NAVY PAY AND PERSONNEL SUPPORT CENTER OPS ALERT

PROCEDURE UPDATE: **NSIPS UNIT ADMINISTRATION MODULE UPDATE BY CPPA – SEMI-ANNUAL UPDATE**

Release Date: 8/5/2024   Effective Date: Immediately

BLUF: Command Pay and Personnel Administrators (CPPA) update their command's UIC(s) points of contact (POC) information in the Navy Standard Integrated Personnel System (NSIPS) Unit Administration module. This information must be validated semi-annually, or as needed. Additionally, Unit Administration has been updated with new fields that now list the date each POC was last updated, making it easier for commands to identify POCs that are no longer valid.

DISCUSSION: The NSIPS Unit Administration module provides a central place for CPPAs to maintain key command POC information (triad and administrative POCs). 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 personnel and pay inquiries or issues.

UPDATING UNIT ADMIN INFORMATION: 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.
- Semi-annually.

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, enabling efficient and timely communication when required to resolve pay and personnel issues between commands.

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.
- **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 on the RSC SharePoint Pages.
- OPS ALERTS, PERSPAY SOPs, eCRM Case Routing Guidance (eCRM Library) and CPPA Resources can be found on the MyNavy HR CPPA Resources Page.

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

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POC:

For questions and assistance in regards to this Ops Alert, please reach out to your supporting RSC.