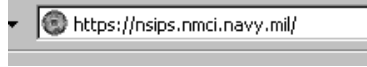


STEP BY STEP GUIDE TO UPDATE YOUR RECORD OF EMERGENCY DATA

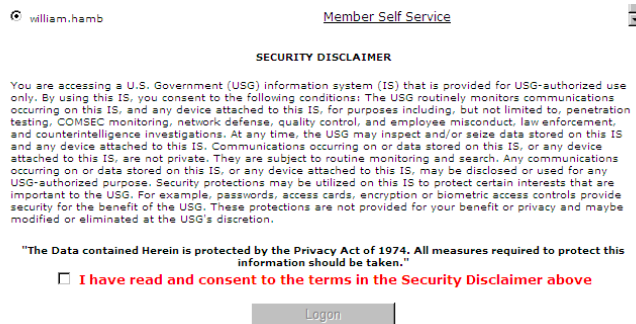
1. Open internet explorer and proceed to the Navy Standard Integrated Personnel System (NSIPS) site at <https://nsips.nmci.navy.mil/> on a Common Access Card enabled computer.



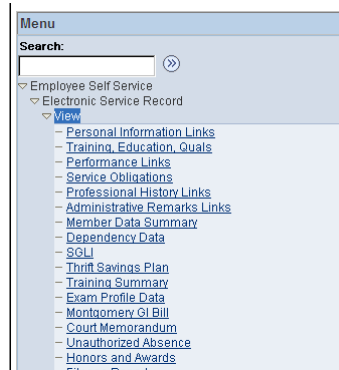
2. When asked to choose a digital certificate ensure that you **DO NOT** select the EMAIL certificate. Click on the "Logon" button.



3. At the NSIPS welcome screen select Member Self Service, "I have read and consent", and click on the "Logon" button again.



4. Once at the NSIPS menu select Employee Self Service / Electronic Service Record / View / Dependency Data.



5. Read through the information CAREFULLY. Pay particularly close attention to the beneficiary's and to the person identified to receive gratuity pay.

Country: _____

Beneficiary / SGLI

Is SGLI Beneficiary on File? **Y**
 Designation Date: 12/07/2006

| ID | Name | Unpaid Pay/Ahw | Allotment If Missing | Gratuity Pay | Type | Relationship | Last Update |
|----|------|----------------|----------------------|--------------|---------------|--------------|-------------|
| 01 | | 100 | 100 | | Dependent | Wife | 02/09/2009 |
| 02 | | | | 100 | Not Dependent | Father | 11/16/2005 |

Total Percentage: 100 100 100
 Number of Beneficiaries: 1 1 1

6. If you are a single member and the information is correct then please return to the top of the page in the summary section and select "Yes" to update the Last Verification Date information. No other action is required.

Summary

| | |
|--|--|
| <p>Dependency Application</p> <p>Total Number of Dependents: 5</p> <p>Primary Dependency Code: Spouse and 4 Children</p> <p>Secondary Dependency Code: No dependent parents</p> <p>Last Verification Date: 08/24/2010</p> <p>Is Dependency Data correct? <input type="button" value="Yes"/></p> | <p>BAH Information</p> <p>Dependent Type: Spouse</p> <p>Youngest Child DOB:</p> <p>Type Code: 1</p> <p>Start Date:</p> <p>Religion</p> <p>PA Assemblies of God</p> |
|--|--|

7. If you are a married member or you notice that the beneficiary information is incorrect in the NSIPS Electronic Service Record please follow these steps to print and verify your Record of Emergency Data;

- a. Return to the bottom of the current page and select "Print Form."

Remarks Find View All First 1 of 1 Last

Clause Number: 24 Sequence Number: 1

Description: ANNUAL VERIFICATION

Comment: ANNUAL VERIFICATION.
 PAGE 2 UPDATED BY: PS1 MURPHY

IT IS MY RESPONSIBILITY TO NOTIFY MY NAVY PERSONNEL OFFICE/SHIP'S OFFICE OR CSD/PSD IF THERE IS A CHANGE IN MY ASSIGNMENT TO QUARTERS THAT MAY AFFECT MY BAH ENTITLEMENTS THAT MAY RESULT IN AN OVER/UNDER PAYMENT.

Go to: [ESR Home](#)

[ESR Personal Information Home](#)

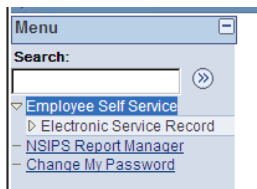
b. At the message prompt select OK.

Message

The Form can be retrieved by Process Instance 1334472 in the NSIPS Report Manager. (26000,1109)

Navigate to NSIPS Report Manager, then select report for the process instance number.

c. From the Menu along the left side of the screen select NSIPS Report Manager.



d. And from the Report Manager screen select "View". If the Status reads processing, please wait one minute and press "Refresh" or F5. Continue this process until the status changes to Posted and the "View" button appears.

| Report List | | | | | | | | | Customize | Find | View All | First | 1 of 1 | Last |
|--------------|--------------|------------------|------------------------|----------------------|-----------------|--------|-------------------------|--|----------------------|------|----------|-------|--------|------|
| Process Name | User ID | Process Instance | Report Description | Request Date/Time | Format | Status | Details | | View Report | | | | | |
| N85_602 | william.hamb | 1334472 | Dependency Application | 02/02/2011 2:50:16PM | Acrobat (*.pdf) | Posted | Details | | View | | | | | |

e. From the file list select the "PDF" link to see the Record of Emergency Data.

| File List | | |
|---|-------------------|---------------------------------|
| Name | File Size (bytes) | Datetime Created |
| SQR N85_602_1335066.log | 1,773 | 02/02/2011 3:18:33.772945PM CST |
| n85_602_1335066.PDF | 5,335 | 02/02/2011 3:18:33.772945PM CST |
| n85_602_1335066.out | 11,653 | 02/02/2011 3:18:33.772945PM CST |

f. From the file menu press print.

8. Again, please read through the information CAREFULLY. Pay particularly close attention to the beneficiary's and to the person identified to receive gratuity pay.

| | |
|--|---------------------|
| <u>BENEFICIARY(IES) FOR UNPAID PAY AND ALLOWANCES</u> | |
| NAME: | RELATIONSHIP:WIFE |
| ADDRESS: | PERCENTAGE:100% |
| <u>PERSON(S) TO RECEIVE ALLOTMENT IF IN A MISSING STATUS, SUBJECT TO SECNAV DETERMINATION</u> | |
| NAME: | RELATIONSHIP:WIFE |
| ADDRESS: | PERCENTAGE:100% |
| <u>BENEFICIARY(IES) FOR GRATUITY PAY</u> | |
| NAME: | RELATIONSHIP:Father |
| ADDRESS: | PERCENTAGE:100% |

9. Make any pen and ink changes necessary and provide a copy of the corrections to your CPC.