

Pay Information

- This pay information PowerPoint is only intended for members of the NATO Reserve Program.
- Reservists supporting a NATO exercise who are not part of a NATO reserve unit should contact the exercise OPR for guidance.

Pay information

- If you do AT or ADT with NATO (or in support of NATO at one of our subordinate commands), your base pay will be processed by the NATO Reserve Support Office.
- To ensure there are no pay issues, you will need to do three things:
 - First, input the correct information in NROWS when you are initiating orders.
 - Second, update your page-2, dependency data information.
 - Third, send the correct information to the AOSO for processing.

Initiating Orders in NROWS

- If you are using AT or ADT to come to NATO ACT or go in support of NATO to a subordinate command, you will need to input the physical address/location of where you are going. The physical address/location will determine your per diem rate and your travel, so this information must be correct. You need to list a full physical address (you can no longer only list the city/country). The event POC or OPR should provide this information.
- After inputting the physical location of where you are going, you will input the UIC 64590. Input the UIC 64590, but do not hit the “populate address” button if you are not coming to ACT. Clicking on the “populate address” button will change the physical address to NATO ACT in Norfolk. All members coming to NATO ACT in Norfolk or going to a NATO subordinate command on AT or ADT should use the UIC 64590.
 - By inputting the UIC 64590, this allows the NATO OSO to process your base pay.
 - After inputting the UIC 64590, ensure that your physical address/location remains correct.
- Once your orders have been submitted in NROWS, you need to update your page-2 and send a copy of your orders to the AOSO.

Updating your Page-2

- Recommend updating your page-2 anywhere between 30 days out, up until the day you leave. This time-frame appears to have the best results for members being paid in a timely manner.
- Please follow the step-by-step instructions to ensure there will be no delay in your pay. The biggest delay in pay is that member's think they've updated their page-2, but it turns out to be the wrong section.

https://nsips.nmci.navy.mil/psp/NEDB_2/EMPLOYEE/HRMS/c/ESR_SS_MNU.ESR_PERS_INFO_CMP.GBL?Page=ESR_PERS_IT

NSIPS

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Billet History

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Orders History

Electronic Service Record

Name: [REDACTED] Rank/Rate: [REDACTED] Current DSC: 200

ESR Self Service

Personal Information
Review member address and phone, marriage, and personal information.
[View Personal Information](#)

Update member address, phone, e-mail, emergency contacts, religion, race, ethnicity and civilian employer information.
[Update Personal Information](#)

Professional History
Review member history of assignments.
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PCS Travel
Update member PCS Travel information.
[Update PCS Travel](#)

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Review member training, education, and qualifications.
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Service Obligations and Agreements
Review member service obligations and agreements.
[View Service Obligations, and Agreements](#)

Tasks: Messages:
[View Message History](#)

Step 1: Log onto your NSIPS ESR

Step 2: Click on “View Personal Information”

Personal Information Link x

https://nsips.nmci.navy.mil/psp/NEDB_2/EMPLOYEE/HRMS/c/ESR_SS_MNU.ESR_PERS_INFO_CMP.GBL?Page=ESR_PERS_INFO_PG&Action=U&Ta

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Personal Information

Name: [REDACTED] Rank/Rate: [REDACTED] Current DSC: 200

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Step 3: Click on “Dependency Data”

Personal Information Link x

https://nsips.nmci.navy.mil/psp/NEDB_2/EMPLOYEE/HRMS/c/ESR_SS_MNU.ESR_PERS_INFO_CMP.GBL?Page=ESR_PERS_INF

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Dependency Data


Name: [REDACTED] Rank/Rate: [REDACTED] Current DSC: 200

Summary

Dependency Application		BAH Information	
Total Number of Dependents:	[REDACTED]	Dependent Type:	Member to Member Own
Primary Dependency Code:	[REDACTED]	Youngest Child DOB:	
Secondary Dependency Code:	[REDACTED]	Type Code:	0
Last Verification Date:	06/05/2014	Start Date:	[REDACTED]
Is Dependency Data correct?	<input type="button" value="Yes"/>		

Dependents on Station

Co-Location Arrival Date:		Number Co-Located:	0
Family Co-Location Identifier:	None	Number Command Sponsored:	0



Step 4: Click the “Yes” button

Personal Information Link x

https://nsips.nmci.navy.mil/psp/NEDB_2/EMPLOYEE/HRMS/c/ESR_SS_MNU.ESR_PERS_INFO_CMP.GBL?Page=ESR_PERS_INFO_PG&Action=

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Dependency Data

Name: [REDACTED] Rank/Rate: [REDACTED] Current DSC: 200

Summary

Dependency Application		BAH Information	
Total Number of Dependents:	[REDACTED]	Dependent Type:	Member to Member Own
Primary Dependency Code:	[REDACTED]	Youngest Child DOB:	[REDACTED]
Secondary Dependency Code:	[REDACTED]	Type Code:	[REDACTED]
Last Verification Date:	06/05/2014	Religion:	[REDACTED]
Is Dependency Data correct?	<input type="button" value="Yes"/>		

Dependents on Station

Co-Location Arrival Date:		Number Co-Located:	0
Family Co-Location Identifier:	None	Number Command Sponsored:	0

Step 5: Ensure NSIPS saves the info and updates the “Last Verification Date” to the current date. If the date is not updated, save again, refresh the page and VERIFY that the date updates and is saved.

Submitting Orders for Processing

- Submit your orders to the Asst OSO to process your base pay at geila.davis@act.nato.int. If you are uncomfortable sending your .pdf orders to this email, you can send them using SAFE File Exchange, which is authorized by the DoN as an alternate to NMCI and allows for encrypted technology without the use of a CAC. The SAFE File Exchange website is <https://safe.amrdec.army.mil/safe/>
- Orders must be a clean (readable) scanned .pdf copy with all pages on one .pdf.
 - Please do not scan each page individually.
 - If you are submitting multiple sets of orders, scan each set of orders separately.
 - Include a “NPPSC Annual Training/Active Duty Training Checklist” cover sheet with each set of orders.
 - The NPPSC Checklist is a PSD required document, which can be found on the ACT Reserve Component website.

Contact

YNC Geila Davis

NATO ACT Assistant Operational Support
Officer (AOSO)

Geila.Davis@act.nato.int

757-747-3947