Release 1.4.6 of NSIPS deployed the weekend of June 25-26, 2016 established new features for the CPC role for the active duty component. See CPC #4 Phase II—New Features for more information on these components.

The second component of Phase II allows the CPC’s access to print the following NSIPS Standard Reports for their Unit Identification Code (UIC):
1. Enlisted Distribution and Verification Report (List of Deserters, Administrative Drop, Onboard for Temporary Duty and Alpha Listing)
2. Projected Loss Report
3. Prospective Gain Report
4. Advancement Eligibility Report
5. Alpha Locator
6. Awards Eligibility
7. Unit Commanders Financial Report
8. Family Care Plan Report

For guidance on how to create a CPC user account, please see WNFY CPC—# 1 Completion of NSIPS SAAR Form for the process to create a SAAR requesting CPC user access within the NSIPS environment. For guidance on previously provided functionality for the CPC role, see CPC - #2 NSIPS ESR Page Access and CPC - #3 Activity Report. These may be found on the NSIPS splash page at the following link: https://nsipsprod.nmci.navy.mil.

1. After receiving CPC account access, sign into NSIPS via the splash page.

2. Select the Command PASS Coordinator from the drop down and Logon.
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Note that all NSIPS reports are typically created using the following procedures depending on the Menu Item and Run Control ID.

Menu Navigation for NSIPS Standard Reports.
1. Select Standard Reports.
2. On the Standard Reports screen, select the Use folder under the EDVR Reports Folder.  
2a. Note that this folder contains the Enlisted Distribution and Verification Report, the Projected Loss Report, and the Prospective Gain Report.
3. OR on the Standard Reports screen, select the Use folder under the Personnel Reports Folder.
3a. Note that this folder contains the Advancement Eligibility Report, the Alpha Locator Report, the Awards Eligibility Report, the Unit Commanders Financial Report, and the Family Care Plan Report.
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4. For our example, we selected the Enlisted Distribution and Verification Report.

5. In the Run Control ID field, you can enter any unique name to help you remember the report you are creating. If you have previously run this report, select Find an Existing Value. If this is the first time you are creating an EDVR Report, select Add A New Value.
6. The following page will be displayed when adding a new value. Note that if you selected Find an Existing Value, a pick list with previous Run Control ID's will be displayed. For our example, select Add.
7. On the EDVR Report Manager page, the EDVR report is broken into four sections. In this example, we selected the Select Onboard TEMDU radio button to run a list of member’s onboard our command for temporary duty. Click the magnifying glass and select the Support UIC. Next, click the Select checkbox next to the UIC you support. Note that all UIC’s for which you have access will be displayed - you can select one or all. Click Run.
8. The Process Scheduler Request page will appear. Under Server Name, click the drop down arrow to select the name of the server on which to run the report. Select OK.

9. You will be returned to the EDVR Report Manager page. Select Report Manager.
10. The Reports Page provides a list of reports that have been created for you. If your report has not been posted, click Refresh until the Run Status for your report shows Success and the Status of your report shows Posted. Click the View button and the Report Detail page will appear.

11. To view your report, select the PDF file name.
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This communications product is prepared by the PMW 240 Enterprise Change Management (ECM) team.

As always feel free to contact us directly with any questions or comments.

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Remember that the Command PASS Coordinator will only have access to report information for UIC’s for which they have been granted access.

Remember to assign a unique Control Run ID to your report for ease of location once the report is created.

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