NSIPS Reports and Unit Administration

Objective

- Identify the different reports from NSIPS.
- Identify the required steps to generate reports in NSIPS.
- Identify the reason and benefits of running reports in NSIPS.
- Identify how to run and manage a Unit Admin.

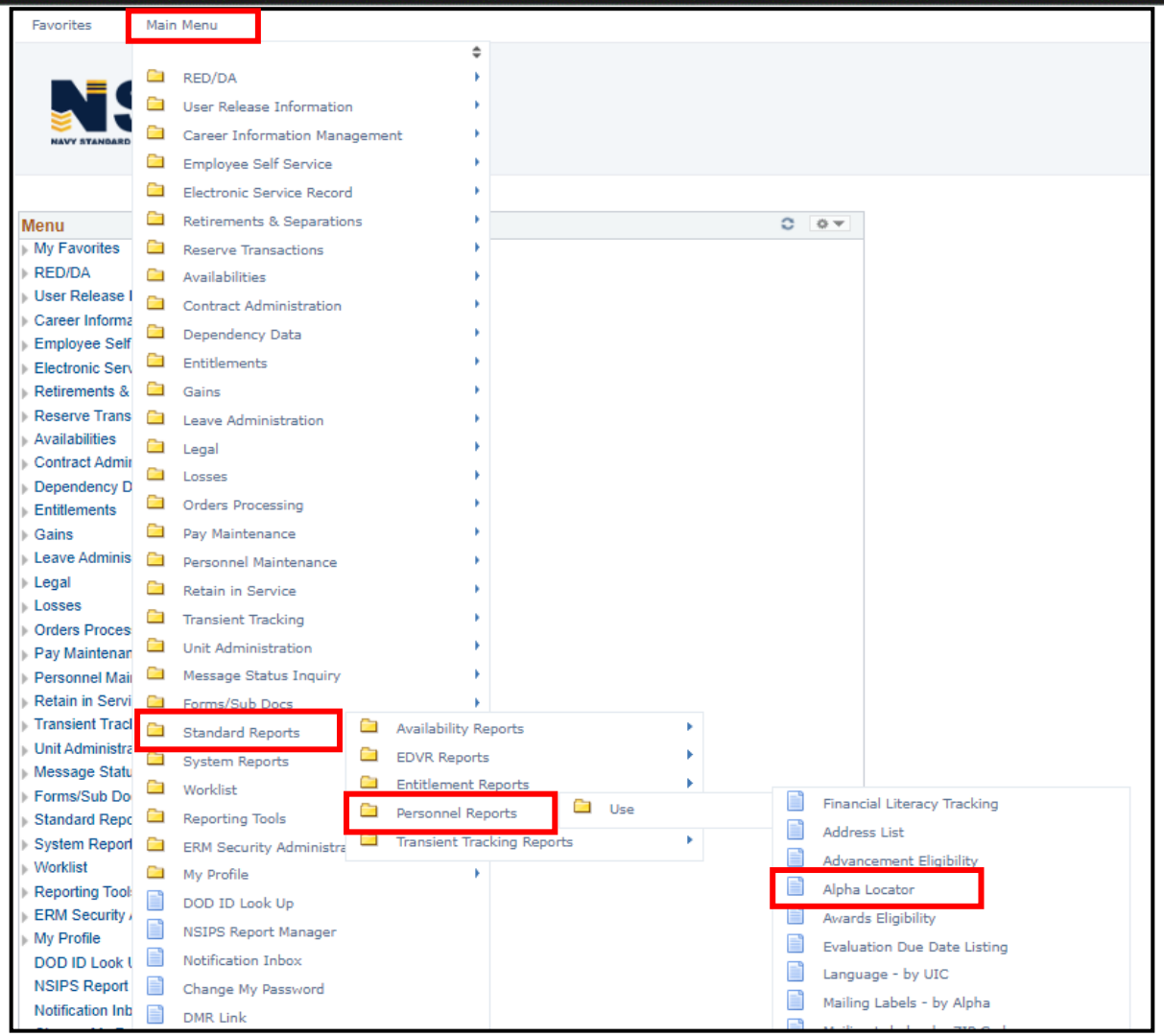
Introduction

In this lesson we will cover:

- Alpha Locator
- Prospective Gains
- Prospective Losses
- DN Report
- FSA Report
- CSPP Report
- Unit Administration

Alpha Locator

Alpha Locator Report



Main menu

Standard Reports

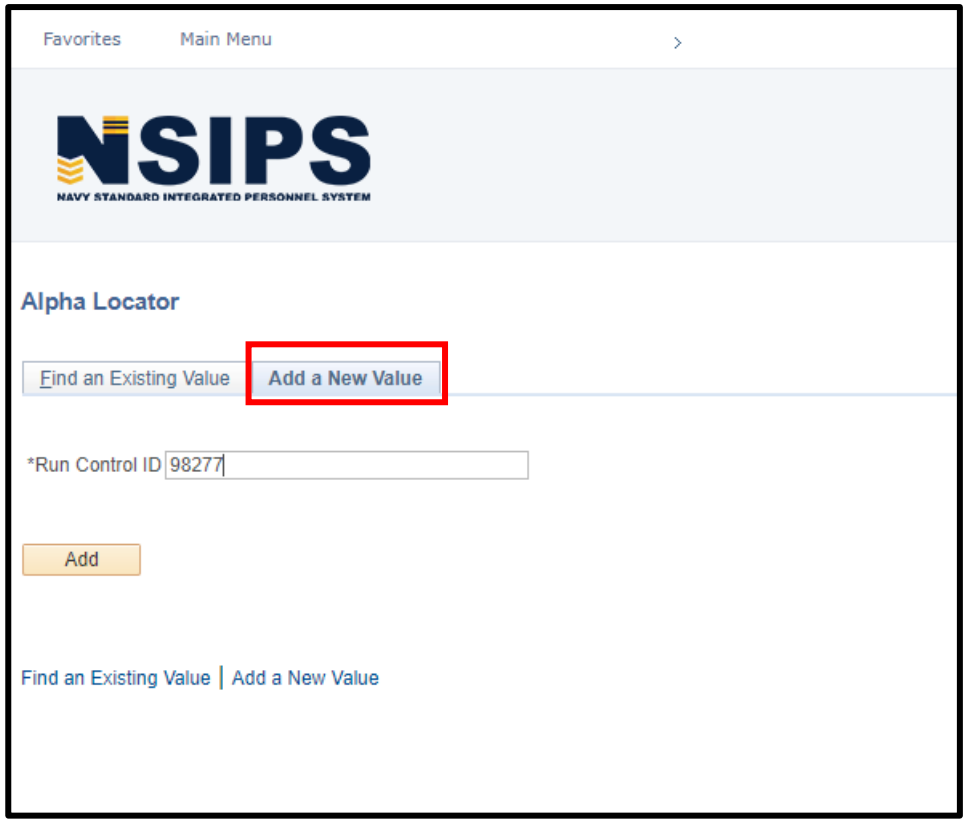
Personnel Reports

Use

Alpha Locator

An Alpha Locator is a report generated in NSIPS that will show all personnel currently attached to a UIC.

Alpha Locator Report

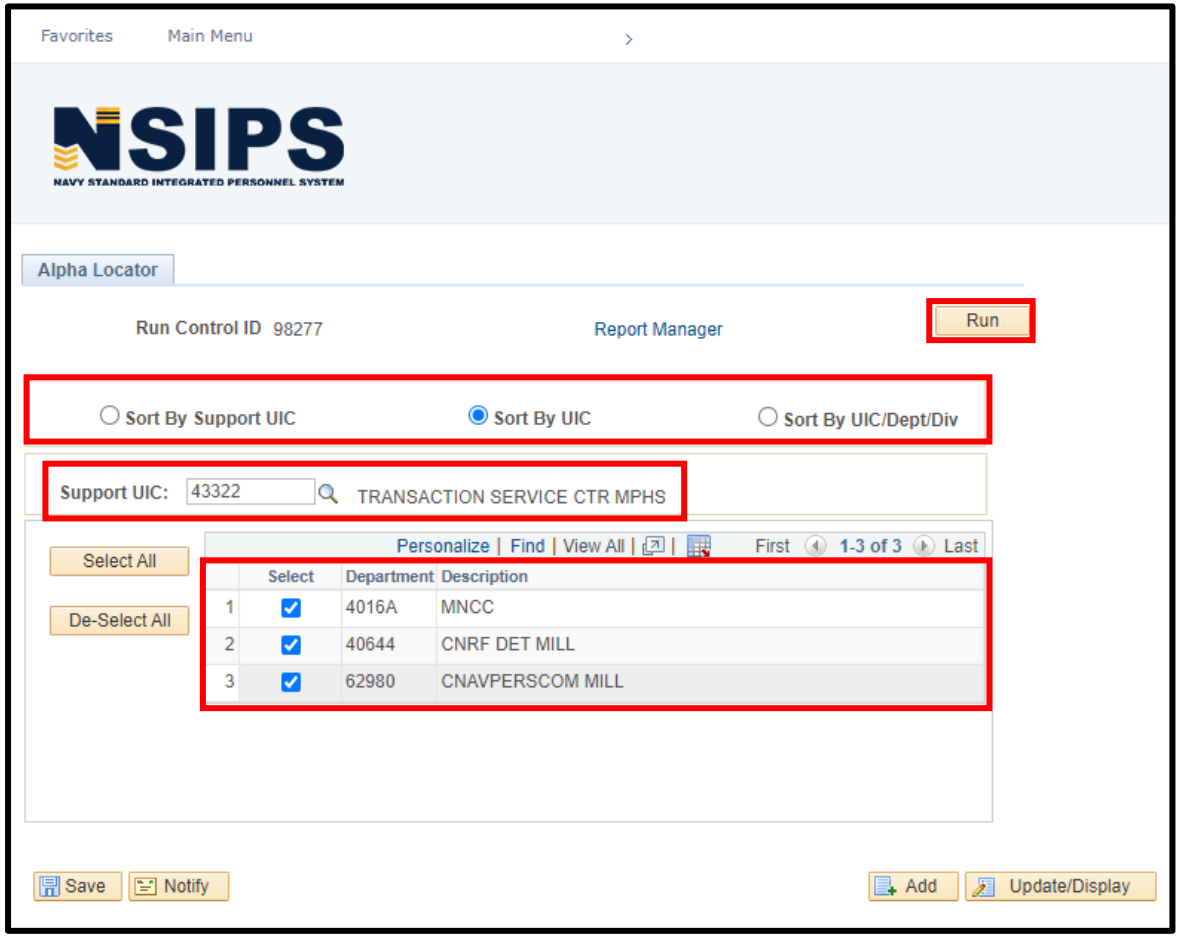


Select Add a New Value and input a Run Control ID.

Run Control ID

- A report label to identify who/what information is being generated.
- This can be any name/label that will allow you to identify it easier for future use.

Alpha Locator Report



Select how you would like to generate the report.

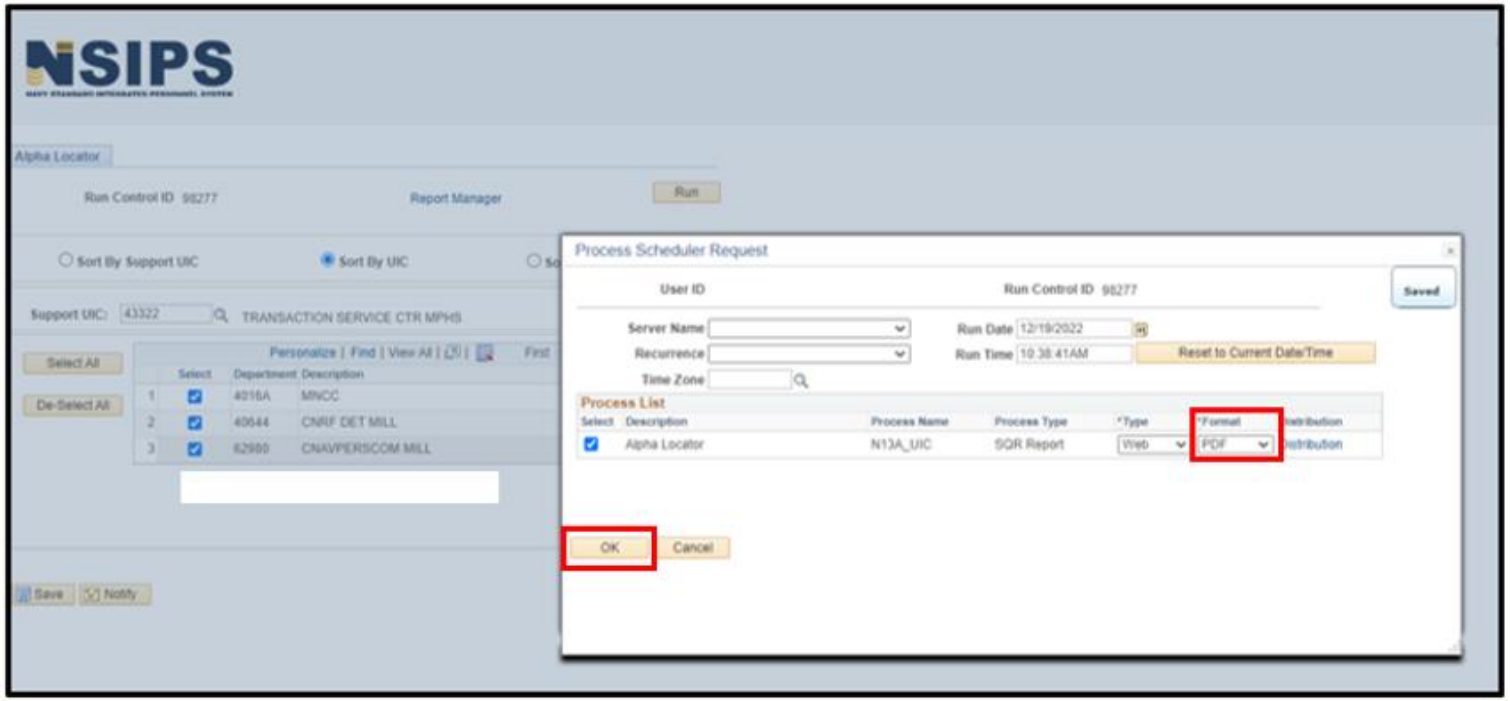
Input the Support UIC.

Select which command you would like to generate this report for.

Click Run.

If you have access to multiple UICs, pick the UIC you would like to generate this report for.

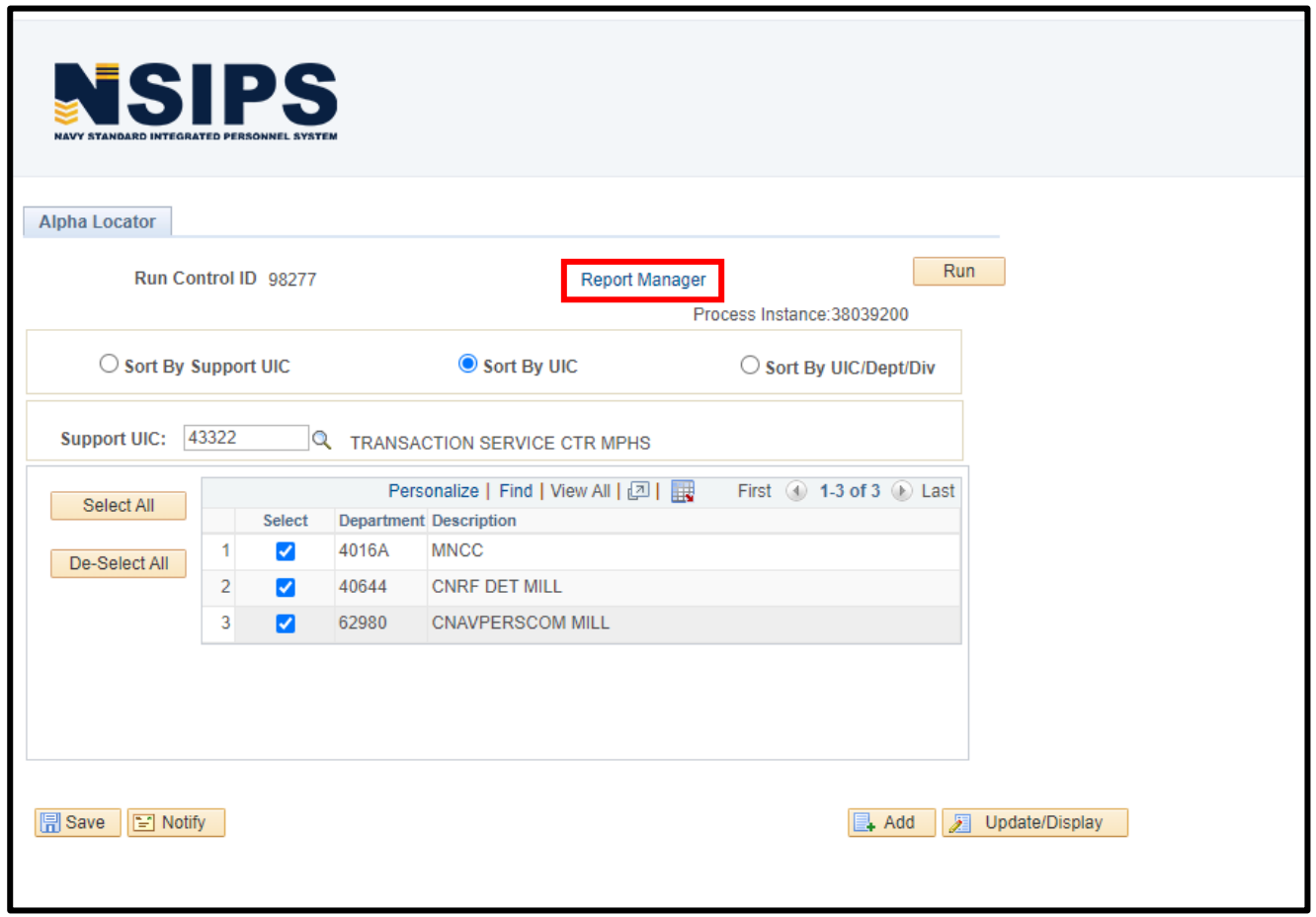
Alpha Locator Report



You can then select to run the report as a PDF or CSV for an excel sheet.

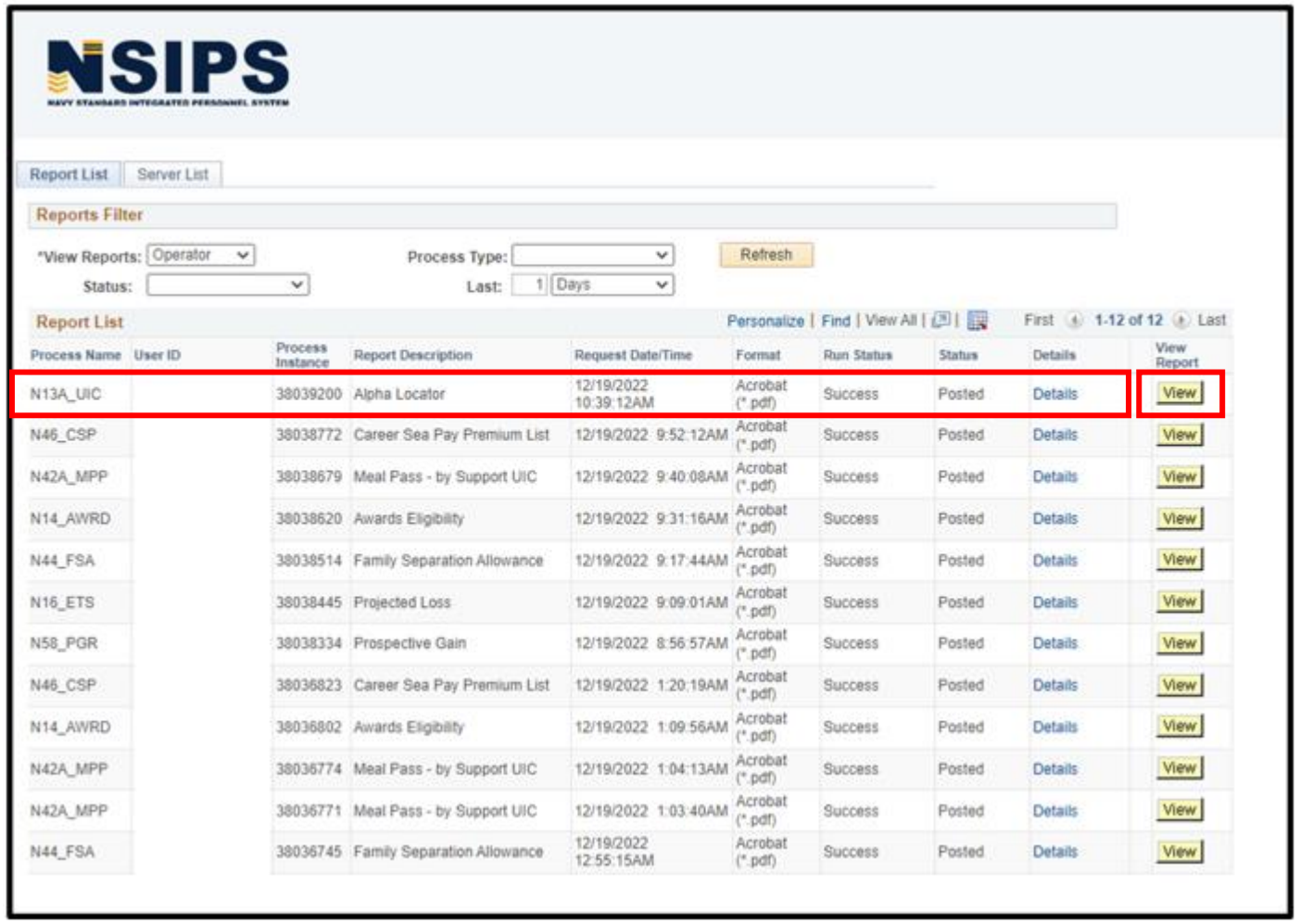
Select OK to return to the previous screen.

Alpha Locator Report



Click on Report Manager to view the report generated.

Alpha Locator Report



The Report Manager will open. Identify the report you wish to see. Click View to open the report.

Alpha Locator Report

Navy Standard Integrated Personnel System
ALPHABETICAL LIST LOCATOR

Personal Data - Privacy Act of 1974

Run Date 12/19/2022
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MASTER ALPHA SEQUENCE LISTING

Support UIC: 43322 TRANSACTION SERVICE CTR MPHS
Activity: 4016A MNCC

By: UIC

Name	Rank/ Rate	SSN	DSC	Report Date/EDA	PG	ACC	DEPT	DIV	Home Phone	Work Phone
	PSC		100	01/31/2022		100	PMB			
	LT		100	06/30/2022		100				
	CDR		100	10/01/2022		103				
	PSC		100	01/31/2022		100	PMB			
	PSC		100	01/31/2022		100	PMB			
	LCDR		100	08/15/2022		100				
	CAPT		100	12/21/2021		100				
	PS2		100	01/31/2022		100	PMB			
	PSC		100	01/31/2022		100	HRSC			
	PSCM		100	01/31/2022		100	PMB			
	YN1		100	05/16/2022		100	EXEC			
	LT		100	01/18/2022		100	EXEC			
	PS2		100	06/07/2022		100	HRSC			
	PS1		100	01/31/2022		100	HRSC			
	PS1		100	01/31/2022		100	HRSC			
	LCDR		100	02/28/2022		100				
	LCDR		100	07/26/2021		100	EXEC			
	PS1		100	11/28/2022		100				
	LCDR		100	10/25/2021		100	EXEC			
	PS2		100	01/31/2022		100	HRSC			
	PSC		100	09/15/2022		100				
	PS2		100	10/14/2022		100				
	YNSCM		100	12/17/2021		100	EXEC			
	NCCS		100	01/26/2022		100	HRSC			
	RDML		100	08/03/2021		100				
	PS1		100	01/31/2022		100	PMB			
	PS2		100	04/15/2022		100	PMB			
	PS1		100	01/31/2022		100	HRSC			
	PS1		100	01/31/2022		100	HRSC			
	NC1			01/14/2023	X		B3	B33		
	CMDCM			03/10/2023	X		ADMN	X1		

Prospective Gains (PG) Report

PG Report

Prospective Gains (PG) is a report in NSIPS that helps CPPAs identify the following:

- Expired Prospective Gains
- Future Prospective Gains
- Current Prospective Gains
- Prospective Gains without Orders
- Prospective Gains without Panels 2, 3, and 4

A best practice is to run and verify this report weekly.

PG Report

Expired Prospective Gains

- Identify these service members and ensure you have processed Panel 1 if members are onboard.
- If service members are not onboard, ensure you identify those individuals and process failure to report.

Future Prospective Gains

- Use the report to identify personnel that will be arriving to your command.
- Report shows PG from next month up to 9 months out.

Current prospective Gains

- The same applies to this section as Future Prospective Gains section of this report.
- Report shows PG for current month only.

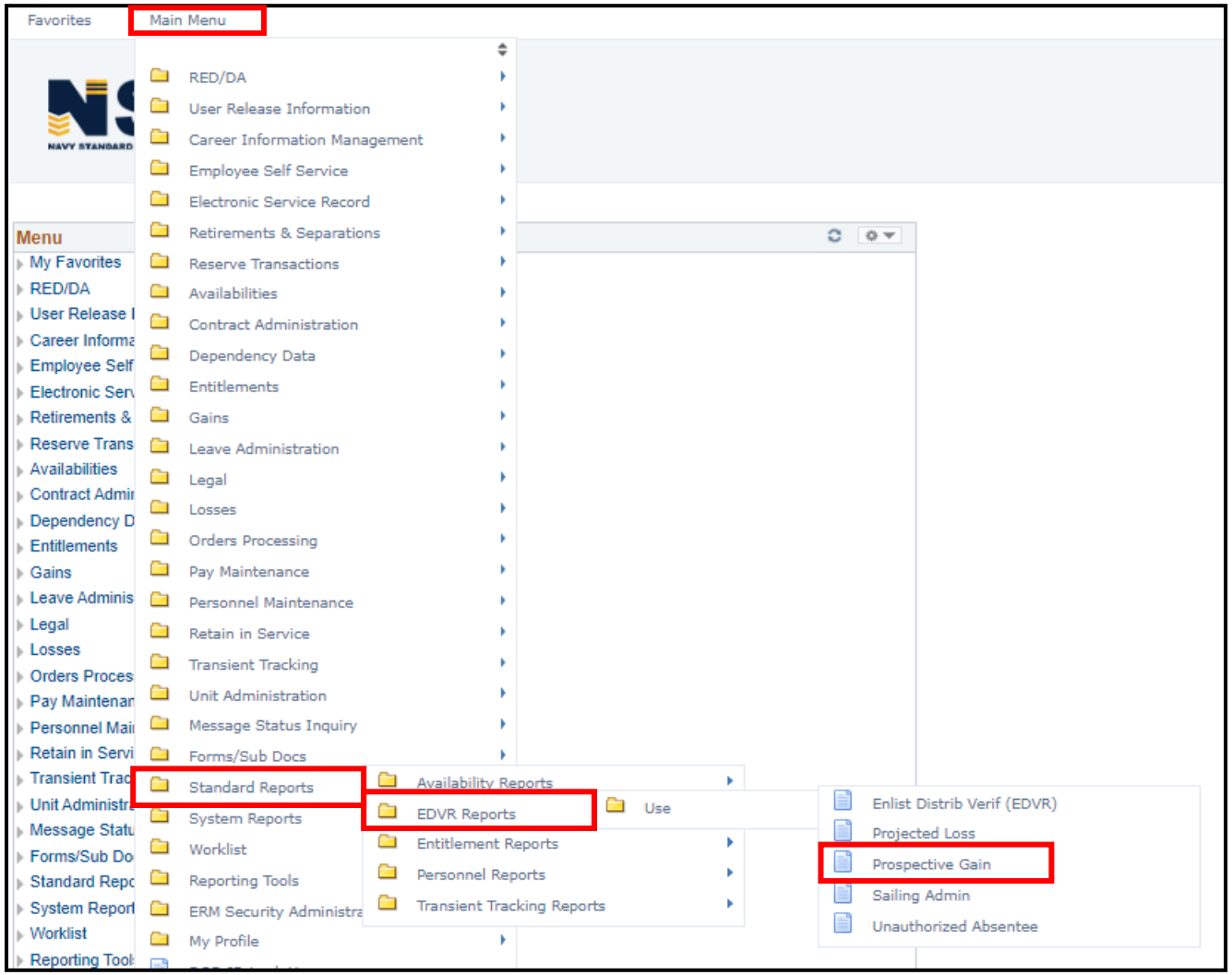
Prospective Gains without Orders

- Personnel who have not received orders will have information missing in this report.

Prospective Gains without Panels 2, 3, and 4

- Use this section to identify which service member you have still to process Panels 2, 3, and 4.
- All CPPAs should be processing Panels 2, 3, and 4.

PG Report



Main menu

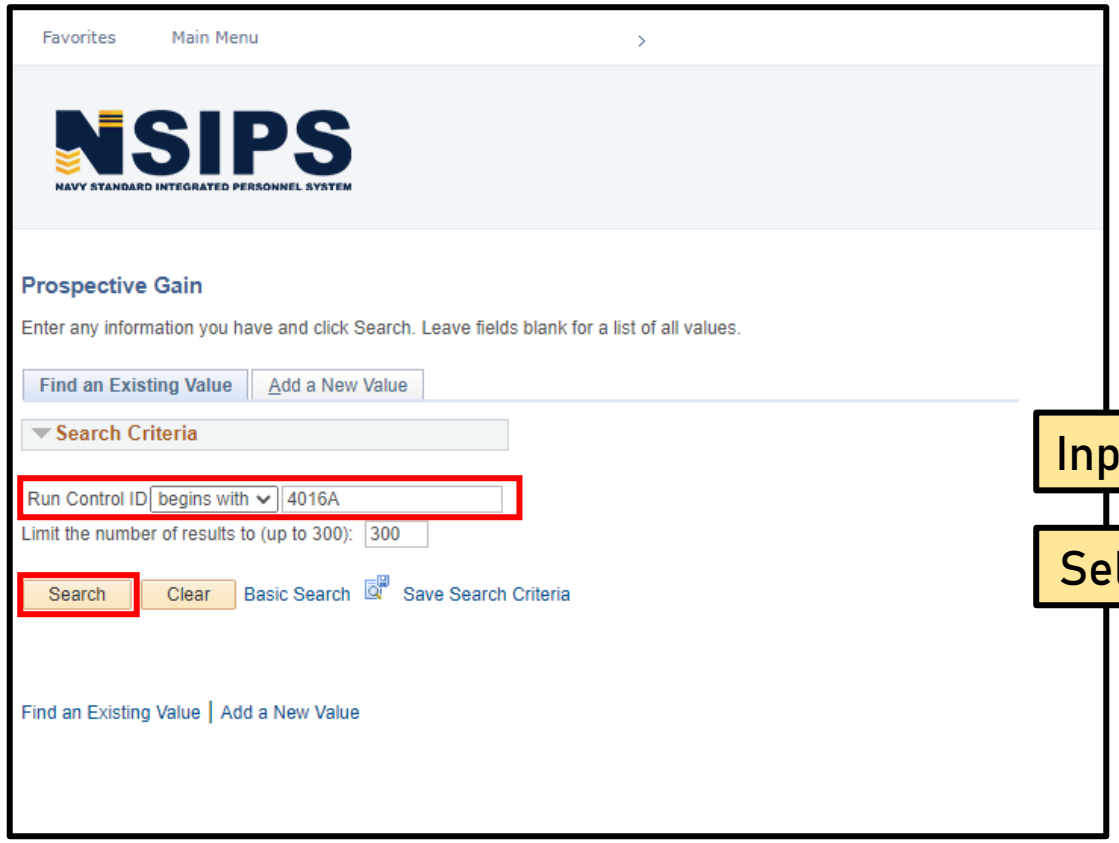
Standard Reports

EDVR Reports

Use

Prospective Gain

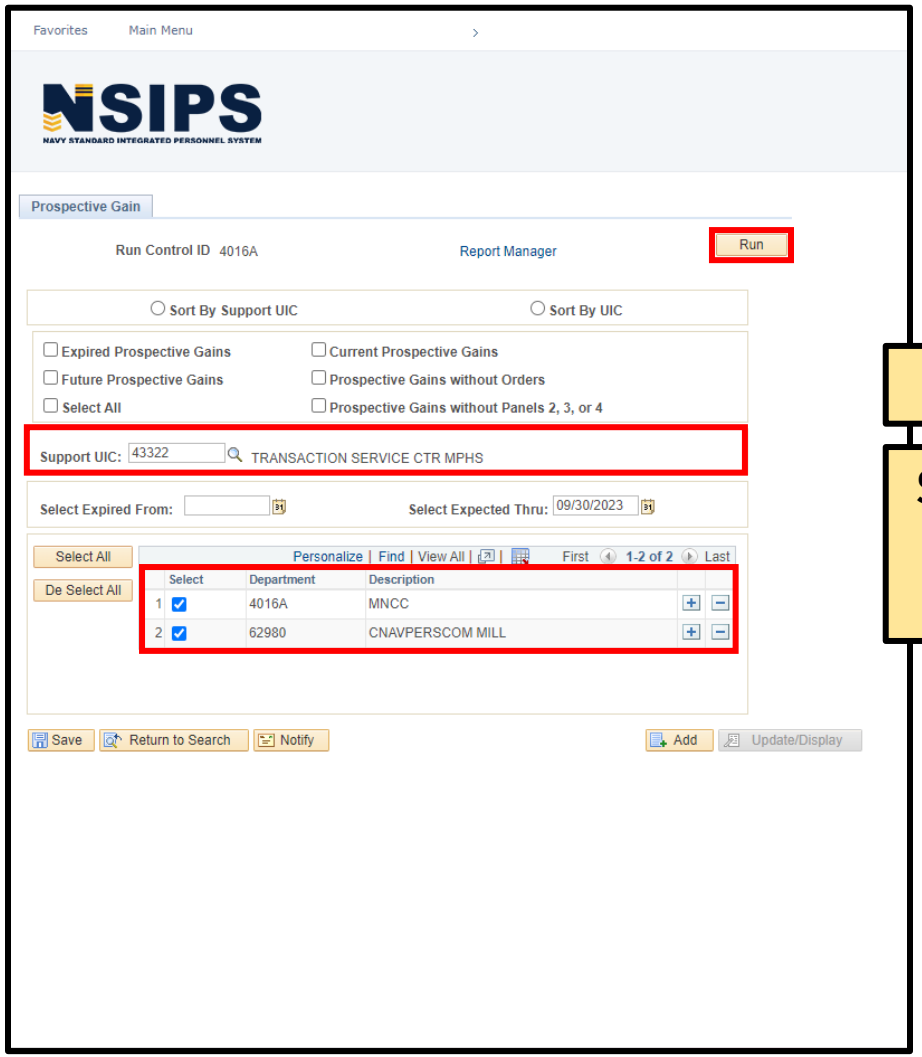
PG Report



Input / Add your Run Control ID.

Select Search.

PG Report

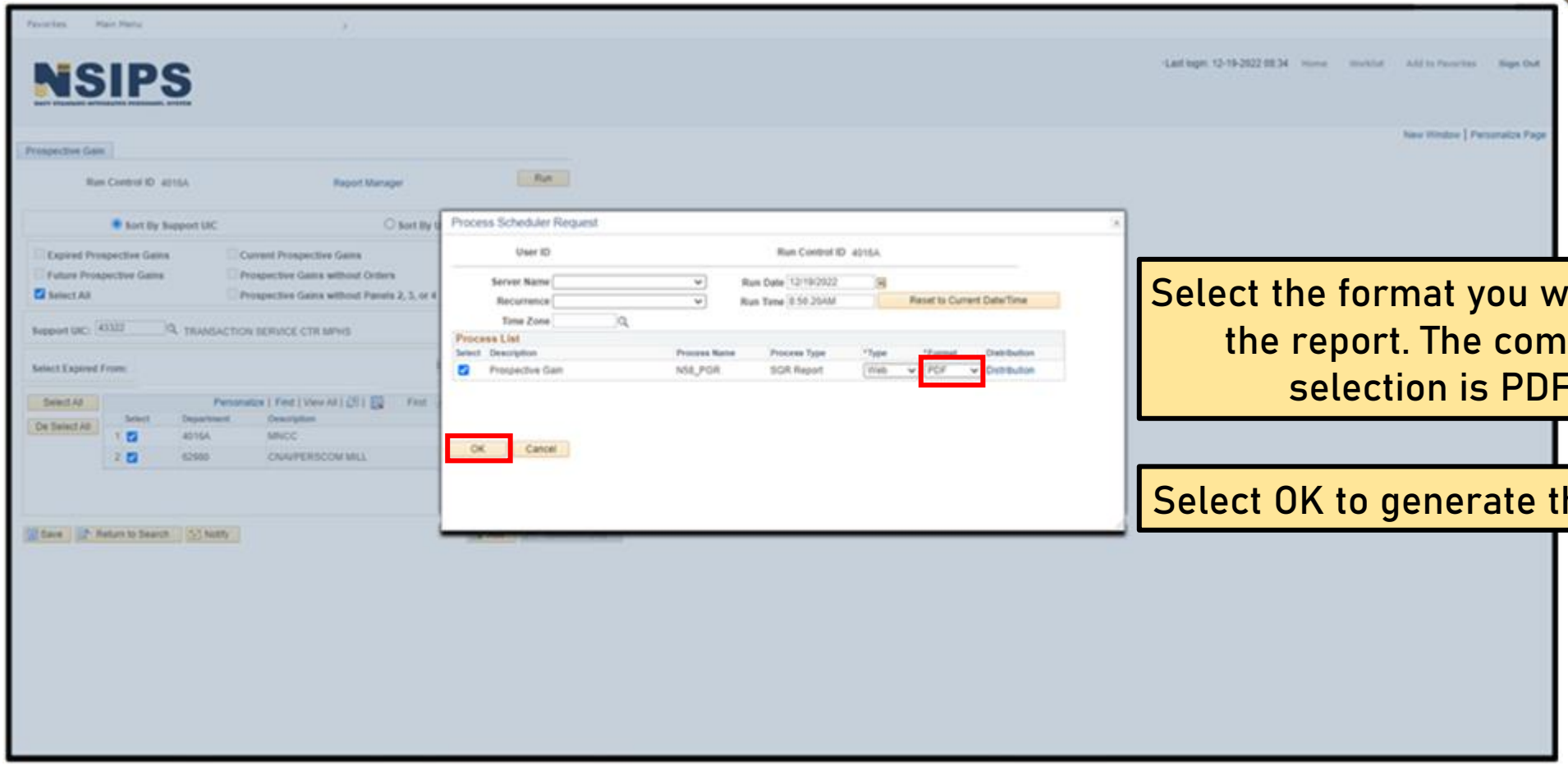


Input the Support UIC.

Select which command you for which you would like to generate this report.

Select Run.

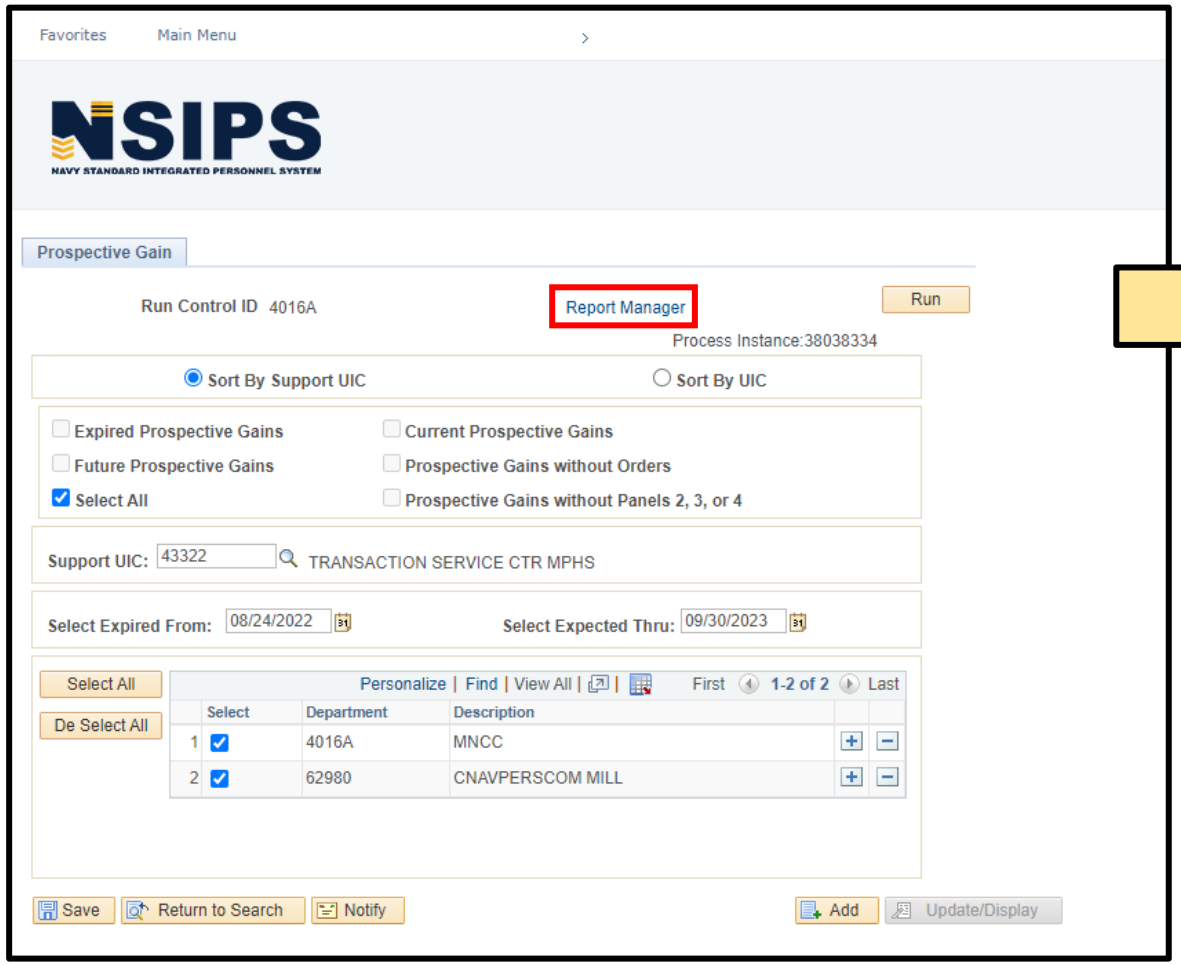
PG Report



Select the format you would like the report. The common selection is PDF.

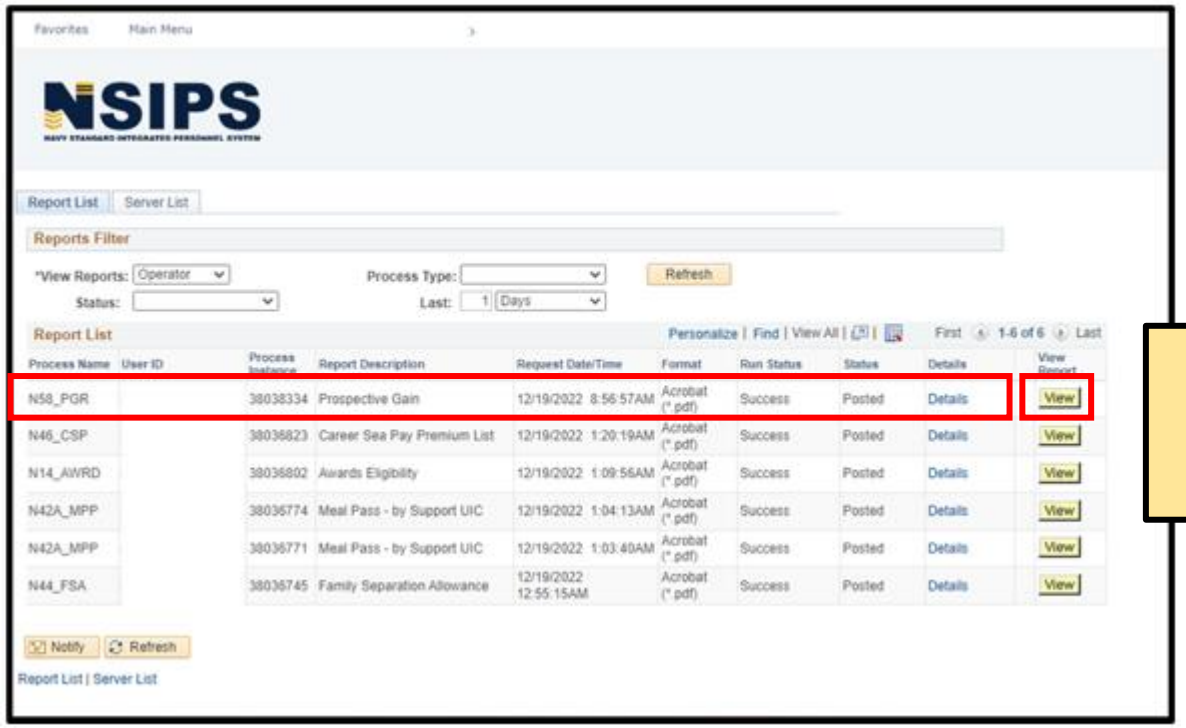
Select OK to generate the report .

PG Report



Click on Report Manager.

PG Report



Identify the report you wish to see. Click View to open the report.

PG Report

Activity Classification Code (ACC): Shows member's current ACC.

Navy Standard Integrated Personnel System
PROSPECTIVE GAIN REPORT

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Support UIC: 43322 TSC MEMPHIS
Activity UIC: 4016A MY NAVY CAREER CENTER

BY UIC

FUTURE PROSPECTIVE GAINS

EDA	Name	Rank/ Rate	SSN	Order Number	ACC	UIC RPT TO	Proj Arr Date	TRF Date
01/14/2023		NC1		1432	100	4016A		
01/30/2023		PS2		1862	100	4016A	12/04/2022	12/01/2022
03/10/2023		CMDCM		3352	100	4016A		
06/01/2023		LCDR		3362	100	4016A		
06/01/2023		LCDR		2552	100	4016A		
07/01/2023		LCDR		3142	100	4016A		
08/01/2023		CAPT		2582	100	4016A		

EDA: The member's Estimated Date of Arrival on their orders.

Proj Arr Date & TRF Date – These dates are generated from the member's NSIPS PCS Travel entry info.

- No longer required to be completed by member.
- Refer to the EDA / Report no later than date on member's orders.

Prospective Losses (PL) Report

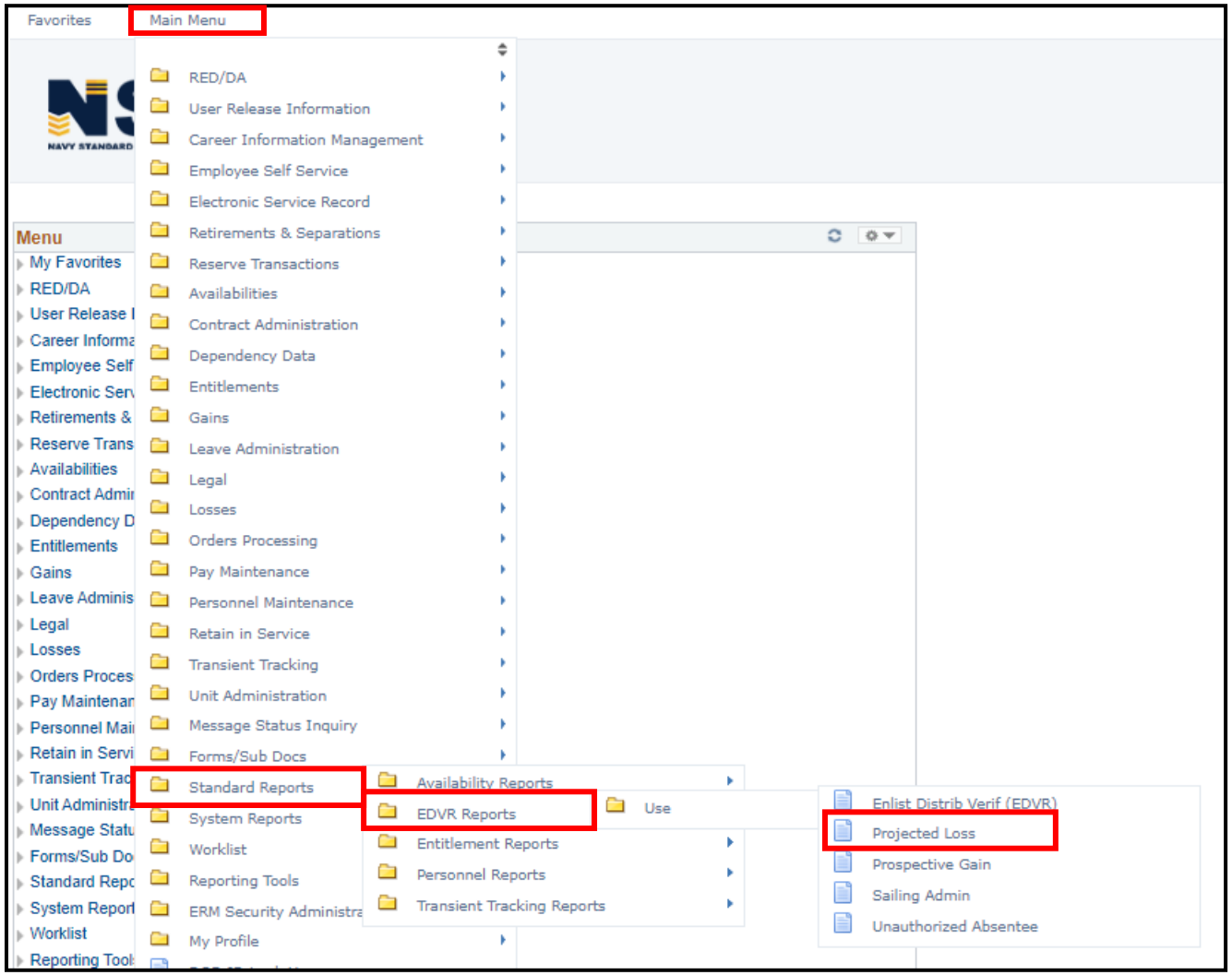
PL Report

Projected Loss (PL) Report in NSIPS is a report that helps identify Service Members within 6-8 months of :

- Expiration of Active Obligated Service (EAOS)
- Expiration Term of Service (ETS).
- Members that will hit there HYT or are due to retire/transfer to the fleet reserve
- Projected Rotation Date
- Overdue Detachment Date

A best practice is to run and verify this report daily/weekly.

PL Report



Main menu

Standard Reports

EDVR Reports

Use

Prospective Loss

PL Report

EAOS: This will not include any pending extensions / reenlistments.

EDLN:
Estimated date of loss to the Navy. EDLN RESN is the reason such as HYT as shown in the last member's info.

Navy Standard Integrated Pe
PROJECTED LOSS R

Personal Data - Privacy Act of 1974

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Support UIC: 43322 TSC MEMPHIS

Section 1 - EAOS thr

(Group By Support UIC)

Name	Rank/ Rate	SSN	UIC	BR/ CL	EAOS	EAOS Ind	EXPENL	--- Extensions Oth	Sch	Opr	PRD	EDLN Date	EDLN Resn	Projected Loss Date	Transfer Aprv Date
	PSCS		12345	11	04/23/2022	5	04/23/2022	0	0	31	04/01/2022	11/30/2022	22J	11/30/2022	
	IT2		12345	11	12/09/2022		12/09/2022	0	0	5	12/01/2022			12/09/2022	
	BMC		12345	11	01/02/2023		01/02/2023	0	0	11	12/01/2022	12/31/2022	PFR	12/31/2022	
	MCCS		12345	11	01/02/2023		01/02/2023	0	0	0	05/01/2022	01/12/2025	HYT	01/31/2023	

Extensions: Any extensions not affecting the EAOS
OTH-other
SCH-School
OPR-Operational.

Projected Loss Date:
Identifies the member's current loss date based on orders in the system, FLTRES, HYT, Retirement, etc.

PL Report

Ensure you are using the report to:

- Identify possible losses months in advance.
- Plan ahead. If you know the Service Member has no intention of extending or reenlisting, have the member start the separation process.
- Identify upcoming PRDs and start the transfer process as soon as PCS orders become available.
- Utilize the PL report to ensure you keep track of all upcoming losses.
- Keep in mind some members might have last minute order modifications and changes to their expected transfer date.

A best practice is to run and verify this report weekly.

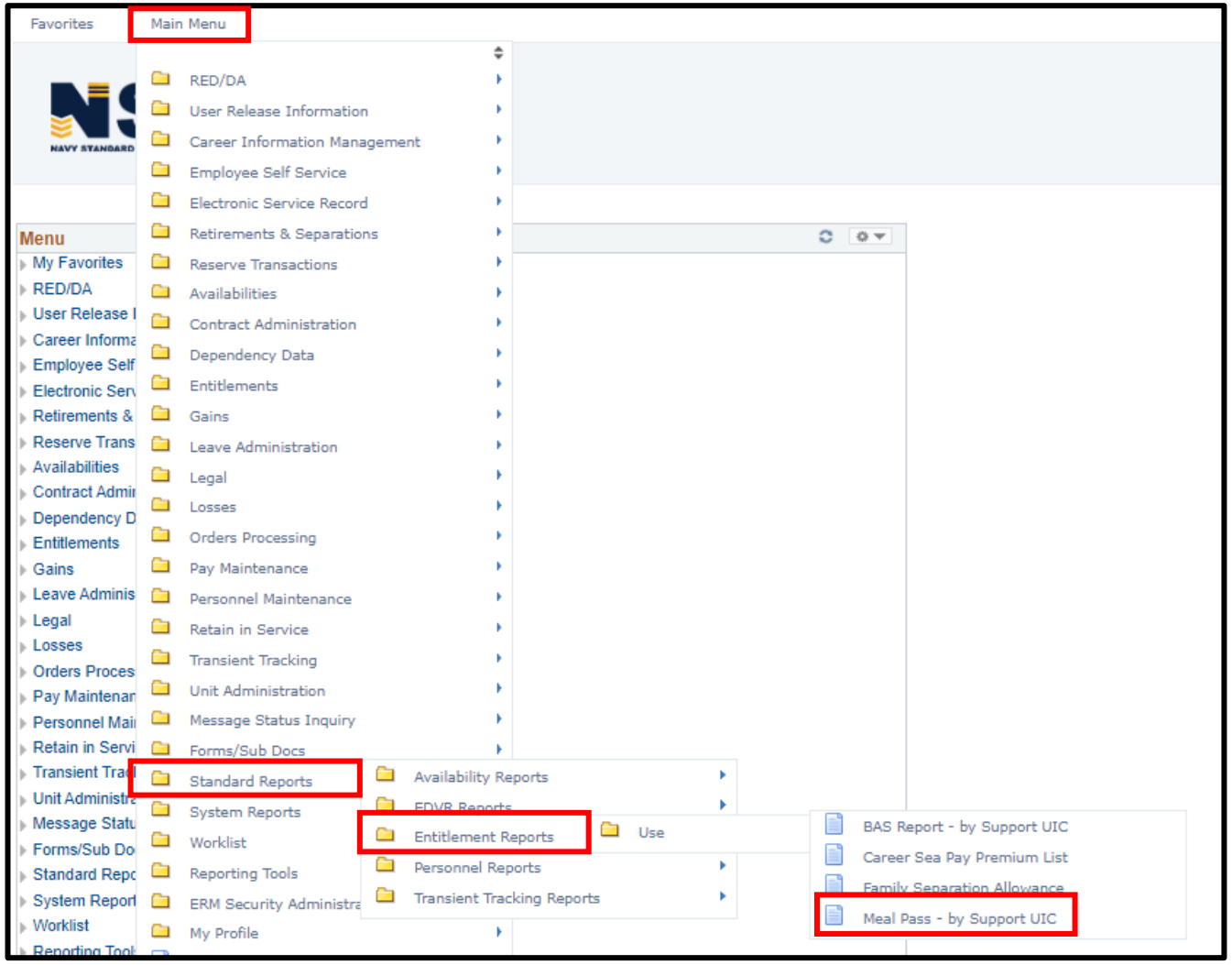
Meal Pass (DN) Report

DN Report

This report is used to verify open meal deductions for Sailors assigned a meal pass number.

Enlisted Sailors attached to squadron and shore commands living in government quarters with available galley will have an open meal deduction.

DN Report



Main menu

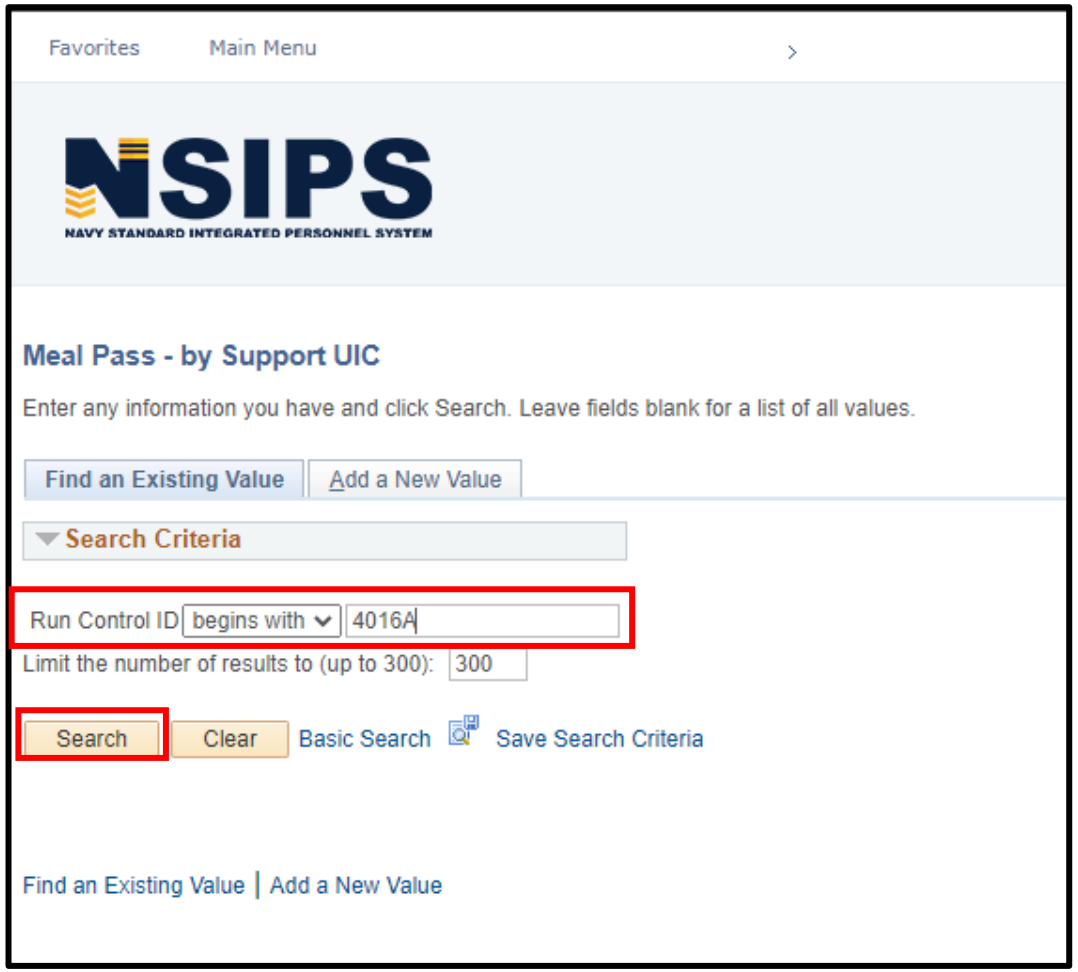
Standard Reports

Entitlement Reports

Use

Meal Pass - by Support UIC

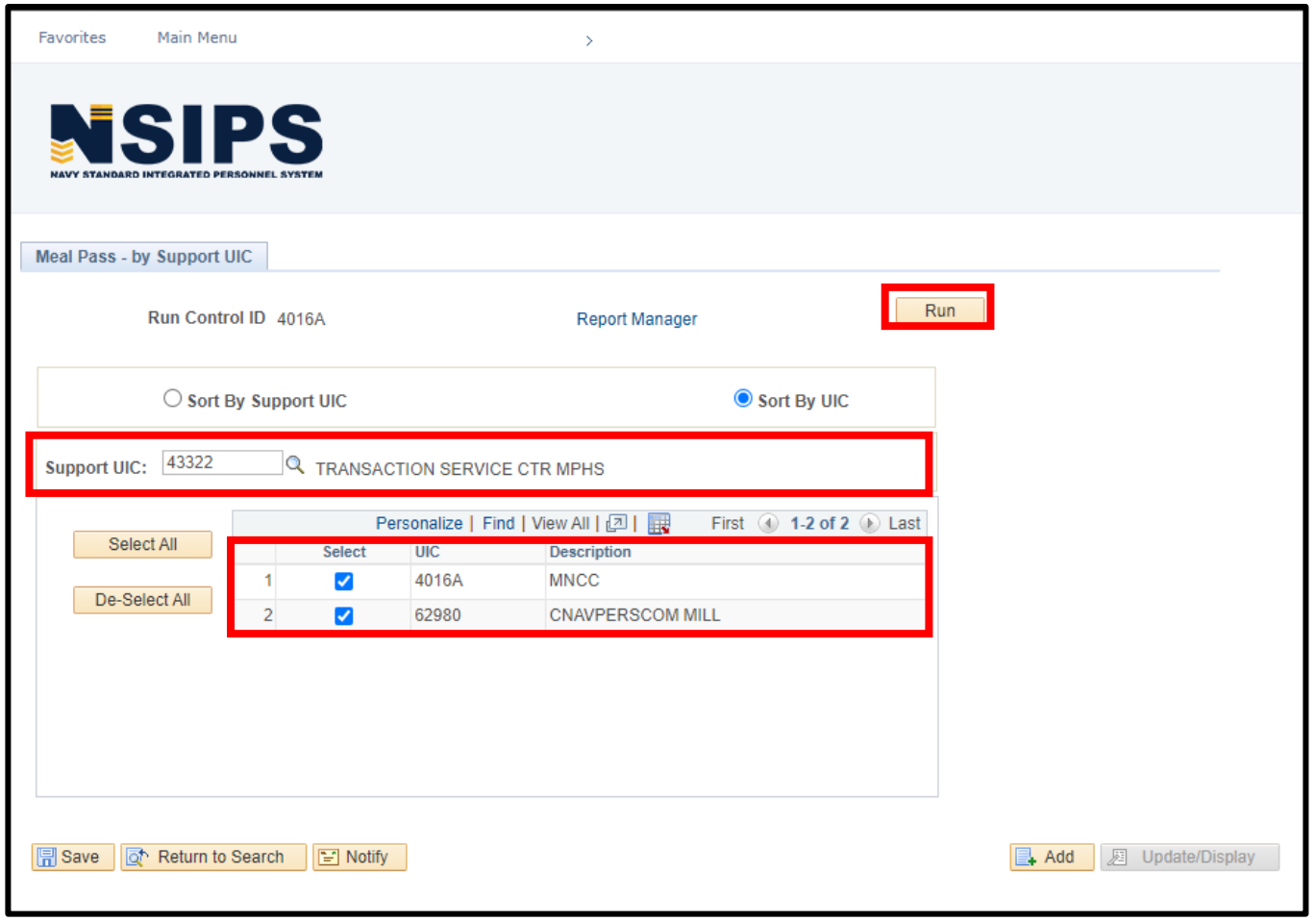
DN Report



Input / Add your Run Control ID.

Select Search.

DN Report

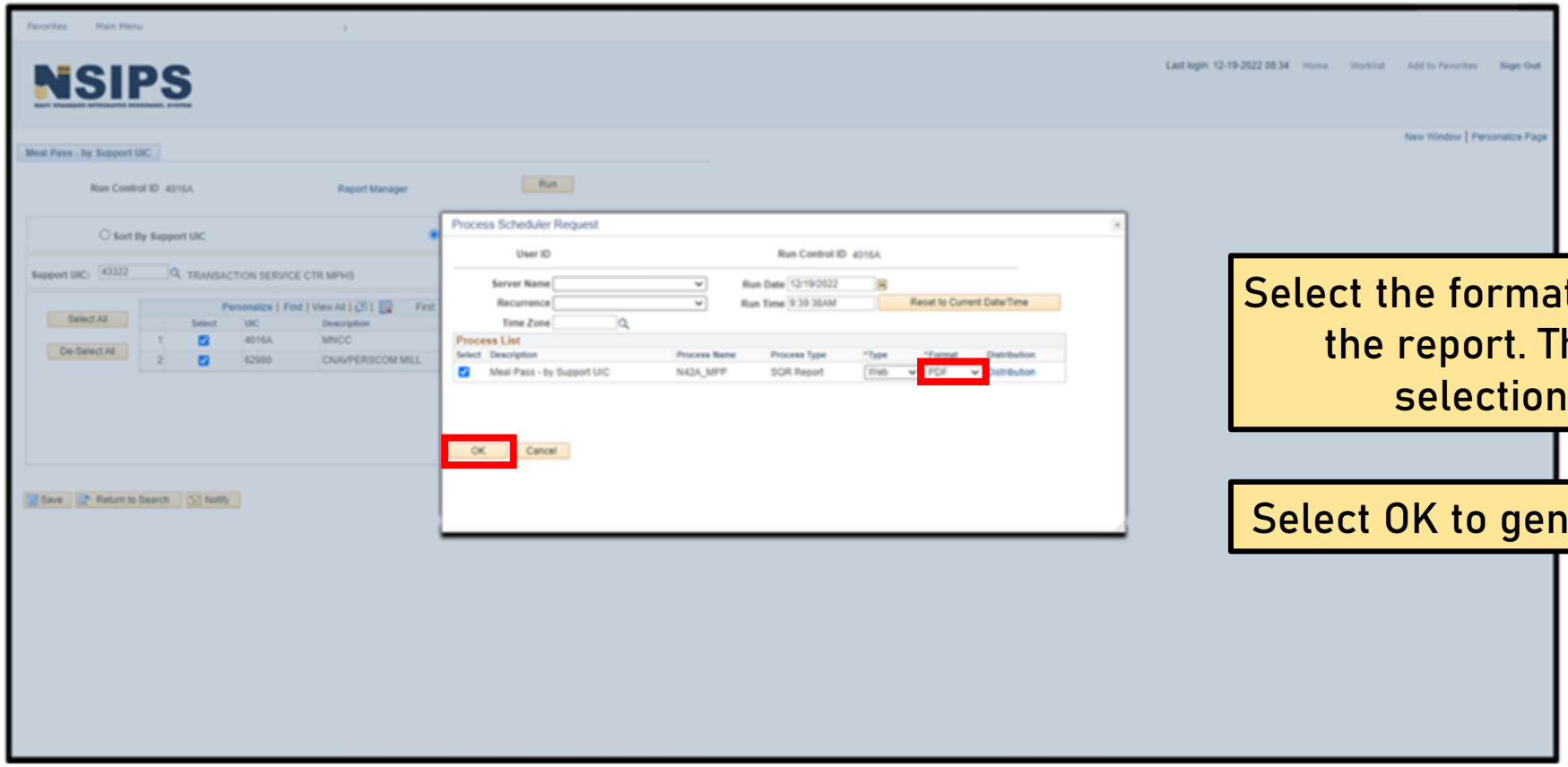


Input the Support UIC.

Select the command for which you would like to generate this report.

Select Run.

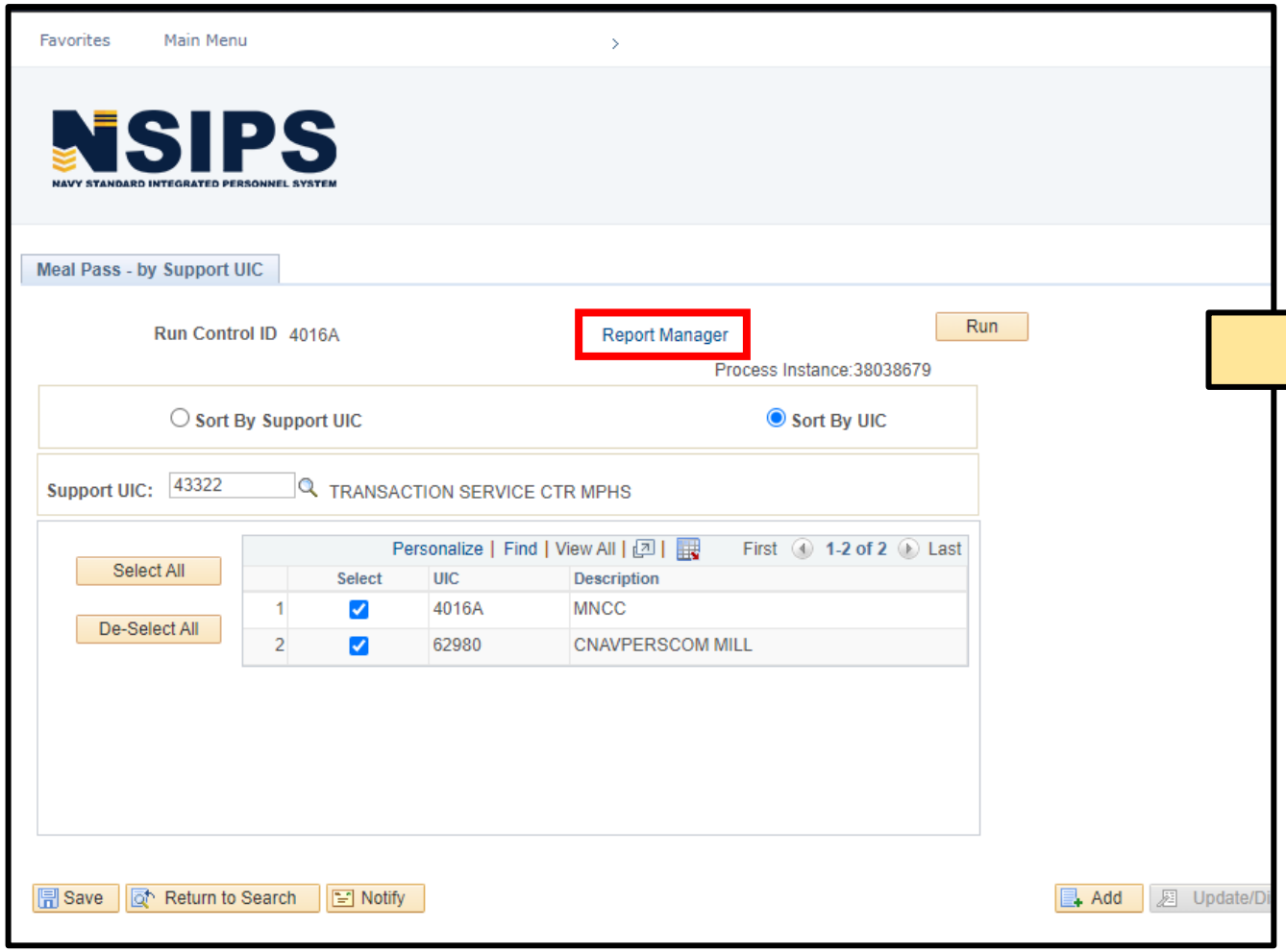
DN Report



Select the format you would like the report. The common selection is PDF.

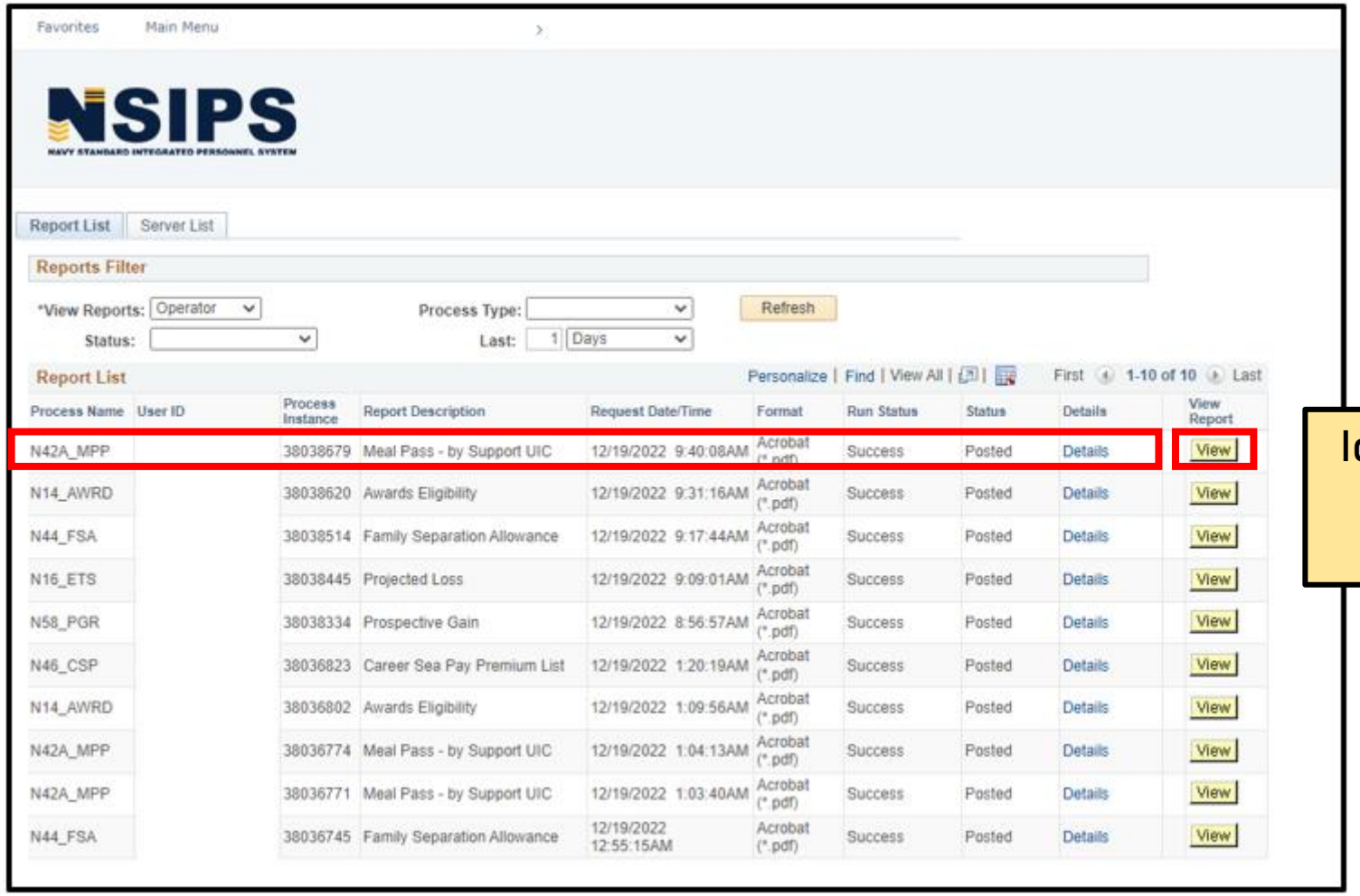
Select OK to generate the report.

DN Report



Click on Report Manager.

DN Report



Identify the report you wish to see. Click View to open the report.

DN Report

Navy Standard Integrated Personnel System
MEAL PASS REPORT

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Run Date 12/19/2022
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Support UIC: 43322 TSC MEMPHIS
Activity UIC: 4016A MY NAVY CAREER CENTER

ALPHA SEQUENCE WITHIN UIC

Name	Rank/ Rate	SSN	Meal-Pass-Type	Meal-Pass-Number	Exp-Date	BAQ Indicator
	PS1		R	S1431578	07/20/2014	W/O

Total Number of Enlisted Personnel with Meal Pass: 1

Meal-Pass-Type: Indicates standard or discounted rate.

Meal-Pass-Number: Assigned number for tracking.

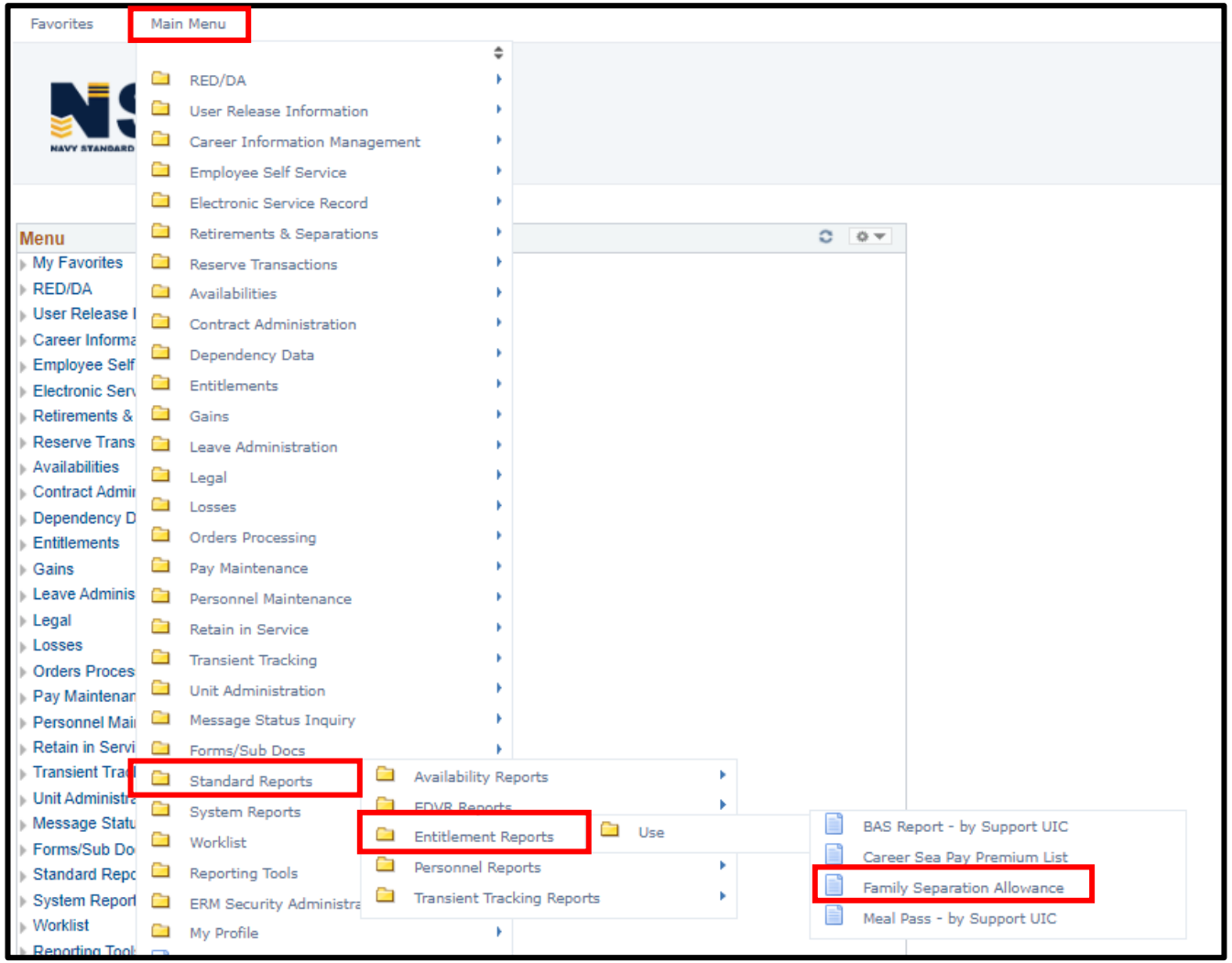
Family Separation Allowance (FSA) Eligibility Report

FSA Report

- The Family Separation Allowance (FSA) Eligibility Report is used to determine service members who are eligible to receive FSA.
- Use the report to identify FSA eligible Service Members prior to deployments or detachments. Generate a memo for processing based on the report.
- If you run into an instance that a service member is not generating under this report, it could be for the following:
  - The service member has not updated their RED/DA or is currently pending approval due to dependency change.
  - The option for “FSA eligible” in panel 3 was never selected during the member’s gain process, which could cause an issue with the report.
- Eligibility does not equal entitlement.

Eligibility: Meeting the criteria.
Entitlement: Actually receiving the monetary entitlement per DOD FMR VOL 7A Chapter 27

FSA Report



Main menu

↓

Standard Reports

↓

Entitlement Reports

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Use

↓

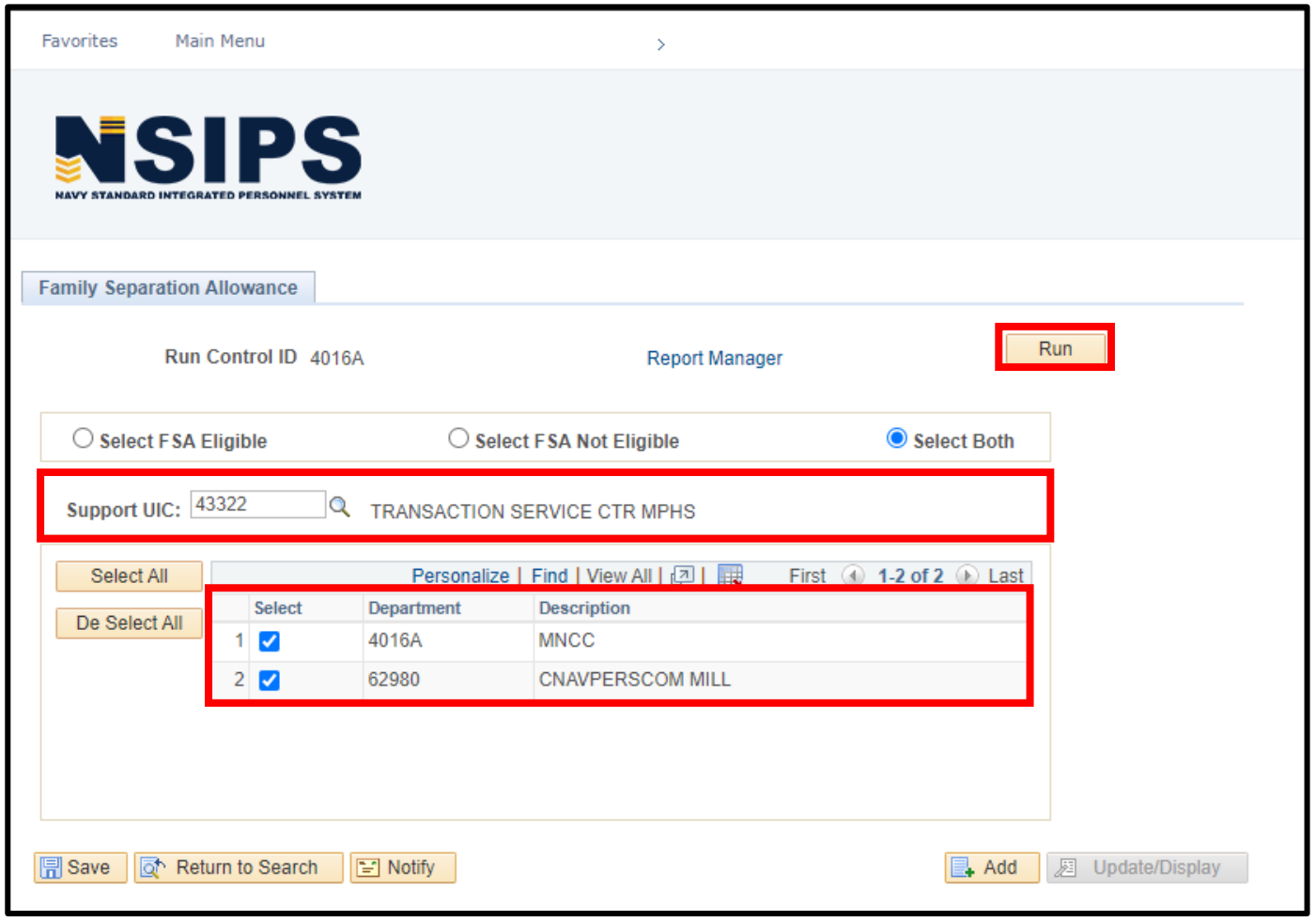
Family Separation Allowance

FSA Report

Input / Add your Run Control ID.

Select Search.

FSA Report

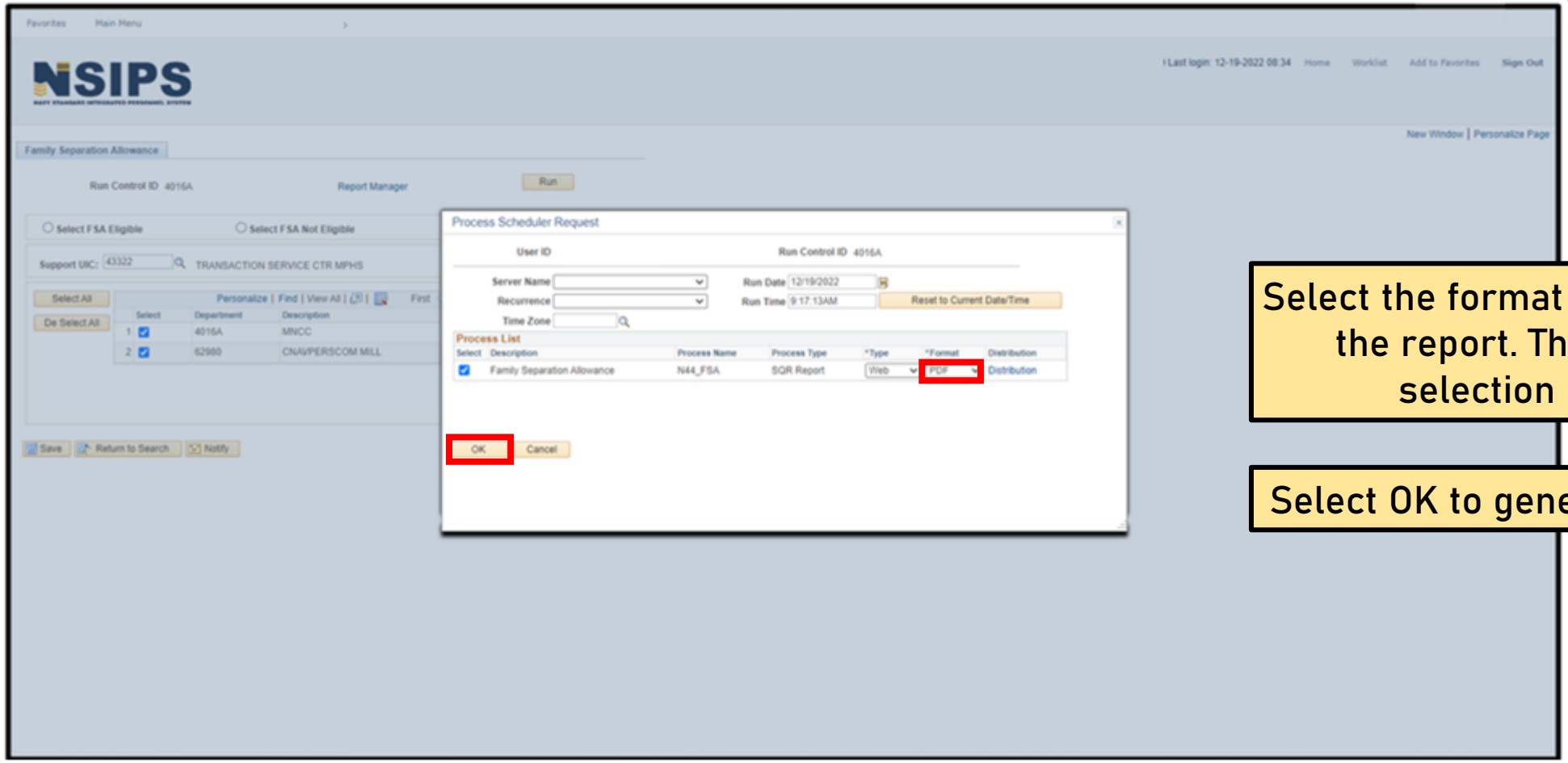


Input the Support UIC.

Select the command for which you would like the report.

Select Run.

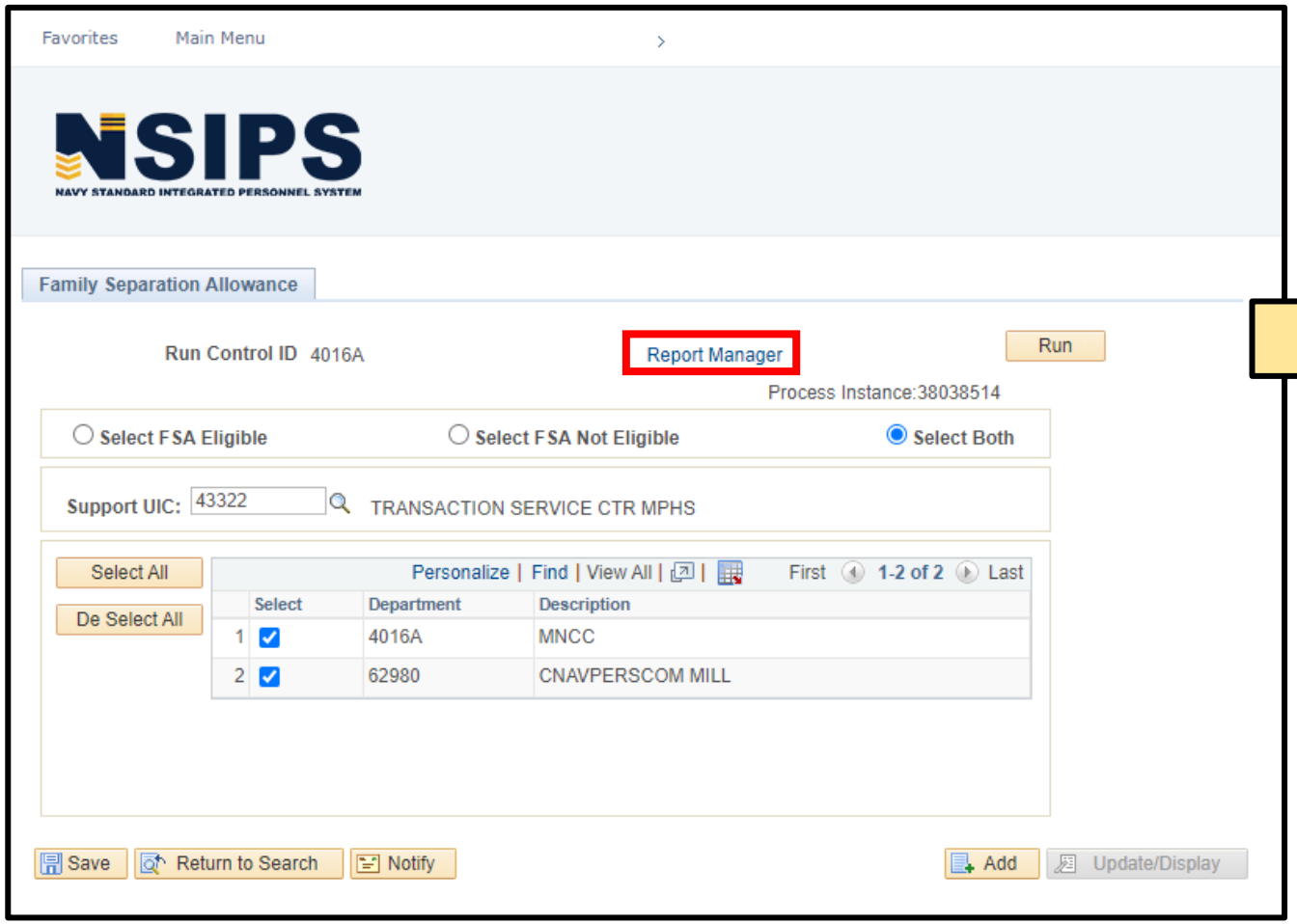
FSA Report



Select the format you would like the report. The common selection is PDF.

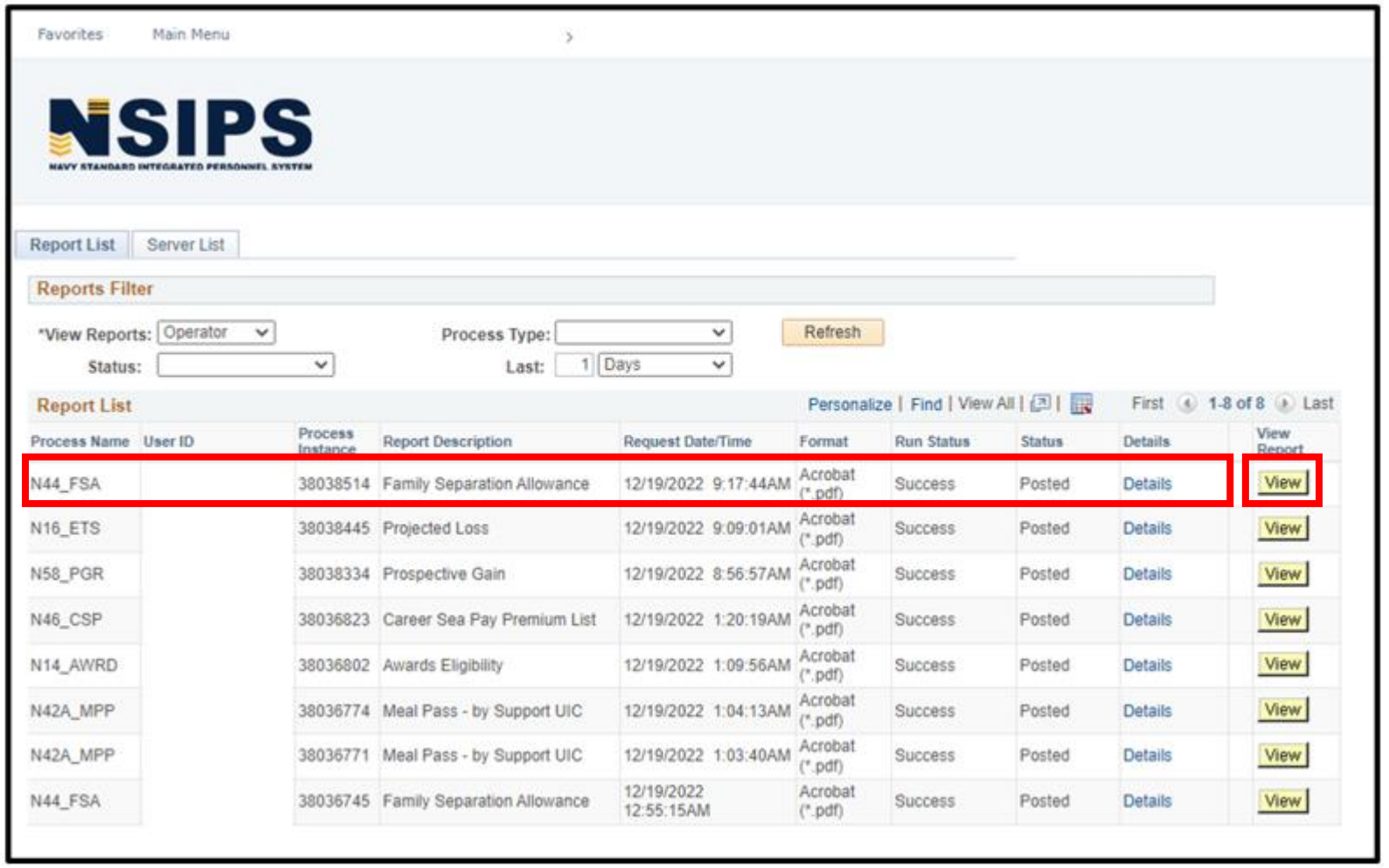
Select OK to generate the report.

FSA Report



Click on Report Manager.

FSA Report



Process Name	User ID	Process Instance	Report Description	Request Date/Time	Format	Run Status	Status	Details	View Report
N44_FSA		38038514	Family Separation Allowance	12/19/2022 9:17:44AM	Acrobat (*.pdf)	Success	Posted	Details	View
N16_ETS		38038445	Projected Loss	12/19/2022 9:09:01AM	Acrobat (*.pdf)	Success	Posted	Details	View
N58_PGR		38038334	Prospective Gain	12/19/2022 8:56:57AM	Acrobat (*.pdf)	Success	Posted	Details	View
N46_CSP		38036823	Career Sea Pay Premium List	12/19/2022 1:20:19AM	Acrobat (*.pdf)	Success	Posted	Details	View
N14_AWRD		38036802	Awards Eligibility	12/19/2022 1:09:56AM	Acrobat (*.pdf)	Success	Posted	Details	View
N42A_MPP		38036774	Meal Pass - by Support UIC	12/19/2022 1:04:13AM	Acrobat (*.pdf)	Success	Posted	Details	View
N42A_MPP		38036771	Meal Pass - by Support UIC	12/19/2022 1:03:40AM	Acrobat (*.pdf)	Success	Posted	Details	View
N44_FSA		38036745	Family Separation Allowance	12/19/2022 12:55:15AM	Acrobat (*.pdf)	Success	Posted	Details	View

Identify the report you wish to see. Click View to open the report.

FSA Report

Navy Standard Integrated Personnel System
FSA ENTITLEMENT REPORT

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Support UIC: 43322 TSC MEMPHIS
Activity UIC: 4016A MNCC

By: Elig / Not Elig

Name	Rank/Rate	SSN	FSA Eligibility	Dependent Code PRM	Dependent Code SEC
	PSC		Y	2	0
	PSC		Y	4	0

FSA Eligibility Section:
- Y - Yes the service members is eligible
- N - No the service member is not eligible

Eligibility does not mean the service member should be currently receiving FSA(FID 65 in MMPA). This only helps you determine the service eligibility, not current entitlement.

Dependent Code
- PRM
  - Shows the number of Primary dependents
- SEC
  - Shows the number of Secondary Dependents

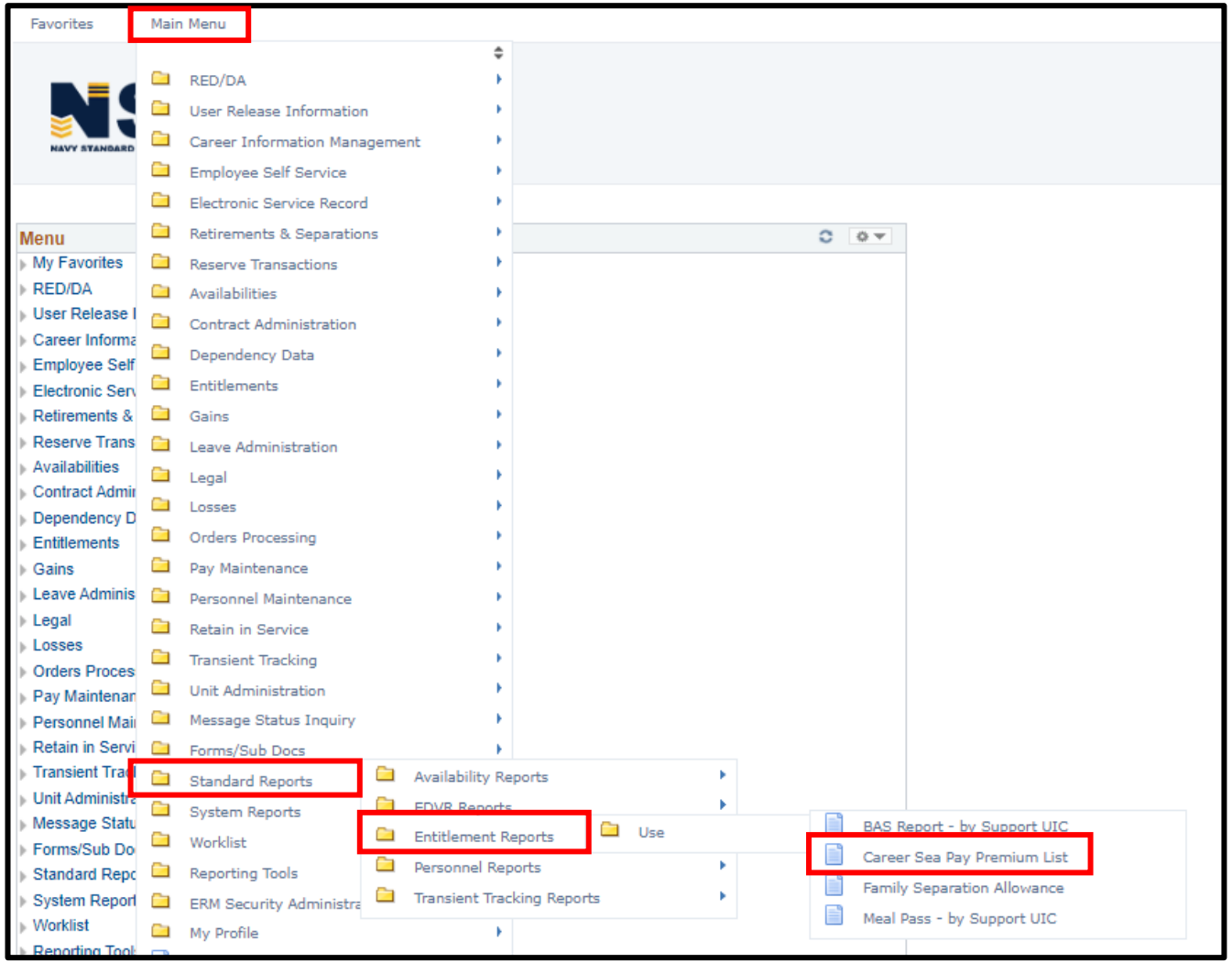
Career Sea Pay Premium (CSPP) Report

CSPP Report

This report is generated to identify members Career Sea Pay Premium (CSPP) Entitlement Date.

This report can sometimes be misleading due to various “Idle times” or time not accounted for correctly. Ensure you verify eligibility and start dates in accordance with DOD FMR VOL 7A Chapter 18 and OPNAVINST 7220.14

CSPP Report



Main menu

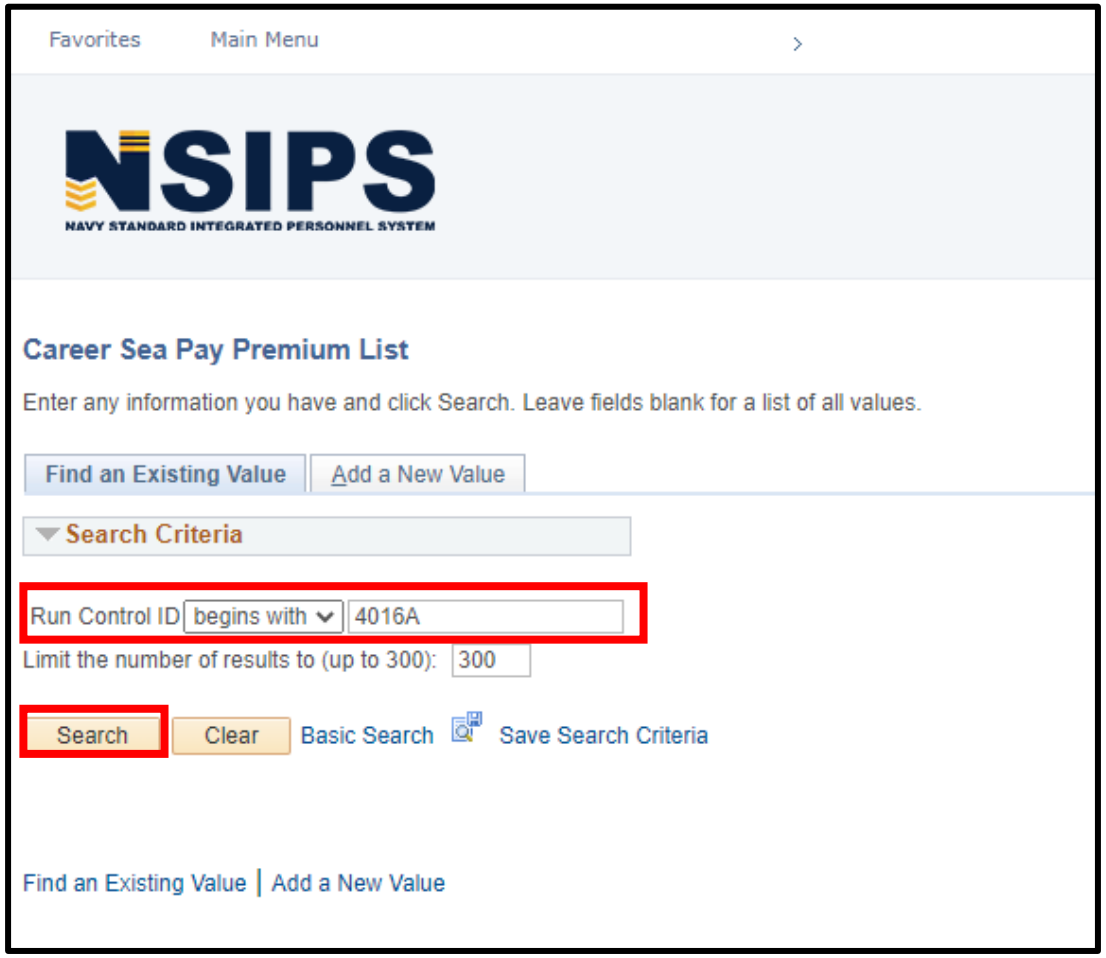
Standard Reports

Entitlement Reports

Use

Career Sea Pay Premium List

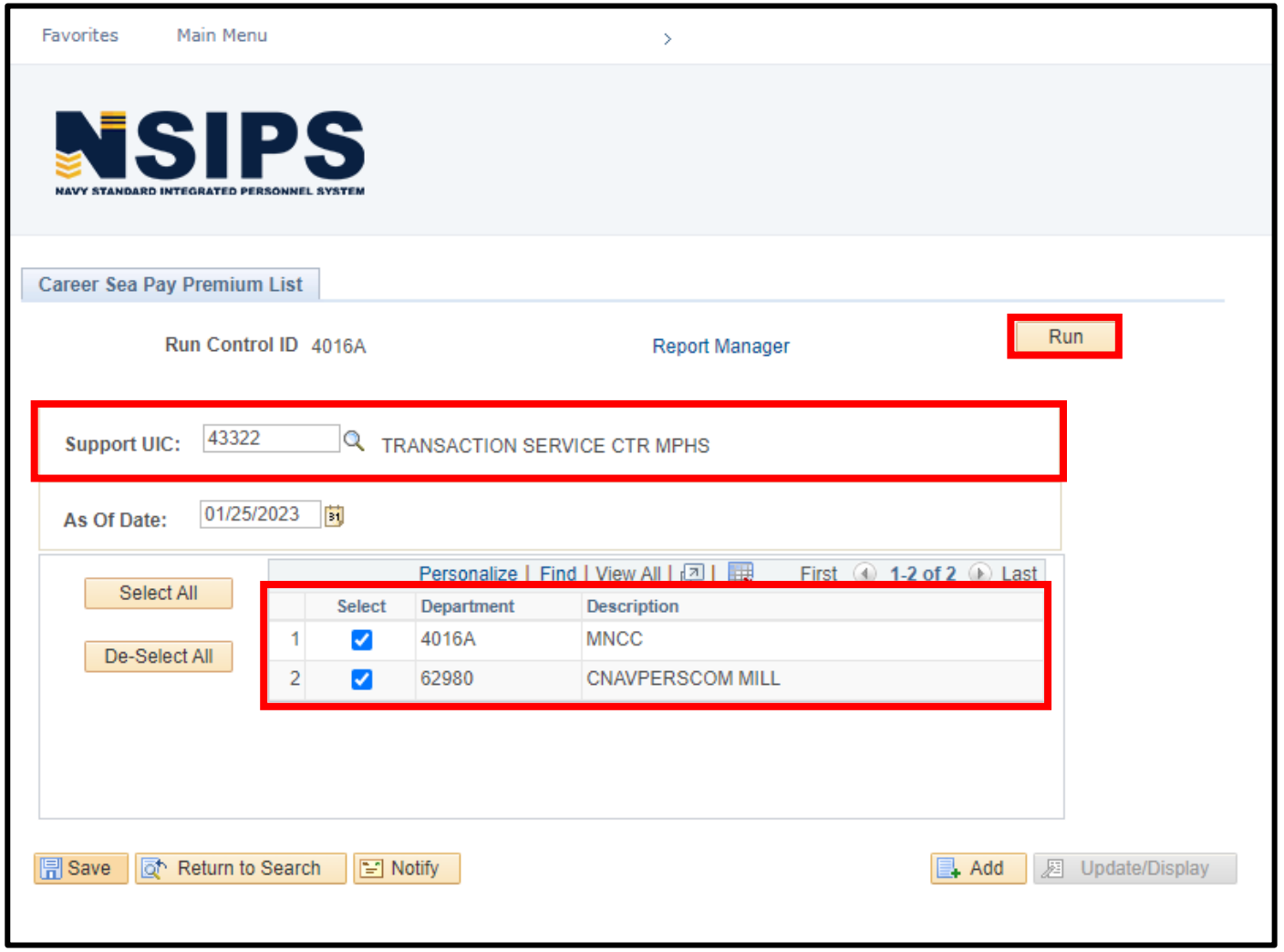
CSPP Report



Input / Add your Run Control ID.

Select Search.

CSPP Report

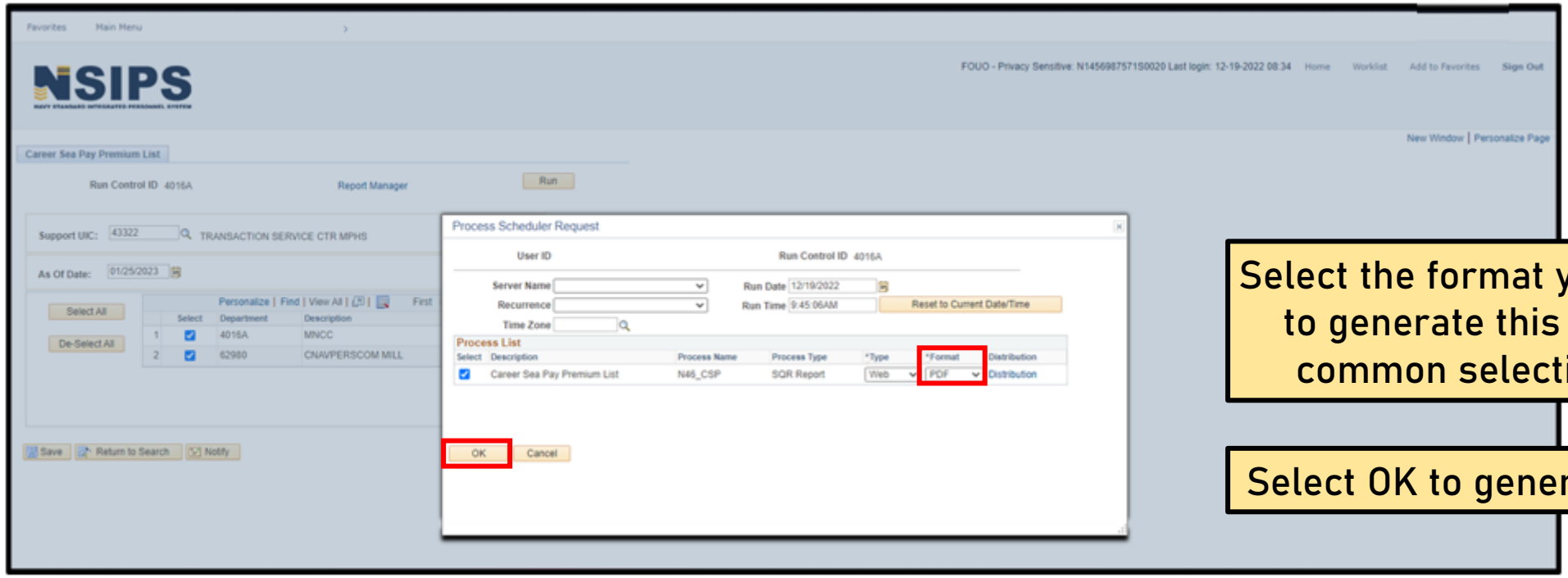


Input the Support UIC.

Select which command for which you would like to generate this report.

Select Run.

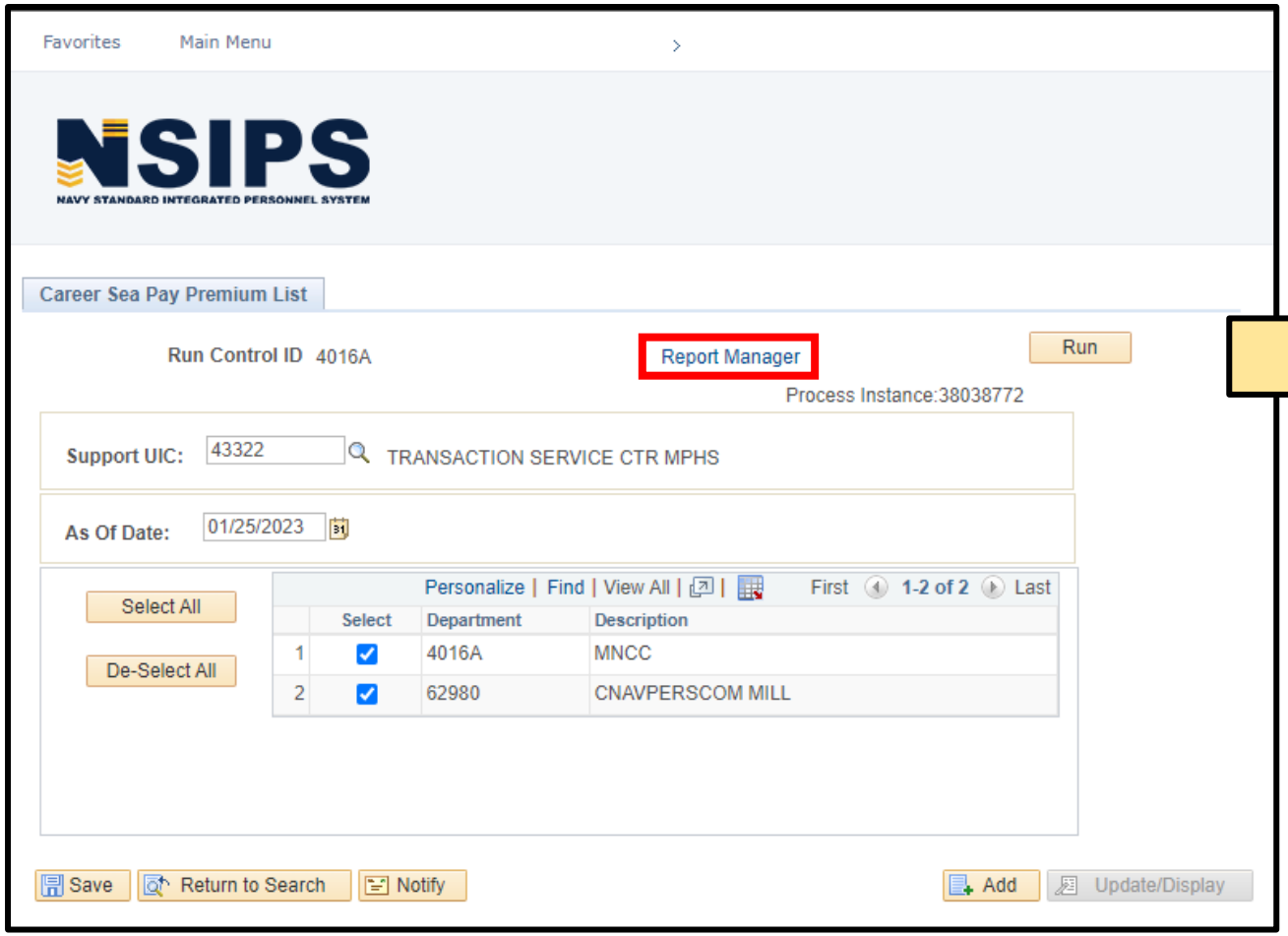
CSPP Report



Select the format you would like to generate this report. The common selection is PDF.

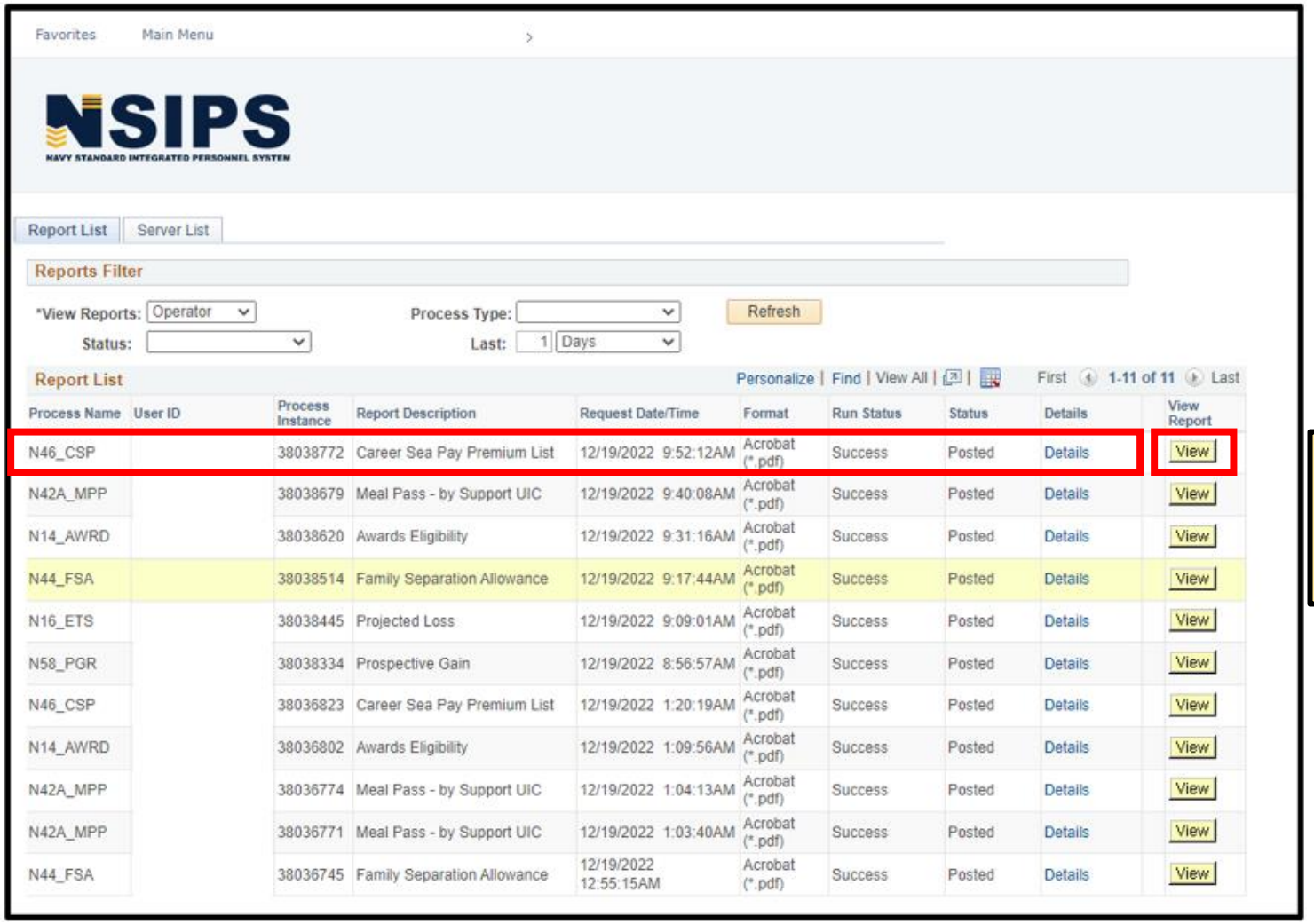
Select OK to generate the report.

CSPP Report



Click on Report Manager.

CSPP Report



Identify the report you wish to see. Click View to open the report.

CSPP Report

Navy Standard Integrated Personnel System
CSP PREMIUM ENTITLEMENT LISTING

Personal Data - Privacy Act of 1974

Run Date 12/19/2022
Page No. 1 of 4

Support UIC: 43322 TSC MEMPHIS
Activity: 4016A MNCC

AS OF DATE 01/25/2023

Name	Rank/Rate	SSN	DIV	CSPP Due Date
	LCDR			12/21/2022
	PS1			12/29/2013

CSPP Due Date:
The date service member is expected to be eligible to receive CSPP(fid 37 in MMPA).

Unit Administration

What is Unit Admin?

A software change was made to the Unit Administration function in NSIPS. It allows CPPA role users to search for Command Triad contact information and CPPAs by UIC.

Also, Unit Administration was added for the CPPA role users to allow updates to the UICs for which they have security access.

Unit Admin: CPPA Expectations

All CPPAs should update this information when:

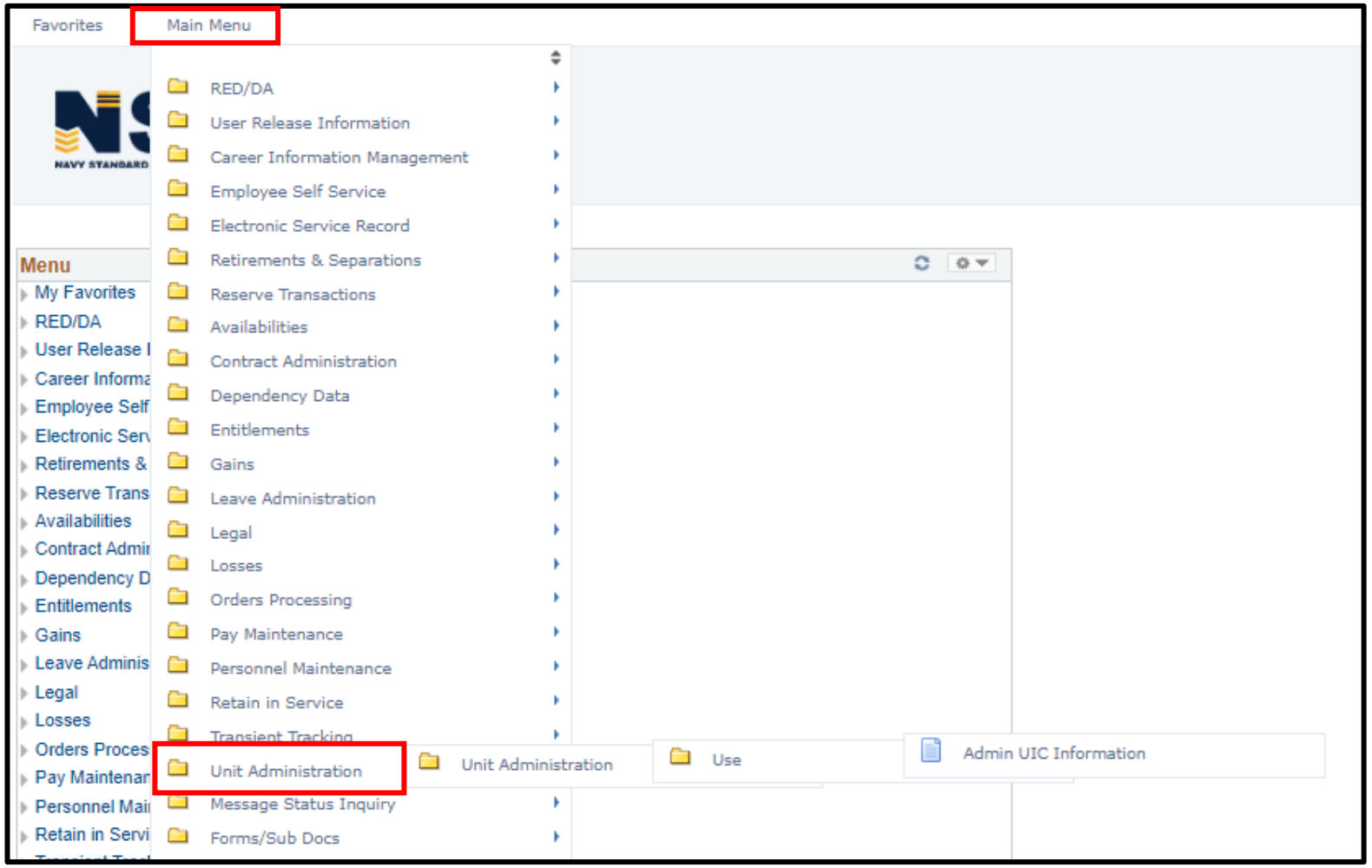
- Arriving/departing
- Change of Command
- A POC(point of contact) listed on the Unit Admin has changed

Must be reviewed monthly by CPPAs to ensure accuracy. RSCs, TSCs, and NPPSC will make this an inspectable item in the very near future.

Benefits of Unit Admin

- Help RSCs determine where CPPAs are located and find contact information.
- Help RSCs manage CPPA/Triad Distros which ensures CPPAs and Command Triads are receiving critical pay and personnel policy updates and information.
- Unit Admin is Global! Any CPPA can look up a Point of Contact by searching by UIC.
- Unit Admin global capability allows for CPPAs to find each other for customer service resolutions using the UIC to search for a Point of contact.

Unit Administration



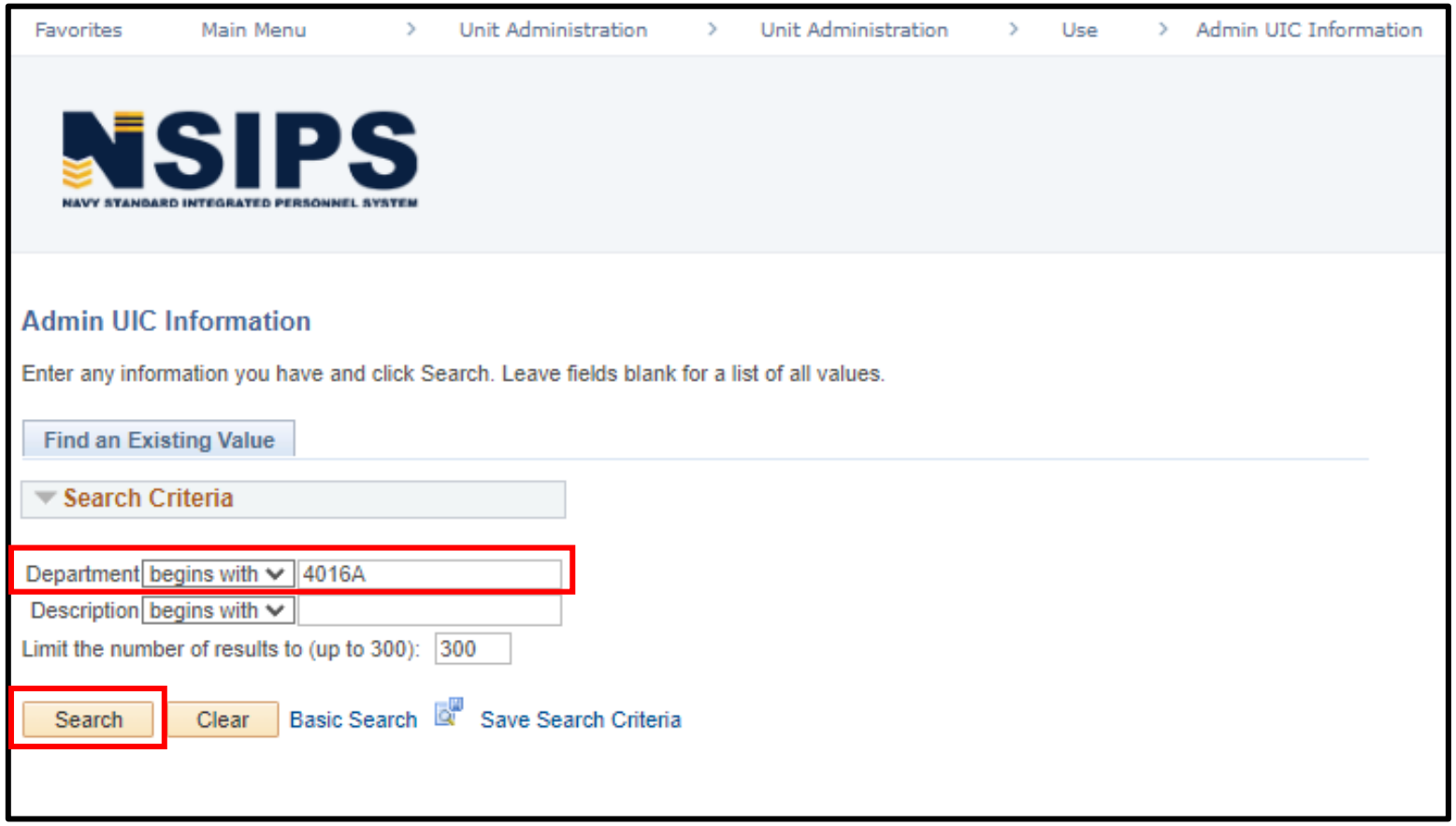
Main menu

Unit Administration

Use

Admin UIC Information

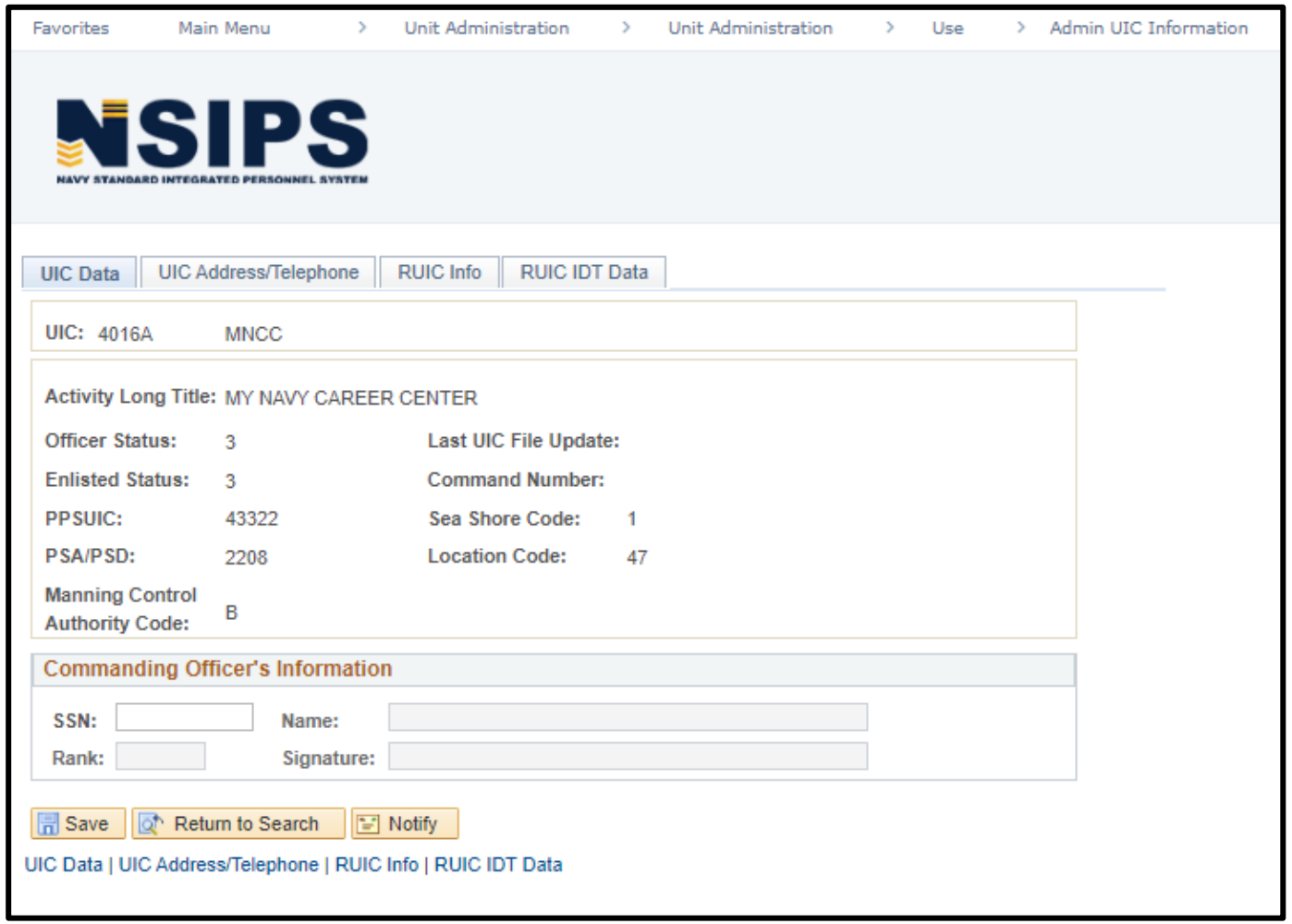
Unit Administration



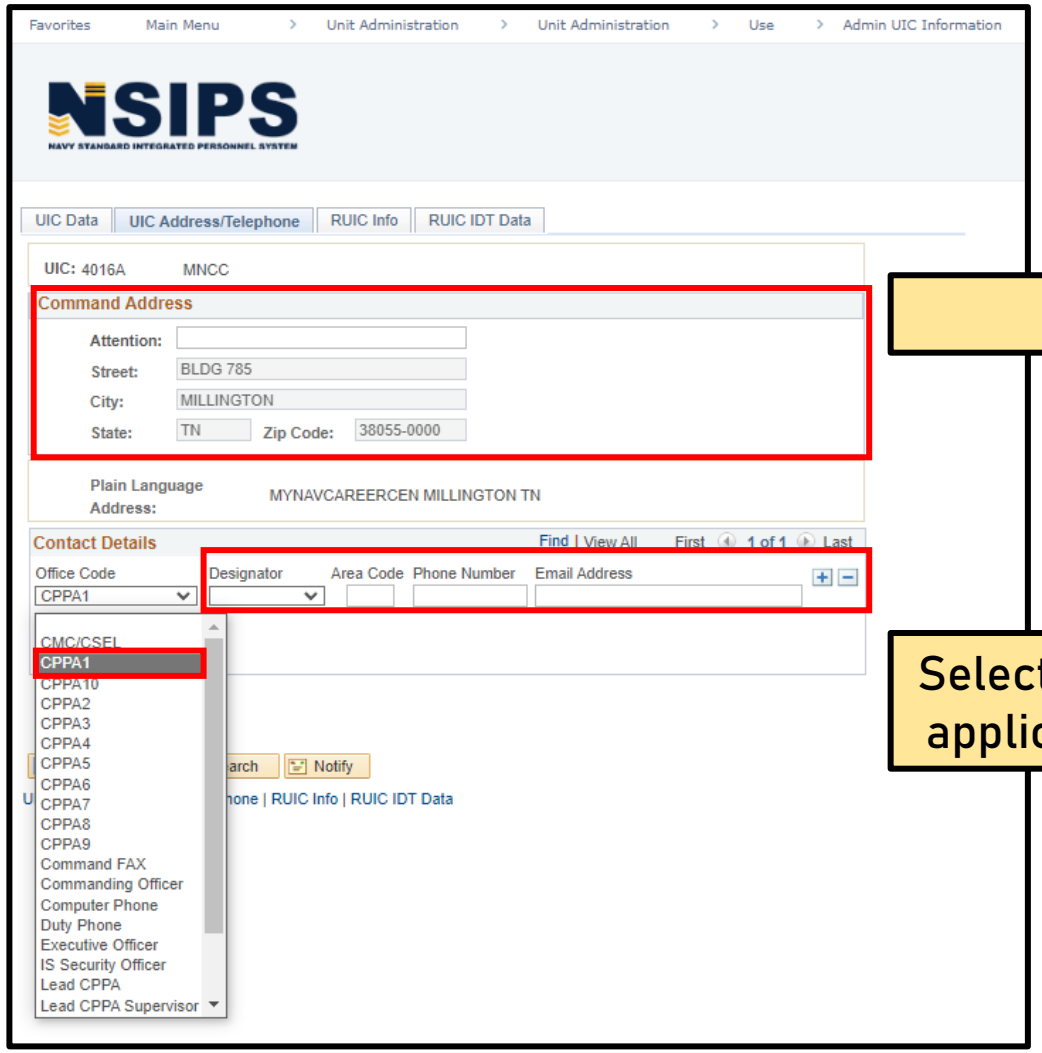
Input your UIC.

Select Search.

Unit Administration



Unit Administration



Ensure to update the command address.

Select an option. Ensure to add the member's designator, if applicable, along with contact information. Use DOD email.

Best Practices

- Generate all reports weekly.
- Use reports to plan ahead.
- Notify your chain of command of any report discrepancies.
- Keep in mind that reports generate PII protected by the Privacy Act of 1974. Take all measures required to protect the information contained within these reports.

Summary and Review

In this lesson we covered how to generate and identify information from the following reports:

- Alpha Locator
- Prospective Gains
- Prospective Losses
- DN Report
- FSA Report
- CSPP Report
- Unit Administration

References

Command Pay and Personnel Administrator (CPPA) Handbook: CPPA HANDBOOK 16NOV22.pdf (navy.mil)

CPPA Resources: CPPA Resources (navy.mil)

DOD FMR Vol 7A: DOD FMR Vol 7A

OPNAVINST 7220.14: Career Sea Pay Premium SOP Rev Jun 2023

Questions?

This concludes the lesson on
NSIPS Administrative Reports

Thank you for your participation!