



# NAVY PAY AND PERSONNEL SUPPORT CENTER OPS ALERT

Ser N3: 016-21

## UPDATE: MANDATORY USE OF AT/ADT EMUSTER MODULE IN NSIPS FOR RESERVIST ON AT/ADT ORDERS

Release Date: 04/21/2021      Effective Date: IMMEDIATELY

**BLUF:** Utilizing the Annual Training (AT)/Active Duty for Training (ADT) eMuster module in Navy Standard Integrated Personnel System (NSIPS) is mandatory to ensure the timely processing of pay for Reservists executing AT/ADT orders.

**DISCUSSION:** The AT/ADT eMuster module in NSIPS was created to modernize the check-in and check-out processes for Reservists with the primary goal to expedite the timely processing of pay and benefits. Although still allowed for extreme circumstances, relying on the outdated stamping of paper orders will delay payments and prolong resolutions for pay issues for the Reserve Sailor.

- 1. NSIPS AT/ADT eMuster Location:** CPPA Account > Reserve Transactions > AT/ADT Orders Check In/Out
- 2. Training Tools:** NSIPS Training > Interactive Training > Annual Training and Active Duty for Training > eMuster
- 3. Exceptions to Manual Submissions via TOPS/Salesforce:** If Command does not have a qualified CPPA, assigned to a field/afloat duty, prolonged system issues for duration of orders, or any other circumstance that doesn't allow for eMuster use, a command letter signed by the Commanding Officer must be submitted supporting the exception.
- 4. Special Pay Requests (SPR):** Load all Key Supporting Documents (KSD) for applicable special pays in eMuster. SPRs must be submitted during check-in. SPRs after check-in will be submitted via TOPS/Salesforce.
- 5. Short Tours 30 Days or Less:** TSC Norfolk Reserve Services Branch (RSB) will process 100% of short tours performed CONUS and OCONUS via eMuster.
- 6. Long Tours 31 Days or More:** TSC Norfolk RSB processes all CONUS duty station AT/ADT orders via eMuster. OCONUS duty station AT/ADT orders are processed at the applicable OCONUS PSDs via TOPS/Salesforce.

**Note: Hawaii is an OCONUS location for processing.**

### WHAT THIS MEANS TO YOU:

- ✚ **CPPAs** – Complete the NSIPS training and start utilizing NSIPS AT/ADT eMuster when Reserve Sailors report for duty at your command. Only use stamped paper orders in extreme circumstances.
- ✚ Ensure the Naming Convention and Key Supporting Documents (KSD) are submitted IAW all policies and procedures set forth in SOP's, NAVADMINs, and instructions.
- ✚ **All OPS ALERTS and CPPA RESOURCES can be found on the following:**
  - <https://mpte.navy.deps.mil/sites/npc/pers2/NPPSC/NPPSC%20OPS%20ALERTS/Forms/AllItems.aspx>
  - <https://www.mynavyhr.navy.mil/Support-Services/Pay-Pers-Support/CPA-Resources>

**\*\*\*\*Disseminate to all tenant commands and CPPAs within your AOR\*\*\*\***

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