



DEPARTMENT OF THE NAVY
JOINT BASE PEARL HARBOR-HICKAM
850 TICONDEROGA ST STE 100
PEARL HARBOR HI 96860-5102

JBP HHINST 1080.1

JB00

26 Mar 12

JOINT BASE PEARL HARBOR-HICKAM INSTRUCTION 1080.1

From: Commander, Joint Base Pearl Harbor-Hickam

Subj: JOINT BASE PEARL HARBOR-HICKAM PERSONNEL MUSTER
INSTRUCTION

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

Encl: (1) Divisional Muster Report
(2) Command Muster Report

1. Purpose. To establish procedures for accurately mustering and accounting for Joint Base Pearl Harbor-Hickam (JBPHH) Navy personnel.

2. 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 (TEM DU), and Limited Duty (LIMDU) to JBPHH. The procedures described herein are intended to accomplish this objective with minimal administrative workload.

3. Delegation of Authority

a. The Joint Base Commander's representative for military muster is the Administrative Officer (AO).

b. Departmental Mustering Petty Officer's are responsible for mustering their personnel each work day utilizing enclosure (1).

4. Action

a. Departmental Mustering Petty Officers:

(1) All Departmental Mustering Petty Officers shall submit a digitally signed muster report to the admin office each work day prior to 0900 after muster report is signed by department head.

(2) Departmental Mustering Petty Officers shall maintain a signed muster report personally signed by their respective Department Heads each day.

b. Leading Chief Petty Officers (LCPO):

(1) Shall visibly ensure all personnel under their cognizance are present and accounted for, and submit muster report

26 Mar 12

to the Department Head for review and signature. Immediate action shall be initiated to verify the locations of unauthorized absent personnel.

c. Department Heads:

(1) Shall confirm that their personnel are all present and accounted for.

(2) Shall check the gains and losses tracker provided by Joint Base Admin, to ensure there are no discrepancies with regards to prospective gains or losses. Any discrepancies should be reported to the admin office LCPO, or AO via email and/or phone.

NOTE: E-mails or phone calls that do not receive verification or feedback are not considered positive communication.

d. Joint Base Admin Officer

(1) Shall ensure a list of all personnel who are potential gains and losses to JBPHH each week is provided to the CSO and all department heads.

(2) Shall ensure all departmental muster reports are received prior to 0900 each normal work day.

(3) Shall notify the Joint Base Commander, Chief Staff Officer, and Command Master Chief when a military member is an unauthorized absentee via the quickest means.



J. W. JAMES

Distribution:

JBPHH Department Heads

Electronic via,

<https://g2.cnid.navy.mil/tscnrh/JOINTBASEPEARLHARBOR-HICKAMHI/JBPHH%20Instructions/Forms/Instructions.aspx>

| 7-Mar-12 | | JBPHH MUSTER REPORT | | | | | | | | | | | | | | |
|---------------------|-------------|---------------------|---------------------|-----|-----|------------|--------------------|------------------|-----|-----------------|----------|----------|------------|-----------------|-------|-----|
| CATEGORY | CATEGORICAL | | | | | | | | | | | | | | | |
| | PRESENT | WATCH | AUTH ABSENT/LIBERTY | TAD | IA | REGULAR LV | CONVALESCENT LEAVE | SIG/HOSPITALIZED | UA | REPORT IN ERROR | PCS GAIN | PCS LOSS | RESTRICTED | CONFINED (BRIG) | Total | |
| 62813 TOTAL | OFF | ENL | OFF | ENL | OFF | ENL | OFF | ENL | OFF | ENL | OFF | ENL | OFF | ENL | OFF | ENL |
| 46188 SECURITY | OFF | ENL | OFF | ENL | OFF | ENL | OFF | ENL | OFF | ENL | OFF | ENL | OFF | ENL | OFF | ENL |
| 58052 HPU | OFF | ENL | OFF | ENL | OFF | ENL | OFF | ENL | OFF | ENL | OFF | ENL | OFF | ENL | OFF | ENL |
| 46424 TPU STAFF | OFF | ENL | OFF | ENL | OFF | ENL | OFF | ENL | OFF | ENL | OFF | ENL | OFF | ENL | OFF | ENL |
| 32003 TPU TRANSIENT | OFF | ENL | OFF | ENL | OFF | ENL | OFF | ENL | OFF | ENL | OFF | ENL | OFF | ENL | OFF | ENL |
| 47707 AZ DET | OFF | ENL | OFF | ENL | OFF | ENL | OFF | ENL | OFF | ENL | OFF | ENL | OFF | ENL | OFF | ENL |
| 61062 NAVMAG | OFF | ENL | OFF | ENL | OFF | ENL | OFF | ENL | OFF | ENL | OFF | ENL | OFF | ENL | OFF | ENL |
| Totals | OFF | ENL | OFF | ENL | OFF | ENL | OFF | ENL | OFF | ENL | OFF | ENL | OFF | ENL | OFF | ENL |
| | ALL | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

PRINT NAME: M. CIAMBOTTI Q. SEAWRIGHT G. WEBER L. A. SCRUGGS

SIGNATURE: _____ AO CMC CHIEF STAFF OFFICER

MUSTER PO: _____