NSIPS Navigation

Objectives

Identify and explain all tabs on the NSIPS home web page

NSIPS main menu navigation tabs

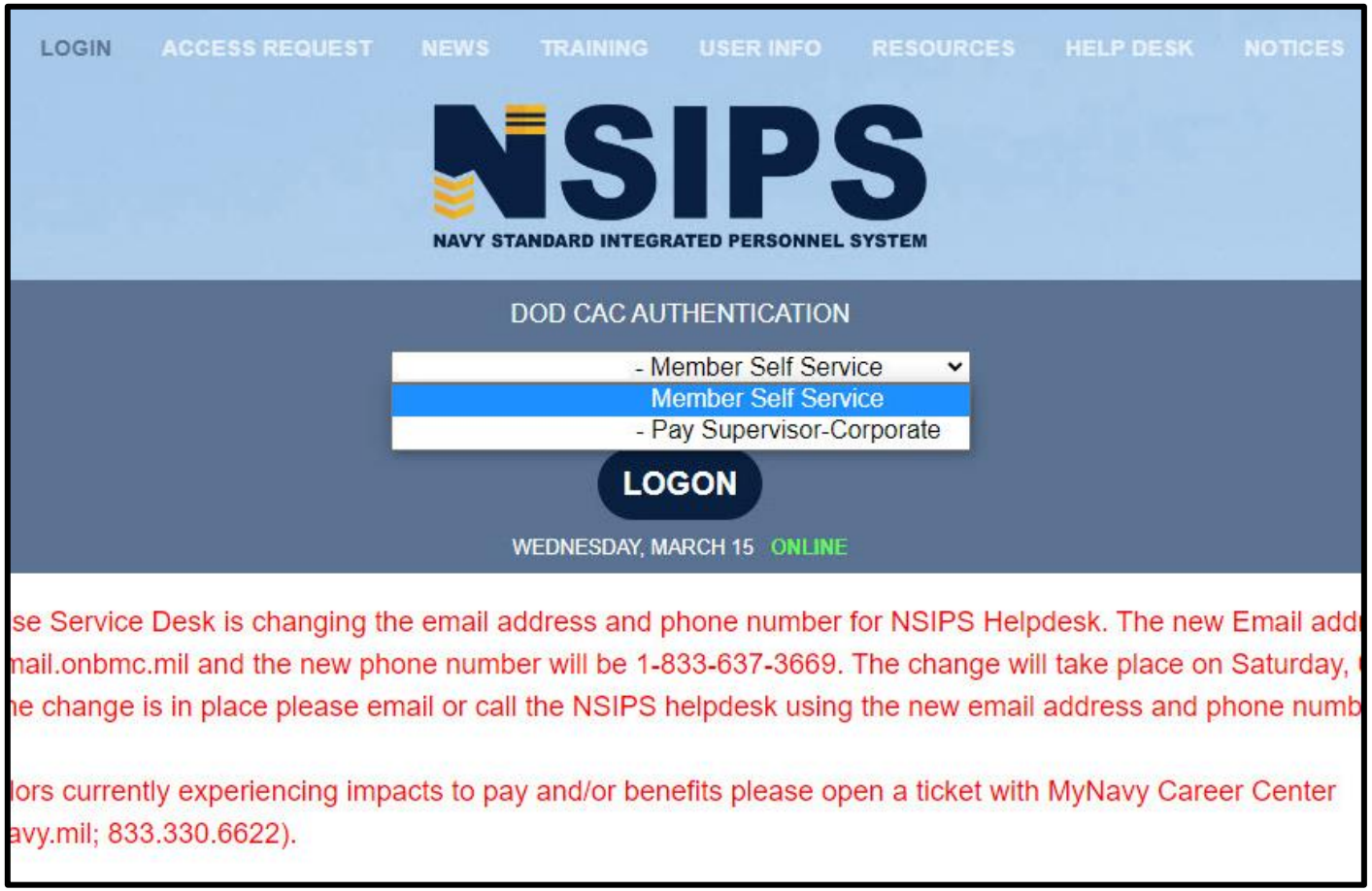
NSIPS has 8 Tabs available to all members. These tabs can be selected at from the Top of the NSIPS login page or by scrolling down the webpage itself. Once the member selects a valid certificate and logs in the member will automatically lad on Tab 1. Tab 1 will always be the Login Tab. The tabs are as follow:

- Login
- Access Request
- News
- Training
- User Info
- Resources
- Help Desk
- Notices

Tab 1: LOGIN

The Login tab will always be the first place the website navigates you to by default.

Tab 1: LOGIN

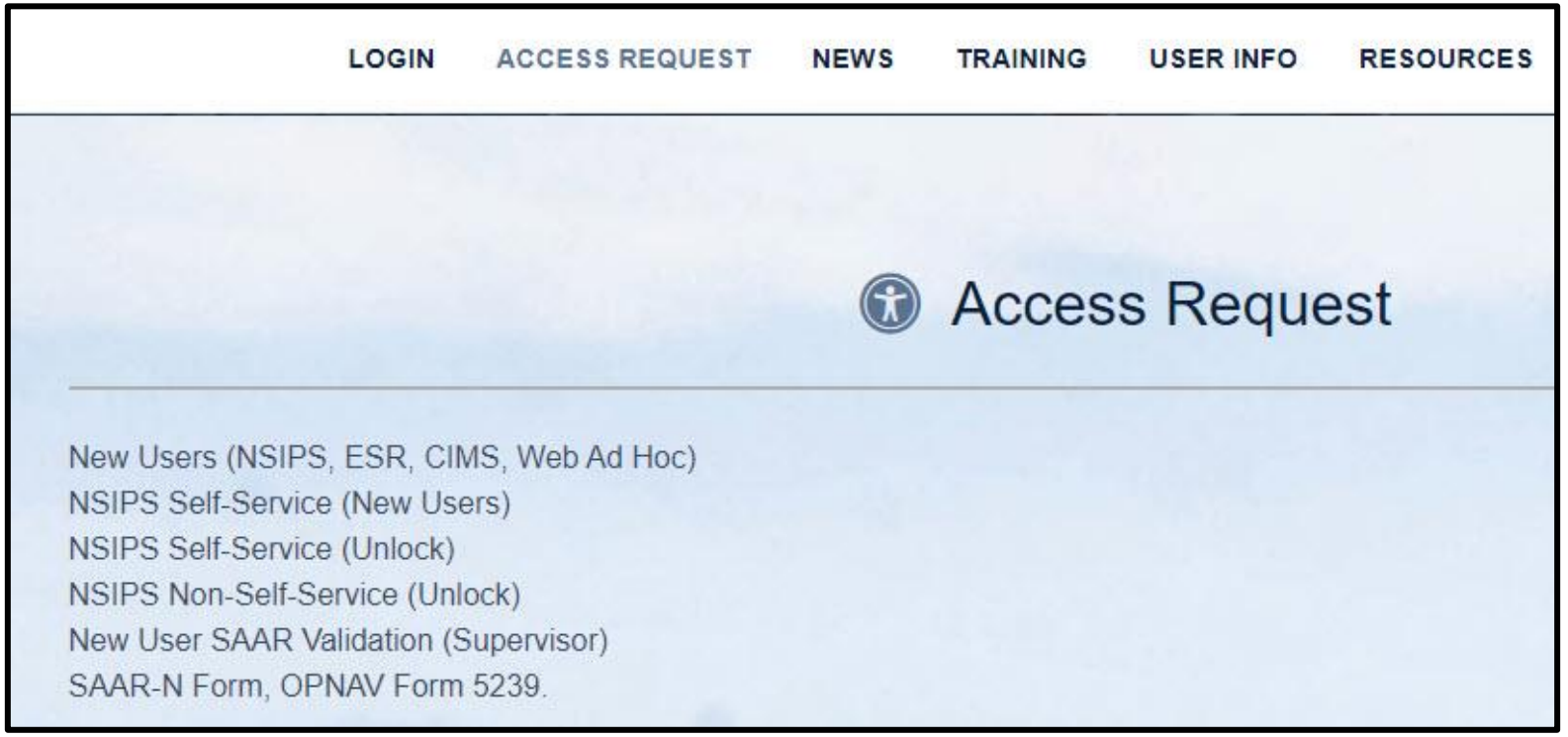


- The Login screen allows you to log in to any NSIPS role that you are authorized to use or have been approved to use.
- As you can see this member has both his “Member Self Service” & “ Pay Supervisor-Corporate” roles. Simply by Selecting either role can a member chose under which account to work from in NSIPS.
- The more roles requested the longer this menu will get.
- Members without any role will automatically be defaulted to the “Member Self Service” Logon option.

Tab 2: Access Request

- Either select or scroll down to the " ACCESS REQUEST" portion of the NSIPS page.
- You will know which section you are under as the tab will be highlighted.

Tab 2: Access Request



Some of the most common ones are the

- NSIPS Self-Service(New Users)
- NSIPS Self-Service (Unlock)

Any time a member is:

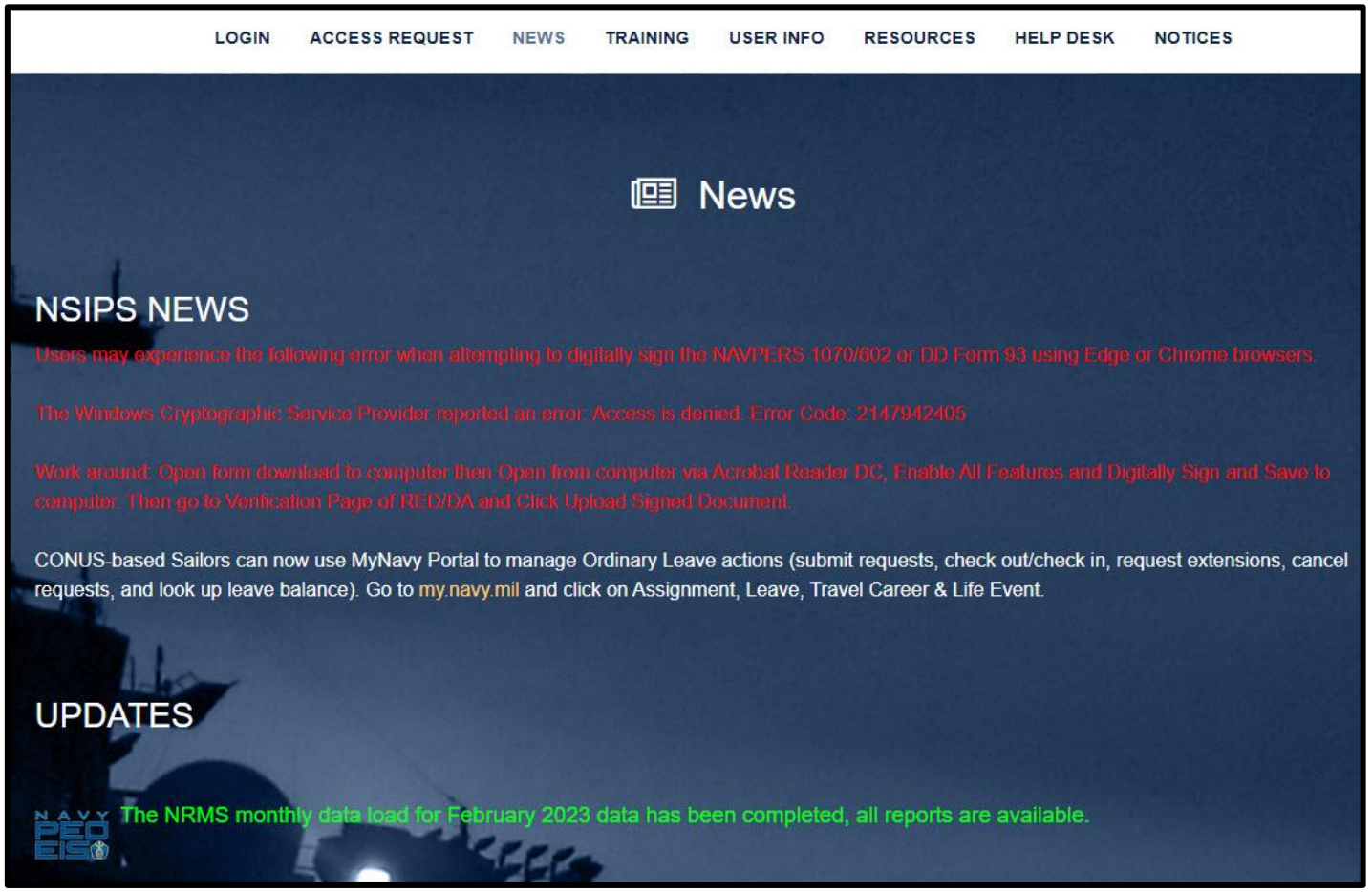
- Requesting to establish an account
- Unlock an existing account
- Request a new role with in NSIPS

Can be found under Tab 2

Tab 3: News

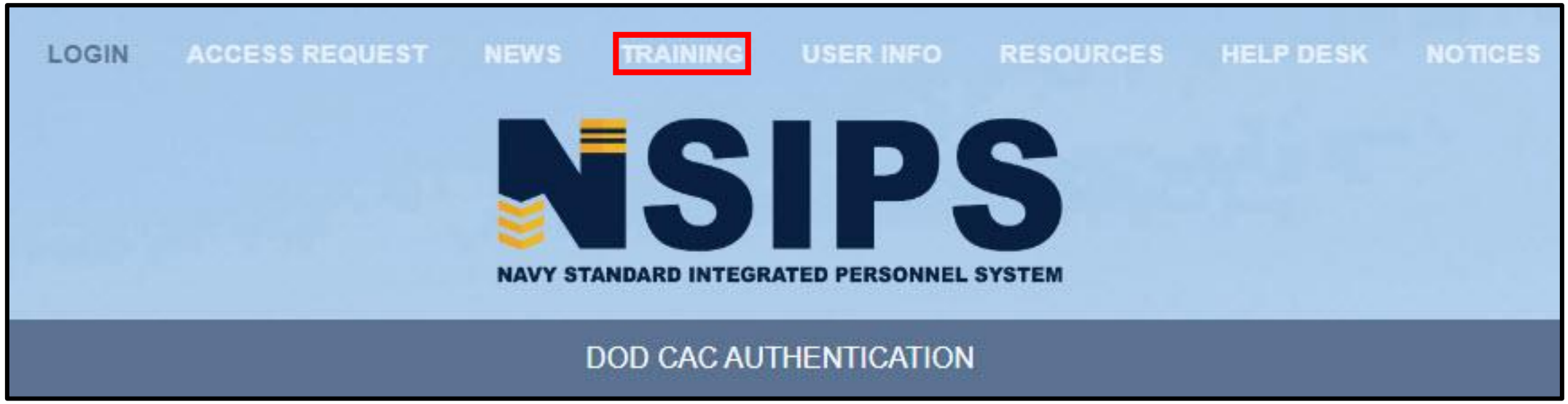
LOGIN
ACCESS REQUEST
NEWS
TRAINING
USER INFO
RESOURCES
HELP DESK
NOTICES
NSIPS
NAVY STANDARD INTEGRATED PERSONNEL SYSTEM
DOD CAC AUTHENTICATION

Tab 3: News

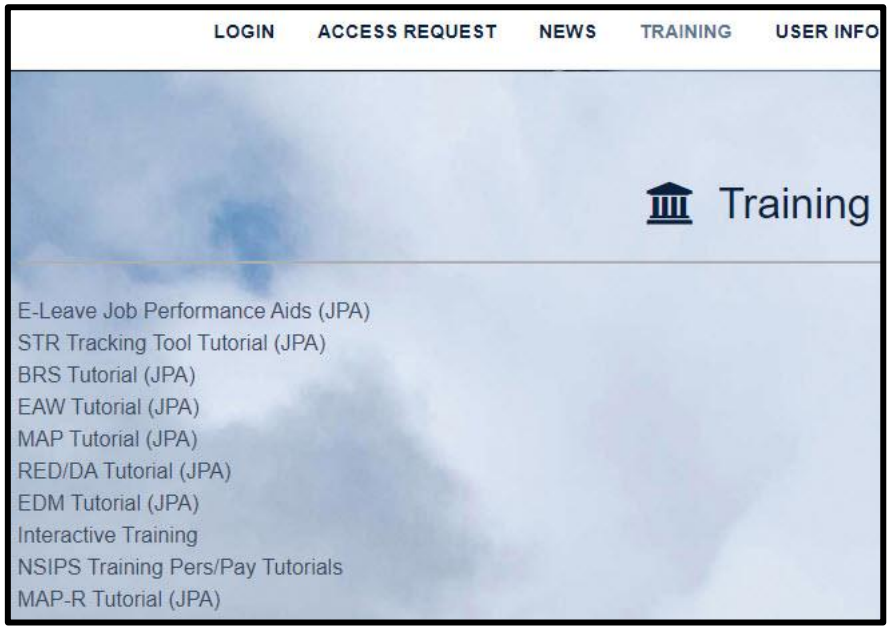


Tab 3 will show all the most up to date notices that may be currently affecting productivity and anything for the current day that pertains to NSIPS.

Tab 4: Training



Tab 4: Training

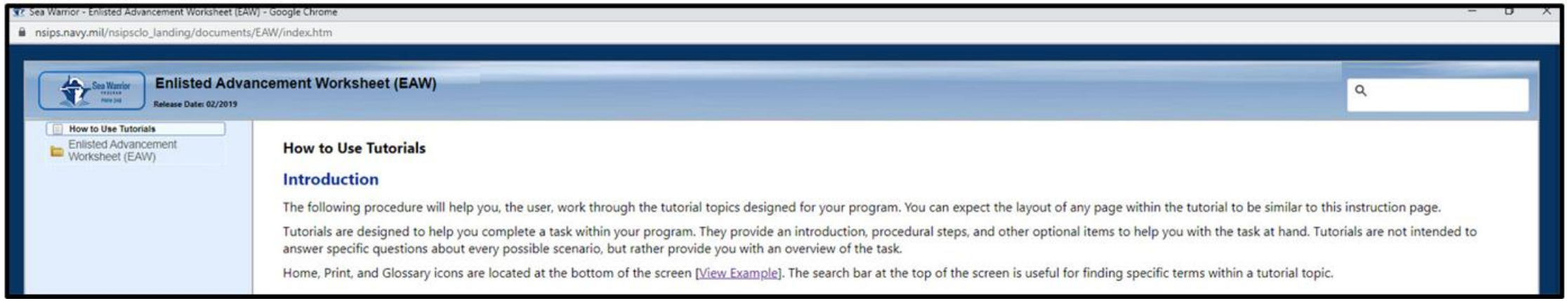


Simply by selecting any of the hyperlinks above will open a separate window with the training subject selected. This can be used to follow step by step within the system while reading the steps

- Tab 4 consists of all the training available for different roles within NSIPS.
- The level of interaction within the trainings will be dependent on the novelty of the topic or software update.
- For example. The interactions and screen shots you will find attached to steps in the “EAW Tutorial (JPA)” are not available to “NSIPS Training Pers/Pay tutorials” training being an older subject and not much has changed. The Pers/Pay training as well as the other trainings will still guide you every step of the way

Note: An example of the different training modules can be found on slide 15

Tab 4: Training

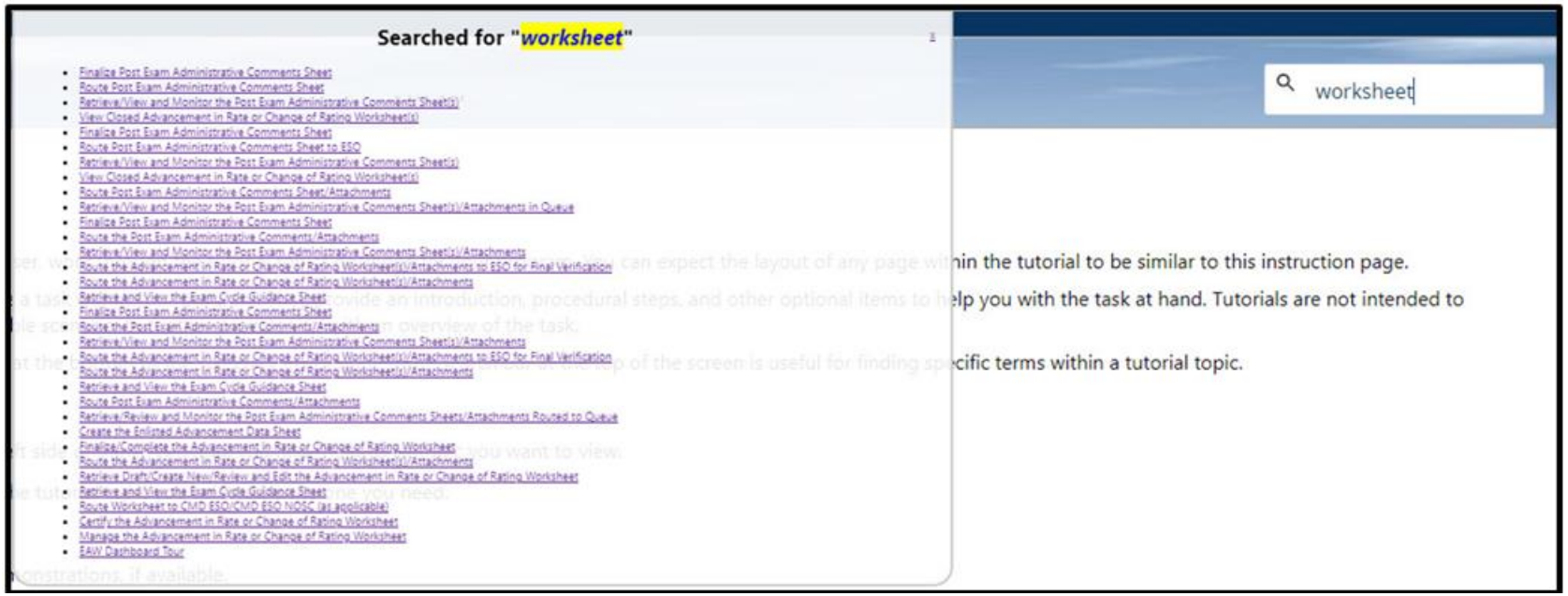


All trainings will have folders and subsection folders for various topics

Any “view Example” hyperlink is able to be clicked to view a preview of what this step or item looks like

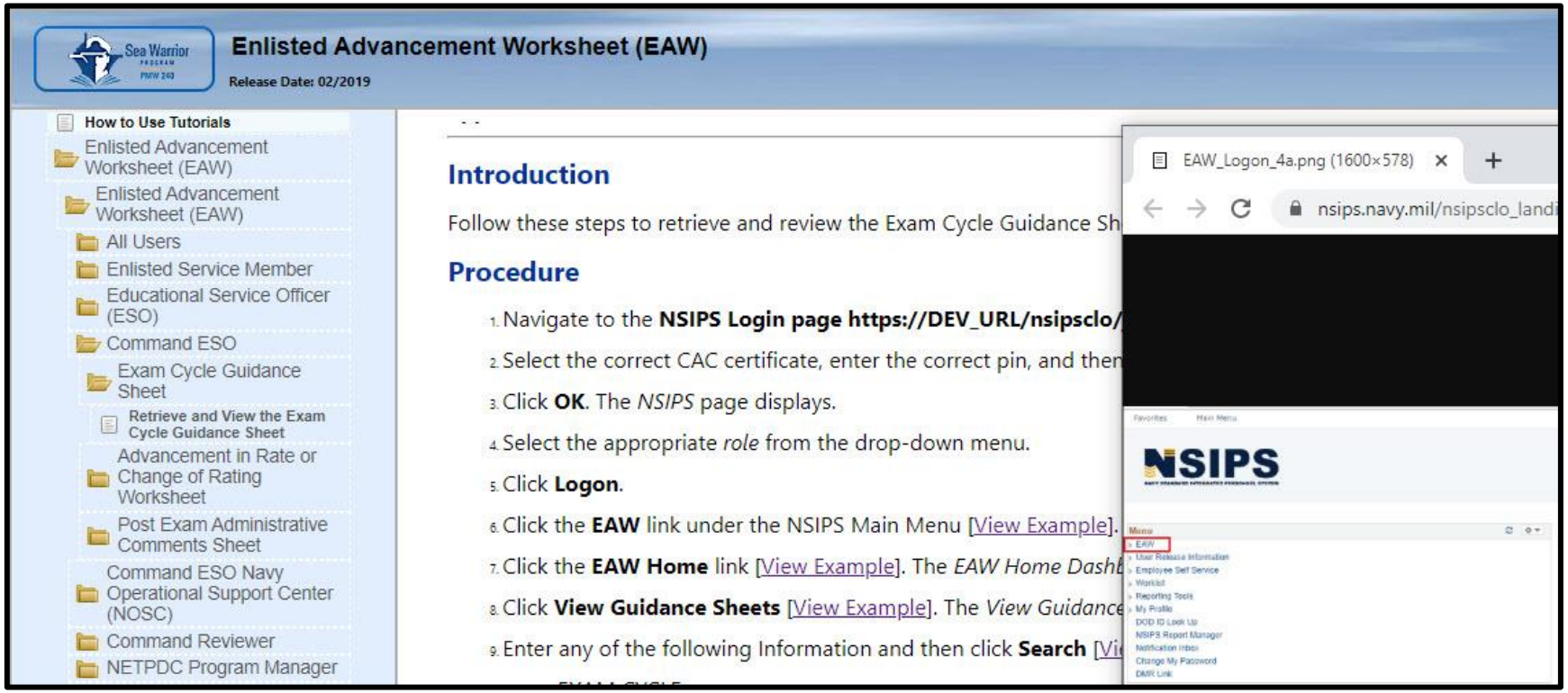
- The search field can be used for quick access
- Keep in mind that this search bar will only search within this specific training module only

Tab 4: Training



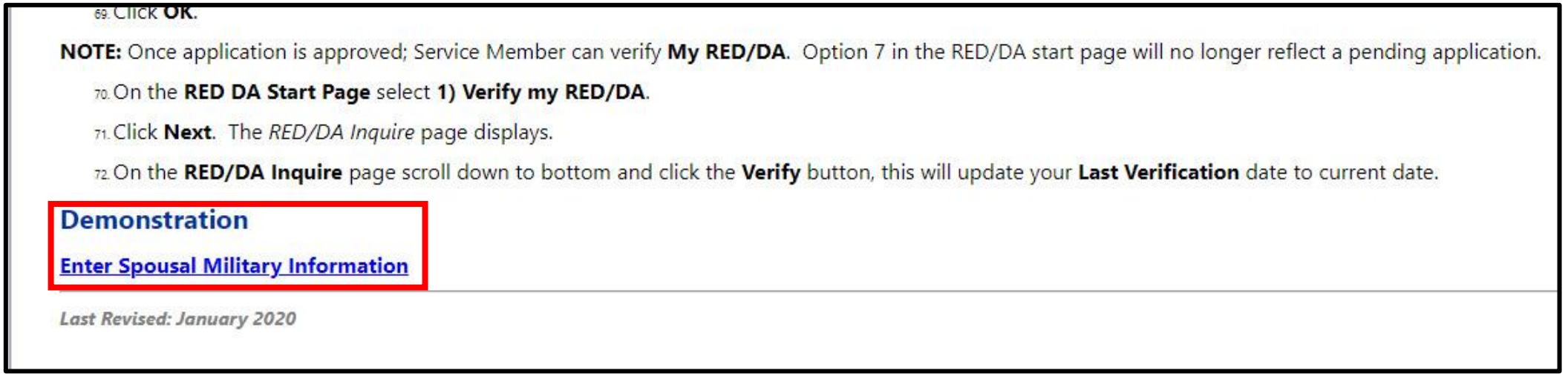
- The searched for information will open a mini window with hyperlinks
- Simply select the option you would like to see and you will be taken straight to that discussion point within the training module

Tab 4: Training



As shown here step 6 tells us to click "EAW" and by selecting the example a new window populates showing us exactly what to select.

Tab 4: Training



69. Click **OK**.

NOTE: Once application is approved; Service Member can verify **My RED/DA**. Option 7 in the RED/DA start page will no longer reflect a pending application.

70. On the **RED DA Start Page** select **1) Verify my RED/DA**.

71. Click **Next**. The *RED/DA Inquire* page displays.

72. On the **RED/DA Inquire** page scroll down to bottom and click the **Verify** button, this will update your **Last Verification** date to current date.

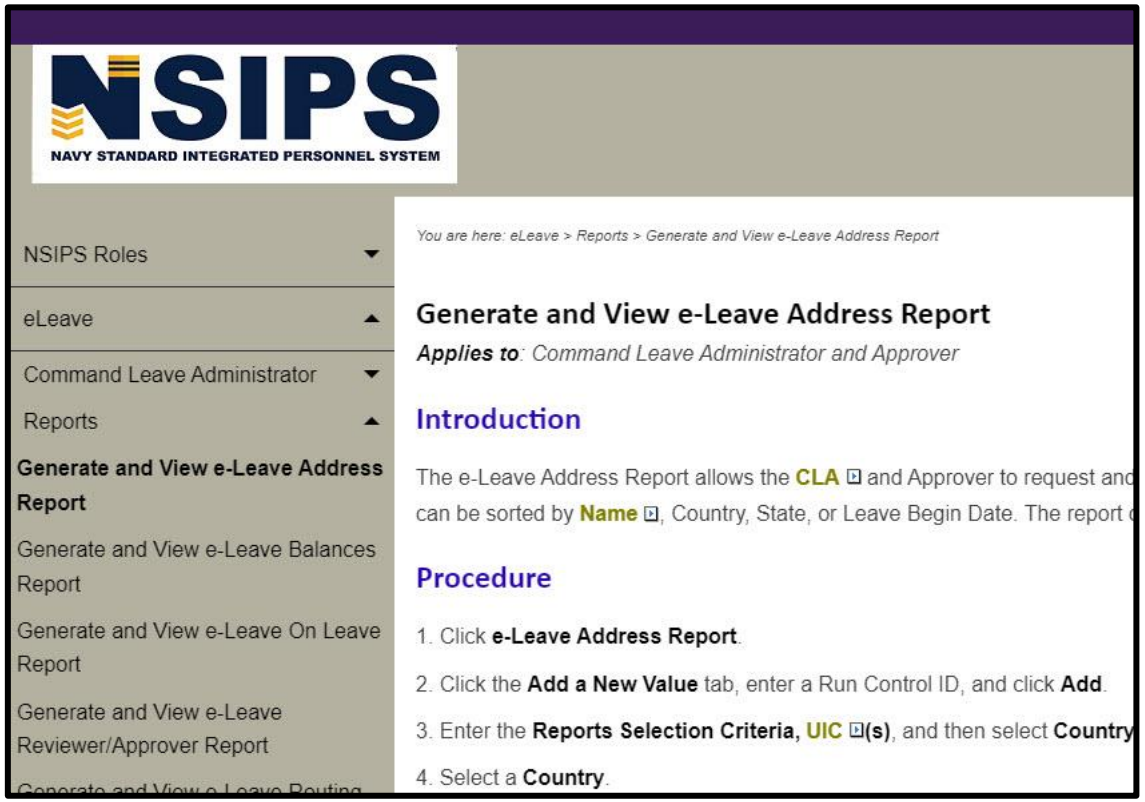
Demonstration

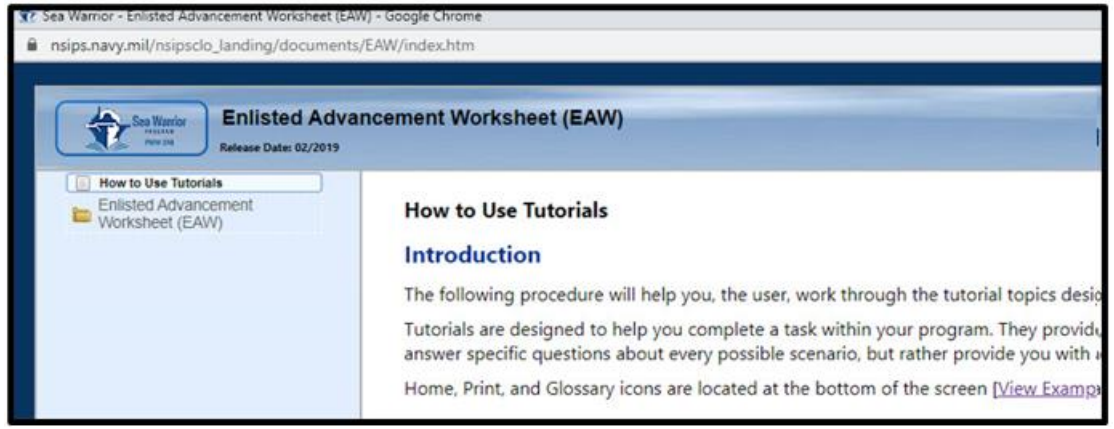
Enter Spousal Military Information

Last Revised: January 2020

Any training module with a “Demonstration” allows you to download a video that goes over the steps discussed on that page

Tab 4: Training

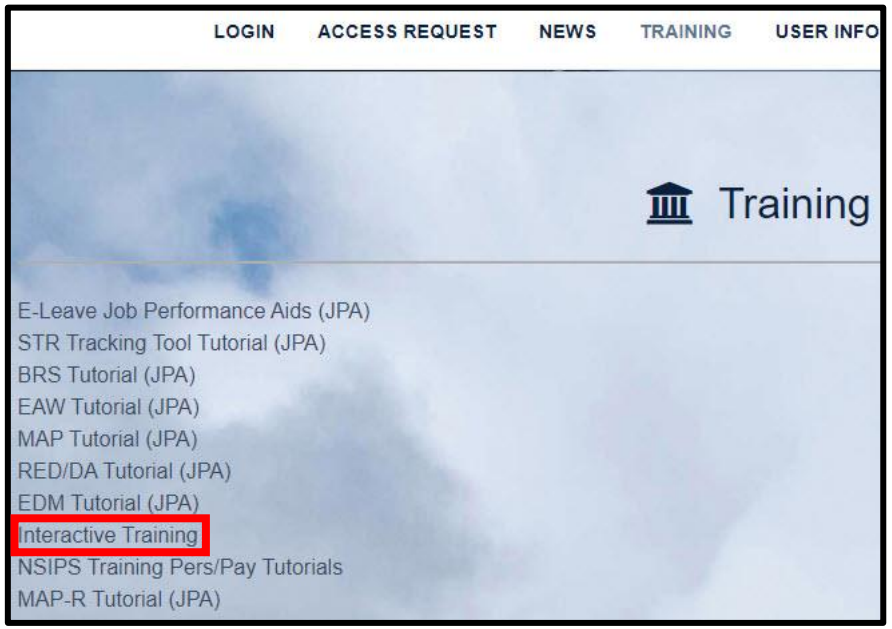




As stated in slide 11 one of the big differences in the training modules are that older services that have been available in NSIPS may not be as sophisticated like the EAW module being the EAW is relatively new.

Even though these training do not allow you to view an example, the list of action events are still applicable and the same navigation and search functionalities are still available

Tab 4: Training



Interactive trainings are completely different than any of the other training modules NSIPS has to offer as they are truly interactive.

Annual Training and Active Duty Training

> eMuster

Healthcare Professionals Incentive Pay (HPIP)

> HPIP Training

BUMED Officer Career Development Board (OCDB)

BUMED OCDB Training

Inactive Manpower and Personnel Management Information System

> IMAPMIS Training

Navy Enlisted System (NES) and Officer Personnel Information System (OPINS)

> Navy Enlisted System (NES) and Officer Personnel Information System (OPINS)

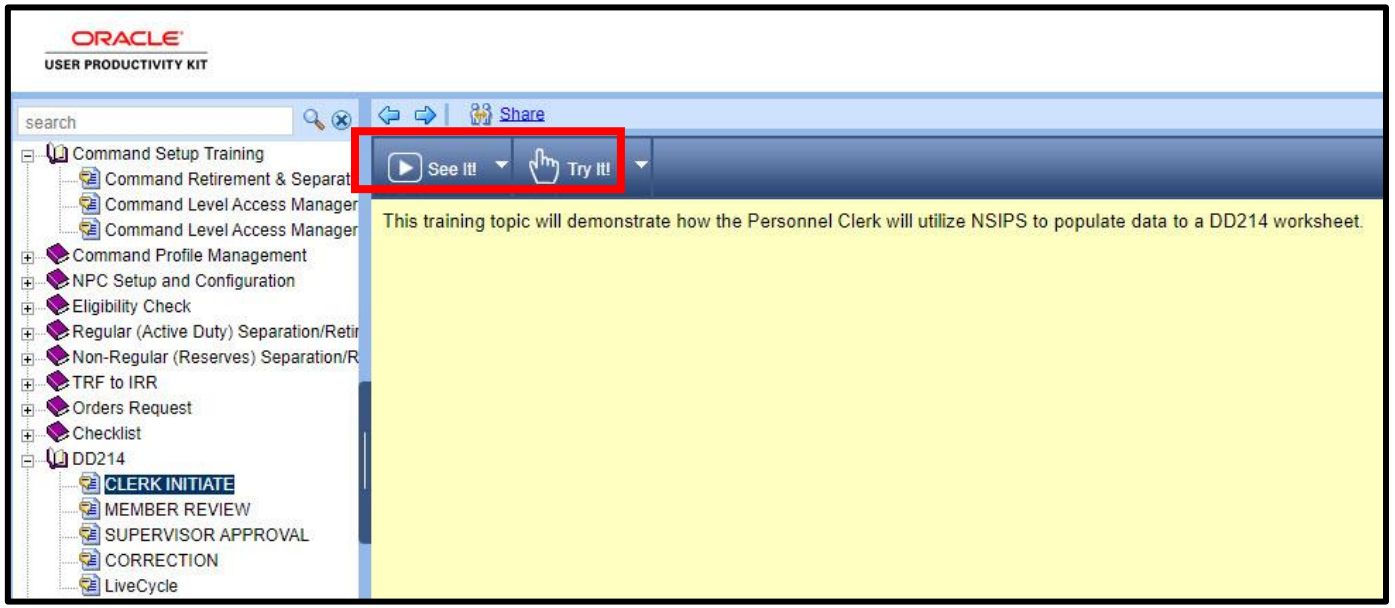
Reserve Headquarters System

> RHS Training 1
> RHS Training 2

Retirements and Separations Training

> RnS Training

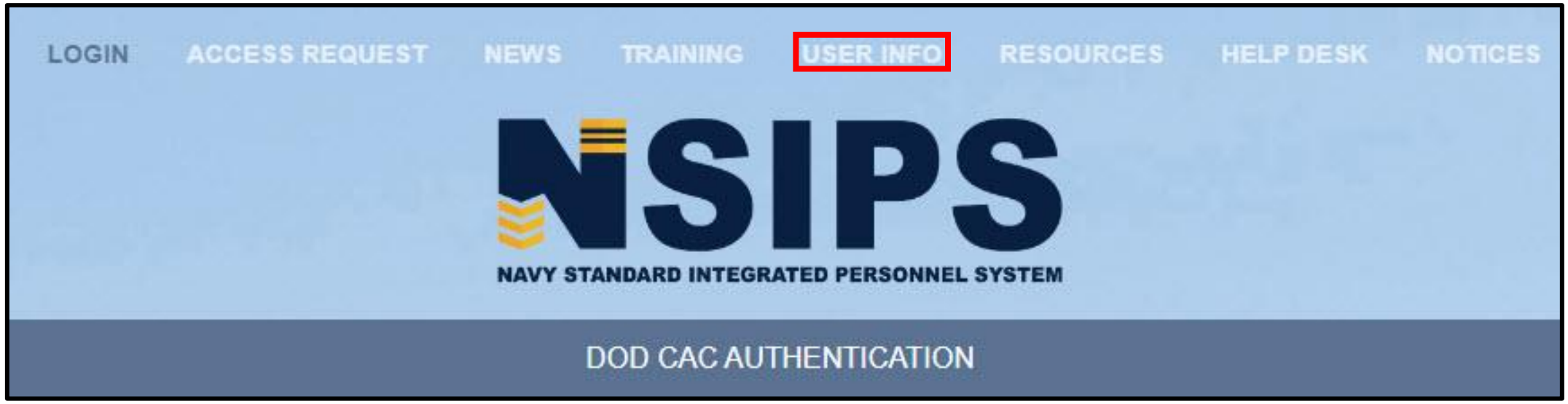
Tab 4: Training



Interactive trainings give you 2 different functionalities

- See it!- a video or slide show will walk you through the steps of this action item
- Try it!-Allows you to try it yourself within the training module itself before going into the live environment

Tab 5: User info



Tab 5: User info

- Smart sheets and What's' New for You User Communications-will provide guides, FAQ's and various resources on changes that have taken place within NSIPS that required a big overhaul
- Release Changes- Give you the Patch notes of recent changes and change history. These could be bugs that have been fixed or capabilities to pre-existing functions that have now changed to allows or not allow users to use

Tab 5: User info

There are various topics as you can see.

Simply select any of the hyperlinks and a new window will have the information selected

Select “EAW Frequently Asked Questions (FAQ‘s)”

FAQs

Frequently Asked Questions (FAQs)

Update one: August 7, 2019

Contents

General Description 2
Role Descriptions 3
ESO (Regional/PSD/NOSC level) 3
Command ESO 3
Command Reviewer 3
Enlisted Advancement NPC HR Specialist 4
NETPDC Records Administrator 4
EAW Workflow 5
Establishing EAW User Accounts 7
Access 9
Training and Help 10
Data Correction 11
Rate Changes 12
PMK-EE 12
Degrees on Worksheet 12
Security Clearance 13
Reporting Senior's Cumulative Average (RSCA) 13
New Accession "A" School Graduates' PMA 14
Finalizing the Worksheet 14
Worksheet Transfers 15
Printing Worksheets 16
Other/Misc Questions 16
Seating Charts 16
Specific User Role Questions 17
Sailor User Role Questions 17
Command Reviewer User Role Questions 18

Specific User Role Questions

Sailor User Role Questions

Q1: When can Sailors review their EAW?
A1: Sailors can access their EAW as soon as the worksheets are generated for a cycle. When worksheets are initially generated, the status will be "Potentially Ineligible" until worksheets are validated and updated by ESOs and Command ESOs. EAW will be in a view-only status until Command ESOs route the EAW to the Sailor, but this additional view-only lead-time will provide Sailors with an opportunity to garner documents in advance, if data needs to be corrected.

Q2: When can Sailors provide comments back to the Command ESO on their EAW?
A2: Sailors will have view-only capability until their Command ESO internally routes the EAW to them in the system. When this occurs, the Sailor will receive an email notification instructing them to access their EAW for data verification, the adding of comments and uploading documents if desired, certification, and routing back to the Command ESO. If Sailor has no NSIPS connectivity, Command ESOs will provide a hardcopy of the worksheet to the Sailor for review and signature.

Q3: What should a Sailor do when there is incorrect data on the worksheet?
A3: Because Sailors cannot change worksheet data, they should annotate the discrepancy in the Comments block on the worksheet and route it to their Command ESO for further action. If supporting documentation is required, Sailors can upload documents via the Upload feature on the worksheet and route to their Command ESO. If Sailor has no NSIPS connectivity, the Sailor will provide supporting documentation to the Command ESO via email or hardcopy.

Note: In some cases, the Command ESO will be able to directly correct the data. Changing some data fields however may require changing data in the authoritative Navy personnel systems populating the EAW. In these cases, Sailors should coordinate with their Command Pay and Personnel Administrators (CPPAs) to correct the data and/or submit an electronic Personnel Action Request (ePAR)/1306 via My Record Web 1.0 on MyNavy Portal.

Q4: Are Sailors notified after their Command ESO corrects data on their EAW?
A4: Sailors will receive an email if their Command ESO routes the EAW back to them after making any corrections. If Sailor has no NSIPS connectivity, Command ESO will contact the Sailor via email or in person to review and sign hardcopy of worksheet.

Even though this is titled as an FAQ guide notice how the table on contents has various guides as well as the FAQ section

Tab 5: User info

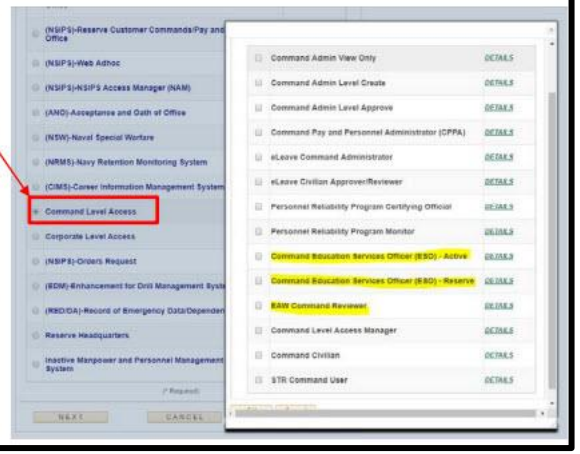
Enlisted Advancement Worksheet (EAW)

For EAW Role(s) –
Command ESO and Command Reviewer

2. Select SAAR Account Type: "Command Level Access"

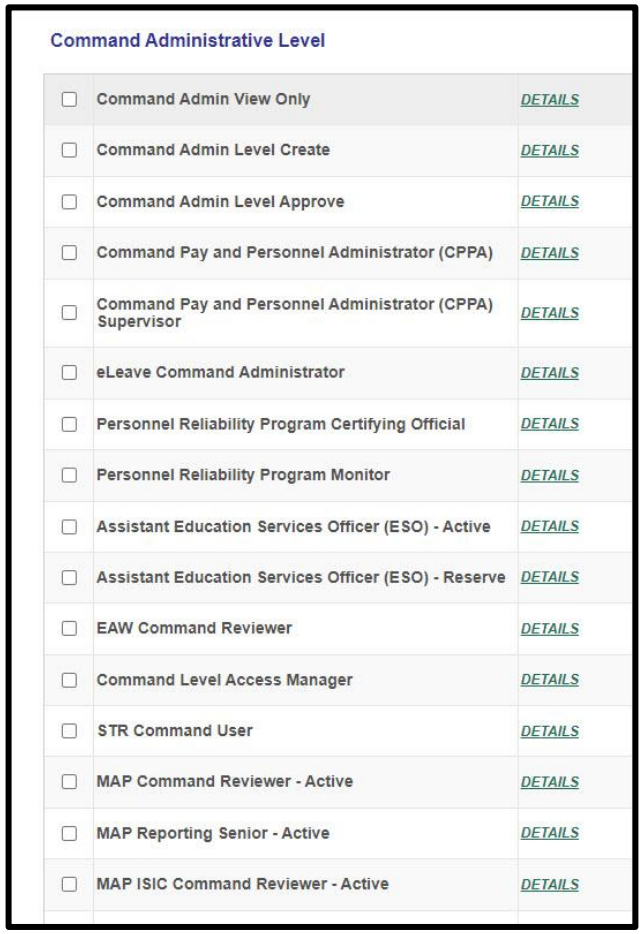
3. Select EAW Role:

- "Command Education Services Officer (ESO) – Active"
- "Command Education Services Officer (ESO) – Reserve"
- "EAW Command Reviewer"



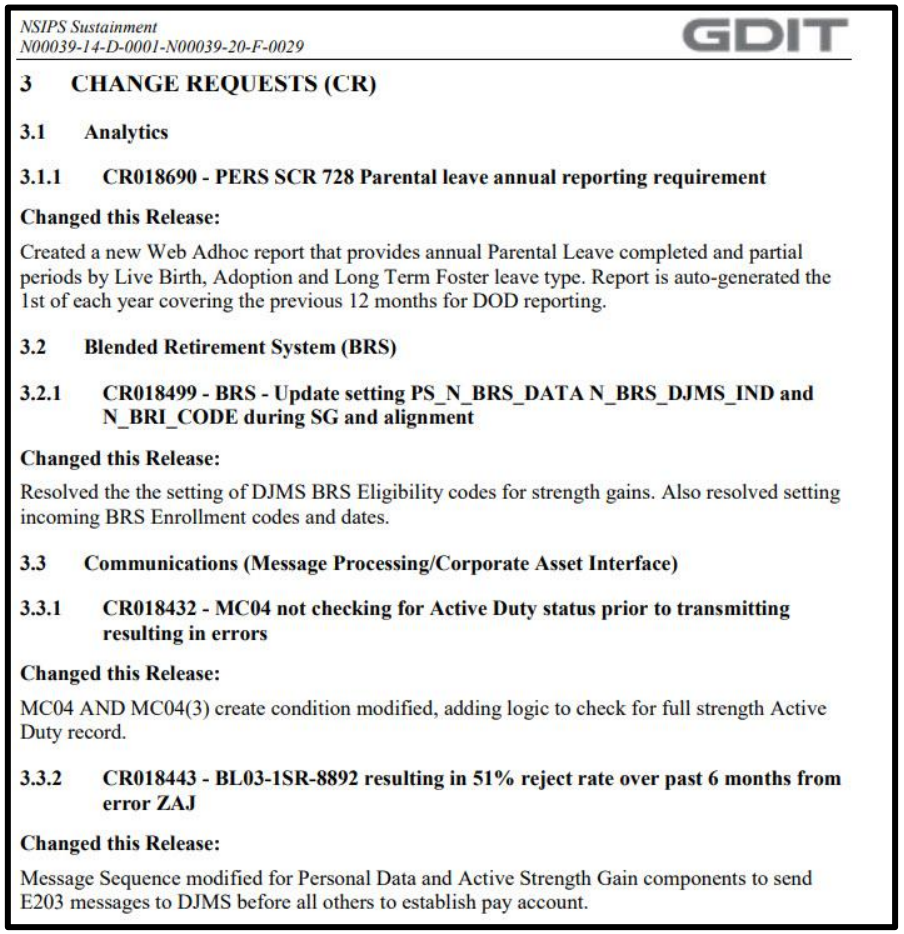
FAQ Screen shot

Notice that even though the names have changed the location in the live one are the exact same. IE the 3 roles highlighted are 8 rows down with EAW still being at the bottom of 3 highlighted



live

Tab 5: User info



NSIPS Sustainment
N00039-14-D-0001-N00039-20-F-0029

GDIT

3 CHANGE REQUESTS (CR)

3.1 Analytics

3.1.1 CR018690 - PERS SCR 728 Parental leave annual reporting requirement

Changed this Release:

Created a new Web Adhoc report that provides annual Parental Leave completed and partial periods by Live Birth, Adoption and Long Term Foster leave type. Report is auto-generated the 1st of each year covering the previous 12 months for DOD reporting.

3.2 Blended Retirement System (BRS)

3.2.1 CR018499 - BRS - Update setting PS_N_BRS_DATA N_BRS_DJMS_IND and N_BRI_CODE during SG and alignment

Changed this Release:

Resolved the the setting of DJMS BRS Eligibility codes for strength gains. Also resolved setting incoming BRS Enrollment codes and dates.

3.3 Communications (Message Processing/Corporate Asset Interface)

3.3.1 CR018432 - MC04 not checking for Active Duty status prior to transmitting resulting in errors

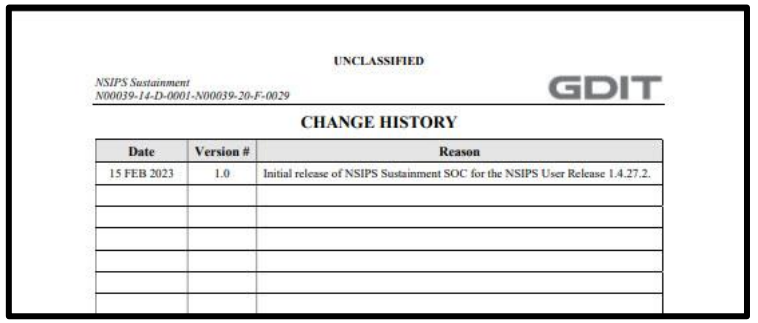
Changed this Release:

MC04 AND MC04(3) create condition modified, adding logic to check for full strength Active Duty record.

3.3.2 CR018443 - BL03-1SR-8892 resulting in 51% reject rate over past 6 months from error ZAJ

Changed this Release:

Message Sequence modified for Personal Data and Active Strength Gain components to send E203 messages to DJMS before all others to establish pay account.



UNCLASSIFIED

NSIPS Sustainment
N00039-14-D-0001-N00039-20-F-0029

GDIT

CHANGE HISTORY

Date	Version #	Reason
15 FEB 2023	1.0	Initial release of NSIPS Sustainment SOC for the NSIPS User Release 1.4.27.2.

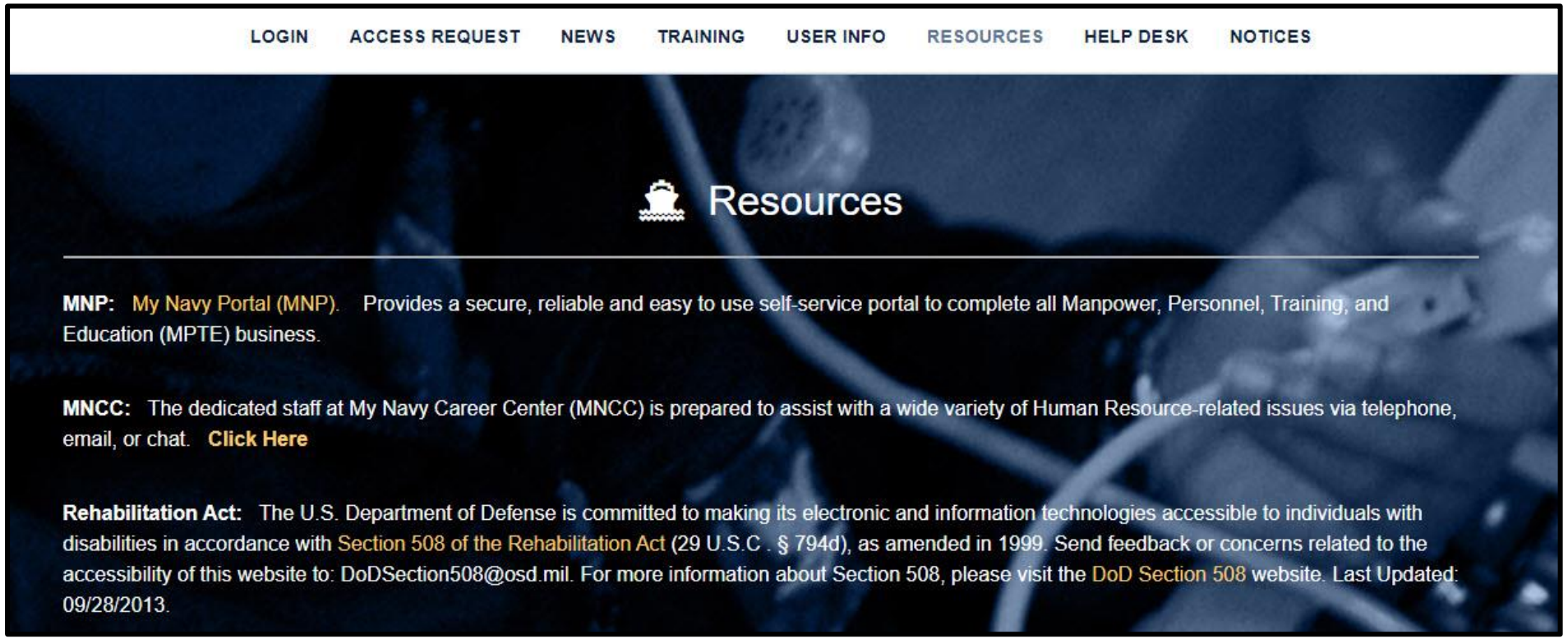
Here are examples taken from the Release changes section in tab 5.

The changes are updated frequently.

- The change history log gives you a snap shot of the changes and the effective date of those changes
- The rest of the file gives you more information on these changes and the impact

Tab 6: Resources

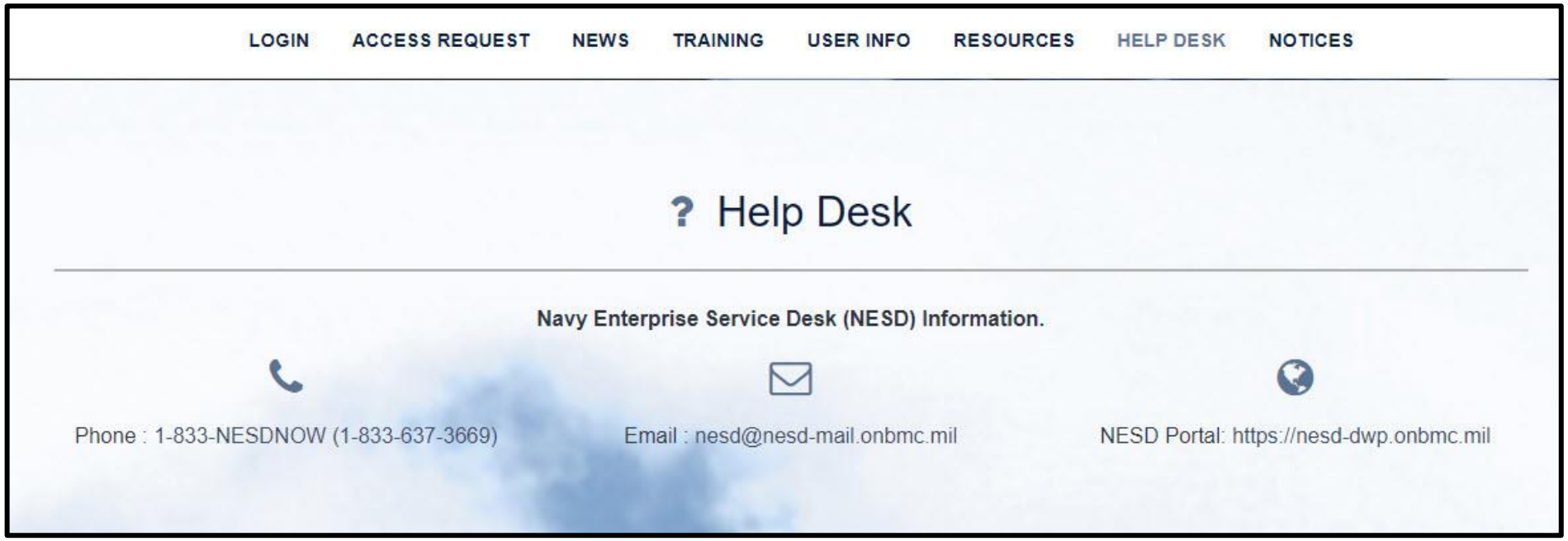
Tab 6: Resources



Other resources you may use or have to use in conjunction with NSIPS or just information all together

Tab 7: Help Desk

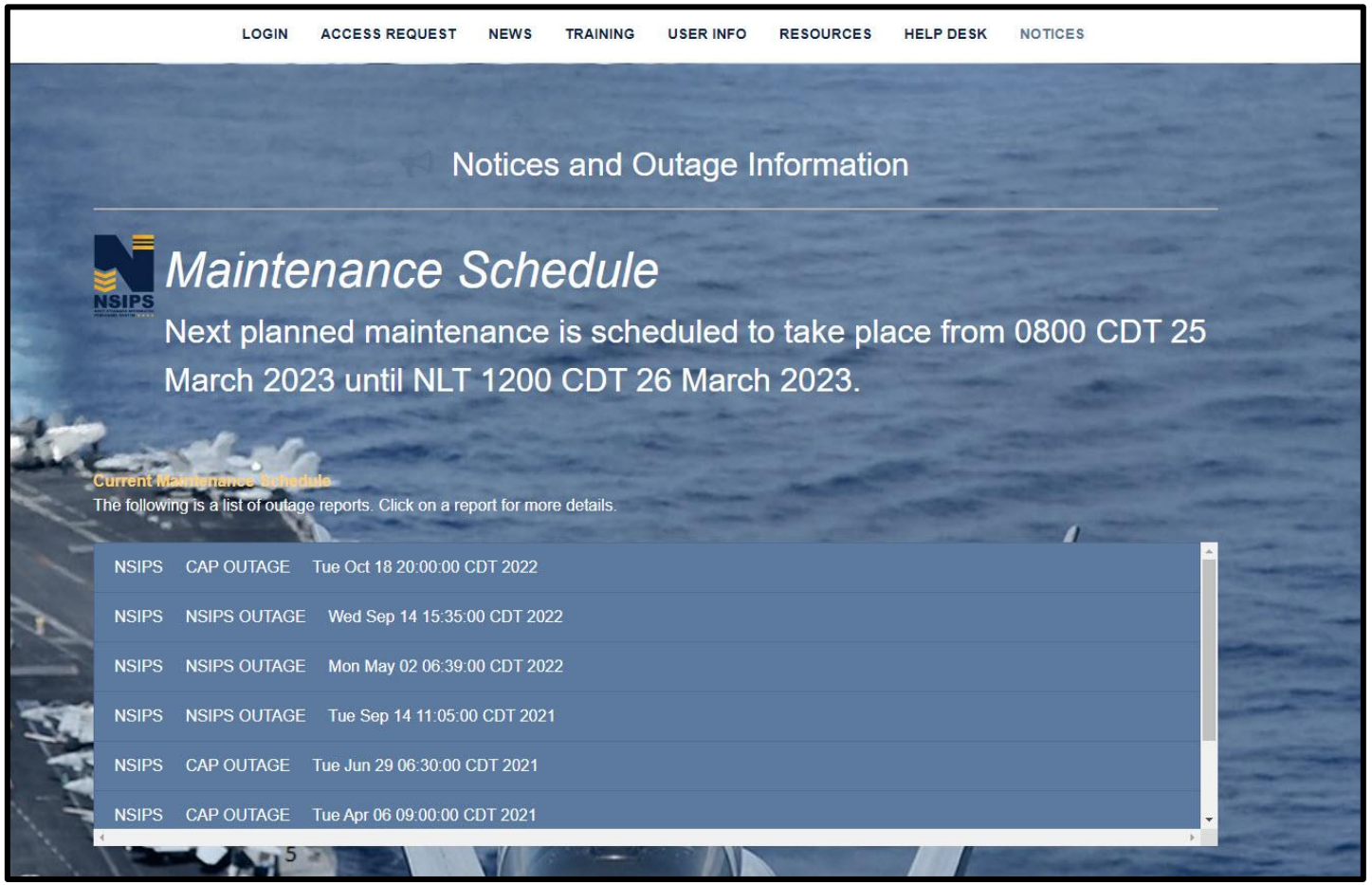
Tab 7: Help Desk



This help desk section is for NSIPS related issues.

Tab 8: Notices

Tab 8: Notices



Plan ahead- use this tab to your advantage and take into account pay cutoff dates and your schedule to ensure you have enough time to process your transactions.

- In very rare instances does these maintenances get extended but it can happen
- Don't always wait for the NSIPS outage email when this information is readily available

Questions?

References

- NISPS- https://www.nsips.navy.mil/nsipsclo_landing/index.html

- NSIPS E-Leave Job Performance Aids(JPA)- https://www.nsips.navy.mil/nsipsclo_landing/documents/e-Leave/content/home.htm

This concludes the

Navy Standard Integrated Personnel System(NSIPS) Navigation Training.

Thank you for your participation!