



DEPARTMENT OF THE NAVY
NAVAL AIR STATION PENSACOLA
150 HASE ROAD SUITE-A
PENSACOLA, FL 32508-1051

NASPCOLAINST 1080.1Q
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2 July 2015

NAVAL AIR STATION PENSACOLA INSTRUCTION 1080.1Q

From: Commanding Officer, Naval Air Station Pensacola

Subj: MILITARY MUSTER REPORTING

Ref: (a) OPNAVINST 3120.32D

Encl: (1) Sample of Department Daily Muster Report
(NAS Pensacola Form 1080/41)
(2) Sample of Command Personnel Muster Report
(NAS Pensacola Form 1080/42)

1. Purpose. To establish procedures and responsibilities for the accounting of assigned military personnel through the use of a daily mustering process per reference (a).

2. Cancellation. NASPNCLAINST 1080.1P

3. Definitions

a. Permanent Party. Are all military members who report for duty in Unit Identification Codes (UIC's) 00204, 50303, and 61009, including those in a limited duty (LIMDU) status received as temporary duty (TEMDU). These individuals are assigned to fill the command's military staffing requirements.

b. Temporary Additional Duty (TAD). Are military members temporarily assigned to or from other commands. For accounting purposes, the following additional personnel shall be reported as TAD from other commands:

(1) Personnel assigned in an Active Duty for Training (ACDUTRA) status.

(2) Personnel assigned in a Temporary Duty Under Instruction (TEMDUINS) status.

(3) Reserve personnel temporarily assigned due to mobilization.

4. Procedures. Each Naval Air Station (NAS) Pensacola Department Head and Special Assistant shall submit a Department Daily Muster Report (NAS Pensacola Form 1080/41) enclosure (1), that accurately accounts for all permanent and TAD military personnel under their cognizance. The following details apply:

a. All hands shall muster or be accounted for prior to 0730 each workday.

b. Duty section personnel shall muster prior to 0800 on holidays and weekends. The report will be submitted to the Senior Watch Officer on the following workday.

c. Personnel not present for morning muster due to shift work, leave, liberty, TAD, sick-in-quarters, or other authorized absence shall be appropriately accounted for.

d. Personnel issued a sick-in-quarters chit by a Medical Officer are authorized to muster by telephone at the aforementioned times. However, chits must be validated by the mustering official or member's immediate chain of command.

e. Personnel who are unaccounted for without proper authorization prior to submission of the muster report, shall be reported as an Unauthorized Absentee (UA). If the member reports for duty on the same day as reported UA and the matter is handled at the department or division level, report all actions taken on the following morning's muster report, indicating date and time of the return. An unauthorized absence under 24 hours may be handled at the department or division level.

f. The muster report must reflect the total number of all military personnel on board NAS Pensacola; i.e., personnel assigned, on leave, liberty, SIQ, TAD to/from the command, etc. All UA personnel will be identified by name, rate, and time and date absence began or terminated. When known, amplifying information, such as "member in civil confinement," may be added on the reverse side of the muster report or on an additional sheet. All other personnel not physically present for muster shall be reflected in the appropriate columns.

5. Action

a. Division Officers

(1) Designate a primary and alternate mustering official.

(2) Using enclosure (1), account for all permanent and TAD personnel and submit the report to the department's mustering official for consolidation by 0800 each workday.

(3) Provide an advance telephone report of UA personnel to the Personnel Support Office (PSO), at 452-4244, not later than 0830 on the normal workday following the confirmed unauthorized absence. This advance report shall include the following information of the absent member:

(a) Name, rate

(b) Division and department

(c) Time and date absence began

(4) Initiate an advance telephone report of the time and date of member's return to PSO. Include this information on the muster report submission for the following workday.

(5) Upon the member's return, prepare a Report and Disposition of Offense(s) (NAVPERS 1626/7), report chit, and submit to PSO for processing via the department chain of command. Do not prepare a report chit for personnel reported UA in error, or whose case will be handled at the department or division level.

b. Department Heads and Special Assistants

(1) Provide the PSO with the name, rate, and contact phone numbers of designated primary and alternate department mustering officials.

(2) Using enclosure (1), combine all division muster inputs and submit a consolidated department muster report to PSO by 0800 each workday.

(3) For muster requirements, reporting departments and assigned divisions are listed as follows:

<u>Admin/Staff/SP Assts</u>		<u>Air Operations</u>		<u>Supply</u>	<u>Security</u>
CO/XO/CMC	JAG	AOE	AOO	Galley	All
PAO	Chapel	AOG	AOT	BQ	<u>Port Ops</u>
PSO	CCC	AOLC	ATS		All
Honor Guard	Qtr Deck	AOM/SAR	CMEO		
1 st LT					

c. Personnel Support Office

(1) Consolidate all department muster report inputs and reconcile the complete personnel muster on enclosure (2) the Command Personnel Muster Report (NAS Pensacola Form 1080/42).

(2) Forward a copy of the consolidated report for review by the Commanding Officer, Executive Officer, Department Heads, Command Master Chief, NAS Pensacola Admin Office, NAS Pensacola Security, and the Personnel Support Activity Detachment (PSD) Discipline Section no later than 1400 daily.

(3) Provide training and assistance to all command personnel responsible for the proper preparation and submission of the muster report.

(4) Track and initiate any appropriate action required for personnel reported UA.

(5) Consolidate all information received and submit a weekly status report of all disciplinary personnel on board to the Commanding Officer, NAS Pensacola, with further distribution as necessary.

6. Muster Form Completion. In addition to the guidelines presented by enclosure (1), the following information is provided to assist in preparing accurate personnel muster reports:

a. Any increase or decrease in the total number of permanent personnel assigned must be reflected in the "Personnel Actions and Accounting" column.

b. Personnel on terminal leave remain accountable for muster purposes by the permanent assigned department/division until such leave has expired and the member is report as a loss.

c. Do not report intra/inter-department transfers as personnel TAD to/from other commands.

(1) Permanent party personnel reassigned between departments within the command in excess of 15 consecutive days shall be reflected as a permanent loss/gain by the respective departments. This reporting process should be reversed if the member is later returned to the initial department.

(2) Permanent party personnel reassigned between divisions within the department shall be reflected on the

consolidated report as information for command data base maintenance and department accountability. Total permanent personnel assigned to the department should not change based on internal changes.

(3) Permanent party personnel who are temporarily assigned from NAS Pensacola shall be accounted for in the "Total TAD To Other Commands" column.

(a) Any military unit outside of the NAS Pensacola command.

(b) Any civilian organization to attend seminars or courses of instruction.

(4) Personnel TAD from other commands to NAS Pensacola cannot be directed to fulfill additional TAD requirement without modification of present orders or approval from their parent command.

d. Questions concerning muster procedures or how to properly fill out the muster form may be directed to the Personnel Support Office, Administration Department, telephone 452-2615.

7. Forms. The Daily Department Muster Report (NAS Pensacola Form 1080/41) and Command Personnel Muster Report (NAS Pensacola Form 1080/42) may be obtained from the Correspondence Department, Forms Control, telephone 452-4345.



K. W. HOSKINS

Distribution:

Electronic only via Gateway 2.0

<https://g2.cnmc.navy.mil/NASPENSACOLAFL/Pages/default.aspx>

DEPARTMENT DAILY MUSTER REPORT					
DEPARTMENT:		DATE:			
PERSONNEL STATUS		OFFICERS		ENLISTED	
PERMANENT PERSONEL ASSIGNED					
TOTAL TAD FROM OTHER COMMANDS					
TOTAL TAD TO OTHER COMMANDS					
TOTAL ON BOARD FOR DUTY					
PERSONNEL AT MUSTER					
TOTAL PERSONNEL ACCOUNTED FOR					
UNAUTHORIZED ABSENCES					
TOTAL:					
AUTHORIZED ABSENCES (TAD, LEAVE, LIB, SIQ, RES)					
RATE	LAST	FIRST	REASON	DATE DEPARTED	DATE RETURNING
UNAUTHORIZED ABSENCES					
RATE	LAST	FIRST	TIME/DATE U/A BEGAN	TIME/DATE TERMINATED	
PERSONNEL ACTIONS AND ACCOUNTING (GAINS/LOSS)					
RATE	NAME	STATUS	ACTION (PCS IN/OUT,XFER)		
NAME/RANK/TITLE:		SIGNATURE:		WORK PHONE:	
MUSTER REPORTS MUST BE SUBMITTED TO THE PERSONNEL SUPPORT OFFICE BY 0800 DAILY					

Legend

1. Enter the number of personnel permanently assigned.
2. Account for all personnel not physically at muster in the appropriate blocks; i.e., leave, SIQ, TAD, etc.
3. List all unauthorized absences. Indicate the time and date the UA began and terminates.
4. The sum of the three entries above this block should be identical.

COMMAND PERSONNEL MUSTER REPORT					
			DATE:		
PERSONNEL STATUS			OFFICERS	ENLISTED	
PERMANENT PERSONEL ASSIGNED					
TOTAL TAD FROM OTHER COMMANDS					
TOTAL TAD TO OTHER COMMANDS					
<u>TOTAL ON BOARD FOR DUTY</u>					
PERSONNEL AT MUSTER					
TOTAL PERSONNEL ACCOUNTED FOR					
UNAUTHORIZED ABSENCES					
TOTAL:					
AUTHORIZED ABSENCES (TAD, LEAVE, LIB, SIQ, RES)					
RATE	LAST	FIRST	REASON	DATE DEPARTED	DATE RETURNING
UNAUTHORIZED ABSENCES					
RATE	LAST	FIRST	TIME/DATE U/A BEGAN	TIME/DATE TERMINATED	
PERSONNEL ACTIONS AND ACCOUNTING (GAINS/LOSS)					
RATE	NAME	STATUS	ACTION (PCS IN/OUT,XFER)		
NAME/RANK/TITLE:		SIGNATURE:		WORK PHONE:	
MUSTER REPORTS MUST BE SUBMITTED TO THE PERSONNEL SUPPORT OFFICE BY 0900 DAILY					

Legend

1. Enter the number of personnel permanently assigned.
2. Account for all personnel not physically at muster in the appropriate blocks; i.e., leave, SIQ, TAD, etc.
3. List all unauthorized absences. Indicate the time and date the UA began and terminates.
4. The sum of the three entries above this block should be identical.