



DEPARTMENT OF THE NAVY
NAVAL SERVICE TRAINING COMMAND
2601A PAUL JONES STREET
GREAT LAKES, ILLINOIS 60088-2845

NSTCINST 1080.1A
N004
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NSTC INSTRUCTION 1080.1A

From: Commander, Naval Service Training Command

Subj: NAVAL SERVICE TRAINING COMMAND MILITARY PERSONNEL MUSTER

Ref: (a) U.S. Navy Regulations, Art. 0808, Para. 4

Encl: (1) Total Workforce Management Self-Mustering Procedures

1. Purpose. To establish procedures for the Naval Service Training Command (NSTC) military personnel accounting for military personnel on a daily basis. Civilian accountability is maintained through separate timekeeping requirements, including the Standard Labor Data Collection and Distribution Application (SLDCADA) System; supervisors are expected to be cognizant of the status of their direct report civilian employees.

2. Cancellation. NSTCINST 1080.1.

3. Scope. Reference (a) requires daily muster reporting of command military personnel. This instruction applies to all military personnel assigned Permanent Change of Station (PCS), Temporary Additional Duty (TAD), Temporary Duty (TEMDU), and Limited Duty (LIMDU) to NSTC headquarters or NSTC Officer Development (OD). The procedures described herein are intended to accomplish this objective with minimal administrative workload.

4. Delegation of Authority

a. The Commander's representative for the military muster is the Executive Assistant.

b. All active duty military personnel are individually responsible for mustering each work day using the Total Workforce Management Services (TWMS) website.

5. Action

a. Active Duty Personnel

(1) All active duty personnel will log on to <https://twms.nmci.navy.mil> prior to 0900 each normal work day. UA's discovered after 0900 will receive a phone call immediately by the Command Muster Petty Officer requesting to update their muster status.

(2) Personnel who know of any approved future absenteeism on normal work days will log on to TWMS and input the appropriate dates and reason (e.g., leave, Temporary Duty, liberty) and indicate in the comments section that their status has been approved by their Department Head or equivalent.

(3) If for some reason the TWMS website is down, all personnel will submit email with the subject line "Muster Status" and the day's date to nstc_admin@navy.mil stating mustering status.

b. Command Muster Petty Officer:

(1) Ensures all personnel have entered mustering status into TWMS prior to 1000 each working day.

(2) Notifies the Administrative Officer (AO) when a military member is an unauthorized absentee. The AO will inform the Executive Assistant (EA) of any unauthorized absentees.

(3) Forwards the TWMS muster report to the AO, EA, and Chief of Staff by 1030 each work day.

C. M. OLINGER
Chief of Staff

Distribution: (NSTCINST 5216.1B)
List 1

Total Workforce Management (TWMS) Self Mustering Procedure

Getting Started:

1. Log on to <https://twms.nmci.navy.mil>
2. Click on "Self-Service/myTWMS."
3. Verify and update your information, e.g., Immediate Supervisor, Work Location, and Shift, etc.
4. On the left side under Navigation, click on "Personal/Recall Information."
5. Verify and update your information.

Daily Mustering:

1. Log on to <https://twms.nmci.navy.mil>.
2. Click on "Self-Service/myTWMS."
3. On the left side, under Tools/Actions, click on "Daily Muster." The muster status defaults to "onboard."
4. Click on "Submit Today's Muster."

Future Muster Status:

1. On the left side under Tools/Actions, click on "Daily Muster."
2. In the "Future Musters" section, click on the drop box and add the applicable future status, e.g. liberty, leave, etc.
3. Click "Add a Future Muster Occurrence." Date boxes appear.
4. Add dates and comments, e.g. liberty approved by Department Head (or equivalent).
5. Click on "Save Future Muster."