



DEPARTMENT OF THE NAVY

NAVAL AIR STATION  
22268 CEDAR POINT ROAD  
PATUXENT RIVER, MARYLAND 20670-1154

NASPAXRIVINST 1080.3C  
81/I-1

MAY 27 1998

NAS PAXRIV INSTRUCTION 1080.3C

From: Commanding Officer

Subj: PROCEDURES FOR SUBMISSION OF MUSTER REPORTS

Ref: (a) U.S. Navy Regulations 1990

Encl: (1) Sample Muster Reports

1. Purpose. To publish local procedures for mustering military personnel per Article 0708 of reference (a) and to set forth procedures to account for absent personnel.
2. Cancellation. NAS PAXRIV Instruction 1080.3B.
3. Background. A muster report is a legal document used as the basis for making service record entries as necessary and as legal evidence in court. The importance of accuracy, timely submission, and consistent follow-up cannot be overemphasized.
4. Action. Each department shall ensure that all military personnel are mustered daily in the following manner:
  - a. A daily muster report shall be prepared as indicated in enclosure (1) and hand-delivered or faxed to Naval Air Station (NAS) Office Services Branch, Building 409, prior to 0930 daily. Weekend and holiday muster will be delivered to the Naval Air Station (NAS)/Naval Air Warfare Center Aircraft Division NAVAIRWARCENACDIV Command Duty Office (CDO). The NAS/NAVAIRWARCENACDIV CDO will turn in weekend muster reports to NAS Office Services Branch Monday morning.
  - b. Personnel assigned TAD from a NAS department to another NAS department will be mustered as Ship's Company by the receiving department (i.e., AN Douglas is assigned TAD to the Combined Bachelor Quarters (CBQ) from Air Operations Department. The CBQ will muster him as Ship's Company and Air Operations Department WILL NOT muster him at all.) This is done to avoid counting the person TAD twice. NAS departments that have TAD personnel from Test Squadrons or tenant commands will muster them as attached TEMADD Duty (i.e., Strike, VQ 4 DET.)
  - c. When adding up totals, Present at Quarters, Authorized Absentees, and Unauthorized Absentees should equal total personnel assigned (Ship's Company) and attached TEMADD Duty.

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d. Daily muster reports shall contain a list of all unauthorized absentees using the appropriate blocks of enclosure (1). Muster reports shall be checked with the preceding day's muster to ensure no absentees are omitted. If additional space is required, use the back of the muster report, providing the same information.

e. When an unauthorized absentee returns to the activity assigned or any other military activity, the date and time of the return must be indicated on the next day's muster report. The returned unauthorized absentee will not be included on any subsequent report.

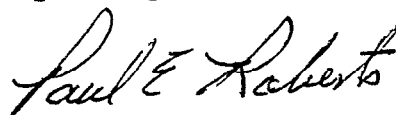
f. Particular attention must be given to the preparation of weekend/holiday muster reports. Heads of departments shall ensure that each duty section has properly indoctrinated personnel to conduct a muster and to prepare a muster report.

g. The list of absentees must be carefully reviewed after each muster, particularly on the first working day following a weekend and/or holiday.

h. If discrepancies are noted in muster reports which have already been submitted, the correction will be made on the following day's muster report and appropriately noted. Correction of muster reports should be unnecessary as a matter of ordinary course.

5. Forms. Muster Report form, NDW-NATC-1085/1 (Rev. 3-72), is available at the Visual and Technical Information Branch.

6. Review Authority. The NAS Administration Officer will review this instruction annually, making changes as necessary.



PAUL E. ROBERTS

Distribution:  
Distribution List I

**MUSTER REPORT**

NDW-NATC-1085/1 (REV. 3-72)

1. COMMAND NAS Patuxent River, MD		2. DEPT/DIV AIMD	3. DATE/TIME 4OCT87 0830
<b>4. PERSONNEL STATUS</b>		<b>5. PERSONNEL TOTALS</b>	
LEAVE	5	PRESENT AT QUARTERS	35
LIBERTY	4		
AWAY TEM ADD DUTY	2	AUTHORIZED ABSENTEES	12
SICK LIST	1		
WATCH	0	UNAUTHORIZED ABSENTEES	3
MESS DUTY	0		
CONFINED	0	TOTAL PERS ASSIGNED (SHIP'S COMPANY)	48
SPECIAL DETAILS	0		
UNAUTHORIZED ABSENCE	3	ATTACHED-TEM ADD DUTY	2
		NO. ASSIGNED ON COMMUTED RATIONS	48

**6. UNAUTHORIZED ABSENTEES**

NAME AND RATE	SER NO	HR & DATE BEGAN
BM2 J. D. Doe	123-45-6789	0730 30CT87
MM2 A. B. Dee	456-78-9012	0730 40CT87
SN R. B. Jones	789-01-2345	0730 40CT87

**7. CHANGE OF STATUS**

REPORTED IN ERROR	RETURNED ABSENTEES HR & DATE

MUSTERING PO YN3 U. Can	DIV OFFICER YNC Y. Knot
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USE REVERSE SIDE FOR ADDITIONAL REMARKS

**MUSTER REPORT**

NDW-NATC-1085/1 (REV. 3-72)

1. COMMAND NAS PATUXENT RIVER, MD		2. DEPT/DIV AIMD	3. DATE/TIME 5OCT87 0830
<b>4. PERSONNEL STATUS</b>		<b>5. PERSONNEL TOTALS</b>	
LEAVE	4	PRESENT AT QUARTERS	38
LIBERTY	2		
AWAY TEM ADD DUTY	3	AUTHORIZED ABSENTEES	11
SICK LIST	2		
WATCH	0	UNAUTHORIZED ABSENTEES	1
MESS DUTY	0		
CONFINED	0	TOTAL PERS ASSIGNED (SHIP'S COMPANY)	48
SPECIAL DETAILS	0		
UNAUTHORIZED ABSENCE	1	ATTACHED-TEM ADD DUTY	2
		NO. ASSIGNED ON COMMUTED RATIONS	48

**6. UNAUTHORIZED ABSENTEES**

NAME AND RATE	SER NO	HR & DATE BEGAN
BM2 J. D. Doe	123-45-6789	0730 30CT87

**7. CHANGE OF STATUS**

REPORTED IN ERROR	RETURNED ABSENTEES HR & DATE
MM2 A. B. Dee	0500 5 OCT 87
	SN R. B. Jones

MUSTERING PO YN3 U. Can	DIV OFFICER YNC Y. Knot
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USE REVERSE SIDE FOR ADDITIONAL REMARKS  
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NASPAXRIVINST 1080.3B  
7 Apr 1995