



DEPARTMENT OF THE NAVY

NAVAL TRAINING CENTER
2601A PAUL JONES ST
GREAT LAKES, ILLINOIS 60088-2845

NTCGLAKESINST 1080.1B

N32

24 JUNE 99

NTC GREAT LAKES (SIMPLEX) INSTRUCTION 1080.1B

Subj: MUSTER REPORTING

Ref: (a) U. S. Navy Regulations, Art. 0808
(b) OPNAVINST 3120.32C

Encl: (1) NTC-GL 1080/82

1. Purpose. To update procedures for the daily accounting of military personnel.
2. Cancellation. NTCGLAKESINST 1080.1A. This instruction has been substantially revised and should be reviewed in its entirety.
3. General. References (a) and (b) require daily muster reporting. Because of the wide dispersion of military personnel throughout this command, procedures for the daily muster must be standardized to ensure accuracy and expediency. The procedures described herein are intended to accomplish this objective without undue administrative workload. Muster reports will be submitted via e-mail or fax, and will include all information required on enclosure (1).
4. Delegation of Authority
 - a. The Commander's representative for staff personnel is the Administrative Director.
 - b. Assistant Chiefs of Staff (ACOS), Department Heads and Special Assistants are responsible for mustering all staff personnel under their cognizance.
 - c. Personnel who are assigned TEMADDU away for 60 consecutive days or longer are the responsibility of, and will be mustered by the Administrative Department.

5. Action

a. Department Heads and Special Assistants:

(1) Compile results of all staff personnel muster reports and submit a written report, using enclosure (1) as guidance, to the Administrative Department prior to 0800 daily. The report shall list all personnel who became unauthorized absentees at any time after 0730 on the day of the last regular working day's muster. Errors discovered after submission must be reported immediately, by phone to the Administrative Director and explained in writing on the following day's muster report.

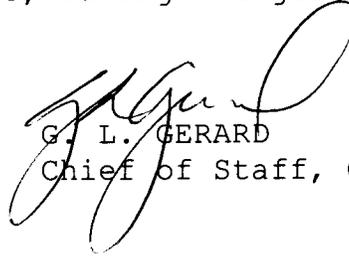
(2) All changes of status, to include any numerical change in personnel totals or personnel status shall be elaborated upon to identify relative staff members by rate, name and to include any information related to the change (example: transferred to new department; TAD to Washington; etc.).

(3) Notify the Administrative Department when a staff member is an unauthorized absentee or an unauthorized absentee by virtue of an unusual situation (example: hospitalization of member or automobile accident). The Administrative Director will keep the Chief of Staff (COS), Operations informed of personnel absent.

b. Administrative Director shall ensure staff muster reports received from departments are compiled on a command muster report prior to 0900 each working day. In addition, the Administrative Director is responsible for ensuring all personnel mustered on unauthorized absence are reported to the NTC Staff Judge Advocate's Office immediately by forwarding a copy of the relevant department's muster report.

c. Discipline Officer shall compile an unauthorized absence list on a daily basis, using the departmental muster reports received from the Administrative Department.

6. Review. The Administrative Director shall review this instruction on an annual basis, making changes as necessary.



G. L. GERARD
Chief of Staff, Operations

Distribution:
NTCGLAKESINST 5216.5M
List I (less (1), (2), (7)),
(8), (10), (11), (12),
and (16))

NAVAL TRAINING CENTER MUSTER REPORT					
DATE/TIME			Dept/Div:		
99-May-12	Officer	Enlisted	ADMIN	Officer	Enlisted
Leave					
Special Liberty			Present at Quarters		
TAD Away					
Special Detail			Authorized Absent		
SIQ					
Watch			Unauthorized Absent		
Hospitalized					
Confined			Shift Work		
Shift Workers					
U/A			Total Assigned		
			ACDUTRA/PERSONNEL		
			TAD to NTC		
			Total Pers NTC		
UNAUTHORIZED ABSENTEES					
RATE AND NAME	DEPT	SSN	HR & DATE BEGAN		
CHANGE OF STATUS					
REPORTED IN ERROR			RETURNED ABSENTEES		
RATE AND NAME	DATE OF ERROR	RATE AND NAME	HOUR AND DATE		
MUSTERING PO			DIV LPO OR DIV OFFICER		

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