

## 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).

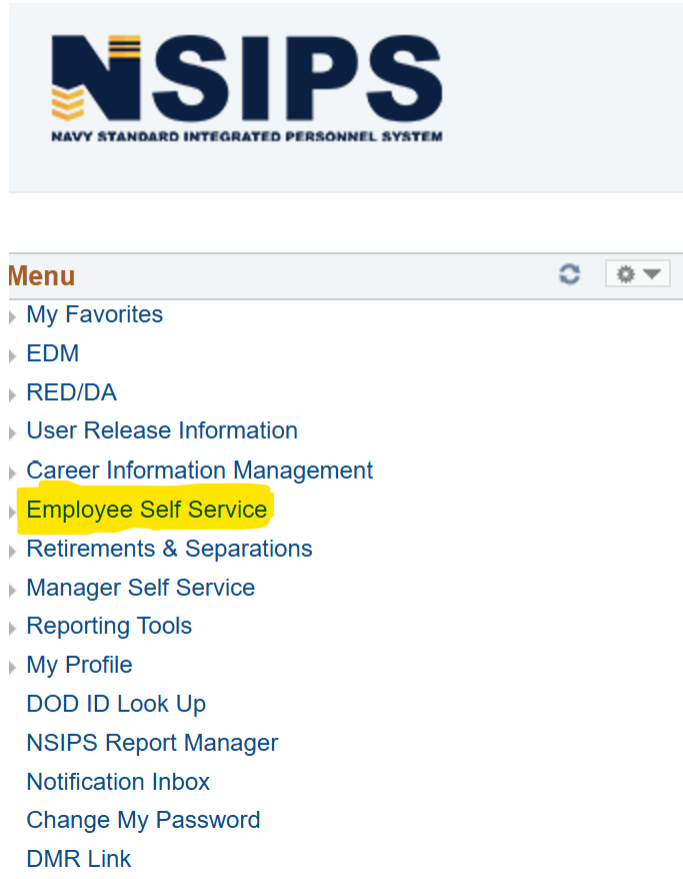
| DO NOT DISTRIBUTE SSOCEI DATA DO NOT DISTRIBUTE                              |   |  |
|--|---|--|
| Questions  | Please Click the highlighted boxes to access the dropdown menu  | Instructions   |
| When was the last time you sailed on your license? (In years)                |   | How many years has 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?   | <a href="https://www.navy.mil/employee-facing-registry-content">Employee-facing registry content (navy.mil)</a> | 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 access the dropdown menu |
|---|--|
| When 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](https://www.nsips.cloud.navy.mil/nsipsclo_landing/index.html)
  - a. You can save this link for NSIPS, and/or save the following MyNavy Portal Quick Links site and then locate, or 'Ctrl + f' search for "NSIPS": <https://my.navy.mil/quick-links.html>
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 Employer Information"


**Update Personal Information**


 Religion, Race, and Ethnic Code


 **Civilian Employer Information**


 Address & Phone

 Official Email Address

 Emergency Contact


 Sponsor Agreement

 Gain Questionnaire

 ESR Home

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

Find | View All First 1 of 2 Last



VERIFY

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 mobilization or activation based on Civilian Skills\*\*\*

Name:

Primary Employer Telephone:  ☐ International

**Ready Reserve Screening Questions**

Are you considered a key employee? ☐ Yes ☒ No

Are you preparing for religious ministry? ☐ Yes ☒ No

Are you in a student, resident, or intern program to be a medical doctor or dentist? ☐ Yes ☒ No

**Civilian Employer Information** Find | View All First 1 of 4 Last

SOC Major Group:

SOC:

Employer:  ☐ Primary Employer ☐ Self Employed

Job Title:

Start Date:  Stop Date:

VERIFY

Verified On:

Verified by:

Verify primary phone number

Answer the (3) Ready Reserve Screening questions

Key Employee – non-federal employee, particularly in the fields of health, safety and defense support industries – who is essential to national defense or federal employee occupying a position per DODI 1200.07

- 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.

The screenshot shows the NSIPS (NAVY STANDARD INTEGRATED PERSONNEL SYSTEM) interface. A large blue arrow points to the 'SOC Major Group' field in the 'Civilian Employer Information' section. A red circle highlights the search icon next to this field. A 'Look Up SOC Major Group' popup window is open on the right, displaying a search results table.

**Civilian Employer Information**

SOC Major Group:

SOC:

Employer:  ☐ Primary Employee

Job Title:

Start Date:  Stop Date:

Employment Status:

Response Indicator:

First Responder Indicator:

☒ I am currently a federal government employee

Check box if Yes, leave blank if No.

Address 1:

**Look Up SOC Major Group**

SOC Major Group begins with

Long Description begins with

**Search Results**

View 100 First 1-24 of 24 Last

| SOC Major Group | Long Description   |
|-----------------|--|
| 000000          | Unemployed/Student   |
| 110000          | Management Occupations                                     |
| 130000          | Business and Financial Operations Occupations              |
| 150000          | Computer and Mathematical Occupations                      |
| 170000          | Architecture and Engineering Occupations                   |
| 190000          | Life, Physical, and Social Science Occupations             |
| 210000          | Community and Social Services Occupations                  |
| 230000          | Legal Occupations  |
| 250000          | Education, Training, and Library Occupations               |
| 270000          | Arts, Design, Entertainment, Sports, and Media Occupations |
| 290000          | Healthcare Practitioners and Technical Occupations         |
| 310000          | Healthcare Support Occupations                             |
| 330000          | Protective Service Occupations                             |
| 350000          | Food Preparation and Serving Related Occupations           |
| 370000          | Building and Grounds Cleaning and Maintenance Occupations  |
| 390000          | Personal Care and Service Occupations                      |
| 410000          | Sales and Related Occupations                              |
| 430000          | Office and Administrative Support Occupations              |
| 450000          | Farming, Fishing, and Forestry Occupations                 |
| 470000          | Construction and Extraction Occupations                    |
| 490000          | Installation, Maintenance, and Repair Occupations          |
| 510000          | Production Occupations                                     |
| 530000          | Transportation and Material Moving Occupations             |
| 550000          | Military Specific Occupations                              |

- 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:**

- 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. [Enter the “Job Title” data code that was generated in the “CEI Tool” Spreadsheet.](#) 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.

The screenshot shows the NSIPS form with several callouts and instructions:

- Top Left:** Insert information from excel spreadsheet for SOC Major Group and SOC. If excel file had N/A, utilize the look up feature. (Points to SOC Major Group and SOC fields)
- Top Center:** Insert employer name. (Points to Employer field)
- Top Right:** VERIFY button. (Points to VERIFY button)
- Middle Left:** IMPORTANT! Copy and paste the **exact** code provided by the CEI excel spreadsheet, regardless of what is automatically populated. (Points to Job Title field)
- Middle Center:** If self-employed, click this block and type your name or name of business under employer. (Points to Self Employed checkbox)
- Middle Right:** IMPORTANT! After entering all data, click “VERIFY” and then “SAVE”. The system will not reflect that you updated your information if you do not click on “SAVE.” (Points to VERIFY button)
- Bottom Left:** Ensure this box is checked if you are a Federal Government Employee. (Points to I am currently a federal government employee checkbox)
- Bottom Center:** Insert Employer Address. (Points to Address 1, Address 2, Address 3, City, County, State, Country, and Postal Code fields)

Click **“SAVE”** at the bottom to complete process. Updates will be lost if you don’t hit “SAVE.”

6. Verify all information and ensure that your “Job Title” entry was not erased or overwritten after you clicked out of the field. Lastly [click “Verify” and click “Save.”](#) 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.