



NSIPS Change: CPC to CPPA

Smart Sheet

Update No. 1 – October, 2017

Overview

The Command PASS Coordinator User Role was established in the Navy Standard Integrated Personnel System (NSIPS) in March, 2016. Since then, there has been an exponential increase in responsibilities assigned to the role. With the October 28, 2017 NSIPS release, the role title will be changed to Command Pay and Personnel Administrator (CPPA).

According to the Navy Enlisted Classifications (NECs) NAVPERS 18068F, from the Commanding Officer of the Navy Manpower Analysis Center, the CPPA serves generally at the Echelon III and IV levels as the command representative on Navy pay, personnel, and travel policies and procedures. The position is assigned as the critical link between individual Sailors, his or her command, and the supporting pay and personnel organization. The position is responsible for ensuring that all documents and information associated with Sailors pay, personnel, and travel support are relayed to the appropriate supporting pay and personnel organization via the current authorized process and per applicable policies governing timeliness standards. The position provides routine input to their respective Commanding Officer/Officer in Charge on issues related to Navy pay, personnel, and travel within the command; facilitates Navy pay and personnel transactions for command personnel on the behalf of the pay and personnel supporting organization; processes travel related documents on behalf of the pay and personnel supporting organization; provides guidance to command personnel on changes to Navy pay, personnel, and travel policies and procedures; and attends regularly scheduled meetings and training sessions sponsored by the supporting pay and personnel organization.

What Does This Mean to You?

Initially, users requesting the role of CPPA are required to request account access within NSIPS by completing a Navy SAAR-N (OPNAV 5239/14). Once access to NSIPS is granted, the CPPA user must complete a new NSIPS SAAR on-line to request the specific role of CPC/PPA. See 'What's New for You' - Completion of the NSIPS SAAR Form on the NSIPS splash page at: <https://nsips.navy.mil>.

With the new release effective October 28, 2017, existing Command PASS Coordinators (CPCs) will have the role name updated to CPPA automatically on the DOD CAC Authentication Section of the NSIPS splash page. Please note the spelling of "PASS" as all caps for the role which will be automatically updated. The old Command "Pass" (spelling with both upper and lower case letters) Coordinators will not be updated. They will be deleted. Those users will no longer be able to access NSIPS under that role name and will have to submit a new NSIPS SAAR in accordance with Navy policy to request the CPPA role.



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Basic Description of the Change

With a CPPA account, the CPPAs will be able to view the following Electronic Service Record (ESR) pages of members assigned to their Unit Identification Code (UIC).

The following ESR pages will have [Inquire \(View Only\)](#) access:

- ✓ Address and Phone
- ✓ Administrative Remarks
- ✓ Certification and Qualifications
- ✓ Court Memorandum
- ✓ Dependency Data
- ✓ Emergency Contact
- ✓ Family Care Plan
- ✓ Fitness Report
- ✓ Home
- ✓ Member Data Summary
- ✓ Montgomery GI Bill
- ✓ Performance Links
- ✓ Permanent Change of Station Travel
- ✓ Personal Information Links
- ✓ Professional History Links
- ✓ Promotion History
- ✓ Religious Accommodations
- ✓ Personal Qualification Standards (PQS)
- ✓ Training, Education, Qualifications
- ✓ Training Summary
- ✓ Unauthorized Absence

With a CPPA account, the CPPAs will be able to view and print the following Electronic Service Record (ESR) pages of members assigned to their Unit Identification Code (UIC).

The following ESR pages will have [View and Print](#) access:

- ✓ Deploy, Leadership, Ethos (Ethics Value), and Temporary Additional Duty (TAD) list
- ✓ Exam Profile Data
- ✓ Honors and Awards
- ✓ History of Assignments
- ✓ Orders Detail



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- ✓ Orders History
- ✓ Service members Group Life Insurance (SGLI)
- ✓ Service Obligations
- ✓ Thrift Savings Plan
- ✓ Permanent Change of Station (PCS) Orders

With a CPPA account, the CPPAs will be able to **print** the following NSIPS standard reports for their UIC:

- ✓ Enlisted Distribution and Verification Report (List of Deserters, Administrative Drop, Onboard for Temporary Duty, and Alpha Listing)
- ✓ Projected Loss Report
- ✓ Prospective Gain Report
- ✓ Advancement Eligibility Report
- ✓ Alpha Locator
- ✓ Awards Eligibility
- ✓ Unit Commanders Financial Report
- ✓ Family Care Plan Report

In addition CPPA users have the following **update** capabilities in NSIPS:

- ✓ A CPPA can enter Administrative Remarks which are electronically forwarded to the servicing Personnel Support Detachment (PSD) for approval
- ✓ A CPPA can enter a member's Personal Qualification Standards which are electronically forwarded to the servicing PSD for approval
- ✓ A CPPA can update Member Screening to record whether a member's Family Care Plan Information is on file
- ✓ A CPPA can update a member's Address and Phone
- ✓ A CPPA can enter a member's honors and awards which are electronically forwarded to the servicing PSD for approval

With the NSIPS Release deployed January 28, 2017, the CPPA role was again expanded to include the capability to:

- ✓ Create extensions
- ✓ Create re-enlistment contracts
- ✓ Create retirement requests
- ✓ Make an extension operative (effective)
- ✓ Cancel an extension
- ✓ Create certain entitlements
- ✓ Create a Record of Unauthorized absence
- ✓ Create a Court Memorandum
- ✓ Create an Enlisted or Officer strength loss
- ✓ Start/Stop/Report Combat Zone Tax Exclusion (CZTE)



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- ✓ A new checkbox was added to the prospective Gain Report labeled “Prospective Gains without Panels 2, 3, or 4”. When selected by the CPPA, this option assists with tracking Activity Reports that have been submitted by the CPPA and are currently awaiting completion of Panel 2 - Delay in Reporting, Panel 3 - Miscellaneous Data, and/or Panel 4 - Additional Reporting.
- ✓ Personnel Clerks/Supervisors are no longer able to deny (disapprove) an Activity Report submitted by a CPPA unless the Navy Enlisted Personnel System - NES 200 or Officer Personnel Information System - OPINS G8 fails.

Training and Communications

DCS and Teleconference training discussing this new user role was presented by Mr. Ron Ates in April of 2016. All CONUS and OCONUS PSD Directors were invited to attend. A Pay and Personnel Information Bulletin (PIIB) mirroring this document which lists all of the functionalities that can currently be performed in NSIPS by the CPPA will be released in October, 2017.

Communications products speaking to the responsibilities of the CPC/PPA in NSIPS include the March, 2016; June, 2016; September, 2016, and January, 2017 issues of the Navy Personnel and Pay Modernization Newsletter. These documents may be found on the NSIPS splash page at the following link:
<https://nsips.navy.mil>

In addition five ‘What’s new for You’ communication documents have been published. They include:

- ✚ WNFY CPC - Issue 1 - Completion of NSIPS SAAR Form Command PASS Coordinator (CPC) Role
- ✚ WNFY CPC - Issue 2 - Command PASS Coordinator (CPC) Role - NSIPS ESR Page Access
- ✚ WNFY CPC - Issue 3 - Command PASS Coordinator (CPC) Role - Activity Report
- ✚ WNFY CPC - Issue 4 - Command PASS Coordinator (CPC) Role - Phase II - New Features
- ✚ WNFY CPC - Issue 5 - Command PASS Coordinator (CPC) Role - Phase II - New Features – Reports

These documents may also be found on the NSIPS splash page at the following link: <https://nsips.navy.mil>

For additional information or assistance, contact:

- **Command PASS Coordinator/Command Pay and Personnel Administrator Functional Lead** - Navy Personnel Command, Branch Head (PERS 221)
- **NSIPS Release Manager**

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

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