



NAVY PAY AND PERSONNEL SUPPORT CENTER OPS ALERT

Ser: 025-24

PROCEDURE UPDATE: SYSTEM UPDATE FOR DD-214 SIGNATURES

Release Date: 12/03/2024

Effective Date: Immediately

BLUF: Effective immediately, Service members will digitally sign the DD-214 (Certificate of Uniformed Service), DD-215 (correction to DD-214/214-1), and future DD-214-1 (Certificate of Uniformed Service/Reserve Component Addendum) through Navy Standard Integrated Personnel System (NSIPS), eliminating the need for BUPERS Online (BOL) Document Services.

DISCUSSION: The recent update to NSIPS DD-214/DD-215 system offers a centralized platform for eligible Service members who are due for separation, Fleet Reserve, or retirement. This enhancement allows individuals to conveniently access and sign their DD-214/DD-215s (and upcoming DD-214-1) through their NSIPS Member Self-Service accounts with increased functionality and efficiency.

ELECTRONIC SERVICE RECORD (ESR) REVIEW: Service information recorded on the DD-214/DD-215 will be automatically filled in from the Service member's ESR. Service members and units responsible for service record entries must verify all ESR information 12 months prior to separation or retirement date. In cases where NSIPS ESR data is missing or inaccurate, CPPAs and personnel offices can help Service members address issues, or the unit processing the separation may add entries to the DD-214 if proper key supporting document is provided. Commands with a qualified CPPA Supervisor can correct ESR information using the CPPA Supervisor user role; commands without CPPA Supervisor access should refer to the [eCRM Case Routing Guidance for ESR](#) outlined on the MyNavy HR CPPA Resources website.

NSIPS DD-214/DD-215 USER GUIDE: To ensure a smooth transition into this update, an interactive user guide was created and added to the training tab on the NSIPS splash page. The interactive guide contains specialized training for Service members and DD-214 separation clerks and supervisors. Follow the steps below to access the guides:

- 1) Log in to NSIPS. (https://www.nsips.cloud.navy.mil/nsipsclo_landing/index.html)
- 2) At the NSIPS splash page, select the TRAINING link on the top of the page.
- 3) Under TRAINING, click on INTERACTIVE TRAINING.
- 4) Scroll down to RETIREMENTS AND SEPARATIONS TRAINING.
- 5) Click on NSIPS DD-214 INTERACTIVE USER GUIDE.
- 6) Click on START to initiate the training.

DD-214 PROCESSING AND SIGNING: Please see steps below.

- Step 1: **Separation Clerk or Supervisor**
 - Generates DD-214 worksheet in NSIPS.
- Step 2: **Service Member**
 - Reviews the worksheet and marks it "Accurate" as their final signature, or marks it "Inaccurate" and routes back with corrections and KSDs, as needed.
- Step 3: **Separations Supervisors**
 - Signs the accurate DD-214 worksheet in NSIPS.
- Step 4: DD-214 is transmitted to the Service member's Official Military Personnel File (OMPF).

NOTE: All DD-214s and DD-215s will be digitally signed in NSIPS vice BOL Document Services.

WHAT THIS MEANS TO YOU:

- ✚ **CPPAs:** CPPAs will familiarize themselves with the NSIPS DD-214 Interactive User Guide and provide guidance as necessary for separating or retiring Service members.
- ✚ **CPPAs:** Find your 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](#).

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POC:

Refer to your RSC for questions.

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