## How to update Civilian Employer Info (CEI) in NSIPS with the correct "Job Title" data for SSOs

- 1. Retrieve your "Job Title" data from the "CEI Tool" Spreadsheet (4 April 2025 edition or later)
  - a. Answer the questions in the left column by selecting from drop-down menus in the middle column (all the red cells require an input from you).

DO NOT DISTRIBUTE SSOCEI DATA DO NOT DISTRIBUTE		
Questions	Please Click the highlighted boxes to access the dropdown menu	Instructions
When was the last time you sailed on your license? (In years)		How many years has it been since you were discharged from a vessel?
In what position did you last sail as?		What was the most recent position you sailed as? If you have not sailed since commissioning select "Did not sail after graduation"
In what capacity was your last Sailing?		For oil rigs and fishing vessels please select "other"
What is your current employment?		Select the option that is your main source of income. If you are on long term orders select the last job you held.
What is your shoreside job?		
Position Title		Please Type out the current title of your job. EX. Assistant Port Engineer, Kings Point Deck Professor
SOC Major Group	#NAME?	PASTE into SOC Major (IF no code given use NSIPS Dropdown menu)
soc	#NAME?	PASTE into SOC (IF no code given use NSIPS Dropdown menu)
Job Title	#N/A	PASTE into Job Title (Even if NSIPS auto populates one)
Where to go to update CEI?	Employee-facing registry content (navy.mil)	Update Personal Information> Civilian Employer Information> "+"
For any questions please email SSOCEIHELP@us.navy.mil or call (757) 341-6516		

## b. Your answers generate SOC and Job Title data codes.

Questions	Please Click the highlighted boxes to ac dropdown menu
hen was the last time you sailed on your license? (In years)	Currently Sailing
In what position did you last sail as?	Pilot
In what capacity was your last Sailing?	Unlimited
What is your current employment?	Sailing
What is your shoreside job?	Engineering
Position Title	Pilot
SOC Major Group	530000
soc	535021
Job Title	0 D5 UL AA XX Pilot

Note: The "Job Title" data code is what needs to be included in the "Job Title" field of our CEI in NSIPS. Per the example above, the code generated for an actively sailing pilot is: 0 D5 UL AA XX Pilot

- 2. Log on to NSIPS (CAC required): https://www.nsips.cloud.navy.mil/nsipsclo\_landing/index.html
  - a. Save this link, and/or save one of these popular link sites and 'Ctrl + f' search for "NSIPS"
     i. <u>https://my.navy.mil/quick-links.html</u>
- 3. Once you log on, select "Employee Self Service" from the menu on the left and then select the "Tasks" menu to locate "Civilian Employer Information."



Note: There is another path from the Home screen via "Personal Information." Select "Update Personal Information"



## **Personal Information**

Review member address and phone, marriage, and personal information.

## View Personal Information

Update member address, phone, e-mail, emergency contacts, religion, race, ethnicity and civilian employer information. Update Personal Information

4. Select "Civilian Emp

Update Personal Information







5. To create a new CEI entry, click the plus button.



Note: The existing CEI data can only be verified. It is not possible to modify the existing data without creating a whole new entry.

My Civilian Employer My Civilian Skills		
***DoD policy prohibits involuntary mo	obilization or activation based on Civilian Skills	
Name:	. Verify primary phone number	
Primary Employer Telephone:	Answer the (3) Ready	Reserve Screening questions
Ready Reserve Screening Questions         Are you considered a key employee?       Yes         Yes       No         Are you preparing for religious ministry?       Yes         Yes       No	Key Employee – non-federal e defense support industries – occupying a position per DOL	employee, particularly in the fields of health, safety and who is essential to national defense or federal employee >1 1200.07
Are you in a student, resident, or intern program to be a medical doctor or de	antist? 🔾 Yes 💿 No 🛹	
Civilian Employer Information	Find View All	First 🕢 1 of 4 🕢 Last
SOC Major Group:		VERIFY ·
Employer:  Prim Job Title:	Verified O ary Employer Self Employed Verified by	n: <b>b</b>
Start Date: B Stop Date:		

a. If the "CEI Tool" Spreadsheet generated SOC codes for you, enter those codes in the "SOC Major Group" and "SOC" fields, otherwise use the search tool provided in NSIPS and select what best matches your employment within the given search results.

Favorites Main Menu >> Employee Self Service >> Electronic Sen	ice Record	> Tasks > Civilian Employer Information
	Look	Up SOC Major Group
	SOC N Long	tajor Group begins with >) Description begins with > KUP Clear Cancel Basic Lookup
Are you considered a key employee? O Yes  No	Searc	h Results
Are you preparing for religious ministry? Ves 🔍 No	View 10	00 First 🕚 1-24 of 24 🕑 Last
	SOC M	ajor Long Description
Are you in a student, resident, or intern program to be a medical doctor or dentist?	Group	) Inemployed/Student
	110000	Management Occupations
Civilian Employer Information	130000	Business and Financial Operations Occupations
	150000	Computer and Mathematical Occupations
SOC Major Group:	170000	Architecture and Engineering Occupations
	190000	Life, Physical, and Social Science Occupations
SOC:	210000	Community and Social Services Occupations
	230000	) Legal Occupations
Employer: Primary Empl	oye 250000	Education, Training, and Library Occupations
	270000	Arts, Design, Entertainment, Sports, and Media Occupations
Job Title:	29000	Healthcare Practitioners and Technical Occupations
	330000	Protective Service Occupations
Start Date:  iii Stop Date: iii	350000	Food Preparation and Serving Related Occupations
	370000	Building and Grounds Cleaning and Maintenance Occupations
Employment Status:	390000	Personal Care and Service Occupations
First time constinue this ish	410000	Sales and Related Occupations
Response Indicator:	430000	Office and Administrative Support Occupations
First Responder Indicator:	450000	) Farming, Fishing, and Forestry Occupations
	470000	Construction and Extraction Occupations
✓ I am currently a federal government employee	49000	Installation, Maintenance, and Repair Occupations
Check box if Yes, leave blank if No.	530000	Transportation and Material Moving Occupations
	55000	Military Specific Occupations
Address 1	500000	annual about a contractor
Address I:		

b. The start date of your new entry cannot be the same as a previous entry even if your employment has not changed. In this common scenario where you are making a new entry for your current employment with a start date that has previously been reported, use the day after your initial start date for the new entry and then indicate it is "not the first time reporting" this employment.

	Response Indicator:	Not the first time reporting	~
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i. For example: If you previously reported your current employment with a start date of 4/15/22, enter 4/16/22 as the start date for your new entry, or use any other relevant date (such as a promotion) subsequent to the date previously reported.

- c. The "Job Title" in NSIPS may auto-populate after you put in the SOC codes. <u>Enter the</u> <u>"Job Title" data code that was generated in the "CEI Tool" Spreadsheet.</u> So long as this code is included, the code and whatever "Position Title" you gave yourself can be in addition to or in lieu of what NSIPS auto-populated.
  - i. For example: An SSO employed as a Port Engineer (who last sailed 3 years ago as a Chief Engineer Unlimited) enters SOC Major Group 170000 and SOC 173029 from the "CEI Tool" Spreadsheet into NSIPS. NSIPS auto-populates the "Job Title" field with "Eng Tech not Drafter/All Other." The SSO would then replace this Job Title with "3 E1 UL BB NE Port Engineer" from the "CEI Tool" Spreadsheet.

Insert information from excel spreadsheet for SOC Major Group and SOC. If excel file had N/A, utilize the look up feature	SOC Major Group: SOC: Employer: Primary Employer Self Employed Verified On: Primary Employer Self Employed Verified by:
IMPORTANT! Copy and paste the <u>exact</u> code provided by the CEI excel spreadsheet, regardless of what is automatically populated	Job Title:       IMPORTANT! After entering all data, click "UERIFY" and then "SAVE". The system will not reflect that you updated your information if you do not click on "SAVE."         Start Date:       If self-employed, click this block and type your name or name of business under employer         Response Indicator:       Not the first time reporting
Ensure this box is checked if you are a Federal Government Employee	
	City: County: State: Q Country: US Q Postal Code: Q

 Verify all information and ensure that your "Job Title" entry was not erased or overwritten after you clicked out of the field. Lastly <u>click "Verify" and click "Save."</u> Once saved, it is not possible to modify CEI data without creating a whole new entry.

Note: You must always click "Save" even if you are only verifying existing CEI data.