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UNCLAS CUI
SUBJ/PAY AND PERSONNEL INFORMATION BULLETIN 24-22//
REF/A/GENADMIN/CNO WASHINGTON DC/N2N6/031424ZNOV23//
REF/B/DOC/DON ENTERPRISE IT CONTROL STANDARDS/NOTAL//
NARR/ REF A IS GUIDANCE FOR NAVY SYSTEM AUTHORIZATION ACCESS REQUEST AND
RECIPROCITY. REF B IS DON IT CONTROL STANDARDS REQUIREMENT TO DISABLE
ACCOUNTS
WITHIN THREE FEDERAL BUSINESS DAYS UPON NOTIFICATION OF TRANSFER FROM UIC TO
ANOTHER UIC OR SEPARATION FROM NAVY.//
GENTEXT/REMARKS/1. Pass to commanding officers, executive officers, senior
enlisted leaders, administrative officers, personnel officers, command
career
counselors, and disbursing officers. This message targets personnel,
administrative, disbursing, Transaction Service Centers, and Regional
Support
Centers regarding current personnel, pay, and transportation services for
both
active and reserve personnel.
2. In accordance with reference (a), modifications to move accounts within
the
Navy and reactivate disabled accounts due to inactivity do not require a new
System Authorization Access Request (SAAR) form. Information System
Security
Manager (ISSM), Information System Security Officer (ISSO), or Information
System Coordinator (ISC) will request account movement or reactivation after
validating the current SAAR form and completion of mandatory training. This
bulletin identifies requirements for enabling Navy Standard Integrated
Personnel System (NSIPS) non-self-service accounts without a new SAAR form
after transferring Unit Identification Codes (UICs).
3. To comply with the requirements set forth in reference (b) the NSIPS
Project
Management Office (PMO) implemented system program enhancements.
    a. System removes all dormant NSIPS accounts in which the users' Common
    Access Card (CAC) had either expired or was revoked. If the CAC expired
or was
    revoked and is reenabled within 72 hours on the Identity Synchronization
    Service (IdSS) file, NSIPS shall reenable the account.
    b. System monitors the Department of Defense (DoD) Official UIC for
any
    changes within the IdSS file. If there are any changes to DoD UIC, the
system
    shall disable users NSIPS accounts immediately and update the account

with IdSS
    Transfer Disable. This rule does not apply to member self-service
accounts.
4. When a user returns to their duties after a UIC transfer, they will have
to
request desired NSIPS roles via eSAAR. They can verify their previous SAAR
(DD
2875) is on file within NSIPS by selecting the 'View Existing SAAR Form' via
eSAAR.
    a.   The user will update, as necessary, the Information Awareness (IA)
    Training Date, Clearance Investigation Date (found on the DD 2875) and
access
    expiration date (government civilian CAC expiration date, contractors
contract
    expiration date).
    b.   The supervisor will validate the roles or different set of roles
that
    the employee shall need in the performance of their duties upon return.
The
    supervisor shall verify the IA training is current.
    c.   The approving NSIPS Account Manager (NAM)/Functional Account
Manager
    (FAM) reserves the right to request that the user provide a copy of the
    training certificate.
Note:
        (1) Before a user requests NSIPS account(s) they must be
officially
        checked in.
        (2) If account(s) are created prior to official check-in, once
checked
        in, IdSS will pick up the change as a transfer which will trigger
NSIPS to
        deactivate accounts previously created.
        (3) The employee will have to request the same accounts again via
        eSAAR following paragraph 4 above.
        (4) It is essential that users are checked in as soon as possible.
5. If an active user experiences any log on issues, or if an account is
incorrectly disabled, user should contact the NSIPS Help Desk at 1-833-637
-3669, or email nesd(at)nesd-mail.onbmc.mil for support.
6. Questions regarding personnel, pay, and transportation transactions
should
be sent to the MyNavy Career Center Human Resources Service Center at
1(833)330
-6622 or askmncc(at)navy.mil. Please note, this email is not encrypted, do
not
send Personally Identifiable Information (PII) to this address.
7. Point of contact regarding this pay and personnel information bulletin
is
Mr. Ron Ates. He can be reached by phone at   1(901)874-4363 or by email at
ronnie.g.ates.civ(at)us.navy.mil.

8. Request widest distribution possible.
9. Released by Rear Admiral Stuart C. Satterwhite, Commander, MyNavy Career
Center.//
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