PROCEDURE UPDATE: **NSIPS UNIT ADMINISTRATION MODULE UPDATE BY CPPA**
Release Date: 3/7/2023        Effective Date: Immediately

**BLUF**:  Command Pay and Personnel Administrators (CPPA) are tasked with updating the UIC(s) points of contact information in the Navy Standard Integrated Personnel System (NSIPS) Unit Administration module.

**DISCUSSION**:  NSIPS has been updated to allow CPPAs to provide key command POC information (triad and administrative POCs) in the NSIPS Unit Administration module.  This information provides MyNavy Career Center (MNCC), Transaction Service Centers (TSC), Regional Support Centers (RSC), Type Commanders, and pay and personnel professionals reliable contact information for key command stakeholders, enabling better and faster communication when trying to resolve emergent personnel and pay issues.

**UPDATING UNIT ADMIN INFORMATION**:  Command UIC(s) information will be updated by CPPAs.  To update command UIC(s) information, CPPAs will navigate in NSIPS to Main Menu > Unit Administration > Admin UIC Information, then complete the following steps for each UIC over which they have responsibility.
- In "Department", type UIC and click "search."
- In "UIC Data" tab, update Commanding Officer's information.
- In "UIC Address/Telephone" Tab, update Commanding Officer, Executive Officer, CMC/SEL, Personnel Office, Lead CPPA, CPPAs (up to 10 CPPAs may be listed), Duty Phone, and other command POCs as applicable.
- Update "RUIC Info" and "RUIC IDT Data" if applicable.

CPPAs should update their Unit Admin information when:
- Reporting onboard.
- Any changes occur to command triad and command POCs.

The Unit Administration module allows for CPPAs to update command POCs for UICs to which they have security access.  Additionally, CPPAs may search any UIC Navy-wide and find the POC information for another command, making communication efficient and timely when required to resolve pay and personnel issues between commands.

Up to date Unit Admin POC information facilitates easier and faster communication between MNCC, TSCs and RSCs with command stakeholders when resolving complex personnel and pay issues.

**WHAT THIS MEANS TO YOU**:
- ⊹ **CPPAs** – Ensure command triad, CPPA, and key POC contact information is up to date in the NSIPS Unit Administration module.
- ⊹ Training on the use of Unit Administration, NSIPS Administrative Reports, and other pay and personnel topics can be found on the Regional Support Center SharePoint.
- ⊹ OPS ALERTS and CPPA RESOURCES can be found on:
  - https://flankspeed.sharepoint-mil.us/sites/MyNavyHR_MNCC/NPPSC/NPPSC%20OPS%20ALERTS/Forms/AllItems.aspx
  - https://www.mynavyhr.navy.mil/Support-Services/MyNavy-Career-Center/Pers-Pay-Support/CPPA-Resources/

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