Release 1.4.5 of NSIPS (to be deployed the weekend of March 26-27, 2016) will establish the CPC role for the active duty component with Inquire (view only) and view and print for certain electronic service record (ESR) functions. See March Personnel and Pay Modernization Newsletter for a list of functionality.

CPC’s are required to request account access within NSIPS by completing a Navy SAAR-N (OPNAV 5239/14). Specifically in Block 11: Justification - Indicate “CPC User Role in NSIPS” and list all Unit Identification Codes (UIC’s) for which CPC duties have been assigned. Along with the SAAR-N, a copy of the official CPC appointment letter and proof that the DoD Information Assurance (IA) course has been completed within the current fiscal year must be submitted to the PSD NSIPS Access Manager (NAM). Please note that the UIC’s listed on the appointment letter must match Block 11 on the SAAR-N. Once access to NSIPS is granted, the CPC user must complete a new NSIPS SAAR on-line.

Listed below are the steps for completing the NSIPS on-line SAAR request.

1. Enter or copy and paste the following URL in your browser: [https://nsipsprod.nmci.navy.mil/nsipscio/jsp/index.jsp](https://nsipsprod.nmci.navy.mil/nsipscio/jsp/index.jsp)

2. Select your non-email DoD certificate and click OK.
3. Read the DoD Notice and Consent Banner and if you agree to the terms select OK.
What’s New for You?

5. Note that the name will automatically populate based upon the name on the CAC certification.

6. If you have a current NSIPS account, the following message will appear. Select OK to clear the message.
7. Enter your command’s Unit Identification Code (UIC) and select SUBMIT.
8. The SAAR Account Type screen will appear. Select the button next to “Command Level Access.” Select “NEXT.”
9. Select the “Command Pass Coordinator (CPC)” as your primary role. Select OK.
10. Next, you will create your New User Account. If your Rate/Rank automatically populates in the Rate/Rank Field, enter your work telephone number and work email address.

11. If your Rate/Rank does not automatically populate in the Rate/Rank Field, select the small magnifying glass to view the lookup box for Rate/Rank. You may narrow your search by using the Search feature. Select the correct Rate/Rank and then enter your work telephone number and work email address.
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12. Next, select the UIC Access link.

System Access Authorization Request - (SAAR)
Create New User Account - Command PASS Coordinator (CPC)

Operator Attributes
- User ID:
- Name:
- Department:
- Rank/Rate: GS14
- Account Type: Civilian
- Telephone:
- Email Address:

UIC Access
- Official Email Address

Supervisor Details - SAAR Form
- Name: (Last, First Middle)
- Email Id: Official Email Address
- Contact Phone:

Submit Account  Reset
13. This will bring up the Pay & Personnel Support Level UIC Access Profile page. Select General UIC(s).
14. In the General UIC field, enter the UIC listed in your Command Pass Coordinator Appointment letter. If more than one UIC is listed on the letter, select the “+” sign to the right to enter additional UIC’s. Continue until all UIC’s on your letter have been entered. Select OK.
15. You will be returned to the Pay & Personnel Support Level UIC Access Profile page. Click OK.
16. Next, you will enter your supervisor’s information. Enter your supervisor’s Last, First and Middle Name. Do not put a comma between last name and first name. Tab to the next field and enter your supervisor’s work email address. Tab to the contact phone field and enter your supervisor’s work telephone number. Select “Submit Account.”
17. Congratulations! You have now completed your NSIPS SAAR request for the role of Command Pass Coordinator. Your information will automatically go to your PSD NSIPS Access Manager (NAM) for approval.

18. After you have received your account, see CPC What’s New for You #2 for the steps in accessing the members Electronic Service Record information.