



NSIPS Reports and Unit Administration

Objective



- Identify the different reports from NSIPS.
- Identify the required steps to generate reports in NSIPS.
- Identify the reason and benefits of running reports in NSIPS.
- Identify how to run and manage a Unit Admin.

Introduction



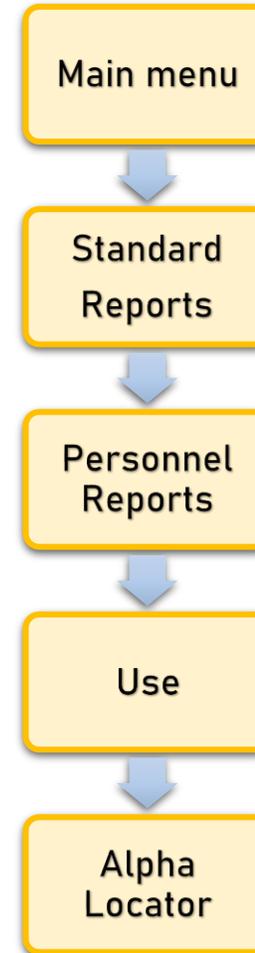
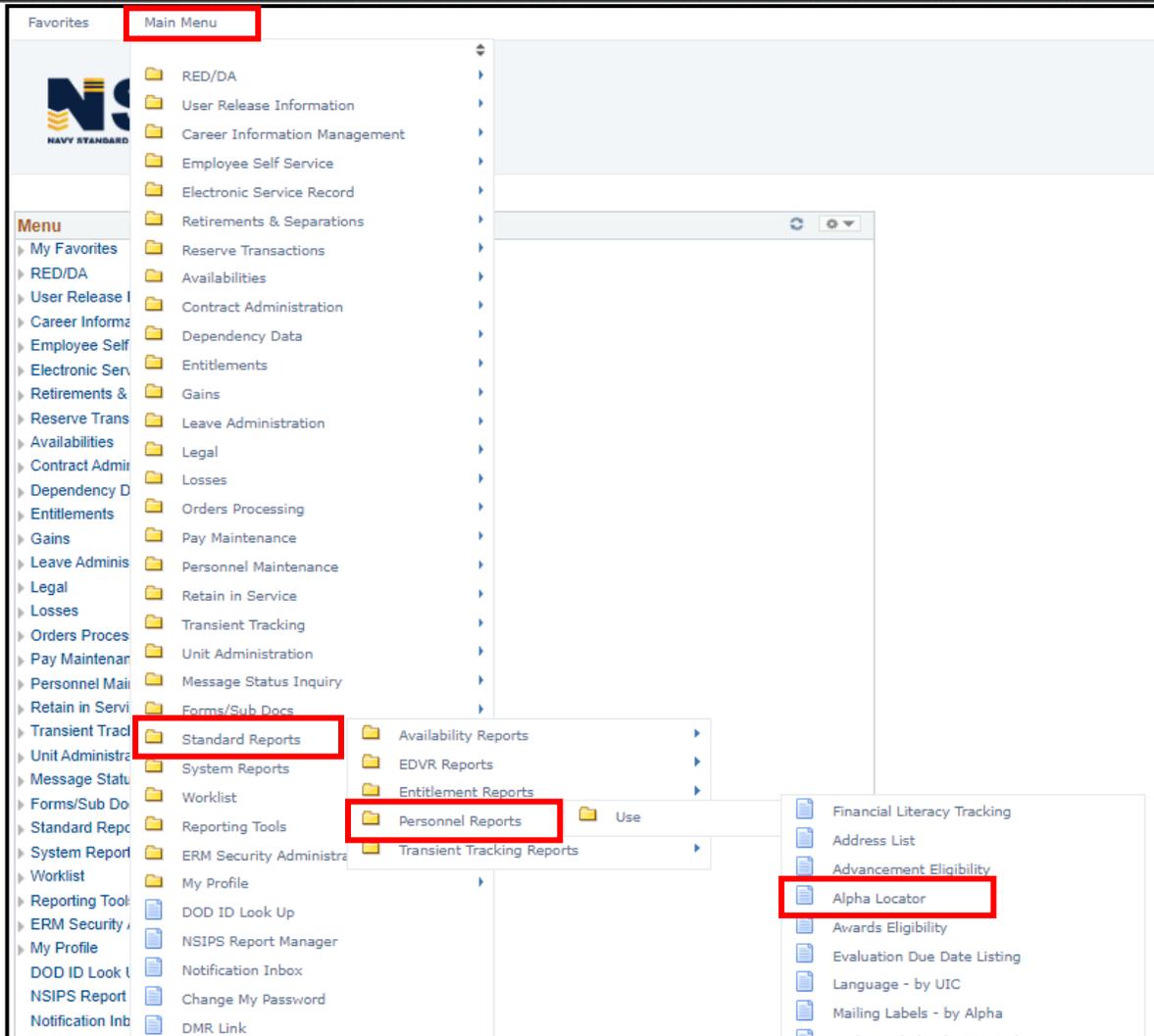
In this lesson we will cover:

- Alpha Locator
- Prospective Gains
- Prospective Losses
- DN Report
- FSA Report
- CSPP Report
- Unit Administration



Alpha Locator

Alpha Locator Report



An Alpha Locator is a report generated in NSIPS that will show all personnel currently attached to a UIC.

Alpha Locator Report



Favorites Main Menu >

NSIPS
NAVY STANDARD INTEGRATED PERSONNEL SYSTEM

Alpha Locator

Find an Existing Value **Add a New Value**

*Run Control ID

Add

Find an Existing Value | Add a New Value

Select Add a New Value and input a Run Control ID.

Run Control ID

- A report label to identify who/what information is being generated.
- This can be any name/label that will allow you to identify it easier for future use.

Alpha Locator Report



Favorites Main Menu >

NSIPS
NAVY STANDARD INTEGRATED PERSONNEL SYSTEM

Alpha Locator

Run Control ID 98277 Report Manager **Run**

Sort By Support UIC Sort By UIC Sort By UIC/Dept/Div

Support UIC: 43322 TRANSACTION SERVICE CTR MPHS

Select All De-Select All

	Select	Department	Description
1	<input checked="" type="checkbox"/>	4016A	MNCC
2	<input checked="" type="checkbox"/>	40644	CNRF DET MILL
3	<input checked="" type="checkbox"/>	62980	CNAVPERSCOM MILL

Personalize | Find | View All | First 1-3 of 3 Last

Save Notify Add Update/Display

Select how you would like to generate the report.

Input the Support UIC.

Select which command you would like to generate this report for.

Click Run.

If you have access to multiple UICs, pick the UIC you would like to generate this report for.

Alpha Locator Report



The screenshot shows the NSIPS Alpha Locator report manager interface. A 'Process Scheduler Request' dialog box is open, allowing the user to configure the report run. The dialog includes fields for 'User ID' (Run Control ID: 98277), 'Server Name', 'Run Date' (12/19/2022), 'Recurrence', 'Run Time' (10:38:41AM), and 'Time Zone'. A 'Process List' table is also visible, showing the 'Alpha Locator' process with a 'Format' dropdown menu set to 'PDF'. The 'OK' button is highlighted with a red box.

Select	Description	Process Name	Process Type	*Type	*Format	tribution
<input checked="" type="checkbox"/>	Alpha Locator	N13A_UIC	SQR Report	Web	PDF	tribution

You can then select to run the report as a PDF or CSV for an excel sheet.

Select OK to return to the previous screen.

Alpha Locator Report



NSIPS
NAVY STANDARD INTEGRATED PERSONNEL SYSTEM

Alpha Locator

Run Control ID 98277 **Report Manager** Run

Process Instance:38039200

Sort By Support UIC Sort By UIC Sort By UIC/Dept/Div

Support UIC: 43322 TRANSACTION SERVICE CTR MPHS

Select All De-Select All

	Select	Department	Description
1	<input checked="" type="checkbox"/>	4016A	MNCC
2	<input checked="" type="checkbox"/>	40644	CNRF DET MILL
3	<input checked="" type="checkbox"/>	62980	CNAVPERSCOM MILL

Personalize | Find | View All | First 1-3 of 3 Last

Save Notify Add Update/Display

Click on Report Manager to view the report generated.

Alpha Locator Report



NSIPS
NAVY STANDARD INTEGRATED PERSONNEL SYSTEM

Report List Server List

Reports Filter

*View Reports: Operator Process Type: Refresh

Status: Last: 1 Days

Report List Personalize | Find | View All | First 1-12 of 12 Last

Process Name	User ID	Process Instance	Report Description	Request Date/Time	Format	Run Status	Status	Details	View Report
N13A_UIC		38039200	Alpha Locator	12/19/2022 10:39:12AM	Acrobat (*.pdf)	Success	Posted	Details	View
N46_CSP		38038772	Career Sea Pay Premium List	12/19/2022 9:52:12AM	Acrobat (*.pdf)	Success	Posted	Details	View
N42A_MPP		38038679	Meal Pass - by Support UIC	12/19/2022 9:40:08AM	Acrobat (*.pdf)	Success	Posted	Details	View
N14_AWRD		38038620	Awards Eligibility	12/19/2022 9:31:16AM	Acrobat (*.pdf)	Success	Posted	Details	View
N44_FSA		38038514	Family Separation Allowance	12/19/2022 9:17:44AM	Acrobat (*.pdf)	Success	Posted	Details	View
N16_ETS		38038445	Projected Loss	12/19/2022 9:09:01AM	Acrobat (*.pdf)	Success	Posted	Details	View
N58_PGR		38038334	Prospective Gain	12/19/2022 8:56:57AM	Acrobat (*.pdf)	Success	Posted	Details	View
N46_CSP		38036823	Career Sea Pay Premium List	12/19/2022 1:20:19AM	Acrobat (*.pdf)	Success	Posted	Details	View
N14_AWRD		38036802	Awards Eligibility	12/19/2022 1:09:56AM	Acrobat (*.pdf)	Success	Posted	Details	View
N42A_MPP		38036774	Meal Pass - by Support UIC	12/19/2022 1:04:13AM	Acrobat (*.pdf)	Success	Posted	Details	View
N42A_MPP		38036771	Meal Pass - by Support UIC	12/19/2022 1:03:40AM	Acrobat (*.pdf)	Success	Posted	Details	View
N44_FSA		38036745	Family Separation Allowance	12/19/2022 12:55:15AM	Acrobat (*.pdf)	Success	Posted	Details	View

The Report Manager will open. Identify the report you wish to see. Click View to open the report.

Alpha Locator Report



Navy Standard Integrated Personnel System
ALPHABETICAL LIST LOCATOR

Personal Data - Privacy Act of 1974

Run Date 12/19/2022
Page No. 1 of 22

Support UIC: 43322 TRANSACTION SERVICE CTR MPHS
Activity: 4016A MNCC

MASTER ALPHA SEQUENCE LISTING

By: UIC

Name	Rank/ Rate	SSN	DSC	Report Date/EDA	PG	ACC	DEPT	DIV	Home Phone	Work Phone
	PSC		100	01/31/2022		100	PMB			
	LT		100	06/30/2022		100				
	CDR		100	10/01/2022		103				
	PSC		100	01/31/2022		100	PMB			
	PSC		100	01/31/2022		100	PMB			
	LCDR		100	08/15/2022		100				
	CAPT		100	12/21/2021		100				
	PS2		100	01/31/2022		100	PMB			
	PSC		100	01/31/2022		100	HRSC			
	PSCM		100	01/31/2022		100	PMB			
	YN1		100	05/16/2022		100	EXEC			
	LT		100	01/18/2022		100	EXEC			
	PS2		100	06/07/2022		100	HRSC			
	PS1		100	01/31/2022		100	HRSC			
	PS1		100	01/31/2022		100	HRSC			
	LCDR		100	02/28/2022		100				
	LCDR		100	07/26/2021		100	EXEC			
	PS1		100	11/28/2022		100				
	LCDR		100	10/25/2021		100	EXEC			
	PS2		100	01/31/2022		100	HRSC			
	PSC		100	09/15/2022		100				
	PS2		100	10/14/2022		100				
	YNSCM		100	12/17/2021		100	EXEC			
	NCCS		100	01/26/2022		100	HRSC			
	RDML		100	08/03/2021		100				
	PS1		100	01/31/2022		100	PMB			
	PS2		100	04/15/2022		100	PMB			
	PS1		100	01/31/2022		100	HRSC			
	PS1		100	01/31/2022		100	HRSC			
	NC1			01/14/2023	X		B3	B33		
	CMDCM			03/10/2023	X		ADMN	X1		



Prospective Gains (PG) Report

PG Report



Prospective Gains (PG) is a report in NSIPS that helps CPPAs identify the following:

- Expired Prospective Gains
- Future Prospective Gains
- Current Prospective Gains
- Prospective Gains without Orders
- Prospective Gains without Panels 2, 3, and 4

A best practice is to run and verify this report weekly.

PG Report



Expired Prospective Gains

- Identify these service members and ensure you have processed Panel 1 if members are onboard.
- If service members are not onboard, ensure you identify those individuals and process **failure to report**.

Future Prospective Gains

- Use the report to identify personnel that will be arriving to your command.
- Report shows PG from next month up to 9 months out.

Current prospective Gains

- The same applies to this section as Future Prospective Gains section of this report.
- Report shows PG for current month only.

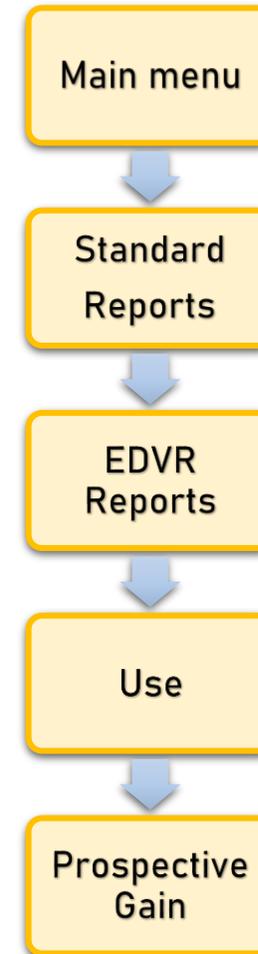
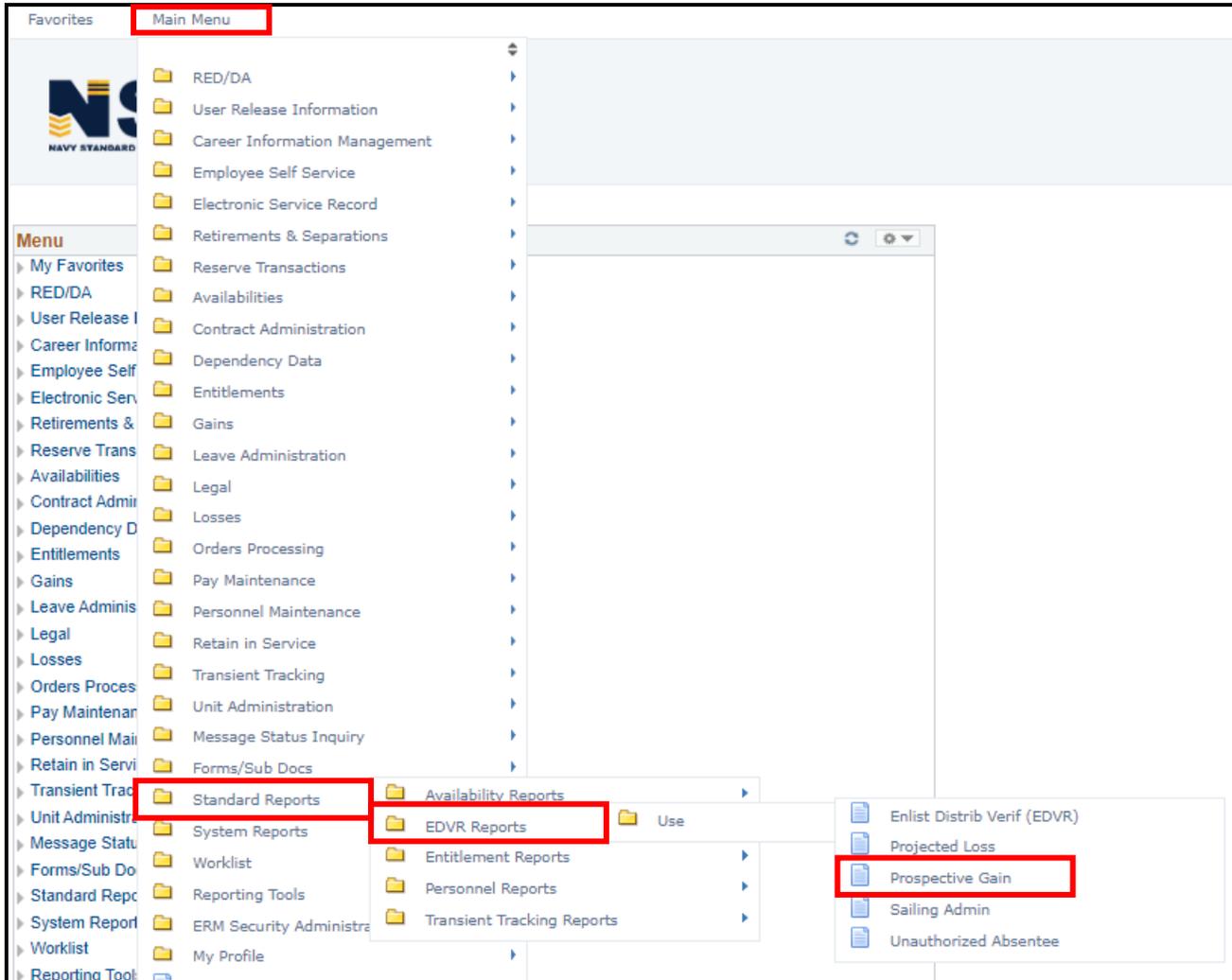
Prospective Gains without Orders

- Personnel who have not received orders will have information missing in this report.

Prospective Gains without Panels 2, 3, and 4

- Use this section to identify which service member you have still to process Panels 2, 3, and 4.
- All CPPAs should be processing Panels 2, 3, and 4.

PG Report



PG Report



Favorites Main Menu >

NSIPS

NAVY STANDARD INTEGRATED PERSONNEL SYSTEM

Prospective Gain

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#) [Add a New Value](#)

▼ Search Criteria

Run Control ID begins with ▼ 4016A

Limit the number of results to (up to 300):

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

[Find an Existing Value](#) | [Add a New Value](#)

Input / Add your Run Control ID.

Select Search.

PG Report



NSIPS
NAVY STANDARD INTEGRATED PERSONNEL SYSTEM

Prospective Gain

Run Control ID 4016A Report Manager **Run**

Sort By Support UIC Sort By UIC

Expired Prospective Gains Current Prospective Gains
 Future Prospective Gains Prospective Gains without Orders
 Select All Prospective Gains without Panels 2, 3, or 4

Support UIC: 43322 TRANSACTION SERVICE CTR MPHS

Select Expired From: Select Expected Thru: 09/30/2023

Select All Personalize | Find | View All | First 1-2 of 2 Last

Select	Department	Description		
1 <input checked="" type="checkbox"/>	4016A	MNCC	<input type="checkbox"/>	<input type="checkbox"/>
2 <input checked="" type="checkbox"/>	62980	CNAV/PERSCOM MILL	<input type="checkbox"/>	<input type="checkbox"/>

Save Return to Search Notify Add Update/Display

Input the Support UIC.

Select which command you for which you would like to generate this report.

Select Run.

PG Report

The screenshot shows the NSIPS Prospective Gain report manager interface. A "Process Scheduler Request" dialog box is open, allowing the user to configure the report. The dialog includes fields for "User ID" (Run Control ID: 4015A), "Server Name", "Run Date" (12/19/2022), "Recurrence", "Run Time" (9:50:20AM), and "Time Zone". Below these fields is a "Process List" table with columns for "Select", "Description", "Process Name", "Process Type", "Type", "Format", and "Distribution". The "Format" column has a dropdown menu with "PDF" selected. At the bottom of the dialog, there are "OK" and "Cancel" buttons. The background interface shows various filters and a table of report items.

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	Prospective Gain	NSR_PGR	SGR Report	Web	PDF	Distribution

Select the format you would like the report. The common selection is PDF.

Select OK to generate the report .

PG Report



Favorites Main Menu >

NSIPS

NAVY STANDARD INTEGRATED PERSONNEL SYSTEM

Prospective Gain

Run Control ID 4016A **Report Manager** Run

Process Instance: 38038334

Sort By Support UIC Sort By UIC

Expired Prospective Gains Current Prospective Gains
 Future Prospective Gains Prospective Gains without Orders
 Select All Prospective Gains without Panels 2, 3, or 4

Support UIC: 43322 TRANSACTION SERVICE CTR MPHS

Select Expired From: 08/24/2022 Select Expected Thru: 09/30/2023

Select All Personalize | Find | View All | First 1-2 of 2 Last

Select	Department	Description		
1 <input checked="" type="checkbox"/>	4016A	MNCC	+	-
2 <input checked="" type="checkbox"/>	62980	CNAVPERSCOM MILL	+	-

De Select All

Save Return to Search Notify Add Update/Display

Click on Report Manager.

PG Report



NSIPS
NAVY STANDARD INTEGRATED PERSONNEL SYSTEM

Report List | Server List

Reports Filter

*View Reports: Operator Process Type: Refresh
Status: Last: 1 Days

Report List Personalize | Find | View All | 1-6 of 6 | First | Last

Process Name	User ID	Process Instance	Report Description	Request Date/Time	Format	Run Status	Status	Details	View Report
N58_PGR		38038334	Prospective Gain	12/19/2022 8:56:57AM	Acrobat (*.pdf)	Success	Posted	Details	View
N46_CSP		38036823	Career Sea Pay Premium List	12/19/2022 1:20:19AM	Acrobat (*.pdf)	Success	Posted	Details	View
N14_AWRD		38036802	Awards Eligibility	12/19/2022 1:09:56AM	Acrobat (*.pdf)	Success	Posted	Details	View
N42A_MPP		38036774	Meal Pass - by Support UIC	12/19/2022 1:04:13AM	Acrobat (*.pdf)	Success	Posted	Details	View
N42A_MPP		38036771	Meal Pass - by Support UIC	12/19/2022 1:03:40AM	Acrobat (*.pdf)	Success	Posted	Details	View
N44_FSA		38036745	Family Separation Allowance	12/19/2022 12:55:15AM	Acrobat (*.pdf)	Success	Posted	Details	View

Notify Refresh

Report List | Server List

Identify the report you wish to see. Click View to open the report.

PG Report



Navy Standard Integrated Personnel System
PROSPECTIVE GAIN REPORT

Personal Data - Privacy Act of 1974

Support UIC: 43322 TSC MEMPHIS
Activity UIC: 4016A MY NAVY CAREER CENTER

Run Date 12/28/2022
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Activity
Classification
Code (ACC):
Shows
member's
current ACC.

FUTURE PROSPECTIVE GAINS

EDA	Name	Rank/ Rate	SSN	Order Number	ACC	UIC RPT TO	Proj Arr Date	TRF Date
01/14/2023		NC1		1432	100	4016A		
01/30/2023		PS2		1862	100	4016A		
03/10/2023		CMDCM		3352	100	4016A	12/04/2022	12/01/2022
06/01/2023		LCDR		3362	100	4016A		
06/01/2023		LCDR		2552	100	4016A		
07/01/2023		LCDR		3142	100	4016A		
08/01/2023		CAPT		2582	100	4016A		

EDA: The member's Estimated Date of Arrival on their orders.

Proj Arr Date & TRF Date - These dates are generated from the member's NSIPS PCS Travel entry info.

- No longer required to be completed by member.
- Refer to the EDA / Report no later than date on member's orders.



Prospective Losses (PL) Report

PL Report

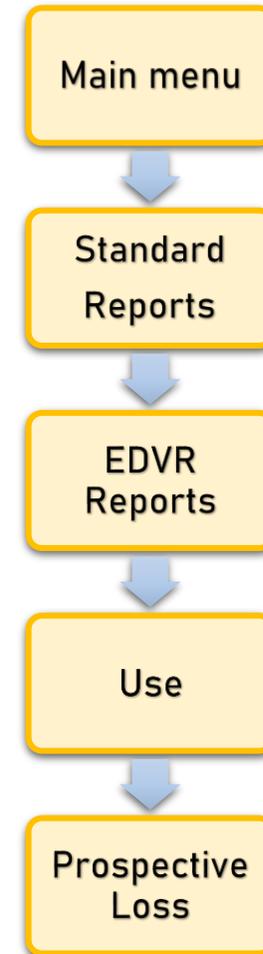
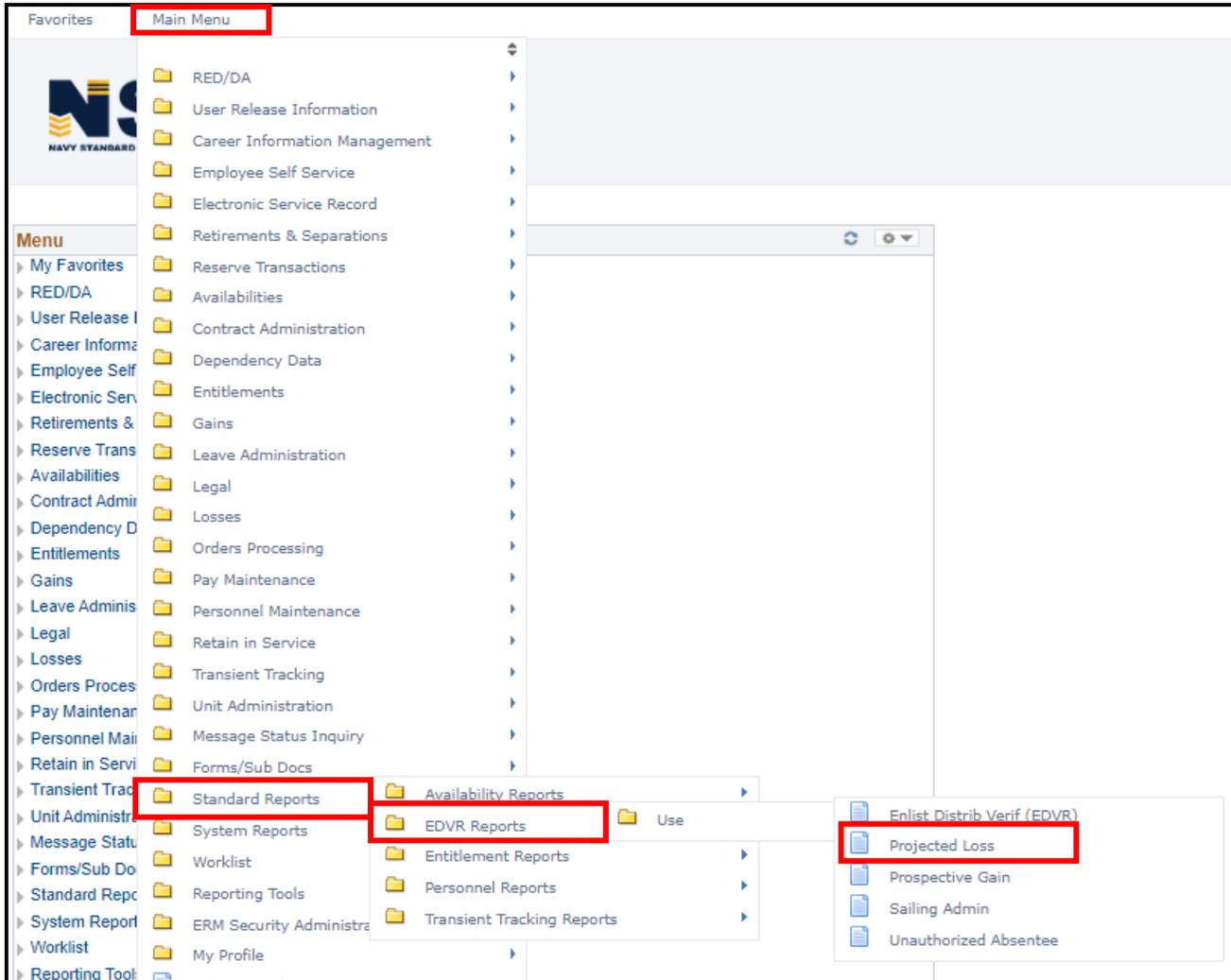


Projected Loss (PL) Report in NSIPS is a report that helps identify Service Members within 6-8 months of :

- Expiration of Active Obligated Service (EAOS)
- Expiration Term of Service (ETS).
- Members that will hit there HYT or are due to retire/transfer to the fleet reserve
- Projected Rotation Date
- Overdue Detachment Date

A best practice is to run and verify this report daily/weekly.

PL Report



PL Report



EAOS: This will not include any pending extensions / reenlistments.

EDLN: Estimated date of loss to the Navy. EDLN RESN is the reason such as HYT as shown in the last member's info.

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Support UIC: 43322 TSC MEMPHIS

Navy Standard Integrated Personnel System
PROJECTED LOSS REPORT

Section 1 - EAOS thru

Run Date 12/19/2022
Page No. 1 of 10
(Group By Support UIC)

Name	Rank/ Rate	SSN	UIC	BR/ CL	EAOS	EAOS Ind	EXPENL	--- Extensions			PRD	EDLN Date	EDLN Resn	Projected Loss Date	Transfer Aprv Date
					EAOS			Oth	Sch	Opr		EDLN Date	EDLN Resn	Projected Loss Date	
	PSCS		12345	11	04/23/2022	5	04/23/2022	0	0	31	04/01/2022	11/30/2022	22J	11/30/2022	
	IT2		12345	11	12/09/2022		12/09/2022	0	0	5	12/01/2022	12/09/2022		12/09/2022	
	BMC		12345	11	01/02/2023		01/02/2023	0	0	11	12/01/2022	12/31/2022	PFR	12/31/2022	
	MCCS		12345	11	01/02/2023		01/02/2023	0	0	0	05/01/2022	01/12/2025	HYT	01/31/2023	

Extensions: Any extensions not affecting the EAOS
OTH-other
SCH-School
OPR-Operational.

Projected Loss Date: Identifies the member's current loss date based on orders in the system, FLTRES, HYT, Retirement, etc.

PL Report



Ensure you are using the report to:

- Identify possible losses months in advance.
- Plan ahead. If you know the Service Member has no intention of extending or reenlisting, have the member start the separation process.
- Identify upcoming PRDs and start the transfer process as soon as PCS orders become available.
- Utilize the PL report to ensure you keep track of all upcoming losses.
- Keep in mind some members might have last minute order modifications and changes to their expected transfer date.

A best practice is to run and verify this report weekly.



Meal Pass (DN) Report

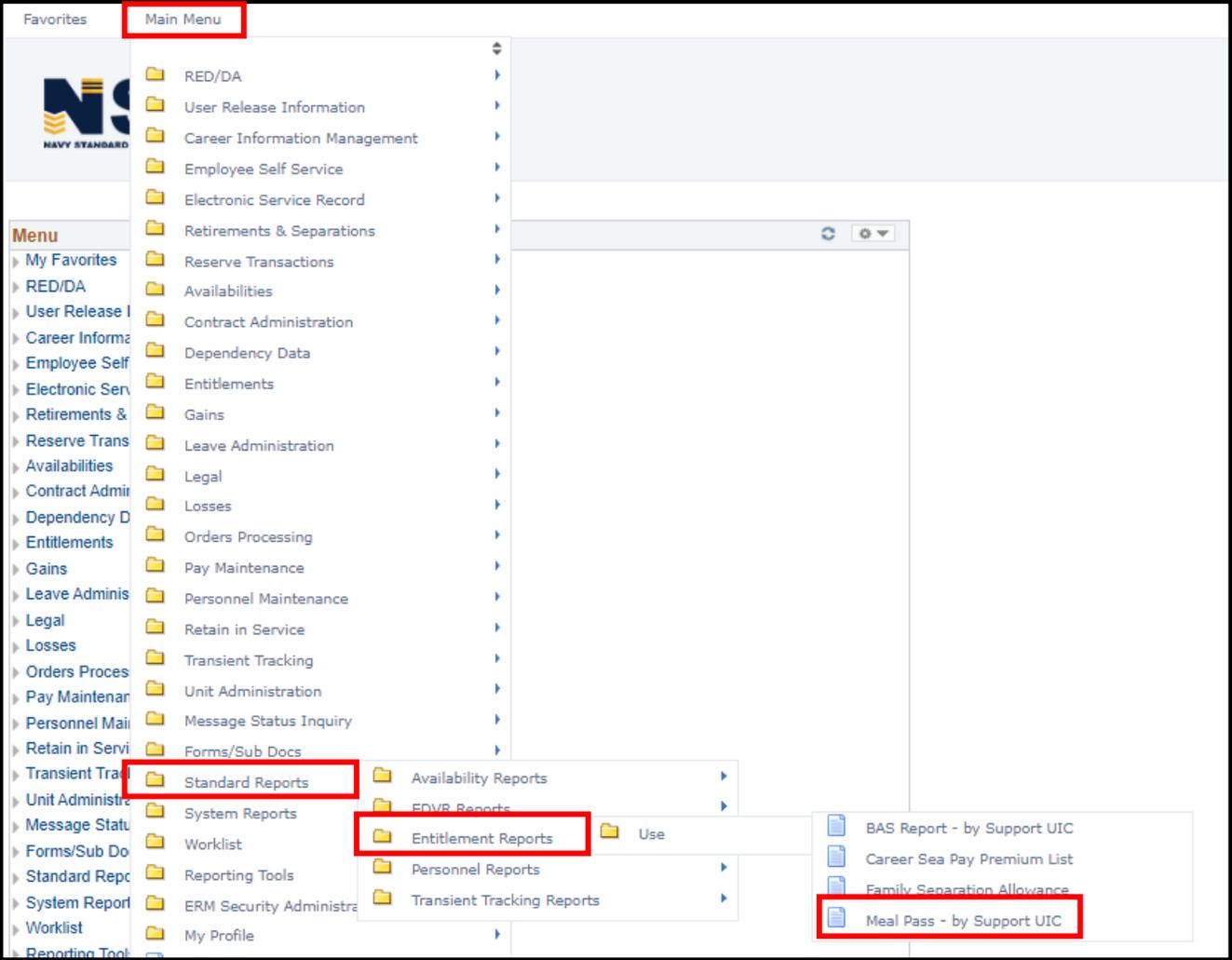
DN Report



This report is used to verify open meal deductions for Sailors assigned a meal pass number.

Enlisted Sailors attached to squadron and shore commands living in government quarters with available galley will have an open meal deduction.

DN Report



DN Report



Favorites Main Menu >

NSIPS

NAVY STANDARD INTEGRATED PERSONNEL SYSTEM

Meal Pass - by Support UIC

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#) [Add a New Value](#)

▼ Search Criteria

Run Control ID

Limit the number of results to (up to 300):

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

[Find an Existing Value](#) | [Add a New Value](#)

Input / Add your Run Control ID.

Select Search.

DN Report



Favorites Main Menu >

NSIPS
NAVY STANDARD INTEGRATED PERSONNEL SYSTEM

Meal Pass - by Support UIC

Run Control ID 4016A Report Manager **Run**

Sort By Support UIC Sort By UIC

Support UIC: TRANSACTION SERVICE CTR MPHS

Select All De-Select All

	Select	UIC	Description
1	<input checked="" type="checkbox"/>	4016A	MNCC
2	<input checked="" type="checkbox"/>	62980	CNAVPERSCOM MILL

Personalize | Find | View All | First 1-2 of 2 Last

Save Return to Search Notify Add Update/Display

Input the Support UIC.

Select the command for which you would like to generate this report.

Select Run.

DN Report

A screenshot of the NSIPS (Naval Support Information Processing System) Report Manager interface. The main window shows a report titled "Meal Pass - by Support UIC" with a "Run Control ID" of 4015A. A "Process Scheduler Request" dialog box is open in the foreground. The dialog box contains fields for "User ID", "Server Name", "Run Date" (12/19/2022), "Recurrence", "Run Time" (9:39:38AM), and "Time Zone". Below these fields is a "Process List" table with columns for "Select", "Description", "Process Name", "Process Type", "Type", "Format", and "Distribution". The "Format" column for the selected process "Meal Pass - by Support UIC" is highlighted with a red box and shows "PDF" selected. At the bottom of the dialog box, the "OK" button is also highlighted with a red box. The background interface includes a search bar, a table of support UICs, and various navigation buttons.

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	Meal Pass - by Support UIC	N42A_MPP	SQR Report	Web	PDF	Subscription

Select the format you would like the report. The common selection is PDF.

Select OK to generate the report.

DN Report



Favorites Main Menu

NSIPS
NAVY STANDARD INTEGRATED PERSONNEL SYSTEM

Meal Pass - by Support UIC

Run Control ID 4016A **Report Manager** Run

Process Instance:38038679

Sort By Support UIC Sort By UIC

Support UIC: 43322 TRANSACTION SERVICE CTR MPHS

Select All De-Select All

	Select	UIC	Description
1	<input checked="" type="checkbox"/>	4016A	MNCC
2	<input checked="" type="checkbox"/>	62980	CNAVPERSCOM MILL

Personalize | Find | View All | First 1-2 of 2 Last

Save Return to Search Notify Add Update/D

Click on Report Manager.

DN Report



NSIPS
NAVY STANDARD INTEGRATED PERSONNEL SYSTEM

Report List | Server List

Reports Filter

*View Reports: Operator | Process Type: | Refresh

Status: | Last: 1 Days

Report List | Personalize | Find | View All | 1-10 of 10 | First | Last

Process Name	User ID	Process Instance	Report Description	Request Date/Time	Format	Run Status	Status	Details	View Report
N42A_MPP		38038679	Meal Pass - by Support UIC	12/19/2022 9:40:08AM	Acrobat (*.pdf)	Success	Posted	Details	View
N14_AWRD		38038620	Awards Eligibility	12/19/2022 9:31:16AM	Acrobat (*.pdf)	Success	Posted	Details	View
N44_FSA		38038514	Family Separation Allowance	12/19/2022 9:17:44AM	Acrobat (*.pdf)	Success	Posted	Details	View
N16_ETS		38038445	Projected Loss	12/19/2022 9:09:01AM	Acrobat (*.pdf)	Success	Posted	Details	View
N58_PGR		38038334	Prospective Gain	12/19/2022 8:56:57AM	Acrobat (*.pdf)	Success	Posted	Details	View
N46_CSP		38036823	Career Sea Pay Premium List	12/19/2022 1:20:19AM	Acrobat (*.pdf)	Success	Posted	Details	View
N14_AWRD		38036802	Awards Eligibility	12/19/2022 1:09:56AM	Acrobat (*.pdf)	Success	Posted	Details	View
N42A_MPP		38036774	Meal Pass - by Support UIC	12/19/2022 1:04:13AM	Acrobat (*.pdf)	Success	Posted	Details	View
N42A_MPP		38036771	Meal Pass - by Support UIC	12/19/2022 1:03:40AM	Acrobat (*.pdf)	Success	Posted	Details	View
N44_FSA		38036745	Family Separation Allowance	12/19/2022 12:55:15AM	Acrobat (*.pdf)	Success	Posted	Details	View

Identify the report you wish to see. Click View to open the report.

DN Report



Navy Standard Integrated Personnel System
MEAL PASS REPORT

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Run Date 12/19/2022
Page No. 1 of 2

Support UIC: 43322 TSC MEMPHIS
Activity UIC: 4016A MY NAVY CAREER CENTER

ALPHA SEQUENCE WITHIN UIC

Name	Rank/ Rate	SSN	Meal-Pass-Type	Meal-Pass-Number	Exp-Date	BAQ Indicator
	PS1		R	S1431578	07/20/2014	W/O

Total Number of Enlisted Personnel with Meal Pass: 1

Meal-Pass-Type:
Indicates standard
or discounted rate.

Meal-Pass-Number:
Assigned number for
tracking.



Family Separation Allowance (FSA) Eligibility Report

FSA Report

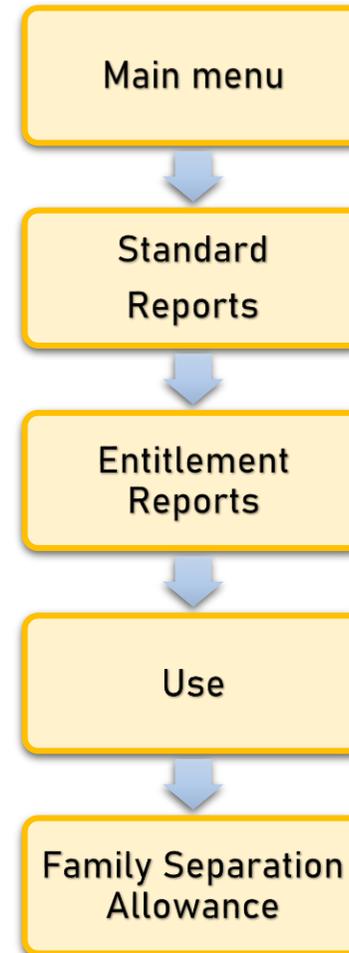
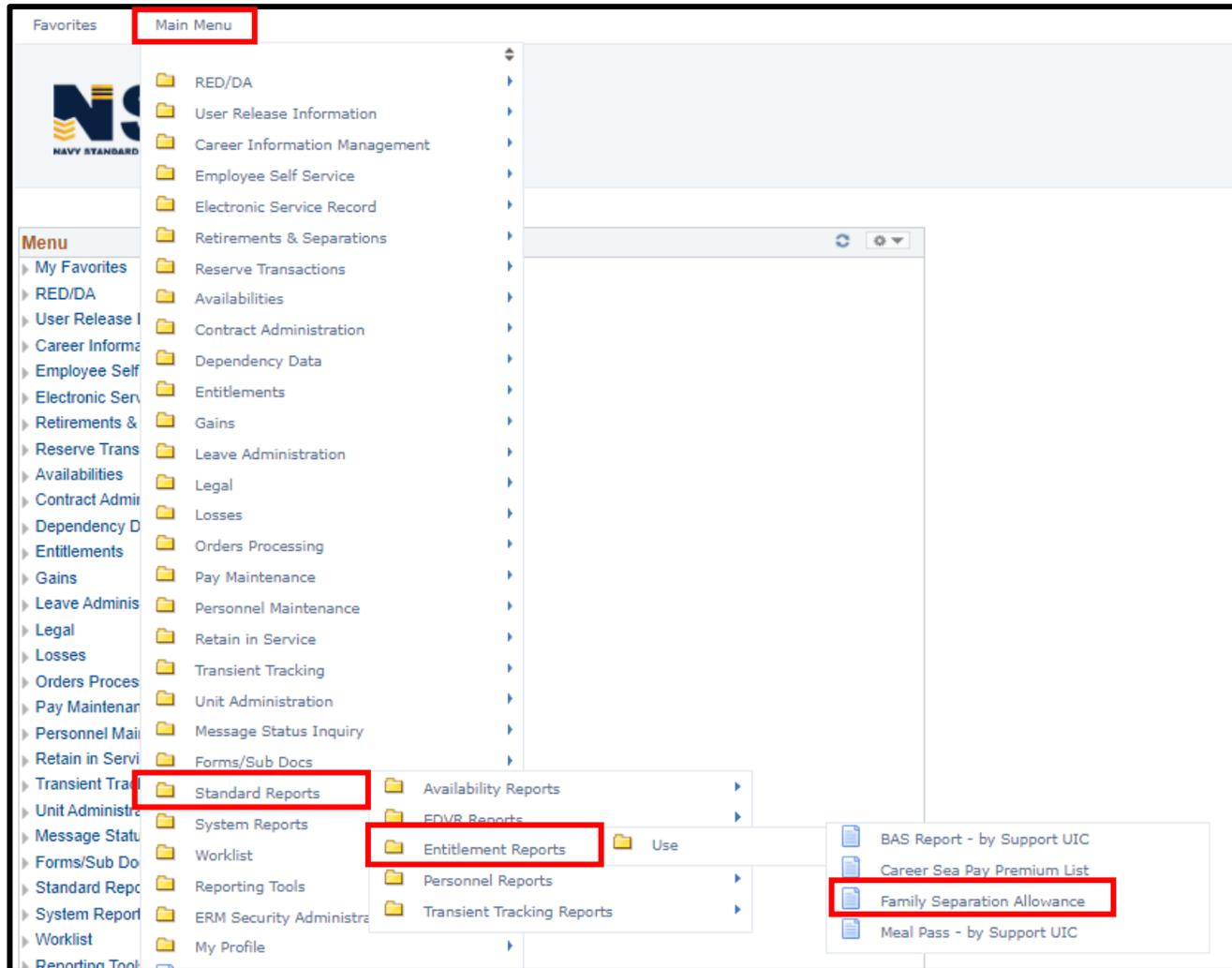


- The Family Separation Allowance (FSA) Eligibility Report is used to determine service members who are eligible to receive FSA.
- Use the report to identify FSA eligible Service Members prior to deployments or detachments. Generate a memo for processing based on the report.
- If you run into an instance that a service member is not generating under this report, it could be for the following:
 - The service member has not updated their RED/DA or is currently pending approval due to dependency change.
 - The option for “FSA eligible” in panel 3 was never selected during the member’s gain process, which could cause an issue with the report.
- Eligibility does not equal entitlement.

Eligibility: Meeting the criteria.

Entitlement: Actually receiving the monetary entitlement per DOD FMR VOL 7A Chapter 27

FSA Report



FSA Report



Favorites Main Menu >



NSIPS
NAVY STANDARD INTEGRATED PERSONNEL SYSTEM

Family Separation Allowance

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#) [Add a New Value](#)

▼ Search Criteria

Run Control ID

Limit the number of results to (up to 300):

[Basic Search](#)  [Save Search Criteria](#)

[Find an Existing Value](#) | [Add a New Value](#)

Input / Add your Run Control ID.

Select Search.

FSA Report



Input the Support UIC.

Select the command for which you would like the report.

Select Run.

Favorites Main Menu >

NSIPS

NAVY STANDARD INTEGRATED PERSONNEL SYSTEM

Family Separation Allowance

Run Control ID 4016A Report Manager **Run**

Select FSA Eligible Select FSA Not Eligible Select Both

Support UIC: TRANSACTION SERVICE CTR MPHS

Select All Personalize Find View All First 1-2 of 2 Last

Select	Department	Description
<input checked="" type="checkbox"/>	4016A	MNCC
<input checked="" type="checkbox"/>	62980	CNAVPERSCOM MILL

De Select All

Save Return to Search Notify Add Update/Display

FSA Report



The screenshot shows the NSIPS (NAVY STANDARD INTEGRATED PERSONNEL SYSTEMS) interface. The main page is titled "Family Separation Allowance" and "Report Manager". It displays a "Run Control ID: 4016A" and a "Run" button. Below this, there are radio buttons for "Select FSA Eligible" and "Select FSA Not Eligible". A search bar shows "Support UIC: 43322" and "TRANSACTION SERVICE CTR MPHS". A table lists two items:

Select	Department	Description
<input checked="" type="checkbox"/>	4016A	MVCC
<input checked="" type="checkbox"/>	62980	CNAVPERSCOM MILL

A "Process Scheduler Request" dialog box is open, showing the "User ID" as "Run Control ID: 4016A". It includes fields for "Server Name", "Recurrence", "Time Zone", "Run Date" (12/19/2022), and "Run Time" (9:17:13AM). A "Process List" table is also present:

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Family Separation Allowance	N44_FSA	SQR Report	Web	PDF	Distribution

The "PDF" format and the "OK" button in the dialog box are highlighted with red boxes.

Select the format you would like the report. The common selection is PDF.

Select OK to generate the report.

FSA Report



Favorites Main Menu >

NSIPS

NAVY STANDARD INTEGRATED PERSONNEL SYSTEM

Family Separation Allowance

Run Control ID 4016A **Report Manager** Run

Process Instance:38038514

Select FSA Eligible Select FSA Not Eligible Select Both

Support UIC: 43322 TRANSACTION SERVICE CTR MPHS

Select All De Select All

Select	Department	Description
1 <input checked="" type="checkbox"/>	4016A	MNCC
2 <input checked="" type="checkbox"/>	62980	CNAVPERSCOM MILL

Personalize | Find | View All | First 1-2 of 2 Last

Save Return to Search Notify Add Update/Display

Click on Report Manager.

FSA Report



Favorites Main Menu >

NSIPS
NAVY STANDARD INTEGRATED PERSONNEL SYSTEM

Report List Server List

Reports Filter

*View Reports: Operator Process Type: Refresh
Status: Last: 1 Days

Report List Personalize Find View All First 1-8 of 8 Last

Process Name	User ID	Process Instance	Report Description	Request Date/Time	Format	Run Status	Status	Details	View Report
N44_FSA		38038514	Family Separation Allowance	12/19/2022 9:17:44AM	Acrobat (*.pdf)	Success	Posted	Details	View
N16_ETS		38038445	Projected Loss	12/19/2022 9:09:01AM	Acrobat (*.pdf)	Success	Posted	Details	View
N58_PGR		38038334	Prospective Gain	12/19/2022 8:56:57AM	Acrobat (*.pdf)	Success	Posted	Details	View
N46_CSP		38036823	Career Sea Pay Premium List	12/19/2022 1:20:19AM	Acrobat (*.pdf)	Success	Posted	Details	View
N14_AWRD		38036802	Awards Eligibility	12/19/2022 1:09:56AM	Acrobat (*.pdf)	Success	Posted	Details	View
N42A_MPP		38036774	Meal Pass - by Support UIC	12/19/2022 1:04:13AM	Acrobat (*.pdf)	Success	Posted	Details	View
N42A_MPP		38036771	Meal Pass - by Support UIC	12/19/2022 1:03:40AM	Acrobat (*.pdf)	Success	Posted	Details	View
N44_FSA		38036745	Family Separation Allowance	12/19/2022 12:55:15AM	Acrobat (*.pdf)	Success	Posted	Details	View

Identify the report you wish to see. Click View to open the report.

FSA Report



Navy Standard Integrated Personnel System
FSA ENTITLEMENT REPORT

Personal Data - Privacy Act of 1974

Run Date 12/19/2022
Page No. 1 of 20

Support UIC: 43322 TSC MEMPHIS
Activity UIC: 4016A MNCC

By: Elig / Not Elig

Name	Rank/Rate	SSN	FSA Eligibility	Dependent Code	
				PRM	SEC
	PSC		Y	2	0
	PSC		Y	4	0

FSA Eligibility Section:

- Y - Yes the service members is eligible
- N - No the service member is not eligible

Eligibility does not mean the service member should be currently receiving FSA(FID 65 in MMPA). This only helps you determine the service eligibility, not current entitlement.

Dependent Code

- PRM
 - Shows the number of Primary dependents
- SEC
 - Shows the number of Secondary Dependents



Career Sea Pay Premium (CSPP) Report

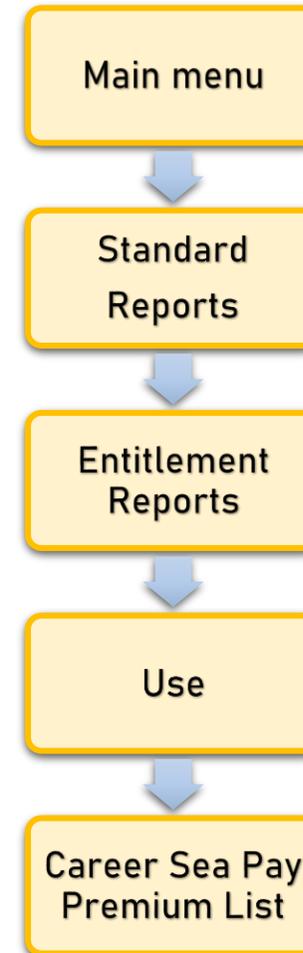
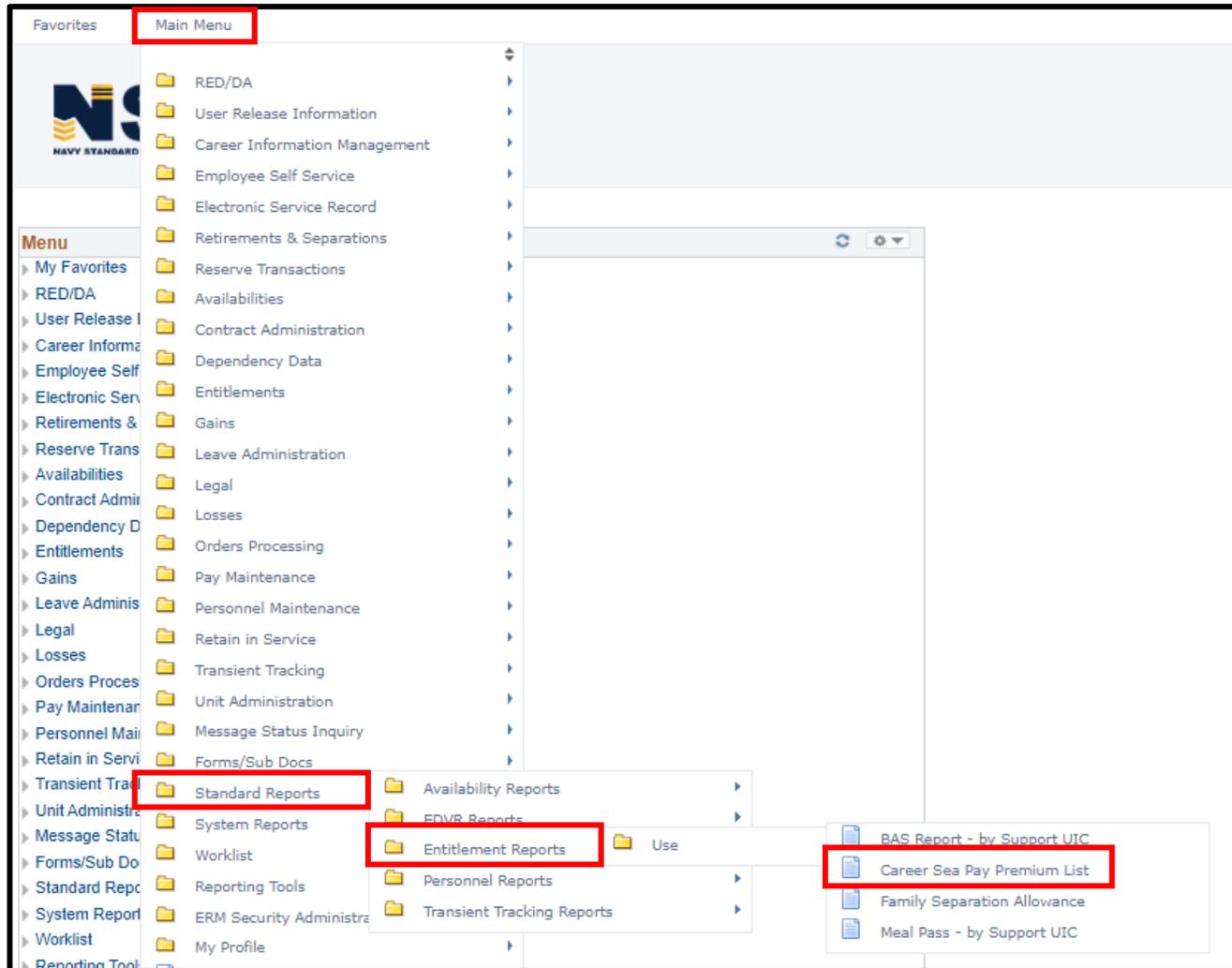
CSPP Report



This report is generated to identify members Career Sea Pay Premium (CSPP) Entitlement Date.

This report can sometimes be misleading due to various "Idle times" or time not accounted for correctly. Ensure you verify eligibility and start dates in accordance with DOD FMR VOL 7A Chapter 18 and OPNAVINST 7220.14

CSPP Report



CSPP Report



Favorites Main Menu >

NSIPS
NAVY STANDARD INTEGRATED PERSONNEL SYSTEM

Career Sea Pay Premium List

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value Add a New Value

▼ Search Criteria

Run Control ID begins with ▼ 4016A

Limit the number of results to (up to 300): 300

Search Clear Basic Search Save Search Criteria

Find an Existing Value | Add a New Value

Input / Add your Run Control ID.

Select Search.

CSPP Report



Navigation: Favorites Main Menu >

NSIPS
NAVY STANDARD INTEGRATED PERSONNEL SYSTEM

Career Sea Pay Premium List

Run Control ID 4016A Report Manager **Run**

Support UIC: TRANSACTION SERVICE CTR MPHS

As Of Date:

Select All De-Select All

	Select	Department	Description
1	<input checked="" type="checkbox"/>	4016A	MNCC
2	<input checked="" type="checkbox"/>	62980	CNAVPERSCOM MILL

Personalize | Find | View All | First 1-2 of 2 Last

Save Return to Search Notify Add Update/Display

Input the Support UIC.

Select which command for which you would like to generate this report.

Select Run.

CSPP Report



The screenshot shows the NSIPS (NAVY STANDARD INTEGRATED PERSONNEL SYSTEM) interface. The main window displays the "Career Sea Pay Premium List" report manager. A "Process Scheduler Request" dialog box is open, allowing users to configure report generation parameters. The dialog includes fields for "User ID", "Run Control ID", "Server Name", "Run Date", "Recurrence", "Run Time", and "Time Zone". A "Process List" table is also visible, showing the selected process and its format.

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Career Sea Pay Premium List	N46_CSP	SQR Report	Web	PDF	Distribution

Select the format you would like to generate this report. The common selection is PDF.

Select OK to generate the report.

CSPP Report



Navigation: Favorites Main Menu >

NSIPS
NAVY STANDARD INTEGRATED PERSONNEL SYSTEM

Career Sea Pay Premium List

Run Control ID 4016A **Report Manager** Run

Process Instance:38038772

Support UIC: 43322 TRANSACTION SERVICE CTR MPHS

As Of Date: 01/25/2023

Select All De-Select All

	Select	Department	Description
1	<input checked="" type="checkbox"/>	4016A	MNCC
2	<input checked="" type="checkbox"/>	62980	CNAVPERSCOM MILL

Personalize Find View All First 1-2 of 2 Last

Save Return to Search Notify Add Update/Display

Click on Report Manager.

CSPP Report



Report List Server List

Reports Filter

*View Reports: Operator Process Type: Refresh

Status: Last: 1 Days

Report List Personalize | Find | View All | First 1-11 of 11 Last

Process Name	User ID	Process Instance	Report Description	Request Date/Time	Format	Run Status	Status	Details	View Report
N46_CSP		38038772	Career Sea Pay Premium List	12/19/2022 9:52:12AM	Acrobat (*.pdf)	Success	Posted	Details	View
N42A_MPP		38038679	Meal Pass - by Support UIC	12/19/2022 9:40:08AM	Acrobat (*.pdf)	Success	Posted	Details	View
N14_AWRD		38038620	Awards Eligibility	12/19/2022 9:31:16AM	Acrobat (*.pdf)	Success	Posted	Details	View
N44_FSA		38038514	Family Separation Allowance	12/19/2022 9:17:44AM	Acrobat (*.pdf)	Success	Posted	Details	View
N16_ETS		38038445	Projected Loss	12/19/2022 9:09:01AM	Acrobat (*.pdf)	Success	Posted	Details	View
N58_PGR		38038334	Prospective Gain	12/19/2022 8:56:57AM	Acrobat (*.pdf)	Success	Posted	Details	View
N46_CSP		38036823	Career Sea Pay Premium List	12/19/2022 1:20:19AM	Acrobat (*.pdf)	Success	Posted	Details	View
N14_AWRD		38036802	Awards Eligibility	12/19/2022 1:09:56AM	Acrobat (*.pdf)	Success	Posted	Details	View
N42A_MPP		38036774	Meal Pass - by Support UIC	12/19/2022 1:04:13AM	Acrobat (*.pdf)	Success	Posted	Details	View
N42A_MPP		38036771	Meal Pass - by Support UIC	12/19/2022 1:03:40AM	Acrobat (*.pdf)	Success	Posted	Details	View
N44_FSA		38036745	Family Separation Allowance	12/19/2022 12:55:15AM	Acrobat (*.pdf)	Success	Posted	Details	View

Identify the report you wish to see. Click View to open the report.

CSPP Report



Navy Standard Integrated Personnel System
CSP PREMIUM ENTITLEMENT LISTING

Personal Data - Privacy Act of 1974

Run Date 12/19/2022
Page No. 1 of 4

Support UIC: 43322 TSC MEMPHIS
Activity: 4016A MNCC

AS OF DATE 01/25/2023

Name	Rank/Rate	SSN	DIV	CSPP Due Date
	LCDR PS1			12/21/2022 12/29/2013

CSPP Due Date:
The date service member is expected to be eligible to receive CSPP(fid 37 in MMPA).



Unit Administration

What is Unit Admin?



A software change was made to the Unit Administration function in NSIPS. It allows CPPA role users to search for Command Triad contact information and CPPAs by UIC.

Also, Unit Administration was added for the CPPA role users to allow updates to the UICs for which they have security access.

Unit Admin: CPPA Expectations



All CPPAs should update this information when:

- Arriving/departing
- Change of Command
- A POC(point of contact) listed on the Unit Admin has changed

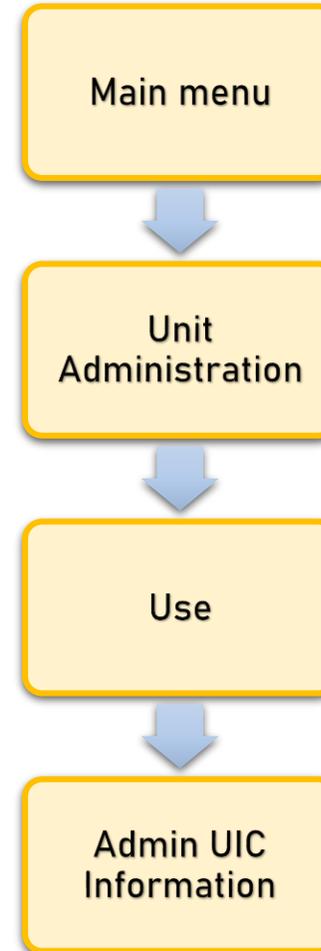
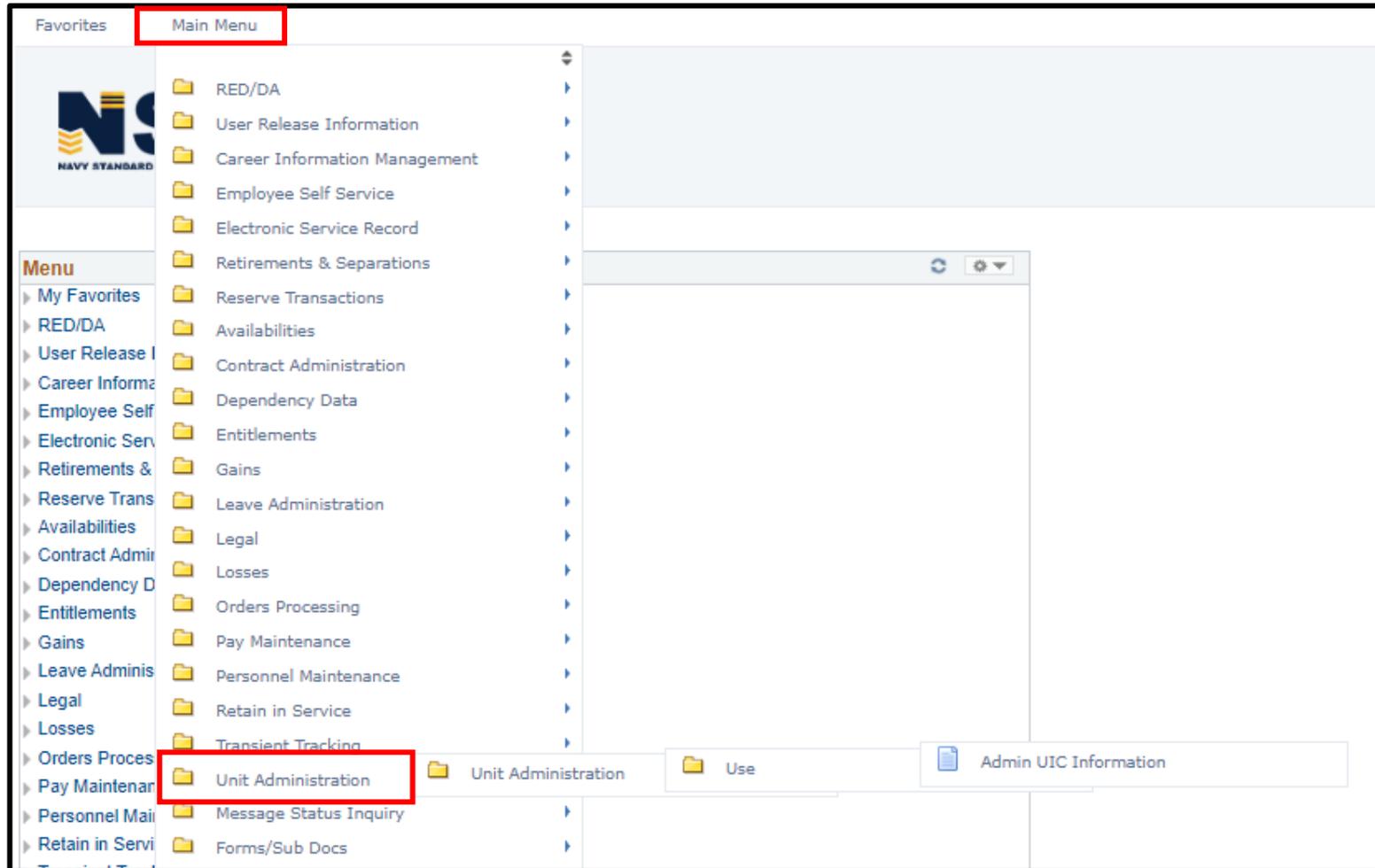
Must be reviewed monthly by CPPAs to ensure accuracy. RSCs, TSCs, and NPPSC will make this an inspectable item in the very near future.

Benefits of Unit Admin



- Help RSCs determine where CPPAs are located and find contact information.
- Help RSCs manage CPPA/Triad Distros which ensures CPPAs and Command Triads are receiving critical pay and personnel policy updates and information.
- Unit Admin is Global! Any CPPA can look up a Point of Contact by searching by UIC.
- Unit Admin global capability allows for CPPAs to find each other for customer service resolutions using the UIC to search for a Point of contact.

Unit Administration



Unit Administration



Favorites Main Menu > Unit Administration > Unit Administration > Use > Admin UIC Information



Admin UIC Information

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

▼ Search Criteria

Department

Description

Limit the number of results to (up to 300):

[Basic Search](#)  [Save Search Criteria](#)

Input your UIC.

Select Search.

Unit Administration



Favorites Main Menu > Unit Administration > Unit Administration > Use > Admin UIC Information

NSIPS
NAVY STANDARD INTEGRATED PERSONNEL SYSTEM

UIC Data | UIC Address/Telephone | RUIC Info | RUIC IDT Data

UIC: 4016A MNCC

Activity Long Title: MY NAVY CAREER CENTER

Officer Status:	3	Last UIC File Update:	
Enlisted Status:	3	Command Number:	
PPSUIC:	43322	Sea Shore Code:	1
PSA/PSD:	2208	Location Code:	47

Manning Control Authority Code: B

Commanding Officer's Information

SSN:	<input type="text"/>	Name:	<input type="text"/>
Rank:	<input type="text"/>	Signature:	<input type="text"/>

[UIC Data](#) | [UIC Address/Telephone](#) | [RUIC Info](#) | [RUIC IDT Data](#)

Unit Administration



Favorites Main Menu > Unit Administration > Unit Administration > Use > Admin UIC Information

NSIPS
NAVY STANDARD INTEGRATED PERSONNEL SYSTEM

UIC Data | **UIC Address/Telephone** | RUIC Info | RUIC IDT Data

UIC: 4016A MNCC

Command Address

Attention:
Street:
City:
State: Zip Code:

Plain Language Address: MYNAVCAREERCEN MILLINGTON TN

Contact Details Find | View All First 1 of 1 Last

Office Code	Designator	Area Code	Phone Number	Email Address
CPPA1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

CMC/CSEI
CPPA1
CPPA10
CPPA2
CPPA3
CPPA4
CPPA5
CPPA6
CPPA7
CPPA8
CPPA9
Command FAX
Commanding Officer
Computer Phone
Duty Phone
Executive Officer
IS Security Officer
Lead CPPA
Lead CPPA Supervisor

Search Notify

Phone | RUIC Info | RUIC IDT Data

Ensure to update the command address.

Select an option. Ensure to add the member's designator, if applicable, along with contact information. Use DOD email.

Best Practices



- Generate all reports weekly.
- Use reports to plan ahead.
- Notify your chain of command of any report discrepancies.
- Keep in mind that reports generate PII protected by the Privacy Act of 1974. Take all measures required to protect the information contained within these reports.

Summary and Review



In this lesson we covered how to generate and identify information from the following reports:

- Alpha Locator
- Prospective Gains
- Prospective Losses
- DN Report
- FSA Report
- CSPP Report
- Unit Administration

References



Command Pay and Personnel Administrator (CPPA) Handbook: [CPPA HANDBOOK 16NOV22.pdf \(navy.mil\)](#)

CPPA Resources: [CPPA Resources \(navy.mil\)](#)

DOD FMR Vol 7A: [DOD FMR Vol 7A](#)

OPNAVINST 7220.14: [Career Sea Pay Premium SOP Rev Jun 2023](#)



Questions?



**This concludes the lesson on
NSIPS Administrative Reports**

Thank you for your participation!