



DEPARTMENT OF THE NAVY
NAVAL SERVICE TRAINING COMMAND
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NSTCINST 1080.1B
N004
20 Jun 14

NSTC INSTRUCTION 1080.1B

From: Commander, Naval Service Training Command

Subj: NAVAL SERVICE TRAINING COMMAND MILITARY PERSONNEL MUSTER

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

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 1080.1A

3. Scope. Reference (a) requires daily muster reporting of command military personnel. This instruction applies to all military personnel assigned Permanent Change of Station, Temporary Additional Duty, Temporary Duty, and Limited Duty to NSTC, including Officer Development. 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 using the Total Workforce Management Services (TWMS) website.

5. Action

a. Active Duty Personnel

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(1) All active duty personnel will log on to <https://twms.nmci.navy.mil> prior to 0900 each normal work day. UA's discovered after 0900 will receive a phone call immediately by the Command Muster Petty Officer requesting to update their muster status.

(2) Personnel who know of any approved future absenteeism on normal work days will log on to TWMS and input the appropriate dates and reason (e.g., leave, Temporary Duty, liberty) and indicate in the comments section that their status has been approved by their Department Head or equivalent.

(3) If for some reason the TWMS website is down, all personnel will submit an email with the subject line "Muster Status" and the day's date to nstc_admin@navy.mil stating mustering status.

b. Command Muster Petty Officer:

(1) Will ensure all personnel have entered mustering status into TWMS prior to 1000 each working day.

(2) Will notify the Executive Assistant (EA) of any unauthorized absentees.

(3) Will forward the TWMS muster report to the EA and Chief of Staff by 1030 each work day.



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Distribution: (NSTCINST 5216.1B)

List 1

Total Workforce Management (TWMS) Self Mustering Procedure

Getting Started:

1. Log on to <https://twms.navy.mil/selfservice/login.asp>.
2. Select the appropriate digital certificate, click "Ok", and enter pin if prompted.
3. 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/selfservice/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".
4. Click on "Submit Today's Muster".

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, 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".