



# NAVY PAY AND PERSONNEL SUPPORT CENTER OPS ALERT

Ser N3: 006-20

Procedure Update: ANNUAL TRAINING/ACTIVE DUTY TRAINING (AT/ADT)  
ELECTRONIC MUSTER (eMuster)

Release Date: 2/25/2020      Effective Date: 02/28/2020

**BLUF:** Starting on 28 February 2020 the new AT/ADT eMuster application will be the primary submission process via Navy Standard Integrated Personnel System (NSIPS) as part of the MyNavy HR Transformation and Sailor 2025

**Discussion:**

The new automated process will increase process efficiency, reduce errors at Supported Command, and minimize AT/ADT pay delay.

**What this means to you:**

When the gaining Command, Command Pay and Personnel Administrator (CPPA) for a Reserve Sailor performing AT/ADT reports, AT/ADT eMuster will be utilized to check that member in for duty.

CPPAs will no longer have to manually scan AT/ADT orders into TOPS to transmit to Transaction Support Center (TSC) Norfolk for processing. TSC Norfolk Pay Clerks and Pay Supervisors will be notified in NSIPS of your check-in and begin processing orders for payment.

Upon completion of AT/ADT, the gaining command CPPA will utilize eMuster to check member out for duty.

AT/ADT Orders 30 days or less are considered "Short Tour" and will not require AT/ADT orders to be uploaded for supporting documentation.

AT/ADT Orders 31 days or greater are considered "Long Tour" and WILL require AT/ADT orders to be uploaded for supporting documentation to verify BAH entitlements. (Future development of AT/ADT eMuster will automatically upload orders from Navy Reserve Order Writing System (NROWS))

TSC Norfolk will process 100% of "Short Tour" performed CONUS and OCONUS. OCONUS "Long Tour" orders performed will continue to be processed at OCONUS Detachments.

Step-by-step instructions to complete required AT/ADT eMuster business processes in NSIPS are available in User Productivity Kits (UPKs), accessed via the following UPK link:

<https://www.nsips.navy.mil/upk/index.html> or the NSIPS Homepage.

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