



What's New for You?

Command PASS Coordinator (CPC) Role - Phase II - New Features - Reports

WNFY CPC—Issue 5

June 2016

CPC Issue 5

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.

System Status: Online Thursday, February 25

DoD CAC Authentication

XXXXXXXXXXXX - Command PASS Coordinator

This system contains For Official Use Only (FOUO) information that is Privacy Act Sensitive and must be appropriately marked and protected per DoDM 5200.01-V4, February 24, 2012. Any application web page that is marked "FOUO Privacy Sensitive" at the top of the screen contains Sensitive Privacy Act Information and must be further marked if printed, electronically transmitted, or electronically stored outside the application.

- For printouts, "FOUO Privacy Sensitive" must be marked at the bottom of each page.
- For electronically transmitted messages, subject line shall contain "FOUO Privacy Sensitive" or if the information is an attachment "FOUO Privacy Sensitive Attachment".
- For electronically stored information, including message text and files attached to messages, the information must be marked "FOUO Privacy Sensitive" at the beginning and end of the FOUO text. If stored on physical media, the media must be marked "FOUO Privacy Sensitive".

System Access Authorization Request (SAAR)

- » New Users (NSIPS, ESR, CIMS, Web Ad Hoc)
- » **NSIPS Self-Service (New Users)**
- » NSIPS Self-Service (Unlock)
- » New User SAAR Validation (Supervisor)

User Information

- » NSIPS Data Marking and Protection Policy 13 Apr 2012
- » ESR Self-Service Login Instructions
- » Civilian Employer Information (CEI) Login Instructions
- » Create ESR View Only Account Instructions
- » ESR Self-Service Desk Guide
- » Pers./Pay Modernization Newsletter
- » What's New for You

Training

- » E-Leave Job Performance Aids (JPA)
- » Pers./Pay Job Performance Aids (JPA)
- » Command Job Performance Aids (JPA)
- » PeopleSoft 9.2 Upgrade (JPA)
- » User Productivity Kit (UPK)

NSIPS NEWS
NSIPS System Test is Online

CIMS/NRMS NEWS
NRMS System Test is Online

WEB ADHOC NEWS
NSIPS Web Adhoc is Online



What's New for You?

Command PASS Coordinator (CPC) Role - Phase II - New Features - Reports

WNFY CPC—Issue 5

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.

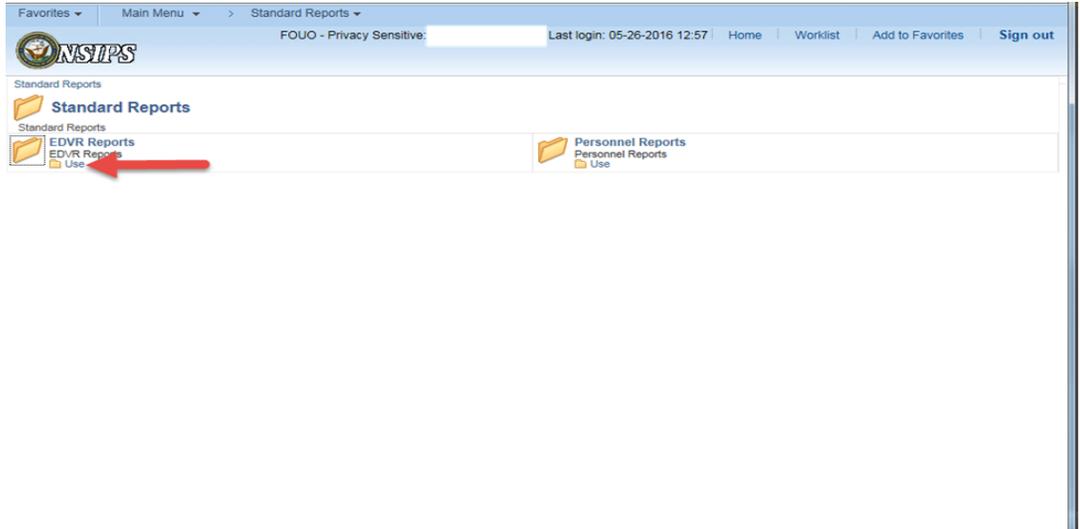
The screenshot displays the NSIPS web application interface. At the top, there is a navigation bar with "Favorites" and "Main Menu" dropdowns. The main header includes the NSIPS logo, a "FOUO - Privacy Sensitive:" label, a search input field, and the text "Last login: 05-26-2016 12:57". Navigation links for "Home", "Worklist", "Add to Favorites", and "Sign out" are present. A "Personalize Content | Layout" link is located in the top right corner. A "Menu" window is open, showing a list of menu items: "User Release Information", "Employee Self Service", "Electronic Service Record", "Gains", "Personnel Maintenance", "Standard Reports", "Worklist", "Reporting Tools", "My Profile", "NSIPS Report Manager", "Change My Password", and "DMR Link". A red arrow points to the "Standard Reports" item.



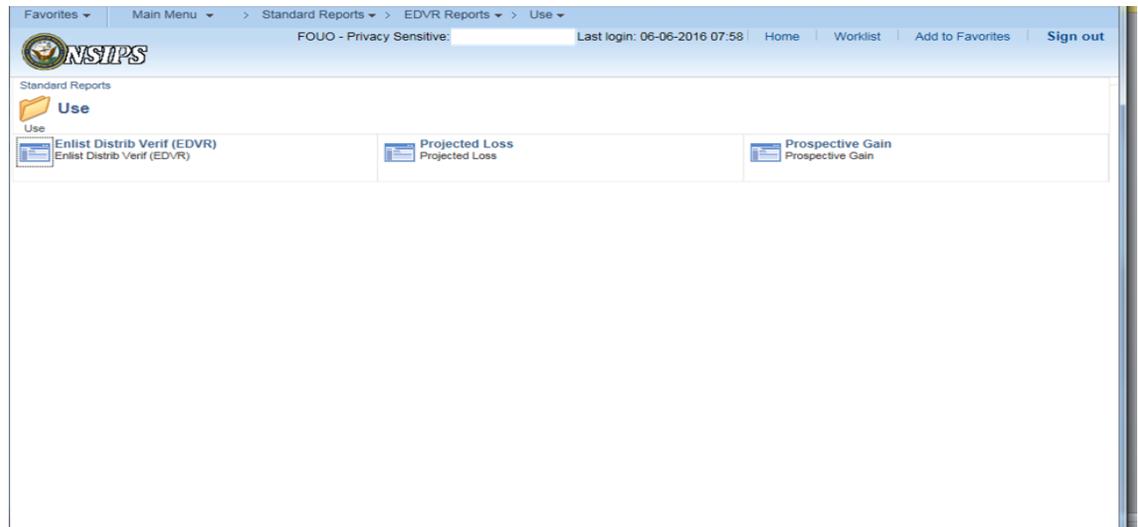
What's New for You?

Command PASS Coordinator (CPC) Role - Phase II - New Features - Reports

WNFY CPC—Issue 5



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.





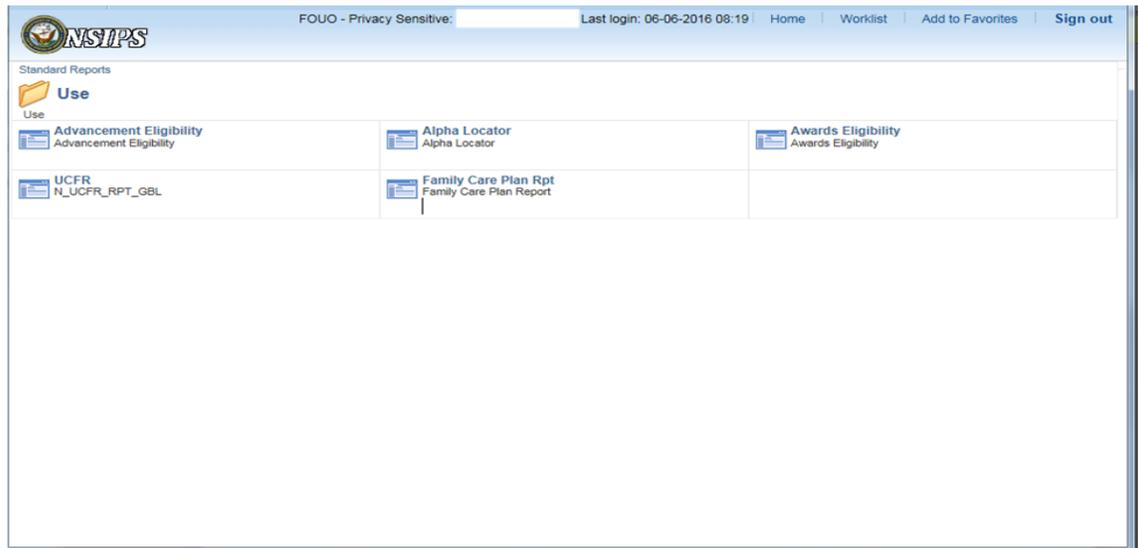
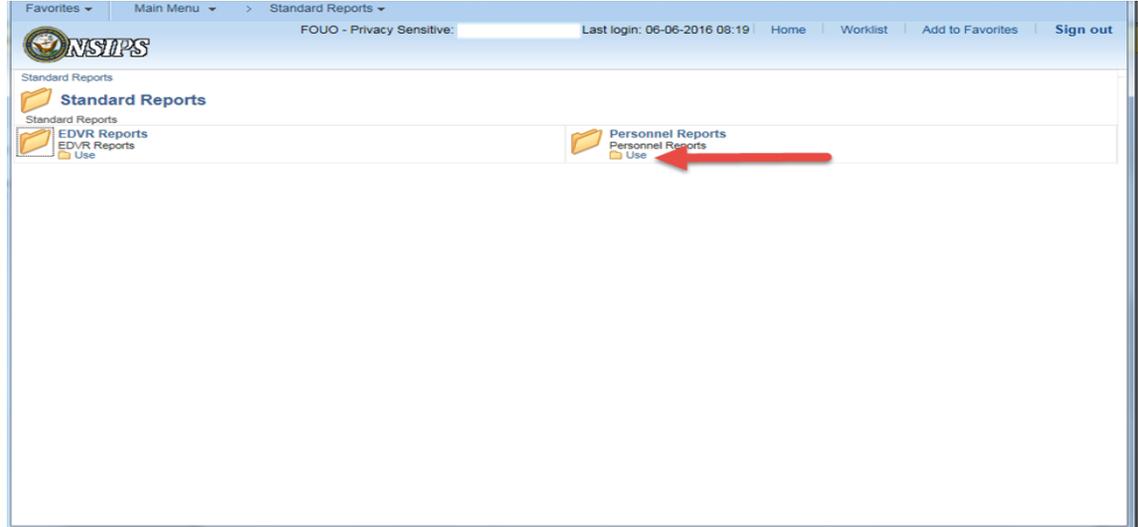
What's New for You?

Command PASS Coordinator (CPC) Role - Phase II - New Features - Reports

WNFY CPC—Issue 5

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.



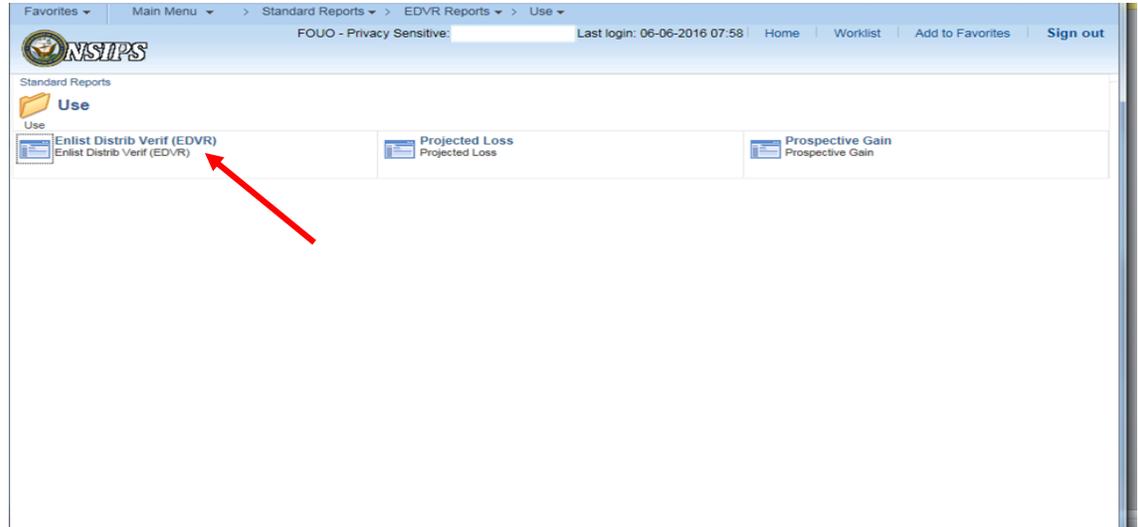


What's New for You?

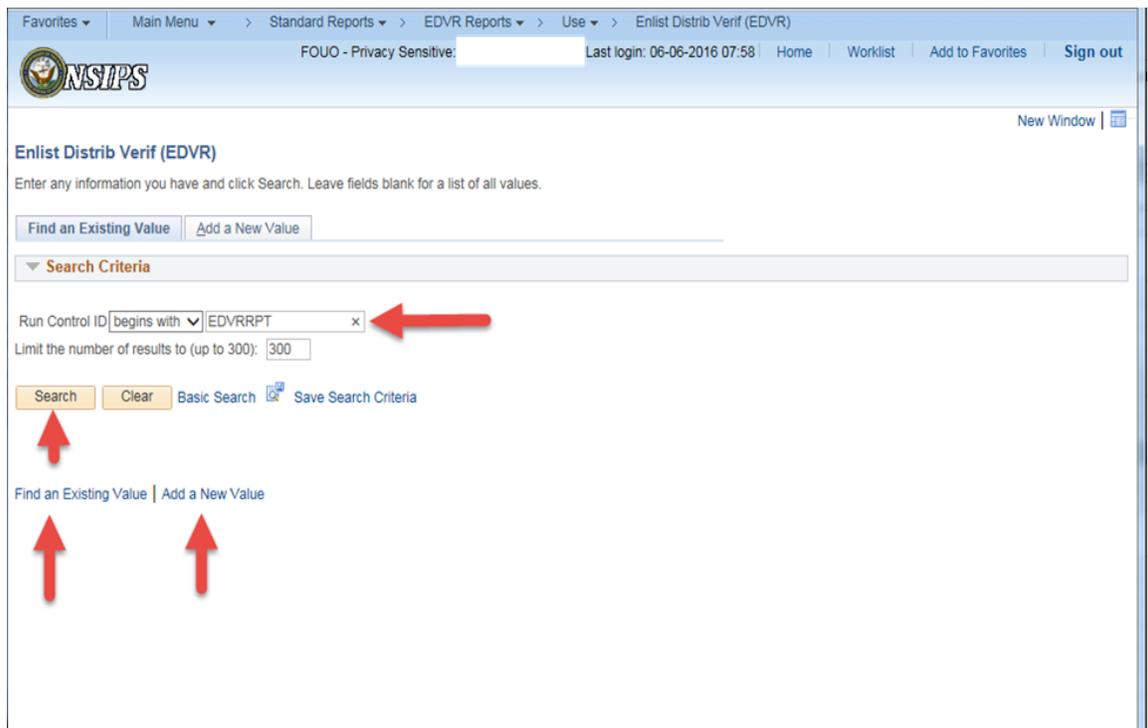
Command PASS Coordinator (CPC) Role - Phase II - New Features - Reports

WNFY CPC—Issue 5

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.





What's New for You?

Command PASS Coordinator (CPC) Role - Phase II - New Features - Reports

WNFY CPC—Issue 5

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.

Favorites ▾ Main Menu ▾ > Standard Reports ▾ > EDVR Reports ▾ > Use ▾ > Enlist Distrib Verif (EDVR)

FOUO - Privacy Sensitive: Last login: 06-06-2016 07:58 | Home | Worklist | Add to Favorites | Sign out

NSIPS

Enlist Distrib Verif (EDVR)

Find an Existing Value Add a New Value

Run Control ID EDVRRPT x

Add

Find an Existing Value | Add a New Value



What's New for You?

Command PASS Coordinator (CPC) Role - Phase II - New Features - Reports

WNFY CPC—Issue 5

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.

The screenshot shows the NSIPS web application interface for the 'Enlist Distrib Verif (EDVR)' report. The breadcrumb trail is: Favorites > Main Menu > Standard Reports > EDVR Reports > Use > Enlist Distrib Verif (EDVR). The page title is 'FOUO - Privacy Sensitive: [redacted] Last login: 06-06-2016 07:58 | Home | Worklist | Add to Favorites | Sign out'. The main content area is titled 'Enlist Distrib Verif (EDVR)' and shows a 'Run Control ID EDVRRPT' and a 'Report Manager' link. A 'Run' button is visible. The interface is divided into four steps:

- Step 1:** Selection options: Select Deserters, Select Admin Drop, Select Onboard TEMDU.
- Step 2:** Search for Support UIC. The search box contains '42975' and the results show 'PERSUPPET MAYPORT'.
- Step 3:** A table with columns 'Select', 'UIC', and 'Description'. The first row has a checked checkbox, UIC '23150', and Description 'DDG 99 FARRAGUT'.
- Step 4:** The 'Run' button.

Buttons at the bottom include 'Save', 'Notify', 'Add', and 'Update/Display'.



What's New for You?

Command PASS Coordinator (CPC) Role - Phase II - New Features - Reports

WNFY CPC—Issue 6

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.

FOUO - Privacy Sensitive: Last login: 06-06-2016 07:58 Home Worklist Add to Favorites Sign out

NSIPS

New Window | Personalize Page

Process Scheduler Request

User ID: N1024996758S0038 Run Control ID: EDVRRPT

Server Name: PSUNX Run Date: 06/06/2016
Recurrence: Recurrence Run Time: 8:52:29AM
Time Zone: Time Zone

Reset to Current Date/Time

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Enlist Distrib Verif (EDVR)	S56_EDVR	SQR Report	Web	PDF	Distribution

OK Cancel

9. You will be returned to the EDVR Report Manager page. Select Report Manager.

Favorites Main Menu Standard Reports EDVR Reports Use Enlist Distrib Verif (EDVR)

FOUO - Privacy Sensitive: Last login: 06-06-2016 07:58 Home Worklist Add to Favorites Sign out

NSIPS

New Window | Personalize Page

Enlist Distrib Verif (EDVR)

Run Control ID: EDVRRPT Report Manager Run
Process Instance: 18447653

Select Deserters Select Admin Drop Select Onboard TEMDU
Select Alpha Listing

Support UIC: 42975 PERSUPPET MAYPORT

Select	UIC	Description
<input checked="" type="checkbox"/>	23150	DDG 99 FARRAGUT

Save Notify Add Update/Display



What's New for You?

Command PASS Coordinator (CPC) Role - Phase II - New Features - Reports

WNFY CPC—Issue 5

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.

FOUO - Privacy Sensitive: [redacted] Last login: 06-06-2016 07:58 Home Worklist Add to Favorites Sign out

NSIPS

Report List Server List

Reports Filter

*View Reports: Operator Process Type: [dropdown] Refresh
Status: [dropdown] Last: 1 Days

Report List Personalize Find View All First 1 of 1 Last

Process Name	User ID	Process Instance	Report Description	Request Date/Time	Format	Run Status	Status	Details	View Report
S56_EDVR	N1024996758S0038	18447653	Enlist Distrib Verif (EDVR)	06/06/2016 8:55:44AM	Acrobat (*.pdf)	Success	Posted	Details	View

Go back to Enlist Distrib Verif (EDVR)

11. To view your report, select the PDF file name.

FOUO - Privacy Sensitive: [redacted] Last login: 06-06-2016 07:58 Home Worklist Add to Favorites Sign out

NSIPS

Report Detail

Report

Report ID 21945719 Process Instance 18447653 Message Log
Name S56_EDVR Process Type SQR Report

Run Status Success

Enlist Distrib Verif (EDVR)

Distribution Details

Distribution Node NEDB_SSL Expiration Date 06/13/2016

File List

Name	File Size (bytes)	Datetime Created
SQR_S56_EDVR_18447653.log	2,239	06/06/2016 8:57:26.409659AM CDT
s56_edvr_18447653.PDF	3,540	06/06/2016 8:57:26.409659AM CDT
s56_edvr_18447653.out	8,108	06/06/2016 8:57:26.409659AM CDT

Distribute To

Distribution ID Type *Distribution ID
User N1024996758S0038

Return

What's New for You?

Command PASS Coordinator

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.

For more information contact: PERS 2 - Ron Ates, 901-874-4363, ron.ates@navy.mil;
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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.

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