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

NSTCINST 1080.1
N004
07 Oct 08

NSTC INSTRUCTION 1080.1

From: Commander, Naval Service Training Command

Subj: NAVAL SERVICE TRAINING COMMAND STAFF MUSTER REPORT PROGRAM

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

Encl: (1) NSTC Muster Report 1080.1

1. Purpose. To establish procedures for the Naval Service Training Command Muster Report Program, accounting for military, civil service and contractor personnel on a daily basis.

2. Cancellation. NTCGLAKESINST 1080.1B.

3. General. Reference (a) requires daily muster reporting of command personnel. Because of the wide dispersion of military and civilian personnel throughout the 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 to nstc_admin@navy.mil, and will include all information required on enclosure (1).

4. Delegation of Authority

a. The Commander’s representative for staff personnel muster is the Executive Assistant.

b. Department Heads and Special Assistants are responsible for mustering all staff personnel under their cognizance.

5. Action

a. Department Heads and Special Assistants

(1) Compile results of all staff personnel muster reports and submit an electronic report, using enclosure (1), to the Flag Administrative Office prior to 0900 daily. The report

shall list all personnel who became unauthorized absentees at any time after 0900 on the last regular working day's muster. Errors discovered after submission must be reported immediately, by phone or e-mail to the Assistant Admin Officer 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, rank/rate/grade, name and to include information related to the change (example: transferred to new department; TEMADD to Washington; etc.).

(3) Notify the Assistant Admin Officer when a staff member is an unauthorized absentee or an unauthorized absentee by virtue of an unusual situation (example: hospitalization of member due to automobile accident). The Assistant Admin Officer will keep the Executive Assistant informed of personnel absent.

b. Assistant Admin Officer. Ensures staff muster reports received from departments are compiled on a command muster report prior to 1000 each working day. In addition, the Assistant Admin Officer is responsible for ensuring all personnel mustered on unauthorized absence are reported to the Regional Legal Services Office, Midwest immediately by forwarding a copy of the relevant department's muster report.

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

J. T. CUNNINGHAM
Chief of Staff

Distribution: (NSTCINST 5216.1B)
List 1

NAVAL SERVICE TRAINING COMMAND
DAILY DEPARTMENTAL PERSONNEL MUSTER REPORT

Departmental Code	Code			Date	7-Oct-08
	Section 1 - (To be filled in by Flag Admin)				
	Permanently Authorized Personnel				
	Officer	Enlisted	Civil Service	Contractor	Total
	0	0	0	0	0
	Section 2 - (To be filled in by Department)				
	Officer	Enlisted	Civil Service	Contractor	Total
Present	0	0	0	0	0
Leave/Liberty/SIQ/	0	0	0	0	0
TAD to our Organization	0	0	0	0	0
TAD away from our Organization	0	0	0	0	0
Unauthorized Absentee/DUSTWUN	0	0	0	0	0
Total Personnel Accounted For	**0**	**0**	**0**	**0**	**0**
Total Personnel UA/DUSTWUN	**0**	**0**	**0**	**0**	**0**
Total Departmental Personnel	**0**	**0**	**0**	**0**	**0**
Total Percent Accounted For	**#DIV/0!**	**#DIV/0!**	**#DIV/0!**	**#DIV/0!**	**#DIV/0!**

Comments/Remarks:

Submitted by:		Approved by:	

Departmental Code	Code	Date	7-Oct-08

Leave/Liberty/SIQ

Name				Date began	Date expected to return
Last	First Name	MI	Rank/Rate/Grade		

TAD Away from NSTC

Name				TAD Location (City/State)	Date began	Date expected to return
Last	First Name	MI	Rank/Rate/Grade			

Unauthorized Absentee/Duty Status - Whereabouts Unknown

Name				Began		Returned	
Last	First Name	MI	Rank/Rate/Grade	Date	Hour	Date	Hour