MONTHLY MORNING REPORT

1. Date	2. Unit Description	3. Unit Mailing Address

4. Strength Section

Military Personnel Identity	Assigned Strength Last Report	Gains	Losses	Assigned This Report	ADDL ATCH PERS	Training/Admin/ Drill Volunteer Hours Since Last Report	Total Mission Authorized Volunteer Hours Since Last Report
A	B	C	D	E	F	G	H
Officer				0		**Record Total Volunteer Hours in Box Below**	**Record Total Mission Volunteer Hours in Box Below**
WO				0			
ENL				0			
TOTAL	0	0	0	0	0		

5. Changes Section

Continuation Sheet for Section 5?: Yes ☐ No ☐

6. Record of Events Section

A. Date/Time/Location of UTA:

B. Attendance Assigned: OFF: _____ WO: _____ ENL: _____

Attached: OFF: _____ WO: _____ ENL: _____

C. Description of Training, With Attendance:

D. Inspections/Visits:

E. Injuries:

F. Other Events:

Continuation Sheet for Section 6?: Yes ☐ No ☐

7. Validation Section

A. Does Column 4B Plus 4C Minus 4D Equal 4E on Each Line? ☐ ☐

B. Do the Sums of Gains and Losses in Section 5 Agree with 4C and 4 D? ☐ ☐

8. Authentication Section

A. Printed Name and Title	B. Grade and Branch	C. Signature :