



NAVY PAY AND PERSONNEL SUPPORT CENTER OPS ALERT

Ser : 008-26

PROCEDURE UPDATE: NSIPS UNIT ADMINISTRATION MODULE SEMI-ANNUAL UPDATE

Release Date: 4/20/2026 Effective Date: Immediately

BLUE: To ensure your Sailors receive timely and effective pay and personnel support, it is critical that your command's contact information is kept current. The deadline for the mandatory semi-annual update of your command's Point of Contact (POC) information in the NSIPS Unit Administration module is **30 June 2026**.

WHY THIS IS IMPORTANT FOR YOUR COMMAND: Accurate POC information allows the MyNavy Career Center, Regional Support Centers (RSCs), and other key personnel to resolve pay and personnel issues without delay. This information is also used to assign and contact your command regarding Full Power Navy (FPN) cases.

RECENT SYSTEM UPDATES TO HELP YOU: The Unit Administration module has been improved to make this process easier. You can now:

- Add or remove the designated Lead CPPA.
- Verify all contact data with a single check box.

HOW TO COMPLETE THE UPDATE: For each UIC you are responsible for, please follow these steps:

1. In NSIPS, navigate to: Main Menu > Unit Administration > Admin UIC Information.
2. In the "Department" field, enter the UIC and click "search."
3. Update the Commanding Officer's information on the "UIC Data" tab.
4. On the "UIC Address/Telephone" Tab, update contact details for the CO, XO, CMC/SEL, Personnel Office, and other key POCs.
5. Crucially, ensure the "Lead CPPA" block is correctly filled, as this person is the primary contact for new FPN cases and other urgent pay issues.

This update is required semi-annually and at any time there is a change in your command's key personnel.

Your proactive involvement is essential for maintaining the integrity of our personnel systems and directly impacts the support provided to our Sailors.

For any questions, please contact your designated Regional Support Center (RSC).

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 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.

[MyNavy HR CPPA Resources Page > RSC Contacts](#).