → [Active/TAR Command Info]**.
3. In **Command Search**, enter the applicable **UIC** or **Activity Name** and select your unit.
4. Under the Command Info section, click directly into the fields to update contact details for designated leadership roles (CO, XO, CMC, CCC Primary, CCC Secondary).
5. Click **SAVE** on the top right of the form and verify the confirmation pop-up appears before exiting.

Note: management of Command Contact Information is dependent on role.



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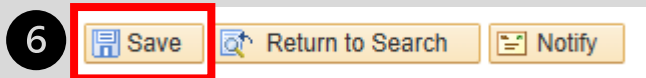
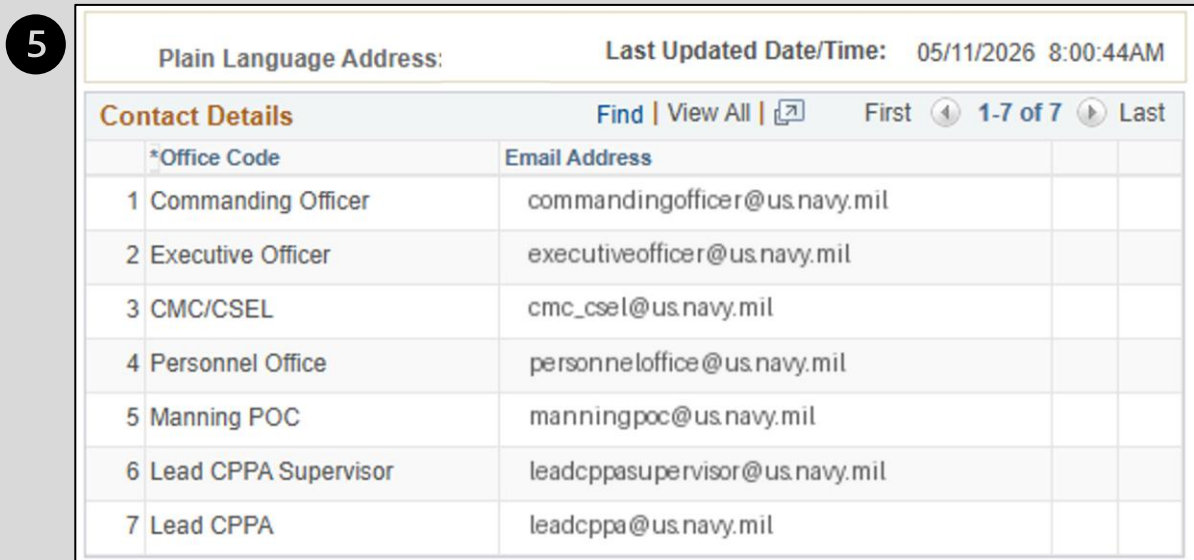
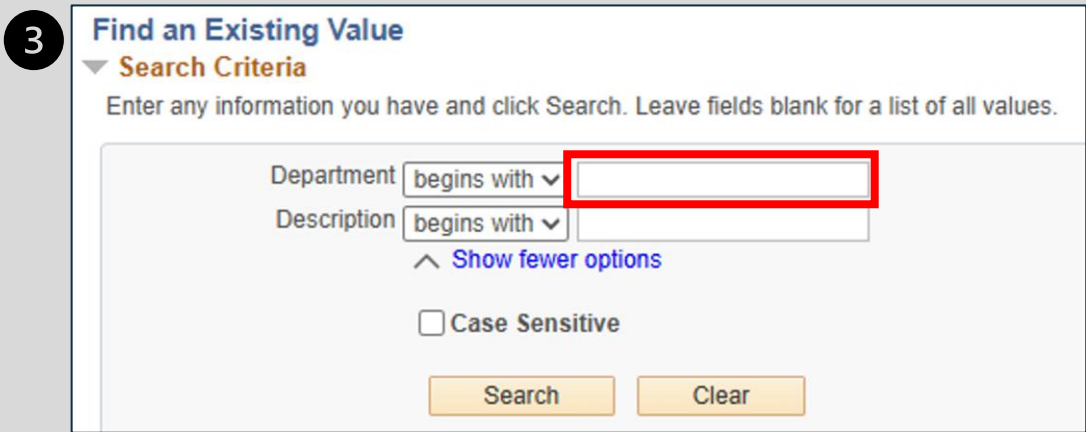
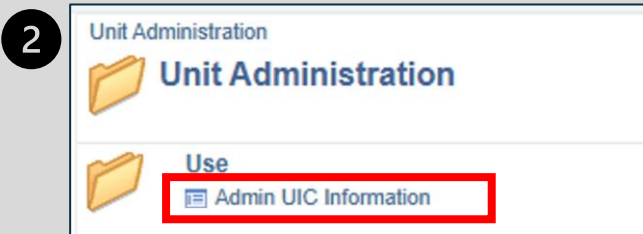
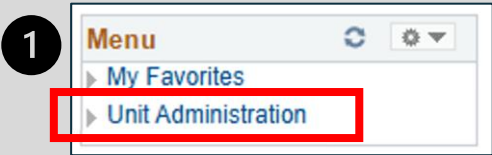
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Position	Name	Commercial Phone	Email
Commanding Officer			commanding.officer@us.navy.mil
Executive Officer			executive.officer@us.navy.mil
Command Master Chief			command.master.chief@us.navy.mil
Command Sponsor Coordinator			command.sponsor.coordinator@us.navy.mil
Command Quarterdeck			command.quarterdeck@us.navy.mil
Deployability Coordinator			deployability.coordinator@us.navy.mil
Command Career Counselor Primary			command.career.counselor.primary@us.navy.mil
Command Career Counselor Secondary			command.career.counselor.secondary@us.navy.mil
Additional POC			additional.poc@us.navy.mil

UPDATING NSIPS UNIT ADMINISTRATION

- 1. Navigate to [Navy Standard Integrated Personnel System \(NSIPS\)](#) and authenticate via CAC.
- 2. From the Main Menu, select **[Unit Administration] → [Admin UIC Information]**.
- 3. In the **Department** field, enter the **UIC** and click **Search**.
- 4. On the **UIC Data** tab, update the Commanding Officer's information, and click **SAVE**.
- 5. Select the **UIC Address/Telephone** tab and update phone numbers and email addresses for the Triad, Manning POC, and other designated positions, and click **SAVE**.

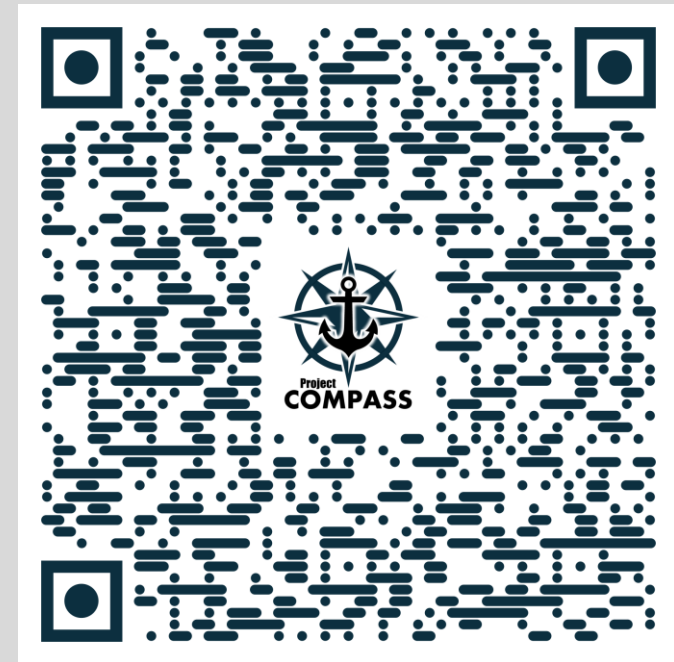


WHERE TO FIND MORE INFORMATION

Resources

The Project Compass page hosted on the MyNavy HR site contains the latest information available. If you cannot locate an answer to your question in the available resources, feel free to drop us an email.

ProjectCompass_Feedback@us.navy.mil



<https://www.mynavyhr.navy.mil/Support-Services/Distribution-Management/Project-Compass/>