



UNITED STATES MARINE CORPS

COMMANDING OFFICER
MARINE AVIATION TRAINING SUPPORT GROUP
700 AVENGER AVENUE
LEMOORE, CA 93246-5016

IN REPLY REFER TO:
GruO 1080.1B
ADMIN
24 Jun 96

GROUP ORDER 1080.1B w/ch 1,2

From: Commanding Officer
To: Distribution List

Subj: MARINE AVIATION TRAINING SUPPORT GROUP (MATSG) MORNING
REPORTS

Ref: (a) MCO P5000.14~~B~~c

Encl: (1) Morning Report Form

1. Purpose. To provide guidance for the timely and accurate reporting of personnel per reference (a).

2. Cancellation. GruO 1080.1A.

3. Background. The morning report is used to report gains and losses of personnel, and information based on day-to-day occurrences. It is a fundamental ^{input} tool for the unit diary, which is the basic source document of the Marine Corps Total Force System (MCTFS). The MCTFS supports pay, personnel administration, and manpower management. It is imperative that information submitted by morning reports be timely and accurate.

4. Action

a. VFA-125

(1) Submit a morning report on all Marines to the Commanding Officer, MATSG by 0900 on normal working days.

(2) Permanent personnel and student personnel will be reported on your morning report using enclosure (1).

(3) Reportable occurrences for Fridays will be reported on the following Monday.

b. NAMTRAGRUDET

(1) Submit a morning report on all Marines to the Commanding Officer, MATSG by 0900 on normal working days.

(2) Reportable occurrences for Fridays will be reported on the following Monday.

GruO 1080.1B
24 Jun 96

c. VFA SQUADRONS

(1) Submit events on a by exception basis on all Marines to the Commanding Officer, MATSG by 0900 on normal working days.

(2) Reportable occurrences for Fridays will be reported on the following Monday.

d. ALL UNITS

(1) In the event that Marines deploy or have a change in status, immediately submit appropriate documents so that all pay and entitlements can be administratively processed.

(2) The reports need not be typed, but must be legibly written and signed by the senior Marine assigned to the unit.

e. MATSG ADJUTANT

(1) Ensure that all morning reports from units with Marines assigned are submitted properly and in a timely manner.

(2) Complete a consolidated morning report by 1000 daily.


P. SWAINSON
By direction

Distribution: A



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COMMANDING OFFICER
MARINE AVIATION TRAINING SUPPORT GROUP
700 AVENGER AVENUE
LEMOORE, CA 93246-5016

IN REPLY REFER TO:

GruO 1080.1B CH-1
SUPP
5 Jun 97

GROUP ORDER 1080.1B CH-1

From: Commanding Officer
To: Distribution List

Subj: MARINE AVIATION TRAINING SUPPORT GROUP (MATSG) MORNING
REPORT

1. Purpose. To issue pen and ink changes to basic Order.
2. Action. Make the following pen and ink change:
 - a. Page 1, paragraph 3, line out "unput" and add "input".

A handwritten signature in black ink, appearing to read "P. Swainson".

P. SWAINSON
By direction

DISTRIBUTION: A



UNITED STATES MARINE CORPS
MARINE AVIATION TRAINING SUPPORT GROUP
700 AVENGER AVENUE
LEMOORE, CA 93245-5016

IN REPLY REFER TO

GruO 1080.1B Ch2
ADMIN
5 Jun 98

GROUP ORDER 1080.1B Ch2

From: Commanding Officer
To: Distribution List

Subj: MARINE AVIATION TRAINING SUPPORT GROUP (MATSG) MORNING
REPORTS

1. Purpose. To direct pen changes to the basic order.
2. Action.
 - a. Make the following pen changes.
 1. Change Ref (a) MCO P5000.14B to MCO P5000.14C
 2. Change on page 1 parragraph 3 "unput" to read "input".
3. Filing Instructions. This Change transmittal will be filed immediately following the signature page of the basic order.


P. SWAINSON
By direction

Copy to: Distribution A

MARINE AVIATION TRAINING SUPPORT GROUP
MORNING REPORT

ON-BOARD

COMMAND OFFICERS ENLISTED

MATSG
VFA-125
NAMTRA
STUDENTS
CADRE

TOTALS

ON-HAND

MATSG
VFA-125
NAMTRA
STUDENTS
CADRE

SUB-TOTAL

TAD

MATSG
VFA-125
NAMTRA
STUDENTS
CADRE

SUB-TOTAL

LEAVE

MATSG
VFA-125
NAMTRA
STUDENTS
CADRE

SUB-TOTAL

TERM/ APPL LV/ SIQ/ CONV LV

MATSG
VFA-125
NAMTRA
STUDENTS
CADRE

SUB-TOTAL

TOTAL

ANN LV

FR LV

UNIT

TAD

FR TAD

UNIT

WHERE TO

GAINS/REASIGN

DT JD

LOSSES

DT TR

TERM/LV

APPL/LV

SIQ

CONV LV

ATTACHED STUD

INFO ONLY

Enclosure (1)