

# NPPSC ANNUAL TRAINING/ACTIVE DUTY TRAINING CHECKLIST

NAME:	SSN:	CLERK'S NAME:
RATE:	COMMAND:	DETACH DATE:
CONTACT PHONE #:	CONTACT EMAIL:	

## AT/ADT 30 DAYS or LESS

**Member's Responsibility (Comply Items):**

**PAY AND ALLOWANCES**

- Provide PSD Copy of Endorsed Original Orders (Date and hour reported is required).
- Verify Dependency Data/Page 2 via NSIPS ESR within 180 days of reporting for AT/ADT.

**FOR IRR MEMBERS ONLY - A certified copy of Page2 by PERS-93 must be provided before payment is made.**

**Note:** IRR members are unable to update Page 2 in NSIPs because they have no CAC card. PERS-93 will provide the member a certified copy of Page 2 prior to reporting.

## AT/ADT 30 DAYS or MORE

**Member's Responsibility (Comply Items):**

**PAY AND ALLOWANCES**

- Provide PSD Copy of Endorsed Original Orders (Date and hour reported is required).
- Verify Dependency Data/Page 2 via NSIPS ESR within 180 days of reporting for AT/ADT.
- Provide PSD a DD Form 1561 for Family Separation Allowance (if applicable).

**FOR IRR MEMBERS ONLY - A certified copy of Page2 by PERS-93 must be provided before payment is made.**

**Note:** IRR members are unable to update Page2 in NSIPs because they have no CAC card. PERS-93 will provide the member a certified copy of Page2 prior to reporting.

**REFERENCE: NAVY DJMS PTG PART 8 (RESERVES), CHAPTER 2, SECTION B**