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.
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.
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.

Sample

Sample

Sample
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.

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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