



What's New for You?

Command PASS Coordinator (CPC) Role – Activity Report

WNFY CPC—Issue 3

April 2016

CPC Issue 3

Release 1.4.5 of NSIPS deployed the weekend of March 26-27, 2016 established 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 release also allows the CPC to partially process an activity gain for their command.

PPIB 16-05 announced the implementation of this enhanced CPC User Role within NSIPS to ensure a more timely recording of the Service member's arrival at the new Permanent Duty Station (PERMDUSTA). This event located on Panel 1 of the Activity Report (SG03) within NSIPS will not start any special or incentive pays or allowances associated with this reporting event. It is an electronic endorsement, which mirrors the orders endorsement that will stop the clock on in-transit prospective gains.

All current procedures for reporting a Service member for duty, e.g., travel claim submission, receipt package submission, and the requirement of the PSD to start all associated pays and allowances will remain the same.

Please see DJMS Navy Procedures Training Guide (PTG): Part 1 Chapter 4 Section B (Activity Gain), Receipts SOP and the CPC Course of Instruction (COI) located at: <https://dfas4dod.dfas.mil/systems/djms/djms2/part1-chap4-sectB.htm> and <https://mpte.portal.navy.mil/sites/NPC/pers2/Personnel%20Services/Receipts%20SOP.aspx> for detailed steps.

Also see WNFY CPC - # 1 Completion of NSIPS SAAR Form for the process to create a SAAR requesting CPC user access within the NSIPS environment. Also see CPC - #2 NSIPS ESR Page Access. The NSIPS link is: <https://nsipsprod.nmci.navy.mil>.



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

Logon

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)

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CIMS/NRMS NEWS

NRMS System Test is Online

WEB ADHOC NEWS

NSIPS Web Adhoc is Online

What's New for You?

Frequently Asked Questions

1. *PSDs are not allowed to correct any CPC inputs on Panel 1- Who is responsible for this correction? Who and how will a correction be made if the travel claim reporting dates do not match?*
 - A. The MILPERS Clerk at the PSD will complete panels 2-4 and release the document. Once it posts to the Master Military Pay Account (MMPA), a correction event must be completed by the MILPERS clerk at the PSD to correct any errors on Panel 1.
2. *Afloat CPC Access Role—please define how they are going to process since they are under NSIPS Afloat and their PSDs are under NSIPS Web.*
 - A. Since NSIPS Afloat and NSIPS Web do not replicate data to each other, the CPC User role should only be given to ashore commands/units/activities (Commands who use NSIPS Web/Shore).
3. *PSD NSIPS Access Manager (NAMs) are not able to input a “next role user” to the CPC account—how will PSDs know who worked the transaction? How will PSD’s know that there are pending pays to complete for a member that was reported onboard by the CPC’s?*
 - A. The documents will show up in the NSIPS Tasks/Notification section of all Personnel Clerks and Personnel Supervisor’s assigned to the PSD, not at the individual operator level. The NSIPS Tasks/Notification section will show the number of Activity Reports that are pending action. Click the Command PASS Activity Report link to go to the dashboard. On the Activity Report Dashboard, each name is a hyperlink to the service member’s activity report. When a Personnel Clerk completes the Activity Report and approves it, it will go to the appropriate Personnel Supervisor based upon the command’s structure.
4. *Where will the CPC get the detachment date if the activity loss was not completed at the last command? Also in cases with multiple TDY’s, which one is the latest activity loss?*
 - A. PSDs will have to train the CPC to review the MMPA to retrieve the correct detachment date.

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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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