What's New for You?

Command PASS Coordinator (CPC) Role - NSIPS ESR Page Access

WNFY CPC—Issue 2

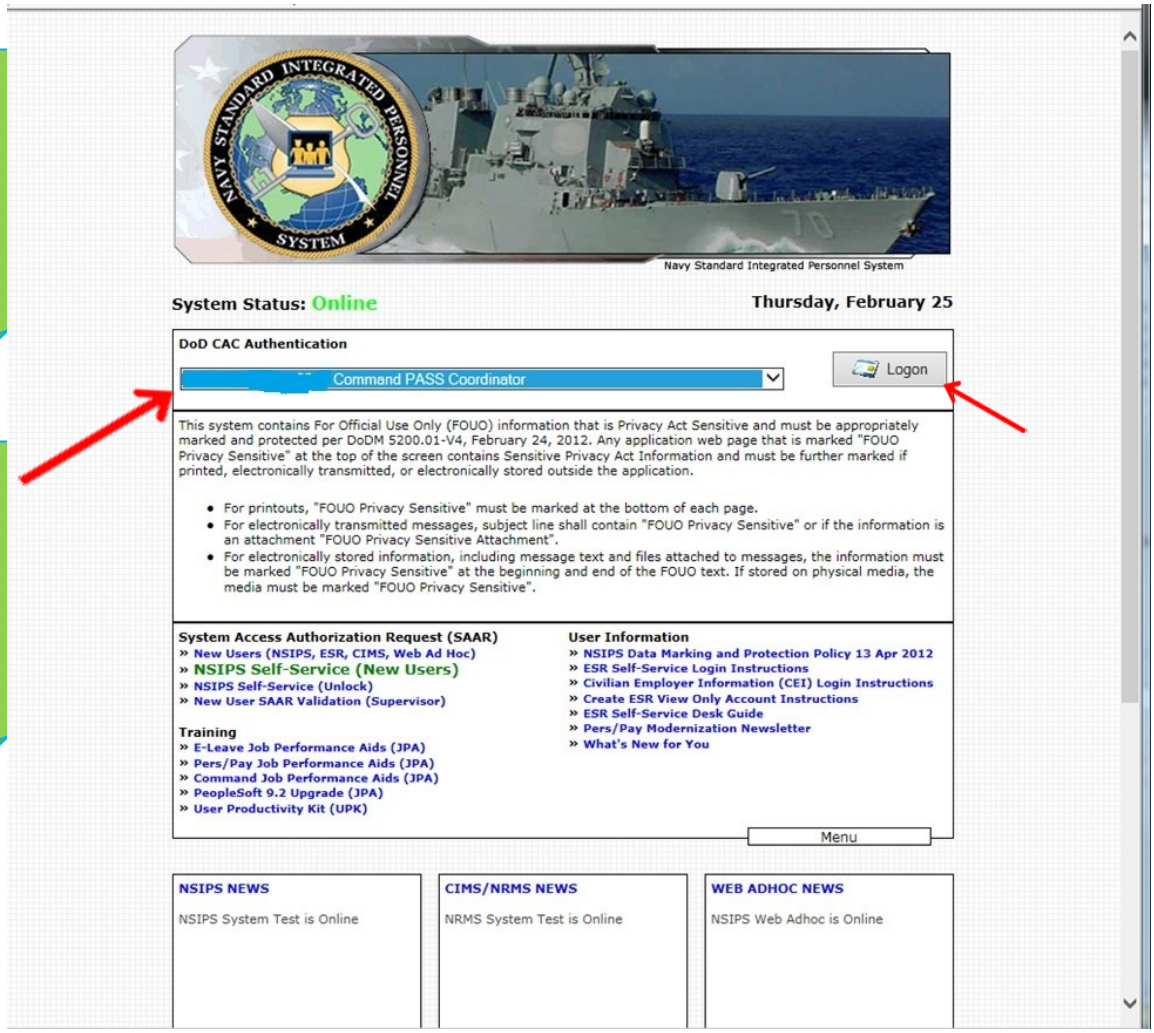
Release 1.4.5 of NSIPS (to be deployed the weekend of March 26-27, 2016) will establish the CPC role for the active duty component with Inquire (view only) and view and print capability for certain electronic service record (ESR) functions.

This is the second in a series of What's New for You explaining the new CPC role and access permissions within the NSIPS environment. The steps below outline the procedure to access the ESR pages for a member assigned to a Unit Identification Code (UIC) for which the CPC has responsibility AFTER the SAAR has been approved and access has been granted.

Please see WNFY CPC - Issue 1 for the process to create a SAAR requesting CPC user access within the NSIPS environment.

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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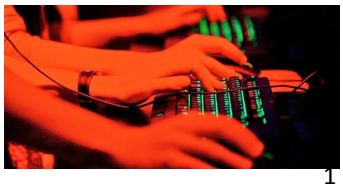
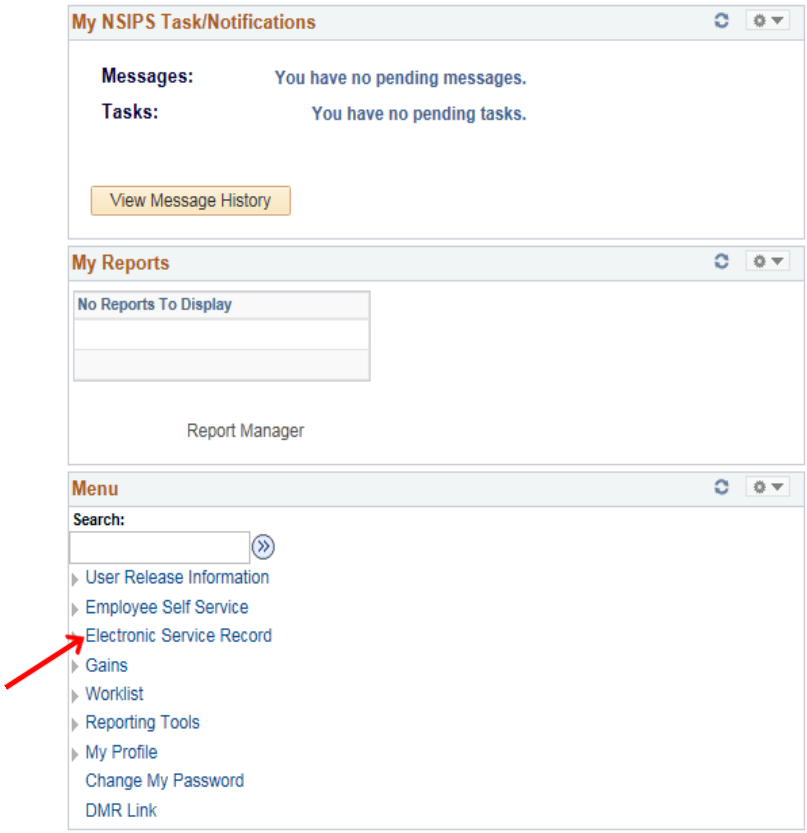
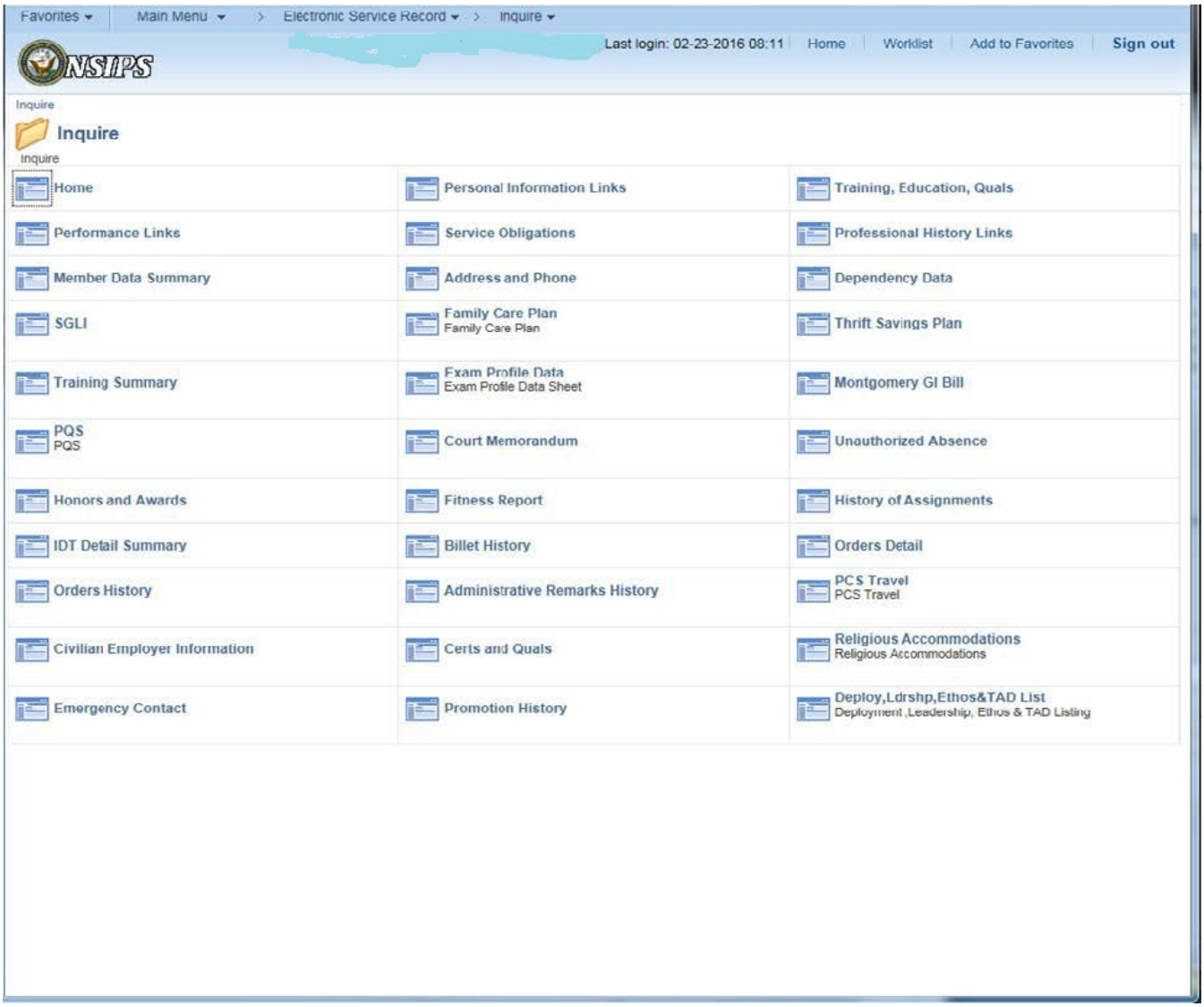


3. The following page will appear. Select Electronic Service Record from the Menu.



What's New for You?

You are now able to see the ESR pages.



What's New for You?

See below for explanation of the content for each of the ESR pages found on page 3.

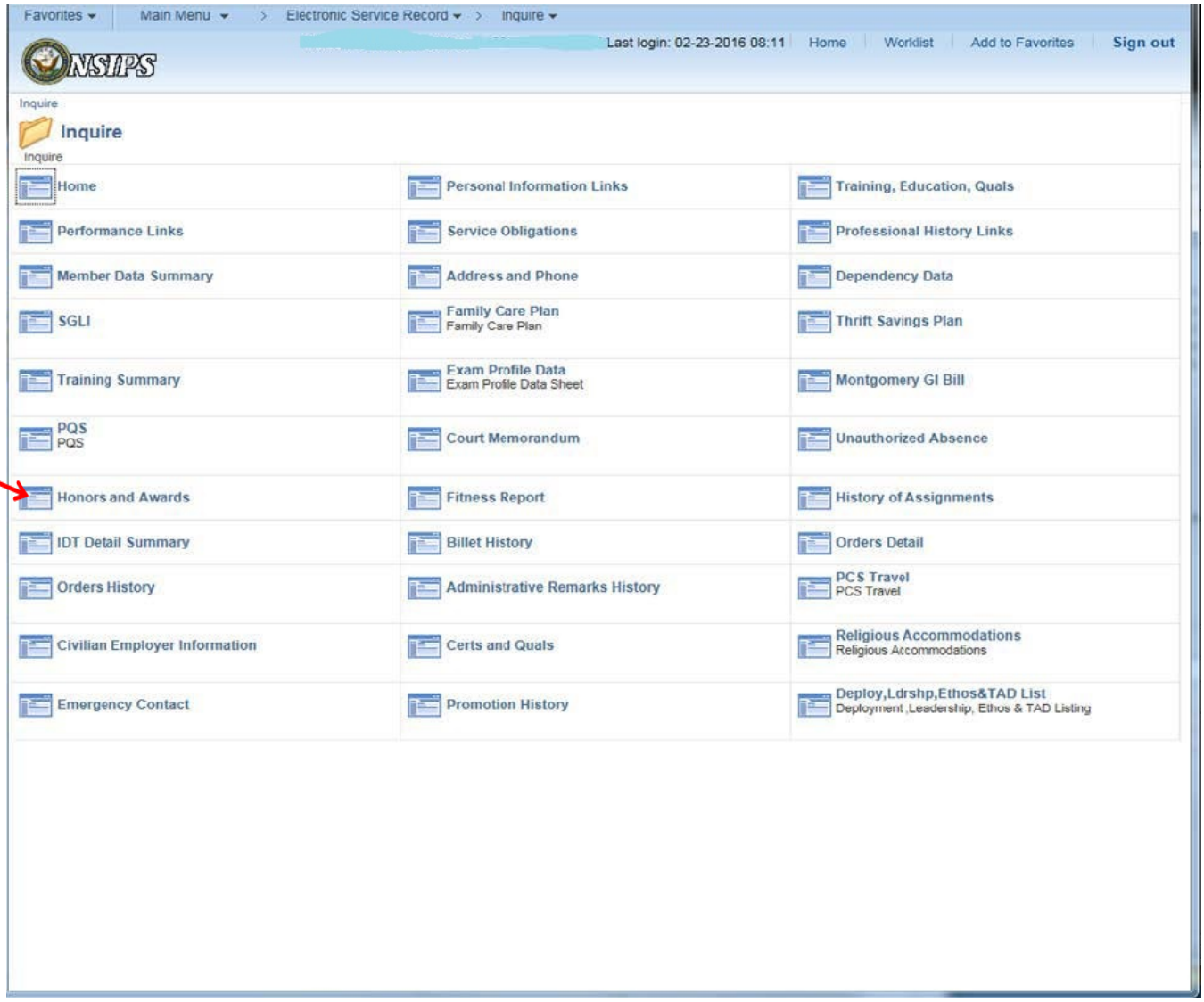
1. The **Home** Page contains links to the following:
    - Personal Information
    - Training, Education and Qualification
    - Performance
    - Service Obligations and Agreements
    - Professional History
    - Administrative Remarks
2. **Performance Links** contains the following:
    - Court Memorandum
    - Record of Unauthorized Absence
    - Honors and Awards
    - FITREP/Evaluation
3. **Member Data Summary** displays a snapshot of a members Electronic Service Record
4. **SGLI -** Service Members Group Life Insurance coverage information. The SGLI election form can be printed from this page.
5. **Training Summary -** Displays a summary of all training completed by the member.
6. **PQS -** Displays all completed Personnel Qualification Standards by the member.
7. **Honors and Awards -** Displays honors and awards received by the member.
8. **IDT Detail Summary -** For Selected Reserves Only.
9. **Orders History -** Displays previous Permanent Change of Station Orders for the member.
10. **Civilian Employer Information -** For Selected Reserves Only.
11. **Emergency Contact -** Displays the name and address of emergency contact.
12. **Personal Information Links -** Displays links for the following:
    - Member Data Summary
    - Address and Phone
    - Civilian Employer Information
    - Dependency Data
    - Emergency Contact
    - Service Members Group Life Insurance
    - Thrift Savings Plan
    - Religious Accommodations

(Continued on page 5)

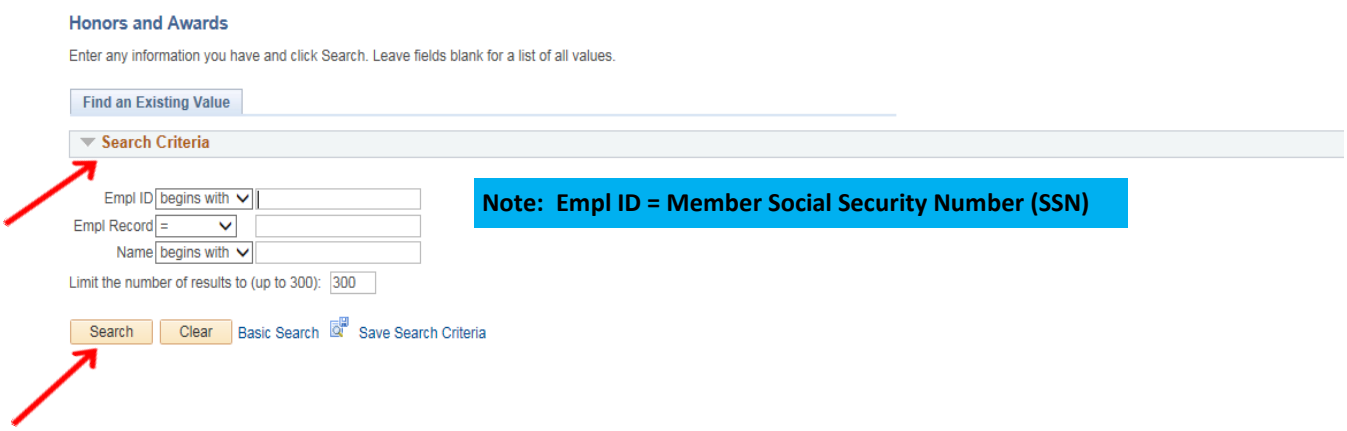
See below for explanation of the content for each of the ESR pages found on page 3 (Continued).

13. **Service Obligations -** Displays a member's End of Active Obligated Service (EAOS) and Extension/Reenlistment information.
14. **Address and Phone -** Displays a member's home and telephone numbers.
15. **Family Care Plan -** Displays Family Care Plan information for member's with a Family Care Plan on file.
16. **Exam Profile Data -** Displays member's Advancement Examination test scores.
17. **Court Memorandum -** Displays member's results of non-judicial punishment or courts-martials, if any.
18. **Fitness Report -** Displays fitness performance marks.
19. **Billet History -** For Selected Reserves Only.
20. **Administrative Remarks History -** Displays member's administrative remarks.
21. **Certs and Quals -** Lists Navy Certifications and Qualifications of member's assigned to the command.
22. **Promotion History -** Displays a history of the member's promotions throughout their Navy career.
23. **Training, Education, Quals -** Displays a member's training, education, and qualifications earned throughout their Navy career.
24. **Professional History Links** displays the following links:
    - History of Assignments
    - Inactive Duty Training (IDT) Detail Summary
    - Reserve Billet History
    - Orders Detail
    - Skills Management
    - Promotion History
25. **Dependency Data -** Displays Page 2 from the Member's Dependency Data Record.
26. **Thrift Savings Plan -** Links to Defense Financial Accounting System (DFAS) My Pay and Thrift Savings Plan form.
27. **Montgomery GI Bill -** For members who have contributed to the Montgomery GI Bill, the information will be displayed.
28. **Unauthorized Absence -** Displays periods of a member's unauthorized absence, if any.
29. **History of Assignments -** Displays a member's Permanent Change of Station (PCS) assignments.
30. **Orders Detail -** Displays a member's current PCS orders.
31. **PCS Travel -** Displays a member's PCS travel information form.
32. **Religious Accommodations -** A list of accommodations the member has requested based on religious reasons.
33. **Deploy, Ldrship, Ethos, and TAD List -** Displays a member's deployments/Temporary Additional Duty, Ethos value, and leadership position.

4. Select the page you wish to view or print. In this case, we selected "Honors and Awards".



5. Next, Enter your search criteria and select "search". This will bring up a list of members from which to choose. Note that only those members in UIC's for which CPC duties have been assigned to you will be listed. Select the member from the list for which you wish to view honors and awards.



Note: Empl ID = Member Social Security Number (SSN)

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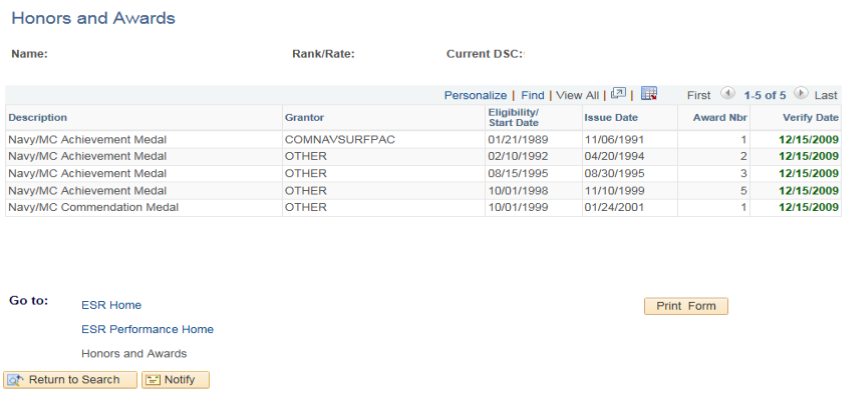
6. You are now viewing the honors and awards associated with this member.



Honors and Awards

Name: Rank/Rate: Current DSC:

Personalize | Find | View All | First 1-5 of 5 Last

Description	Grantor	Eligibility/ Start Date	Issue Date	Award Nbr	Verify Date
Navy/MC Achievement Medal	COMNAVSURFPAC	01/21/1989	11/06/1991	1	12/15/2009
Navy/MC Achievement Medal	OTHER	02/10/1992	04/20/1994	2	12/15/2009
Navy/MC Achievement Medal	OTHER	08/15/1995	08/30/1995	3	12/15/2009
Navy/MC Achievement Medal	OTHER	10/01/1998	11/10/1999	5	12/15/2009
Navy/MC Commendation Medal	OTHER	10/01/1999	01/24/2001	1	12/15/2009

Go to: ESR Home
ESR Performance Home
Honors and Awards

Print Form

Return to Search Notify

Please see WNFY CPC - Issue 1 for the process to create a SAAR requesting CPC user access within the NSIPS environment.

PMW 240 manages a complex portfolio of information technology (IT) systems to support Navy human resource management, criminal justice, safety center, fleet support, afloat business applications, Navy and DoD portfolio management, DON administration, and joint aviation aircraft scheduling.

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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.

Ms. Kristie Thomas, PMW 240 Enterprise Change Management Manager

Sea Warrior PROGRAM PMW 240

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