

1. New AT/ADT electronic Muster (eMuster)

New electronic Muster (eMuster) is automating the orders process for Reserve Sailor Annual Training (AT) and Active Duty Training (ADT). The eMuster capability replaces the manual workflow and paper signing process with mustering and workflow performed in Navy Standard Information Personnel System (NSIPS).

As a Reserve Sailor, you will experience a paperless check-in and checkout process at your AT/ADT command. The new process:

- Increases process efficiency
- Reduces errors at supported commands
- Minimizes AT/ADT pay delays



2. New Automated Process

2a. Checking-in

- When performing AT/ADT, you will no longer be required to print hard copies of your orders from the Navy Reserve Order Writing System (NROWS) and deliver them to your supported command for check-in signatures.
- Check-in at your supported command is performed in NSIPS by the Command Pay and Personnel Administrator (CPPA).
- CPPAs will no longer manually transmit your AT/ADT orders to a supporting Personnel Support Detachment (PSD) for processing.
- Pay Clerks and Pay Supervisors at the assigned PSD are notified within NSIPS of your check-in and alerted to begin processing your orders for pay.

AT/ADT eMuster Reserve Sailor WNFY

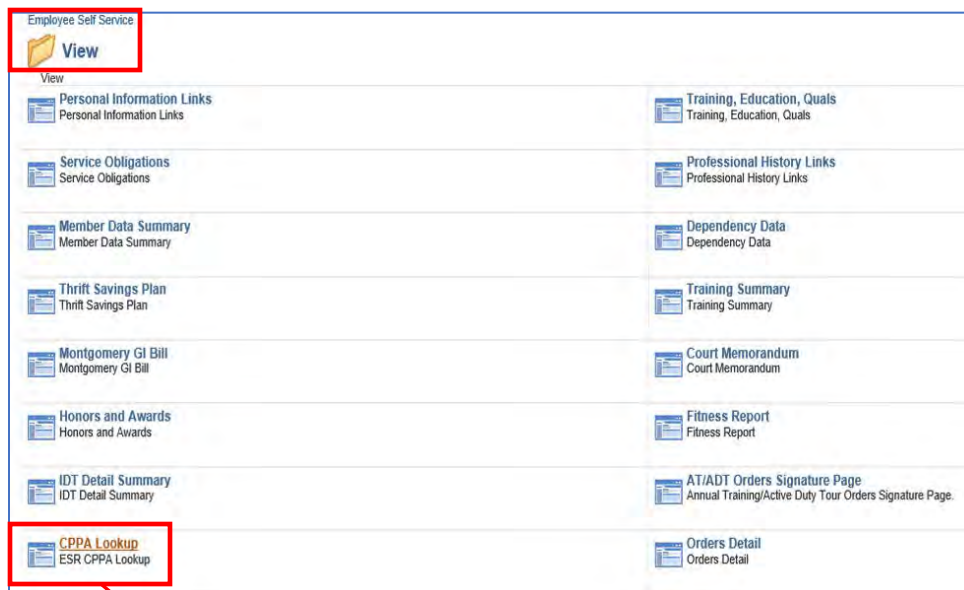
2b. Checking out

- Upon completion of AT/ADT, the CPPA completes your checkout in NSIPS.
- You are no longer required to submit hard copies of orders to your Navy Reserve Activity when you return from AT/ADT.
- After AT/ADT is completed, you can view and retrieve the Orders Signature Page electronically through your Member Self Service account.

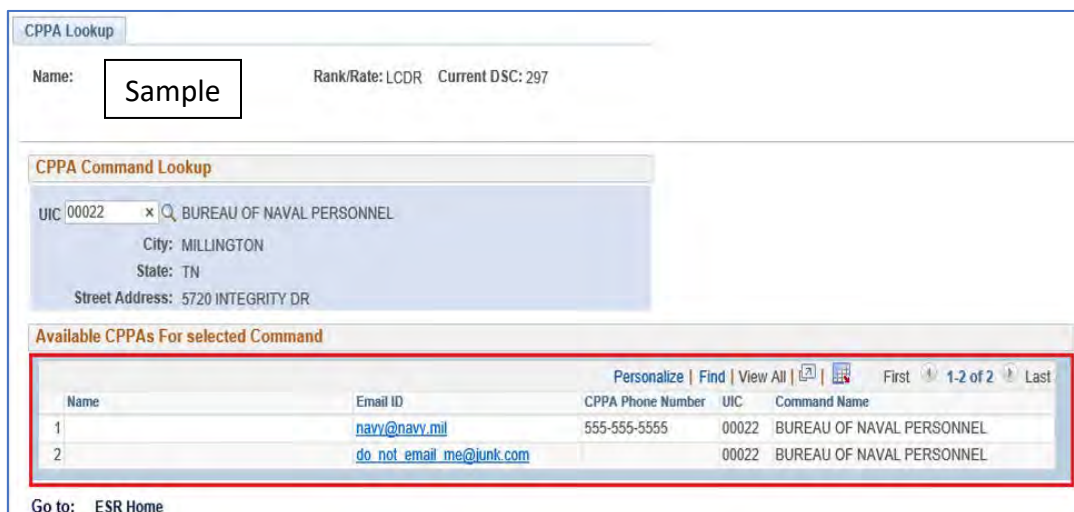
3. New Self Service Capabilities

3a. CPPA Lookup

The capability to identify a CPPA at your Supported Command has been added to your NSIPS Employee Self Service account (View>CPPA Lookup). This feature allows you to contact your CPPA at the supported command for coordination. Note: If your orders are for 31 days or longer, the new automated process requires the CPPA to upload a copy of the full set of orders into NSIPS eMuster. In this case, you should send an email to your CPPA with your NROWS orders attached prior to arrival.



The screenshot shows the 'Employee Self Service' menu. A red box highlights the 'View' button at the top left. Another red box highlights the 'CPPA Lookup' link at the bottom left, with a red arrow pointing from it to the CPPA Lookup page below.



The screenshot shows the 'CPPA Lookup' page. The 'Name' field contains 'Sample' and the 'Rank/Rate' is 'LCDR' and 'Current DSC' is '297'. Below this is the 'CPPA Command Lookup' section with a search bar containing 'UIC: 00022' and 'BUREAU OF NAVAL PERSONNEL'. The search results show 'City: MILLINGTON', 'State: TN', and 'Street Address: 5720 INTEGRITY DR'. Below that is the 'Available CPPAs For selected Command' table, which is highlighted with a red box.

Name	Email ID	CPPA Phone Number	UIC	Command Name
1	navy@navy.mil	555-555-5555	00022	BUREAU OF NAVAL PERSONNEL
2	do_not_email_me@junk.com		00022	BUREAU OF NAVAL PERSONNEL

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3b. Online Access to Orders Signature Page

Upon completion of AT/ADT, you can access and download a copy of the orders signature page from your NSIPS Employee Self Service account (View>AT/ADT Orders Signature Page). Also, you can view the non-standard paragraph on your orders.

Employee Self Service

View

- Personal Information Links
- Service Obligations
- Member Data Summary
- Thrift Savings Plan
- Montgomery GI Bill
- Honors and Awards
- IDT Detail Summary
- CPPA Lookup
- Training, Education, Quals
- Professional History Links
- Dependency Data
- Training Summary
- Court Memorandum
- Fitness Report
- AT/ADT Orders Signature Page**
- Orders Detail

AT/ADT Orders Signature Page

Name: **Sample** Rank/Rate: Current DSC:

Orders Assignment History Signature Page

SDN	Orders Report Date	Orders Detach Date	Check In Date	Check Out Date	View/Print Signature Page	AT/ADT Non-Standard Paragraph
1 N0072R2020RT02090	10/14/2019	10/26/2019				
2 N838452016RT41439	08/14/2016	08/26/2016				
		07/27/2017				
		11/07/2017				
		02/16/2018				
		06/09/2018				
		04/17/2015				
		05/01/2015				

ORIGINAL

Sample

1572
NROWS//
SDN:N0072R2020RT02090
Monday, October 07, 2019

SUBJ: ORDERED TO ADT-SPEC; CASE OF LCDR USN,

ENDORSEMENT STAMP (PRINT)

GAINING COMMAND COM US FLEET FORCES COMMAND DATE/TIME REPORTED /
Printed Name: Signature:
MESSING: BERTHING:
NON-AVAILABILITY NUMBER DATE/TIME DEPARTED:
Printed Name: Signature:

Orders Text

Sample

YOU ARE DIRECTED TO SUBMIT YOURS DTS AUTHORIZATION WITHIN 2 DAYS AFTER FUND APPROVAL.
YOU ARE DIRECTED TO SUBMIT YOURS TRAVEL CLAIM WITHIN 5 DAYS OF COMPLETION OF THESE ORDERS.
YOU ARE DIRECTED TO SUBMIT A COPY OF YOUR ENDORSED ORDERS AND MODIFICATIONS TO YOUR NRA ORDER SPECIALIST AT THE COMPLETION OF THESE ORDERS. FAILURE TO DO SO WILL RESULT IN DELAY AND POSSIBLY DISSAPPROVAL OF FUTURE ORDER REQUEST.

Return

AT/ADT eMuster Reserve Sailor WNFY

4. Future Improvements

Automatic transfer of full orders from NROWS into NSIPS will be delivered, eliminating the need to email a copy of your orders to the supported command CPPA.

5. Training & Help

Step-by-step instructions to complete required AT/ADT eMuster business processes in NSIPS are available in User Productivity Kits, accessed via the Interactive Training link on the NSIPS homepage.



NSIPS
NAVY STANDARD INTEGRATED
PERSONNEL SYSTEM

Menu

-  **System Access Authorization Request (SAAR)**
 - New Users (NSIPS, ESR, CIMS, Web Ad Hoc)
 - NSIPS Self-Service (New Users)**
 - NSIPS Self-Service (Unlock)
 - New User SAAR Validation (Supervisor)
 - SAAR-N Form, OPNAV Form 5239.
-  **User Information**
 - Report a Crime - NEW!
 - NSIPS Data Marking and Protection Policy 13 Apr 2012
 - Civilian Employer Information (CEI) Login Instructions
 - Create ESR View Only Account Instructions
 - Smart Sheets and What's New For You User Communications
 - Supplement to NAM User Guide

Training

- E-Leave Job Performance Aids (JPA)
- Pers/Pay Job Performance Aids (JPA)
- Command Job Performance Aids (JPA)
- STR Tracking Tool Tutorial (JPA)
- BRS Tutorial (JPA)
- EAW Tutorial (JPA)
- MAP Tutorial (JPA)
- RED/DA Tutorial (JPA)
- EDM Tutorial (JPA)

Interactive Training

For additional information or assistance, contact:

MyNavy Career Center (MNCC): 1-833-330-MNCC (1-833-330-6622) or E-mail:

ASKMNCC@navy.mil

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