



# NAVY PAY AND PERSONNEL SUPPORT CENTER OPS ALERT

Ser N3: 014-24

## VERIFYING & UPDATING THE COMMAND ADDRESS IN NSIPS AND DJMS

Release Date: 4/08/2024

Effective Date: Immediately

**BLUF:** Command addresses within personnel and pay (PersPay) systems play a critical role in identifying the command location and also ensuring the accuracy of entitlements and station allowances. This Ops Alert outlines procedures for command pay and personnel administrators (CPPA) and administrative professionals to verify command unit identification codes (UIC) address in the systems outlined below and submit change requests as needed.

**DISCUSSION:** CPPAs and admin professionals must verify the address for each serviced UIC annually or as needed (ex. following a homeport change, new UIC establishment, etc.). Verify both systems below:

1. **NSIPS Unit Administration.** After logging into [NSIPS](#), navigate to Main Menu > Unit Administration > Use > Admin UIC Information. Type in the UIC in the department field. Select the “UIC Address/Telephone” tab to view the address on file.
2. **Defense Joint Military Pay System (DJMS).** You may use legacy DJMS Military Master Pay Account (MMPA) or Web MMPA access, by following the steps below.
  - **Legacy DJMS MMPA.** Login via [Multi-Host Internet Access Portal](#). After login, type in verb AMF1. This will take you to the Activity Master File page. Leaving a space after AMF1, type in the UIC(s) that need verification. The command address will be displayed in the upper right-hand corner.
  - **Web MMPA.** Login via [MilPay Repository website](#). On the Main splash page under Resources, select DJMS Tables. Click accept and you will see a list of many tables. Scroll to the bottom of the list and select AMF1 – Activity Master File. Once the table opens, type the UIC in the “Key” field in upper left corner and tab out. The address will be displayed under the mailing address column.

**Note: The command mailing address should not reflect a supporting command’s address (unless co-located with supporting/parent UIC). For example: if a Post Graduate school is located in Iowa City, IA but the supporting/parent command’s address is Rock Island, IL, the command address for the Post Graduate school MUST reflect Iowa City, IA.**

The command address listed in DJMS (AMF1) determines the zip code used to pay Basic Allowance for Housing (BAH) or station allowances to all personnel assigned to that UIC (some exceptions exist such as Navy Recruiting Command personnel that require additional key supporting documents to determine BAH due to their recruiting station assignment).

### **PROCEDURES FOR REQUESTING A CORRECTION TO THE COMMAND’S ADDRESS**

Commands requiring a change to command address(es) in NSIPS and DJMS will submit a letter with the following info:

- Use command letterhead
- Include the effective date for the address change. This date will determine the effective date of BAH or station allowance changes resulting from the address change.
- Include the UIC(s) and Command/Activity Name(s)
- Include only the new address to be updated in the systems
- Include all command points of contact (ex. CPPAs) – rank, full name, and email address. This information will be used to add POCs to the enterprise Customer Relationship Management (eCRM) case noted in the next section.
- Must be signed by CO or equivalent. By direction delegation is not authorized.

**PROCEDURES FOR REQUESTING A CORRECTION TO THE COMMAND’S ADDRESS (cont.)**

CPPAs will submit the command request letter via eCRM/Salesforce case using the case information below.

Subject	Address change request ICO UIC(s) XXXXX, XXXXX, XXXXX (insert applicable UICs, if more than 5 UICs must be changed, include only first 5 UICs in subject line)
Effective Date	Effective date of address change from command letter
Request Type	MILPAY
Problem Code	Other
Routed To	NPPSC HQ. Do not select other options as it will delay processing.
Contact Name	Utilize CPPA contact record
KSDs	Upload command request letter

Once both addresses have been updated, NPPSC will close the eCRM case and generate a new case to the servicing Transaction Service Center to effect the BAH or station allowances changes for personnel assigned to the UIC(s). The CPPA who submitted to address change and those POCs listed on the command request letter will be added to the new eCRM case so the command can monitor progress and communicate with the TSC as needed.

It is important to note that some address changes may result in changes to BAH or station allowances that can create a debt for Service members. In these cases, the affected Sailors will not be grandfathered into the old rate.

**WHAT THIS MEANS TO YOU:**

- ✚ **CPPAs:** Verify command UIC(s) address in NSIPS and DJMS annually or as required.
- ✚ **CPPAs:** Submit address change requests per procedures outlined in this Ops Alert as required.
- ✚ **CPPAs:** Find your Regional Support Center (RSC) contact information on the [MyNavy HR CPPA Resources Page > RSC Contacts](#). Find RSC Training Schedules and additional info the [RSC SharePoint Pages](#).
- ✚ OPS ALERTS, PERSPAY SOPs, eCRM Case Routing Guidance and CPPA Resources can be found on the [MyNavy HR CPPA Resources Page](#) (navigate to CPPA Resources > eCRM Library).

**\*\*\* REGIONAL SUPPORT CENTERS: DISSEMINATE TO COMMANDS AND CPPAs IN YOUR AOR \*\*\***

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**POC:**

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