



Unclassified

Command Pay and Personnel Administrator (CPPA)

Verifying DD-214WS via NSIPS

- Instructor Introduction
- Administrative Notes

Revision: Apr 2023

Approved for Public Release; Distribution is Unlimited



Disclaimer



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This Lesson is Unclassified

These slides are for
"TRAINING PURPOSES
ONLY".

Overview



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In this lesson we will cover:

- Accessing the DD-214WS
- Reviewing the DD-214WS
- Marking DD-214WS as Inaccurate
- Identifying Discrepancies
- Attaching KSDs
- Routing the DD-214WS for Correction
- Marking DD-214WS as Accurate
- Routing the Accurate DD-214WS
- Verifying the DD-214WS

Accessing the DD-214WS

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Have the service member login to
Member Self Service
on NSIPS



Accessing the DD-214WS

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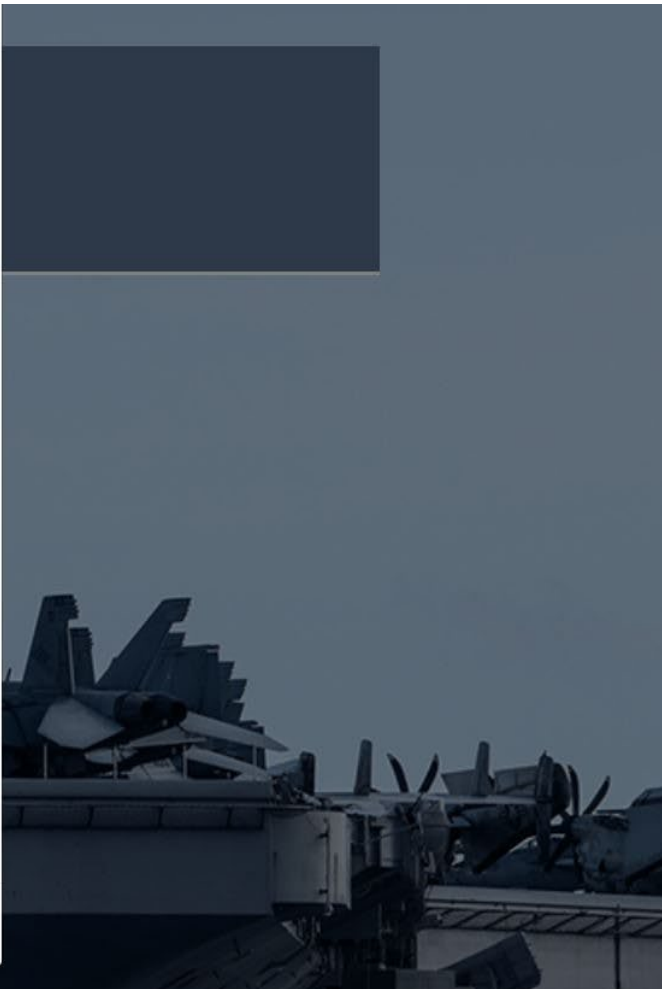
NSIPS ESR Self-Service Online website. The purpose of this system is to provide secure worldwide personnel and pay support for Navy members and their commands. To allow authorized Navy personnel and pay specialists to collect, process, modify, transmit, and store unclassified personnel and pay data. Additionally, the system supports management of leave and pay entitlements and deductions so that this information can be provided to the Defense Finance and Accounting Service (DFAS) for payroll processing. The system also supports collection of spouse and child information to be used for updates to the military member's dependency status.

Routine Uses: To access, update and view a Service Member's Electronic Service Record. Information entered and stored may be disclosed as generally permitted under 5 U.S.C of the Privacy Act, as amended. It may also be disclosed outside the Department of Defense to the Internal Revenue Service for tax purposes and the Department of Veteran Affairs regarding VA compensation. Other Federal, State, or Local Government agencies, which have identified a need to know, may obtain this information for the purpose(s) identified in the DOD blanket routine uses as published in the Federal Register.

Disclosure: Voluntary. However, if you choose not to provide or update your information, the absence of the requested information could impact pay and personnel services and will result in your not being able to access and use services through the website.

ACCEPT

DECLINE



Accessing the DD-214WS

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Menu

- My Favorites
- EDM
- RED/DA
- User Release Information
- Career Information Management
- Employee Self Service
- Retirements & Separations
- Manager Self Service
- Reporting Tools
- My Profile
- DOD ID Look Up
- NSIPS Report Manager
- Notification Inbox
- Change My Password
- DMR Link



ESR Home Page

Electronic Service Record

Name: Rank/Rate: Current DSC: 100

 Personal Information Review member address and phone, marriage, and personal information. View Personal Information Update member address, phone, e-mail, emergency contacts, religion, race, ethnicity and civilian employer information. Update Personal Information	 Professional History Review member history of assignments View Professional History
 Training, Education, and Qualifications Review member training, education, and qualifications. View Training, Education, and Qualifications	 Service Obligations and Agreements Review member service obligations and agreements. View Service, Obligations, and Agreements
 Performance Review member performance information. View Performance	 Administrative Remarks Review member administrative remarks. View Administrative Remarks
 e-Leave Request, Review, Submit, Cancel Leave Request(s). e-Leave	 Summary of Changes NSIPS Summary of Changes Summary of Changes
 Members should check their international leave destinations for CDC travel health advisories at : http://wwwnc.cdc.gov/travel/notices CIMS Calculators Retirement Selective Reenlistment Bonus (SRB) Survivor Benefit Program	 RED/DA Record of Emergency Data Dependency Application RED/DA Start Page

Once logged in select:
Employee Self Service

Accessing the DD-214WS

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Navigation: Favorites Main Menu > Employee Self Service



NSIPS
NAVY STANDARD INTEGRATED PERSONNEL SYSTEM

Employee Self Service

 **Employee Self Service**
Employee Self Service transactions; includes Time Reporting, Personal Information, Payroll and Compensation, Benefits, Stock Activity, Training and Development, and employee Recruiting Activities.

 **Electronic Service Record**
Electronic Service Record

-  View
-  **Tasks**

 **Retirements and Separations**
Retirements and Separation Self Service

-  Blended Retirement System
-  Request Home
-  Check Eligibility
-  Request Retirement/Separation
-  Assigned Letter(s)
-  Checklist
-  Certificate of Release DD214

Select the:
Tasks folder
under the **Electronic Service Record**

Reviewing the DD-214WS



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Favorites

Main Menu



R&S Self-Service DD214 Worksheet Home

Current User Role Logged in As: Member Self Service

Worksheets						Find 	1 of 1	 Last
Approval Instance	Transaction Number	Version	Begin Date	End Date	Worksheet Status	Action		
		0	05/12/2017	09/30/2024	DD214WS Pending Service Member Review	Edit		



To review their
DD214WS select
Edit

Marking DD-214WS as Inaccurate

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Save | Return | Route | Mark Accurate | Mark Inaccurate

Certificate of Release | Remarks | Discrepancies

Worksheet Header Details

Header Serial Number:		Header Version:	0
Service Begin Date:	05/12/2017	Service End Date:	09/30/2024
Document Series:		Document Version:	0
Current Status:	DD214WS Pending Service Member Review		
		Controlled by NPC:	No

DD214 Discrepancy

1. Name: First Name:
Middle, Suffix:
Last Name:
Name:

Discrepancy Details

Attachments

Add Attachment No Attachments Have Been Uploaded

Worksheet Remarks

Save | Return | Route | Mark Accurate | Mark Inaccurate Top of Page

If there are any discrepancies on the DD214WS click on the **Mark Inaccurate** tab

Identifying Discrepancies

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Certificate of Release or Discharge From Active Duty

Save | Return | Route | Mark Accurate | Mark Inaccurate

Certificate of Release | Remarks | Discrepancies

Worksheet Header Details

Header Serial Number:
Service Begin Date: 05/12/2017
Document Series:
Current Status: DD214WS Pending Service Member Review

DD214 Details

1. Name: Last Name:
First Name:
Middle Name\Suffix:
Name:
2. Dept, Comp & Branch: NAVY-USN
4.a. Grade, Rate or Rank: LT Lieutenant
b. Pay Grade: O3
5. Date of Birth:
6. Reserve Obligation Termination
7.a. Place of Entry into Active Duty: State:
b. Home of Record:
Address:

Certificate of Release or Discharge From Active Duty - Discrepancy

OK

List all discrepancies
in the box provided.

Click **OK**

Attaching KSDs



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Save | Return | Route | Mark Accurate | Mark Inaccurate

Certificate of Release | Remarks | Discrepancies

Worksheet Header Details

Header Serial Number:		Header Version:	0
Service Begin Date:	05/12/2017	Service End Date:	09/30/2024
Document Series:		Document Version:	0
Current Status:	DD214WS Pending Service Member Review		
		Controlled by NPC:	No

DD214 Discrepancy

1. Name: First Name:
Middle, Suffix:
Last Name:
Name:

Discrepancy Details

Attachments

Add Attachment

Worksheet | Remarks

Save | Return | Route | Top of Page

If the Service Member has any supporting KSDs use the **Add Attachment** function

Once added, click the **Route** button.

Routing the DD-214WS for Correction

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Certificate of Release or Discharge From Active Duty

Save | Return | Route | Mark Accurate | Mark Inaccurate

Certificate of Release | Remarks | Discrepancies

Worksheet Header Details

Header Serial Number:
Service Begin Date: 05/12/2017
Document Series:
Current Status: DD214WS Pending Service Member Review

DD214 Discrepancy

1. Name: First Name:
Middle, Suffix:
Last Name:
Name:

Discrepancy Details

Attachments

Add Attachment

No Attachments Have Been Uploaded

Worksheet | Remarks

Save | Return | Route | Mark Accurate | Mark Inaccurate

Top of Page

Route Workflow

Current Status: DD214WS Pending Service Member Review

Select a Workflow Action

Select a Role		Select a User		Select a Status	
Select	Route To Role	Select	Rank/Rate Name HR UIC	Select	Target Status
☐	Separation Clerk	☒	CIV MASCARDO, MARVIN AVARICIO 68556	☐	DD214WS Accurate
☒	Separation Supervisor	☐	CIV KEE, CRISTINA SANTOS 68556	☒	DD214WS Correction Required
		☐	CIV WIDMAIER, STEVEN A 68556		
		☐	PSC ESCALANTE, CARLOS RENE 68556		
		☐	CIV SEMANO, CARLO MAGNO ORMILLA 68556		

Route

Select a Role:
**Separation
Supervisor**

Select any of the
personnel listed.

Click
Route

Marking DD-214WS as Accurate

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Save | Return | Route | **Mark Accurate**

Certificate of Release | Remarks | Discrepancies

Worksheet Header Details

Header Serial Number:		Header Version:	0
Service Begin Date:	05/12/2017	Service End Date:	09/30/2024
Document Series:		Document Version:	0
Current Status:	DD214WS Pending Service Member Review		
		Controlled by NPC:	No

DD214 Discrepancy

1. Name: First Name:
Middle, Suffix:
Last Name:
Name:

Discrepancy Details

Attachments

Add Attachment No Attachments Have Been Uploaded

Worksheet Remarks

Save | Return | Route | **Mark Accurate** | Mark Inaccurate

Top of Page

If no corrections are needed
Click on the
Mark Accurate tab

Routing the Accurate DD-214WS

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Save | Return | **Route** | Mark Accurate | Mark Inaccurate

Certificate of Release | Remarks | Discrepancies

Worksheet Header Details

Header Serial Number:		Header Version:	0	
Service Begin Date:	05/12/2017	Service End Date:	09/30/2024	
Document Series:		Document Version:	0	
Current Status:	DD214WS Pending Service Member Review		Controlled by NPC:	No

DD214 Discrepancy

1. Name: First Name:
Middle, Suffix:
Last Name:
Name:

Discrepancy Details

Attachments

Add Attachment No Attachments Have Been Uploaded

Worksheet Remarks

Save | Return | **Route** | Top of Page

Click on the
Route button



Routing the Accurate DD-214WS

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NSIPS
NAVY STANDARD INTEGRATED PERSONNEL SYSTEM

FOUO - Privacy Sensitive: N1070114646S0001 Last

Certificate of Release or Discharge From Active Duty

Save | Return | **Route** | Mark Accurate | Mark Inaccurate

Certificate of Release | Remarks | Discrepancies

Worksheet Header Details

Header Serial Number:
Service Begin Date: 05/12/2017
Document Series:
Current Status: DD214WS Pending Service Member Review

DD214 Details

1. Name: Last Name:
First Name:
Middle Name\Suffix:
Name:
2. Dept, Comp & Branch:
4.a. Grade, Rate or Rank:
b. Pay Grade:
5. Date of Birth:
7.a. Place of Entry into Active Duty:
b. Home of Record:
Address:

6. State:

Route Workflow

Current Status: DD214WS Pending Service Member Review

Select a Workflow Action

Select a Role

Select	Route To Role
☐	Separation Clerk
☒	Separation Supervisor

Select a User

Select	Rank/Rate	Name	HR UIC
☒	CIV	MASCARDI, MARVIN AVARICIO	68556
☐	CIV	KEE, CRISTINA SANTOS	68556
☐	CIV	WIDMAIER, STEVEN A	68556
☐	PSC	ESCALANTE, CARLOS RENE	68556
☐	CIV	SEMANO, CARLO MAGNO ORMILLA	68556

1-5 of 12

Select a Status

Select	Target Status
☒	DD214WS Accurate
☐	DD214WS Correction Required

Route

Select a Role:
Separation Supervisor

Select any of the personnel listed.

Click
Route

Verifying the DD-214WS

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Certificate of Release or Discharge From Active Duty

[Return](#)

Certificate of Release Remarks Discrepancies

Worksheet Header Details

Header Serial Number:		Header Version:	0
Service Begin Date:	05/12/2017	Service End Date:	09/30/2024
Document Series:		Document Version:	0
Current Status:	DD214WS Accurate	Controlled by NPC:	No



Verify the status has changed to:
DD214WS Accurate

DD214 Details

1. Name:	Last Name:	Version:	0
	First Name:	EDIPI:	*****
	Middle Name\Suffix:		
	Name:		
2. Dept, Comp & Branch:	NAVY-USN		3. SSN:
4.a. Grade, Rate or Rank:	LT Lieutenant		
b. Pay Grade:	O3		
5. Date of Birth:		6. Reserve Obligation Termination Date:	
7.a. Place of Entry into Active Duty:		State:	
b. Home of Record:			
Address:			

Done!

Summary



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In this lesson we covered:

- Accessing the DD-214WS
- Reviewing the DD-214WS
- Marking DD-214WS as Inaccurate
- Identifying Discrepancies
- Attaching KSDs
- Routing the DD-214WS for Correction
- Marking DD-214WS as Accurate
- Routing the Accurate DD-214WS
- Verifying the DD-214WS

Conclusion



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Thanks for your participation in today's
Verifying DD214WS via NSIPS
training!

For Qualtrics this is lesson #**298**
Scan QR code for attendance!

https://usnavy.gov1.qualtrics.com/jfe/form/SV_oTgIQYZg67NX9pY