



DEPARTMENT OF THE NAVY  
NAVAL SERVICE TRAINING COMMAND  
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GREAT LAKES, ILLINOIS 60088-2845

NSTCINST 1080.1C  
N001  
27 Sep 2019

NSTC INSTRUCTION 1080.1C

From: Commander, Naval Service Training Command

Subj: NAVAL SERVICE TRAINING COMMAND MILITARY PERSONNEL MUSTER

Ref: (a) U.S. Navy Regulations

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. In accordance with NSTCINST 12610.2, civilian accountability is maintained through separate timekeeping requirements.

2. Cancellation. NSTCINST 1080.1B

3. Scope. Reference (a), article 0808, paragraph 4 requires daily muster reports of command military personnel. This instruction applies to all military personnel assigned permanent change of station, temporary additional duty, and limited duty to NSTC. 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 utilizing the Total Workforce Management Services (TWMS) website.

5. Action

a. Active Duty Personnel

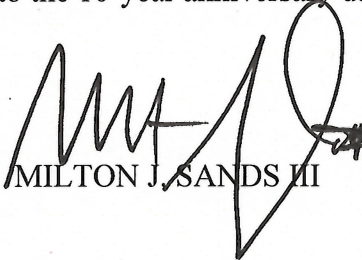
(1) All active duty personnel will log on to <https://twms.navy.mil> prior to 0900 each normal work day. Unauthorized Absences identified after 0900 will be contacted via their Department Head requesting to update their muster status.

(2) Personnel who have approved future absents on normal work days shall log on to TWMS and input the appropriate dates with reason (e.g., leave, temporary duty, liberty) and annotate in the comments section that their status has been approved by their Department Head or equivalent.

(3) If the TWMS website is down, all personnel shall contact the Executive Assistant with their muster status.

6. Records Management. Records created as a result of this instruction, regardless of media and format, must be managed per Secretary of the Navy Manual 5210.1 of January 2012.

7. Review and Effective Date. Per OPNAVINST 5215.17A, NSTC will review this instruction annually on the anniversary of its effective date to ensure applicability, currency, and consistency with Federal, DoD, SECNAV, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will automatically expire 10 years after effective date unless reissued or canceled prior to the 10-year anniversary date, or an extension has been granted.



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Releasability and distribution:

This instruction is cleared for public release and is available electronically only via the Naval Service Training Command issuance website,

[http://www.netc.navy.mil/nstc/NSTC\\_Directives/instructions.html](http://www.netc.navy.mil/nstc/NSTC_Directives/instructions.html).

## Total Workforce Management (TWMS) Self Mustering Procedure

### Getting Started:

1. Log on to <https://twms.navy.mil/login.asp>
2. Select the appropriate digital certificate, click "Ok", and enter pin if prompted.
3. Click on "Continue"
4. Click on "Click Here for Self-Service/myTWMS (Access your own record only)"
5. Click on "Continue"
4. Verify and update information in the "General Information", "Immediate Supervisor", and "Work Location" sections and click on "Update".

### Daily Mustering:

1. Log on to <https://twms.navy.mil/login.asp>
2. Select the appropriate digital certificate, click "Ok", and enter pin if prompted.
3. On the left side, under Tools/Actions, click on "Daily Muster". The muster status defaults to "onboard".

### 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 or leave.
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"