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Personnel

DESERTION AND UNAUTHORIZED ABSENCE

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This instruction implements Department of Defense Directive (DoDD) 1325.2, *Desertion and Unauthorized Absence*, 20 August 1979, and Air Force Policy Directive 36-29, *Military Personnel Standards*. It establishes standard procedures for dealing with desertion and unauthorized absence. It tells how the Air Force tries to reduce absences and return the absentees to military control. This instruction applies to all military personnel on or ordered to report to active duty. It also applies to members of the Air National Guard of the United States (ANGUS) and US Air Force Reserve (USAFR) serving on or ordered to report to active duty or active duty for training, voluntarily or involuntarily. Process supplements that affect any military personnel function as shown in Air Force Instruction AFI 33-360, volume 1, *Publications Management Program* to **Attachment 1** for glossary of references.

This instruction requires authorities to collect and keep information protected by the Privacy Act of 1974. Title 10, United States Code (U.S.C.) Sections 885, 886, and 887 (UCMJ Articles 85, 86, and 87) allow authorities to collect and maintain this information. System of Records Notice F036 AF PC J, *Absentee and Deserter Information Files*, also applies.

Submit proposed supplements, operating instructions, and comments for review and approval to Headquarters, Air Force Personnel Center, Directorate of Personnel Accountability, Missing Persons Branch (HQ AFPC/DPWCM), 550 C St West, Suite 15, Randolph AFB TX 78150-4717.

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed.

Major revisions follow: Complete format change, gives the commander the responsibility for completing required actions when a member of his command is a deserter or unauthorized absentee (paragraph 2.2.), Military Personnel Flights and base agencies assume a role in support of the commander (paragraphs 2.3., 2.4., 2.5., 2.6., and 2.7.), makes HQ OSI/XOO the sole office to input unauthorized absentee information into the National Crime Information Center computers (chapter 2.6.), clarifies the role of OSI in the

apprehension of absentees (chapter 3.4.), clarifies procedures for filing for rewards and reimbursements (chapter 3.5.), updates information of the Deserter Information Points of the other services (Chapter 6), and requires the commander to sign the DD Forms 553 and 616 (figures Figure 2.2. and Figure 4.2.). The line (l) preceding the title indicates a major revision from the previous edition.

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Chapter 1

UNAUTHORIZED ABSENCES

1.1. Responsibilities. All members must be present for duty when and where they are ordered or required to be. Commanders and supervisors at all levels must make sure that all members understand and carry out their responsibility to be present and on time for duty. Commanders and supervisors must act promptly when a member is not present for duty.

1.2. Commanders at all levels :

1.2.1. Set up management practices and programs to deter absenteeism and desertion.

1.2.2. Publicize the deserter apprehension program to deter potential absentees.

1.2.3. Develop programs to make sure that the maximum number of absentees or deserters continue to serve who return to the military and have the potential for continued service.

1.2.4. Ensure compliance with this instruction.

1.3. When Unauthorized Absence Begins and Ends. An unauthorized absence starts when a member is absent from where he or she is ordered or otherwise required to be present. For an unauthorized absence of 24 consecutive hours or less, classify as “failure to go” instead of “Absence Without Leave” (AWOL). For an unauthorized absence of more than 24 hours and less than 30 days, classify as AWOL. An unauthorized absence ends when the absentee or deserter returns to military control.

1.4. Required Actions. Table 1.1. is a comprehensive list of actions to be taken upon realization of an unauthorized absence. Even if you expect the absence may be excused, immediately take the actions listed in Table 1.1.

1.5. Classify a member as a deserter who:

1.5.1. Has been AWOL for 30 consecutive days. If the absence lasts through 2400 on the 30th consecutive day, change the absentee's status to deserter at 0001 on the 31st day (On the 10th day during times of emergency or war declared by the President or Congress).

1.5.2. Is AWOL for any amount of time and meets any of these criteria:

1.5.2.1. Is under the duty or travel restrictions that DoD 5200.2-R/AFI 31-501 imposes.

1.5.2.2. Has had access in the past 12 months to top secret information or other classified information that requires special access authority (see paragraph 2.2.7.). **NOTE:** Do not classify a person who appears to be more a casualty as a deserter solely because the person has had access to classified material described herein.

1.5.2.3. Has gone to, or stayed in, a foreign country and, while there, has asked for or taken any type of asylum or resident permit from that country or its governmental agencies.

1.5.2.4. Has action pending on a previous unauthorized absence that has not been completed.

1.5.2.5. Is an escaped prisoner.

1.5.2.6. Is wanted for violating the Uniform Code of Military Justice (UCMJ) as listed in **Attachment 4**

1.5.2.7. HQ AFPC/DPWCM has determined is in a deserter status

1.5.2.8. Without authority, goes or remains absent from their unit, organization, or place of duty with intent to remain away therefrom permanently.

Table 1.1. Action Required When a Member is Absent Without Authority.

Step		Responsibilities			
	Time Following Absence	Immediate Supervisor	Unit Commander	Servicing Security Forces	Servicing MPF (note 1)
1	immediately	<p>notifies unit commander.</p> <p>Inquires among associates about the absent member's whereabouts or habits.</p> <p>Tries to reach the member at the local residence.</p>	<p>interviews everyone who may know anything about the absence.</p> <p>Contacts the MPF to apprise them of the member's duty status and request assistance if needed.</p> <p>Uses all available resources to find and return the member to military control.</p> <p>Evaluates the circumstances surrounding the absence to see if there is reason to believe that <i>AFI 36-3002 Casualty Services</i> applies.</p> <p>Decides whether to declare the absentee to be a deserter.</p> <p>Requests security forces assistance (notes 2,3,4 and 5).</p>	<p>On request, assists the unit commander in finding and returning the member to military control.</p>	<p>MPFs will contact HQ AFPC/DPWCM for assistance where needed (note 2).</p> <p>Provide guidance to Commanders on use of temporary casualty status, Duty Status-Whereabouts Unknown (DUST-WUN).</p>

Step		Responsibilities			
	Time Following Absence	Immediate Supervisor	Unit Commander	Servicing Security Forces	Servicing MPF (note 1)
2	24 hours	Checks the member's local residence again and other sources for possible contact with the absentee.	<p>prepares AF Form 2098, Duty Status Change (AFM 36-2622, <i>Personnel Data Systems End Users Manual, Chapter 5</i>) and forwards it to the MPF.</p> <p>Forwards a copy of AF Form 2098 to the local Financial Services Office (FSO).</p> <p>Informs the FSO by telephone that member is AWOL or a deserter so appropriate actions can be taken.</p> <p>Continues efforts to find and return the member to military control (note 6).</p>	Follows up any new leads the commander or supervisor develops.	<p>Updates change to duty status code in the Personnel Data System (PDS), which in turn updates the member's Master Military Pay Account (MMPA). (note 11)</p> <p>Processes AF Form 2098.</p>

Step		Responsibilities			
	Time Following Absence	Immediate Supervisor	Unit Commander	Servicing Security Forces	Servicing MPF (note 1)
3	within 72 hours	Assists commander in preparing 72 hour inquiry.	<p>prepares the 72 hour inquiry and sends copies to the Security Forces and Military Personnel Flight (MPF) Commander.</p> <p>Reexamines the circumstances and attempts to determine if member is possibly a casualty (AFI 36-3002).</p> <p>If member is administratively classified as a deserter, prepares, signs, and distributes DD Form 553, Deserter/Absentee Wanted By The Armed Forces, within 72 hours of the decision to place the member in a deserter status.</p> <p>Gives the MPF a copy of the 72 hour inquiry.</p>	Follows up on any new leads the commander's 72 hour inquiry develops.	<p>Provides next of kin information to the unit commander.</p> <p>Datafaxes a copy of the unit commander's 72 hour inquiry to HQ AFPC/DPWCM (DSN Fax Number: 487-3805).</p> <p>If member is administratively classified as a deserter, assists the commander in preparing and distributing DD Form 553 within 72 hours of the decision to place the member in a deserter status.</p> <p>Files a copy of the unit commander's 72 hour inquiry in the member's Field Personnel Record Group (FPRG).</p>

Step		Responsibilities			
	Time Following Absence	Immediate Supervisor	Unit Commander	Servicing Security Forces	Servicing MPF (note 1)
4	On the 10th day		<p>prepares and sends letters to the next of kin and those receiving allotments.</p> <p>Gives the MPF copies of the next of kin letters to be filed in the member's FPRG.</p>	Continues to try and locate absentee.	

Step		Responsibilities			
	Time Following Absence	Immediate Supervisor	Unit Commander	Servicing Security Forces	Servicing MPF (note 1)
5	On the 31st day		<p>notifies the MPF of the continued absence.</p> <p>Retrieves dependent ID card or cards, AFI 36-3001, <i>Issuing and Controlling Identification (ID) Cards</i>. Initiates AF Form 2098 changing status from AWOL to deserter.</p> <p>Signs DD Form 553 -prepared with MPF assistance (note 7).</p> <p>Works with the MPF and Security Forces to decide to whom the DD Form 553 should be sent.</p> <p>Consults with SJA about filing court- martial charges.</p> <p>Prepares 31st day status report (note 7).</p>	<p>Tells the commander what has been done to try to find the absentee.</p> <p>Helps decide to whom DD Form 553 should be sent (note 7).</p> <p>When logical leads dictate, contacts the OSI, other security forces, other services absentee collection units, or civil authorities in the local area of the addresses shown on DD Form 553 to ask for help in locating and apprehending the absentee.</p>	<p>verifies the continued absence.</p> <p>Assists in preparing and distributing DD Form 553 (note 7).</p> <p>Attaches copies of the unit commander's 72 hour inquiry and 31st day status report to the copies of DD Form 553 sent to HQ AFPC/ DPWCM and the MAJCOM.</p> <p>Sends message confirming desertion status (Figure 2.1).</p> <p>Consolidates FPRG and stores it apart from the active records.</p> <p>Updates duty status condition to deserter in the PDS.</p>

Step		Responsibilities			
	Time Following Absence	Immediate Supervisor	Unit Commander	Servicing Security Forces	Servicing MPF (note 1)
6	On the 60th day		<p>notifies security forces and MPF of the member's continued absence.</p> <p>Obtains update input from the security forces and includes it in the 60 day status report.</p>	<p>Reviews the case file.</p> <p>Rechecks local leads and actions taken by military and civilian law enforcement agencies.</p> <p>Sends a final report of action to the unit commander.</p>	<p>Verifies the member's continued absence.</p> <p>Distributes 60 day status report to HQ AFPC/DPWCM and the MAJCOM.</p>
7	On the 180th day		<p>notifies security forces of status change (note 8).</p> <p>Consults with the SJA concerning options.</p>		<p>PDS will automatically drop member from unit rolls. MPF must update DIN RAE using PTI 904 with a value of 490.</p> <p>Disposes of FPRG according to AFI 36-2608, <i>Military Personnel Records System</i> (notes 9 and 10).</p>

NOTES:

1. AFMAN 36-2622, volume 1, has more instructions for MPFs.
2. For TDY personnel, notify the member's unit of assignment and servicing MPF.
3. Do not report the absentee to the security forces until it is clear the member is absent from the unit rather than failing to report or being late for duty.
4. Reserve units contact the nearest active duty security forces unit for assistance.
5. Take the actions steps 1 through 5 require (except 31st day status report), disregarding time sequence, if the unit commander administratively classifies the member as a deserter. Send the status report on the 31st day.

6. The commander of the base where a member is transferred PCS without permanent change of assignment (PCA) for separation is authorized to issue AF Form 2098 for reporting the unauthorized absence.
7. When Congress or the President declares an emergency, the unit commander's status report and DD Form 553 will be prepared and dispatched on the 10th day vice the 31st day. Prepare and distribute DD Form 553 immediately for those individuals who have been absent without authorization for 11 to 31 days.
8. Reserve commanders will contact ANGSC/MPP (for ANGUS members), or HQ AFRES/DPAA (for USAFR members), and ask for instructions.
9. Ensure that the FPRG contains copies of AF Forms 2098, commander's 72 hour inquiry and status reports, DD Form 553, the UIF (if applicable), showing that all necessary actions have been taken. The FPRG should also include the member's medical and dental records and any other documents that may be useful upon the deserter's return to military control (i.e., OSI investigations, security forces reports, charge sheets, etc.).
10. The member's FPRG is forwarded to HQ AFPC/DPWCM, 550 C Street West, Suite 15, Randolph AFB TX 78150-4717, on the 180th day. When member is apprehended, HQ AFPC/DPWCM will promptly forward the member's FPRG to the gaining base.
11. For ANG record types AG/BG, after updating the duty status, there is not a transaction that flows from PDS to finance to update the member's Master Military Pay Account (MMPA).

Chapter 2

REPORTING UNAUTHORIZED ABSENCES

2.1. Reporting Responsibilities. Unauthorized absences must be reported immediately. Supervisors must promptly notify the chain of command. Unit commanders have the primary responsibility to learn the cause of absence and to find and return the individual to military control.

2.2. The Unit Commander:

2.2.1. Investigates the case looking for any indication that the absence results from an involuntary casualty rather than desertion or unauthorized absence. In such situations, Duty Status Whereabouts Unknown (DUSTWUN) may be appropriate. Consult AFI 36-3002. The member's welfare is of highest concern.

2.2.2. Promptly notifies all those who need to know about the absence; for example, the security forces, the servicing financial services office (FSO), the postal service center or the unit mail room of the absentee's organization, and the base exchange.

2.2.3. Unit Commander's 72 Hour Inquiry. The unit commander reports on the inquiry based on case action (**Table 1.1.**, steps 1, 2 and 3). The unit commander sends the report to the installation's MPF Commander and the Chief, Security Forces. The report:

2.2.3.1. Includes all relevant information on the case; for example, the absentee's duty status when the unauthorized absence began, the leave address if the absentee was on leave, and/or the gaining unit and leave address for delay en route if the absentee was being reassigned.

2.2.3.2. Lists actions taken to locate the absentee, including actions taken on leads.

2.2.3.3. Tells whether the absentee faces pending administrative discharge action or action under the UCMJ.

2.2.3.4. Lists all previous unauthorized absences and their dispositions.

2.2.3.5. Includes a statement that AFI 36-3002, *Casualty Services*, specifically in regard to Duty Status Whereabouts Unknown (DUSTWUN), has been considered and is not applicable. When in doubt, contact the MPF Commander or telephone HQ AFPC/DPWCM (DSN 487-3752 or 1-800-531-5501) for missing persons guidance.

2.2.3.6. Explains the facts in detail if the absentee is wanted for another offense.

2.2.3.7. If the unit commander wants FBI help in finding the absentee, explains why.

2.2.4. Notice to the Next of Kin and Payee of Allotments. The unit commander writes to the next of kin and to family members who receive allotments about the unauthorized absence (**Table 1.1.**, step 4). The letters go to aliens living in foreign countries as well as U.S. residents.

2.2.4.1. Send the letters at the earliest of the following times:

2.2.4.1.1. When evidence shows the absentee planned or spoke to others of a plan to leave without authorization.

2.2.4.1.2. When the unit commander administratively declares an absentee a deserter.

2.2.4.1.3. When the unauthorized absence has lasted 10 consecutive days.

- 2.2.4.1.4. The letter to family members who receive allotments must indicate that payments will stop if the unauthorized absence continues.
- 2.2.4.2. The letter to the next of kin must state that:
 - 2.2.4.2.1. Military authorities do not know the member's whereabouts and believe the member is absent without authority (or a deserter, if proper).
 - 2.2.4.2.2. The next of kin should urge the member to return.
 - 2.2.4.2.3. If the next of kin knows the whereabouts of the member, they should immediately notify the nearest military installation law enforcement desk.
 - 2.2.4.2.4. Dependents will be ineligible for medical care, other benefits and privileges, if the member's status is or changes to deserter.
 - 2.2.4.2.5. The member's continued absence may lead to:
 - 2.2.4.2.5.1. Court-martial.
 - 2.2.4.2.5.2. Loss of pay, allowances, and government insurance.
 - 2.2.4.2.5.3. Reduction in grade.
 - 2.2.4.2.5.4. Bad conduct or dishonorable discharge (or dismissal, for a commissioned officer).
 - 2.2.4.2.5.5. Confinement.
- 2.2.4.3. The commander's letter to the dependents (or their guardian or other fiduciary) of an absentee with pay grade E-4 (4 years or less service) or below must state that they:
 - 2.2.4.3.1. May get temporary financial help, if they need it. The payment limit equals the basic allowance for quarters to which the absentee is entitled for no more than 2 consecutive months, if the absence lasts the entire period.
 - 2.2.4.3.2. May ask for help when the member's absence exceeds 30 consecutive days.
 - 2.2.4.3.3. Must apply for financial help in the first 3 months of the unauthorized absence.
- 2.2.4.4. If needed, the unit commander contacts the nearest Financial Services Office (FSO) for help.
- 2.2.5. 31st and 60th Day Status Reports. On the 31st and 60th days of absence, the unit commander submits status reports, in writing, to the MPF (**Table 1.1.**, steps 5 and 6). The report includes:
 - 2.2.5.1. Names of contacts, dates, time, telephone numbers, and addresses.
 - 2.2.5.2. Information given to military and civil law enforcement agencies to speed the absentee's return.
 - 2.2.5.3. Feedback from security forces contacts with civil law enforcement agencies.
- 2.2.6. DD Form 553, Deserter/Absentee Wanted By The Armed Forces. The unit commander, with assistance from the MPF, prepares and distributes the DD Form 553 within 72 hours of the decision to place the member in a deserter status (**Table 1.1.**, step 3). Note: If the unit commander learns of any new information that could aid in the apprehension of the absentee, a new DD Form 553 must be

completed and redistributed to all agencies included in the original distribution (**Figure 2.2.** and **Attachment 2**).

2.2.7. Action in Cases Involving Security. Take these additional actions in cases involving national security matters. When an absentee is administratively classified as a deserter for a reason in paragraph 1.5.2., the unit commander takes the following actions:

2.2.7.1. Immediately sends out a priority message (includes MINIMIZE) which includes:

2.2.7.2. Addressees:

2.2.7.2.1. The Air Force Security Clearance Office (HQ 497 IG) through the base security forces.

2.2.7.2.2. HQ AFOSI/XOO/XOG and their servicing AFOSI detachment.

2.2.7.2.3. HQ AFPC/DPWCM.

2.2.7.2.4. The servicing MPF and affected Major Commands (MAJCOM), or Field Operating Agency (FOA), as information addressees.

2.2.7.3. Tells what type of classified information the absentee had access to:

2.2.7.3.1. Communications Security (COMSEC).

2.2.7.3.2. Cryptographic (CRYPTO).

2.2.7.3.3. Single Integrated Operational Plan (SIOP).

2.2.7.3.4. Sensitive Compartmented Information (SCI). **NOTE:** Notify the servicing Special Security Office if the absentee has or had access to SCI.

2.2.7.3.5. Other.

2.2.7.4. Includes any information that may show whether the absentee defected and whether the absentee has compromised or indicated possible compromise of classified information.

2.2.7.5. Includes other significant information.

2.2.7.6. Refers the case for investigation to the AFOSI unit servicing the absentee's installation.

2.2.7.7. As soon as possible, accounts for classified material that the absentee had access to and notifies AFOSI of any missing material.

2.2.7.8. As soon as possible, assesses for HQ AFOSI how much damage to national security could result from unauthorized disclosure of the information.

2.2.7.9. Considers appointing an inquiry officer under DoD 5200.1-R/AFI 51-201, subsection 6-110, if the absentee had access to classified information.

2.2.8. War and Mobilization Absence Without Leave (AWOL) Reporting Procedure. When Congress or the President declares an emergency, reporting procedures are accelerated to involve law enforcement agencies to assist in returning absent members to the military. If this occurs, immediately prepare and distribute DD Form 553 on the 10th day of AWOL, not the 31st day (see **Table 1.1.**, note 7).

2.3. The Servicing Security Forces:

2.3.1. Assists the unit commander in finding and returning the absentee to military control using the initial information in DD Form 553, or newer information. This action includes notifying civilian and other military agencies.

2.3.2. Helps the unit commander and MPF decide to whom to send DD Form 553.

2.4. The Servicing Military Personnel Flight (MPF):

2.4.1. Notifies the unit of assignment when PCS, TDY, and Reserve members ordered to active duty fail to report at the times their orders specify. **EXCEPTION:** Reserve members ordered to active duty for training (ADT) for their annual tours.

2.4.2. Establishes contact with HQ AFPC/DPWCM (DSN 487-3752 or 1-800-531-5501), the Air Force Deserter Information Point.

2.4.3. Monitors **Table 1.1.** actions and coordinates the member's return to military control.

2.4.4. Sends out a Confirmation of Deserter Status Message (**Figure 2.1.**) within 24 hours of placing member into deserter status.

2.4.5. Gives the unit commander the information needed from the absentee's FPRG.

2.4.6. Assists the unit commander in the preparation and distribution of DD Form 553, following the instructions in **Figure 2.2.** and **Attachment 2.** (**NOTE:** While the MPF is the focal point for DD Form 553 and works in conjunction with the unit commander, the unit commander is ultimately responsible for the preparation and distribution of DD Form 553).

2.4.6.1. Works with the unit commander to obtain a current, identification-quality photograph of the deserter to be distributed with DD Form 553. **NOTE:** Photograph does not have to fit in item 8. Send photograph with DD Form 553.

2.4.7. Datafaxes the unit commander's 72 Hour Inquiry, next of kin letters, DD Form 553, 31st day and 60th day Status Reports (whichever is applicable at the time) to HQ AFPC/DPWCM (DSN Fax Number: 487-3805). Mails the original copies to HQ AFPC/DPWCM, 550 C Street West, Suite 15, Randolph AFB TX 78150-4717.

2.4.8. Completes AF Form 2098 to change the member's duty status. Sends FSO a copy

2.4.8.1. Updates change to duty status code in the Personnel Data System.

2.4.9. Consolidates the Absentee's FPRG.

2.4.9.1. Takes the FPRG out of the active files and places it in the personnel readiness unit until the member returns to military control or is dropped from rolls (**Table 1.1.**, notes 9 and 10). **NOTE:** The FPRG includes the member's medical and dental records.

2.4.9.2. Puts a charge-out sheet in the files to show when and where the FPRG was moved to.

2.4.10. Ensures any disclosures concerning the member meets the requirements of the Privacy Act as set forth in AFI 37-132, *Air Force Privacy Program*.

2.5. HQ AFPC/DPWCM (Air Force Deserter Information Point):

2.5.1. Is the Air Force Deserter Information Point (DIP) and focal point for the Air Force Desertion and Unauthorized Absences Programs (DSN 487-3752 or 1-800-531-5501).

- 2.5.2. Coordinates and distributes procedures for managing unauthorized absences.
- 2.5.3. Monitors disposition of absentees returned to military control and provides guidance in unusual cases.
- 2.5.4. Keeps statistics on unauthorized absences.
- 2.5.5. Follows the DoD requirement to send the *Absentee and Deserter Statistics*, RCS: DD-P&R(SA) 1454.

2.6. Air Force Office of Special Investigations (HQ AFOSI):

2.6.1. HQ OSI/XOO updates the National Crime Information Center (NCIC). In cases of desertion under “aggravated circumstances,” AFOSI will then work with the Federal Bureau of Investigation (FBI) or other appropriate law enforcement agency to expedite the investigation and to find and arrest the absentee (**Chapter 3**). Examples of cases in which the Air Force requests FBI help includes those in which the individual is a deserter and:

- 2.6.1.1. Is wanted for an offense listed in **Attachment 4**.
- 2.6.1.2. Had access to classified defense information which, if disclosed, would jeopardize United States security interests.
- 2.6.1.3. Is an escaped prisoner.
- 2.6.1.4. Is an officer.

2.6.2. Oversees local servicing police units’ inquiries of unauthorized absences when commanders request it.

2.7. The Financial Services Office (FSO):

2.7.1. Stops the absentee’s next paycheck and allotments after the unit’s initial notification that the absentee is a deserter.

Figure 2.1. Sample Format Message--Confirmation Of Deserter Status Message.

FROM: (ORGN LOCATION//OFFICE SYMBOL//)
TO: HQ AFPC RANDOLPH AFB TX//DPWCM//
HQ AFOSI BOLLING AFB DC//XOG//
OSAF WASH DC//AAZ//
INFO (MAJCOM LOCATION//DPAA//) (SEE NOTE)

UNCLAS

SUBJECT: FOLLOWING USAF MEMBER IS CONFIRMED AS A DESERTER:

- A. LAST NAME, FIRST NAME, MIDDLE NAME, GRADE, SSN
- B. DATE OF AWOLC. DATE OF DESERTION
- D. DATE AND PLACE OF BIRTH. CITIZENSHIP
- F. RACE, SEX, EYE COLOR, HEIGHT, WEIGHT, HAIR COLOR, PHYSICAL DESCRIPTION
- G. MARITAL STATUS
- H. OTHER IDENTIFYING FEATURES (SCARS, TATTOOS, ETC.)
- I. REMARKS (VEHICLE LICENSE OR ANY OTHER PERTINENT INFORMATION THAT WOULD AID IN APPREHENSION)
- J. CIVILIAN OCCUPATION. MILITARY OCCUPATION
- L. SECURITY CLEARANCE DATA: CLEARANCE (TS, SECRET, ETC.); TYPE OF INVESTIGATION (NAC, BI, ETC.); AGENCY THAT CONDUCTED INVESTIGATION; DATE OF INVESTIGATION; INVESTIGATION FILE NUMBER; CLEARANCE LEVEL
- M. DISTRIBUTION DATE OF DD FORM 553
- N. POINT OF CONTACT, TELEPHONE NUMBER, AND FAX NUMBER

NOTES:

In situations where the deserter departs from an overseas area, the message format should also include the MAJCOM/JA and HQ USAF/JAI as informational addressees.

The DD form 553 must be signed by the member's commander.

Figure 2.2. Sample DD Form 553, Deserter/Absentee Wanted by the Armed Forces.

DESERTER/ABSENTEE WANTED BY THE ARMED FORCES				1. DATE PREPARED (YYMMDD)		REPORT CONTROL SYMBOL				
2. TO (Local, State or Federal law enforcement authority as indicated by Military Deserter Information Part) HQ AFPC/DPWCM 550 C ST W STE 15 RANDOLPH AFB TX 78150-4717				3. FROM (Organization activity and place from which deserter. If unauthorized absence occurs in transit, list dtd and row unit in Remarks) UNIT ADDRESS		4. DISTRIBUTION List all agencies being sent the 553. If there is not enough room, continue in section 19 (remarks) on the reverse side of this form				
5. ABSENTEE IDENTIFICATION										
a. NAME (Last, First, Middle Initial) SMITH, JOHN J		b. GRADE/RANK/RATE SSGT (E-5)		c. SEX M	d. RACE C					
e. PLACE OF BIRTH (City, State, County) Frankfort, KY, USA		f. DATE OF BIRTH (YYMMDD) 700623	g. HEIGHT 5'11"	h. WEIGHT 190	i. EYE COLOR BL	j. HAIR COLOR BR				
k. DP CONTROL NUMBER		l. SERVICE F	m. SOCIAL SECURITY NO. 123-45-7897		n. CITIZENSHIP US	o. MARITAL STATUS M				
p. MILITARY OCCUPATION Fuels Journeyman		r. PERMANENT RESIDENCE ADDRESS (Include Zip Code) 1512 S Main St Lexington KY 40507-1339								
q. CIVILIAN OCCUPATION Bricklayer										
6. CURRENT ENLISTMENT				7. ENTRY INTO CURRENT PERIOD OF SERVICE						
a. DATE (YYMMDD) 950215		b. PLACE (City and State) Barksdale AFB LA		a. DATE (YYMMDD) 880215		b. PLACE (City and State) K I Sawyer AFB MI				
9. TIME OF ABSENCE		a. DATE (YYMMDD) 950430		b. HOUR 07:30		10. ADMINISTRATIVE DATE OF DESERTION (YYMMDD) 950530				
11. ESCAPED OR SENTENCED PRISONER (X as applicable)				12. DISCHARGE STATUS (X as applicable)						
YES		IF "YES," SPECIFY CHARGE		a. DISCHARGED		YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>				
<input checked="" type="checkbox"/> NO		(If yes write specific charge)		b. SUSPENDED		YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>				
13. OPERATOR'S LICENSE		a. NUMBER 123456789	b. STATE KY	c. EXPIRATION DATE (YYMMDD) 990701	14. VEHICLE LICENSE		a. PLATE NO ABC 123	b. STATE KY	c. EXP. DATE (YYMMDD) 990701	d. TYPE Handicapped
15. VEHICLE		a. VEHICLE IDENTIFICATION NUMBER 123456RG789JTF36458H7H44		b. YEAR 1979	c. MAKE Chevrolet	d. MODEL Corvette		e. STYLE Convertible	f. COLOR Silver	
16. RELATIVES AND/OR PERSONS KNOWN BY ABSENTEE (If no spaces needed continue in Remarks or on separate page, making reference to this item number.)										
a. NAME (Last, First, Middle Initial)					b. ADDRESS (Include Zip Code)					
(1) Smith, Mary E. (Spouse)					1234 5th St Barksdale AFB LA 71110					
(2) Jones, Mark D. (Friend)					65425 Cajun Ct Shreveport LA 71107					
17. CERTIFICATION (See Notes on reverse)										
The undersigned states: That he/she is a commissioned officer of the United States <u>AIR FORCE</u> (Military Department), presently assigned as the Commanding Officer, <u>2 Supply Squadron</u> (Unit from which the alleged deserter absented himself or herself), and in the performance of official duties imposed by Department of Defense Directive 1325.2 and <u>AFI 36-2911</u> (Regulations of the Service concerned which implement DOD Directive 1325.2, eg Army Regulations 190-9 and 630-10), he/she has conducted an investigation into the deserter status of <u>SSGT SMITH, JOHN J</u> (Name and rank of alleged deserter), a member of the United States Armed Forces serving on active duty with <u>2 Supply Squadron, USAF</u> (Unit and Service from which the alleged deserter absented himself or herself), by questioning his/her unit chiefs; by examining and verifying the field service records of said servicemember which reflect his/her duty status; by requesting the member's next of kin or urge his/her voluntary return to military control if they are aware of his/her whereabouts; by inquiring to the fullest extent possible into the feasibility of other explanations for the member's absence to include sickness, injury, hospitalization and confinement by civil law enforcement officials; and officially ordered diversion from his/her unit of assignment by querying the member's losing unit (and en route temporary duty unit), the appropriate career management division, the servicing replacement organization, and the servicing Military Personnel and Transportation Assistance Office (and That based on the foregoing investigation, the undersigned has personal knowledge that, on or about <u>950430</u> (Date), <u>SSGT SMITH, JOHN J</u> (Name and rank of alleged deserter), did without authority and with intent to remain away therefrom permanently, absent himself/herself from his/her unit/organization/place of duty, to wit: (See item 3 above) located at (See item 3) in violation of Section 885, Title 10, United States Code and he/she has remained continuously so absent until <u>950530</u> (Date this statement is executed). I state under penalty of perjury (under the laws of the United States of America) that the foregoing is true and correct. Executed on <u>950530</u> (Date).										
18. COMMANDING OFFICER										
a. TYPED NAME (Last, First, Middle Initial) JOHNSON, LUCY Y.				b. GRADE LT COL		c. TITLE COMMANDER				
d. ORGANIZATION AND INSTALLATION 2 SUPPLY SQUADRON BARKSDALE AFB LA				e. SIGNATURE (If copies)				f. DATE SIGNED (YYMMDD) 950530		

19. REMARKS *(List peculiar habits and traits of character; unusual mannerisms and speech; peculiarities in appearance; clothing worn; aliases (names); marks and scars; tattoos; facial characteristics; complexion, posture; build; other SSN's used by individual; or other data that may assist in identification. List known facts, e.g., armed and dangerous, drug user, suicidal tendencies, guards are needed, etc.)*

SSGT SMITH WAS LAST SEEN WEARING BLUE JEANS AND A BLACK GRATEFUL DEAD T SHIRT. HE HAS A TATTOO OF A MERMAID ON HIS LEFT UPPER ARM. HE ALSO HAS A ONE INCH SCAR ON THE BACK OF HIS LEFT HAND. SSGT SMITH HAS A RECEDING HAIR LINE WITH A PRONOUNCED BALD SPOT.

HQ AFPC/DPWCM, 1-800-531-5501
AIR FORCE DESERTER INFORMATION POINT

INFORMATION

1. AUTHORITY TO APPREHEND.

a. Any civil officer having the authority to apprehend offenders under the laws of the United States, or of a State, territory, commonwealth, possession, or the District of Columbia may summarily apprehend deserters from the Armed Forces of the United States and deliver them into custody of military officials. Receipt of this form and a corresponding entry in the FBI's NCIC Wanted Person File, or oral notification from military officials or Federal law enforcement officials that the person has been declared a deserter and that his/her return to military control is desired is authority for apprehension.

b. Civil authorities may apprehend absentees (AWOL's) when requested to do so by military authorities.

2. PAYMENT OF REWARD OR REIMBURSEMENT FOR EXPENSES.

a. **Rewards.** Receipt of this form, or oral or written notification from military authorities or Federal law enforcement officials, prior to apprehension of the individual, that the person is an absentee and that his/her return to military control is desired will be considered as an offer of reward. Persons or agency representatives (except salaried officers or employees of the Federal Government or servicemembers) apprehending or delivering absentees to military control are authorized:

(1) Payment for apprehension and detention of absentees until military authorities assume custody; or

(2) Payment for apprehension and delivery of absentees to a military installation.

b. **Reimbursement for Expenses.** Reimbursement may be made for actual expenses incurred when conditions for payment of a reward cannot be met. If two or more persons perform these services, payment will be made jointly or severally, but total payment to all may not exceed prescribed limitations.

c. **Payment.** Payment will be made to the person or agency representative actually making arrest and detention or delivery by the

disbursing officer servicing the military facility to which the absentee is delivered and will be in full satisfaction of all expenses of apprehending, keeping and delivering the absentee. Payment may be made whether the absentee surrenders or is apprehended. Payment will not be made for information leading to apprehension, nor for apprehension not followed by return to military control. Both reward and reimbursement may not be paid for the same apprehension and detention or delivery.

3. INDIVIDUAL CLAIMS HE/SHE IS NOT ABSENT WITHOUT AUTHORITY.

When a detained individual claims that he/she is not absent without leave and does not have the papers to prove his/her claim, the apprehending person or agency representative should communicate directly by the most rapid means available, with the nearest military installation manned by active duty personnel. When necessary, communicate directly (telephone or telegraph) with the Deserter Information Point of the military service concerned.

a. **US Army.** United States Army Deserter Information Point (USADIP)
Fort Benjamin Harrison, IN 46249-5301

Telephone collect: Area Code (317) 542-3355.

b. **US Navy.** Commander, Naval Military Personnel Command (NMPC-843)
Washington, DC 20370-5000

Telephone: Area Code (800) 336-4974
(In Va., Call (800) 572-0266)

c. **US Marine Corps** Commandant, US Marine Corps
Code MPH-57, Washington, DC 20380-0001

Telephone collect: Area Code (202) 694-2180/8526.

d. **US Air Force** USAF Manpower Personnel Center
Randolph AF Base, TX 78150-6001

Telephone collect: Area Code (512) 652-5118/2148.

NOTES:

1 For use only when a servicemember fails to report to a gaining unit of assignment during a permanent change of station.

2 For use only when statement is executed outside the United States, its territories, possessions and commonwealths.

Chapter 3

GENERAL APPREHENSION INFORMATION AND COOPERATION WITH CIVIL AUTHORITIES

3.1. Apprehension Procedures. Commanders must start investigating the case and begin apprehension efforts as soon as an unauthorized absence occurs. These efforts not only help return absentees to the military sooner, they also deter others from unauthorized absences.

3.2. Who Has Authority To Apprehend:

3.2.1. Members of the Armed Forces may apprehend absentees and deserters if authorized to do so under Article 7 of the UCMJ and the *Manual for Courts-Martial (MCM)*

3.2.2. A civil officer authorized to arrest offenders under US laws may arrest a deserter and deliver the offender into the custody of the Armed Forces (See Article 8 of the UCMJ and the MCM, Rule 302(b)). These officers may also arrest absentees at the request of military or federal authorities.

3.2.3. United States authorities may arrest absentees and deserters in foreign countries only:

3.2.3.1. When an international agreement with the country authorizes it.

3.2.3.2. Under an agreement with proper local authorities that does not violate an existing international agreement.

3.2.3.3. In these cases, carefully consider and consult with the servicing staff judge advocate (SJA) about possible international implications and adverse foreign relations.

3.2.3.4. If apprehension is impossible, or in any case of unclear apprehension authority, report the facts either by fax: DSN 227-7861, or message to the International and Operations Law Division, Office of The Judge Advocate General (HQ USAF/JAI), to expedite submission to the Assistant Secretary of the Air Force for Manpower and Reserve Affairs for resolution.

3.3. Notice of Air Force Deserters to Civil Authorities:

3.3.1. Within the Jurisdiction of the United States. The unit commanders, working with the MPF and security forces, promptly sends DD Form 553 for a member administratively classified as a deserter to armed forces and civilian law enforcement agencies most likely to help apprehend the absentee.

3.3.1.1. HQ AFPC/DPWCM sends notices to HQ AFOSI and to the Department of State in certain cases (i.e., those in which others know or strongly suspect the absentee has gone to a foreign country).

3.3.2. Outside the Jurisdiction of the United States. MAJCOMs act as needed respecting the primacy of international agreements to secure cooperation in apprehending AWOL and/or deserted members.

3.4. Investigations, Apprehension, and Cooperation with Civilian Law Enforcement Authorities:

3.4.1. Unit commanders must work closely with local security forces and OSI detachments to pursue every avenue possible to locate and ensure the apprehension of absentees. Leads developed as to the location of absentees shall be conveyed as expeditiously as possible to appropriate civilian law

enforcement authorities who shall be requested to assist in the return of such persons to military control.

3.4.2. In cases where the member has been dropped from unit rolls, HQ AFPC/DPWCM and HQ AFOSI/XOG will work together to resolve the case. HQ AFOSI/XOG and local field units will establish liaison and maintain a level of coordination with civilian law enforcement agencies necessary to encourage active participation in apprehension efforts. HQ AFPC/DPWCM will provide any leads to HQ AFOSI/XOG for further pursuit.

3.4.3. Absentees detained by civilian law enforcement authorities. In some cases, HQ AFPC/DPWCM and/or HQ AFOSI/XOG may be the first Air Force agencies contacted by civilian law enforcement authorities regarding the apprehension of an Air Force deserter. HQ AFPC/DPWCM will contact the nearest military installation within 24 hours of the apprehension to expedite the absentee's return to military control.

3.4.4. Civilian law enforcement authorities arrest and hold absentees to help military departments. The commander of the installation nearest where the absentee is being detained is responsible for taking custody of the absentee from civilian law enforcement authorities.

3.4.5. Do not ask civilian law enforcement authorities to hold absentees longer than necessary. Make every attempt to pick up absentees within 48 hours after civilian law enforcement authorities agree to their release.

3.4.6. If foreign authorities hold the absentee, consult with the SJA before acting.

3.4.7. When a service picks up absentees from civilian law enforcement authorities anywhere in the continental United States (CONUS), they pick up all such individuals at once, regardless of each member's military service.

3.4.8. Take absentees or deserters to the nearest military installation having facilities to process them.

3.4.9. If the military service cannot pick up all absentees or deserters held, they notify the services of the remaining individuals before leaving the confinement facility.

3.5. Rewards and Reimbursements:

3.5.1. Any authorized communication, oral or written, from a military or federal law enforcement official or agency, asking active cooperation in apprehending or returning an absentee or deserter to the military is also a reward offer. The Air Force rewards or reimburses persons or agencies apprehending, holding, or delivering absentees, deserters, or escaped military prisoners to the military.

3.5.1.1. Fifty dollars for apprehending and holding absentees, deserters, or escaped military prisoners until military authorities take them.

3.5.1.2. Seventy-five dollars for apprehending and delivering absentees, deserters, or escaped military prisoners to the military.

3.5.1.3. Reimbursement for reasonable and actual expenses, not to exceed seventy-five dollars per case, to persons or agencies prohibited from accepting rewards.

3.5.2. To request reward or reimbursement, persons or agencies must submit DD Form 553, to the financial services office where the deserter is returned to Air Force control. The remarks section of

DD Form 553 must include the name, address, and phone number for the persons or agencies requesting reward or reimbursement.

3.5.3. Rewards, reimbursements, and the cost of travel of guards assigned to absentees may be charged to the Air Force. The absentee does not reimburse the service for these costs.

3.5.3.1. Take the absentee's own cost of returning to the military out of their member's pay account per the *Joint Federal Travel Regulation*, volume 1, chapter 7.

Chapter 4

ACTIONS TAKEN WHEN AN ABSENTEE RETURNS TO MILITARY CONTROL

4.1. Notice of Return to Military Control. The servicing MPF at the Air Force installation taking initial control of the absentee must notify HQ AFPC/DPWCM (DSN 487-3752 or 1-800-531-5501) within 24 hours of the apprehension.

4.2. Where Absentees Return to Military Control:

4.2.1. At any military installation staffed by active duty personnel. Immediately transfer an individual to the nearest installation of the individual's branch of military service that has facilities to process absentees.

4.2.2. In foreign countries, military attaches, the Chief of the Military Assistance Advisory Group (MAAG), or similar organizations, may not help an absentee who asks to return to the military control unless the U.S. is directly responsible for the individual's presence in the country.

4.2.2.1. Generally, these organizations advise such absentees to report, at their own expense, to a proper U.S. military installation in the U.S. or overseas.

4.2.2.2. Unless absentees are citizens of the country in which U.S. assistance is requested, they must be reported to the country's proper authorities with a view toward deportation.

4.2.2.3. If the individual leaves or is deported from the foreign country, the military attachÈ or Chief of the MAAG arranges for the individual's custody upon arriving in a territory where U.S. military officers have arresting authority.

4.3. Defining an Absentee's Return to Military Control. An absentee in the hands of civilian law enforcement authorities is no longer considered to be at large when Air Force authorities lodge a detainer with civil authorities. A detainer is a written or verbal request to hold the member for Air Force authorities when his or her presence is no longer required by civilian law enforcement authorities. The detainer ensures civilian law enforcement authorities will inform military authorities when they are ready to release the absentee.

4.3.1. An absentee's return to military control occurs at the date and hour that:

4.3.1.1. An absentee surrenders to, is delivered to, or is apprehended by, military authorities.

4.3.1.2. A civilian law enforcement authority informs the military that it holds the absentee for some reason other than the military's request.

4.3.1.3. An absentee otherwise comes under the control of military personnel.

4.4. Return to the Air Force at Other than the Unit of Assignment:

4.4.1. Disposition Instructions:

4.4.1.1. Absentees gone for less than 1 year will be returned to the unit they were assigned to at the time of their unauthorized absence.

4.4.1.1.1. The detaining MPF will cut a one way TDY order for the deserter using the fund cite from AFI 24-101, paragraph 4.25. In Block 16, Remarks, type the following statement:

“Member is a deserter returned to military control. Charge the cost of travel to the member’s pay account. Do not reimburse for any expenses incurred.”

4.4.1.1.2. For deserters who do not require escorts, the detaining security forces unit will issue a DD Form 460, **Provisional Pass**, and the member will travel to their duty station.

4.4.1.1.3. For deserters requiring escorts, do not release the deserter except to identified escorts. See paragraph **4.5.** for escort delineation.

4.4.1.2. Absentees gone for one year or more will stay at the nearest Air Force installation with facilities for handling of the case.

4.4.2. For members in a PCS status, refer to **Table 4.1.**

4.4.3. The MPF for the detaining unit sends a Notification of Return of Deserter to the Military message (minimize included) to HQ AFPC/DPWCM. If the absentee does not give a unit of assignment, or if the absentee’s unit no longer exists, include item F in the Notification of Return of Deserter to the Military message (see **Figure 4.1.**).

4.4.4. In some cases, the rules outlined above may not be appropriate. Under these circumstances, contact HQ AFPC/DPWCM (DSN 487-3752 or 1-800-531-5501) for further guidance.

4.5. Escorts. The action unit commander coordinates with security forces to see if absentees need escorts. Use security forces escorts only when an armed escort is needed as determined by the installation Chief, Security Forces. Prisoners not considered to be a threat to themselves or the general public can be escorted by unarmed personnel such as supervisors and First Sergeants. The commander authorizes escorts for members detained outside their country of assignment only after consulting the servicing SJA.

4.5.1. Generally, use escorts if the member:

4.5.1.1. Escaped from prison.

4.5.1.2. Has been charged with other serious offenses.

4.5.1.3. Was apprehended by civil authorities.

4.5.1.4. Is a repeat offender.

4.5.1.5. Has a history of disciplinary infractions.

4.5.2. To ensure the absentee’s prompt return, on-duty escorts must not take leave or delay en route.

4.6. Actions Taken After An Absentee is Returned to a Servicing Air Force Installation. The following items are an *integral* part of an absentee’s return to the Air Force:

4.6.1. Notification of Return of Deserter to the Military message (**Figure 4.1.**). **NOTE:** The Servicing MPF completes the Notification of Return of Deserter to the Military message, with assistance from the unit commander, and sends it to HQ AFPC/DPWCM within 24 hours of the member’s return to military control.

4.6.2. DD Form 616, **Report of Return of Absentee** (**NOTE:** The DD Form 616 is completed only when a DD Form 553 has been completed). The unit commander, with MPF assistance, completes and distributes DD Form 616 (**Figure 4.2.** and **Attachment 3**) to all the agencies that received DD Form 553 within 24 hours of the member’s return to military control. **NOTE:** HQ AFPC/DPWCM requires a datafaxed copy (DSN Fax Number: 487-3805). Mail the original copy of DD Form 616 to

HQ AFPC/DPWCM, 550 C Street West, Suite 15, Randolph AFB TX 78150-4717. HQ AFPC/DPWCM will then datafax DD Form 616 to HQ AFOSI/XOO.

4.6.3. AFOSI/XOO will remove the member's name from the NCIC when AFOSI/XOO receives notification from HQ AFPC/DPWCM confirming the member's return to military control.

4.6.4. AF Form 2098. The action unit commander, or designated representative, submits AF Form 2098 to change duty status. It shows the date and time of the change. Guidance to properly cite the date and time of the member's return to the military can be found in AFM 36-2622, volume 1.

4.6.4.1. The MPF processes AF Form 2098, returns the FPRG to the appropriate custodians, and updates the Personnel Data System (PDS), which in turn updates the member's master military pay account (MMPA).

4.6.5. If the returned member has been dropped from rolls (a deserter for 180 days or more), the member's duty status and PAS Code will be updated by HQ AFPC/DPWCM. Once this transaction has been completed in the PDS, the unit commander must update the member's duty status accordingly.

4.6.5.1. If the absentee has been dropped from the rolls (after 180 days of desertion status), HQ AFPC/DPWCM will forward the FPRG to the servicing MPF when the deserter is gained to an Air Force unit.

4.7. Commander's Determination . The action unit commander:

4.7.1. Takes responsibility for disposition of unauthorized absence.

4.7.2. Decides whether the absence was avoidable or unavoidable.

4.7.3. Uses guidance in the *Department of Defense Military Pay and Allowances Entitlements Manual (DoD Pay Manual)*, tables 1-1-2 and 1-3-3.

4.7.4. Uses AFI 36-3003, *Military Leave Program*, and AFM 177-373, volume 2, *Joint Uniform Military Pay System (JUMPS) Unit Procedures Excluding AFO*, to tell when to charge to leave an absence excused as unavoidable.

4.7.5. A commander who finds that an absence was:

4.7.5.1. Avoidable, takes appropriate disciplinary action if warranted. Consult with SJA.

4.7.5.2. Unavoidable, excuses it. The absence does not count as lost time to be made good. Charge it to leave if it is not authorized for another reason. A new AF Form 2098 revokes the unauthorized absence report. Examples of excused absences not charged to leave include:

4.7.5.2.1. When a member's lack of mental capacity causes the absence.

4.7.5.2.2. When civilian law enforcement authorities hold, try, and acquit a member.

4.7.6. If a member dies during an unauthorized absence, the commander of the unit of assignment makes a new status determination. After considering all available facts, the commander must find that the member was either in duty status, absent on leave, absent without leave, or a deserter (*DoD Pay Manual*, paragraph 40505).

4.7.7. See **Table 4.1.** for other dispositions.

4.8. Erroneous Reports of Unauthorized Absence . When a commander finds an erroneous report of unauthorized absence, the MPF destroys all records of it. No trace of the entries of the alleged unauthorized absence may remain in the FPRG or the master personnel record.

4.8.1. If DD Forms 553 and 616 were distributed, fully explain the error in the DD Form 616, item 9, remarks section.

4.8.2. If the MPF sent the deserter message, the return message must explain the error.

4.8.3. The commander sends new letters explaining the error to the next of kin, dependents, and others notified of the unauthorized absence.

Table 4.1. Disposition of Members Returned to Military Control at Other Than the Unit of Assignment (note 1).

R U L E	A	B	C
	If the absence began while the member was	and the member	then disposition is (note 1)
1	not in PCS travel status	is assigned in CONUS and detained in CONUS or overseas	return to unit of assignment.
2		is assigned overseas and detained in the same overseas country	
3		is assigned overseas and detained in a different overseas country or in CONUS (note 2)	
4	in PCS travel status from one CONUS base to another	has returned to the military at other than the gaining base (note 3)	return to the losing unit.
5		has returned to the military at the gaining base	stay at the gaining unit.
6	in PCS travel status from CONUS to an overseas base	returns at the port of embarkation after an absence of 31 days or more (note 3)	return to the losing unit.
7		returns to a CONUS base other than the port of embarkation regardless of the absentee's length (note 3)	
8		returns to the port of embarkation after an absence of less than 31 days	continue to the gaining unit.
9		returns to an overseas base in the gaining theater	
10	in PCS travel status from one overseas base to another or from overseas to CONUS	had departed the overseas country of assignment	

R U L E	A	B	C
	If the absence began while the member was	and the member	then disposition is (note 1)
11		returns to the country from which absent (note 3)	return to the losing unit.

NOTES:

1. Disposition instructions in this table apply only to members absent less than 1 year. For more information, see paragraph 4.4.
2. If the member has less than 90 days remaining on an overseas tour when the absence began, contact HQ AFPC/DPWCM (DSN 487-3752 or 1-800-531-5501), the Air Force Deserter Information Point, for guidance.
3. EXCEPTION: If the gaining commander gave the member permission to report after the report not later than date (RNLTD), the member continues to the gaining unit.

Figure 4.1. Sample Format Message--Notification of Return of Deserter to the Military Message.

FROM: (ORGN LOCATION//OFFICE SYMBOL//) (NOTES 2 AND 4)
TO: HQ AFPC RANDOLPH AFB TX//DPWCM//
INFO: HQ AFOSI BOLLING AFB DC//XOG//
OSAF WASH DC//AAZ//
(MAJCOM LOCATION//DPA//) (NOTE 1)

UNCLAS

SUBJECT: RETURN OF DESERTER TO MILITARY CONTROL

A. LAST NAME, FIRST NAME, MIDDLE NAME, GRADE, SSN

B. DATE OF AWOL

C. DATE AND HOUR OF RETURN

D. PLACE OF RETURN

E. SURRENDERED TO: (NOTE 3)

OR

E. APPREHENDED BY: (NOTE 3)

F. REQUEST DISPOSITION INSTRUCTIONS BE FURNISHED UPON RECEIPT OF THIS MESSAGE (NOTE 4)

G. POINT OF CONTACT, TELEPHONE NUMBER, AND FAX NUMBER

NOTES:

1. In situations where the deserter returns to military control in an overseas area, the message format should also include the MAJCOM/JA and HQ USAF/JAI as informational addressees.

2. If this message originates from the assisting MPF requesting disposition instructions from the MPF of the absent member, include item F or this particular message. This message will then properly report the return of the deserter and request deserter disposition.
3. Show whether the member surrendered or was apprehended and to what authority; i.e., military authorities, the FBI, or other civilian authorities. Be specific.
4. When a member returns to military control at their permanent duty station , or if paragraph **4.4.** applies, address the message to HQ AFPC RANDOLPH AFB TX//DPWCM//. Include the other information addressees. For most absences of less than 1 year, you do not need to ask for disposition instructions. Omit item F.

Figure 4.2. Sample DD Form 616, Report of Return of Absentee.

REPORT OF RETURN OF ABSENTEE				REPORT CONTROL SYMBOL	
<p align="center">IMPORTANT NOTICE</p> <p>The absentee status of the individual named below has been terminated. Military records indicate that your agency was specifically furnished a copy of DD Form 553, "Deserter/Absentee Wanted by the Armed Forces," soliciting your support. Request you clear your records of the DD Form 553 pertaining to this individual and the associated unauthorized absence indicated on this report. The Department of Defense and the Military Service law enforcement officials concerned gratefully acknowledge your participation and support of military apprehension programs.</p>				<p>1. DISTRIBUTION (Same as DD Form 553 at time of absence) (SEE ORIGINAL 553)</p>	
2. NAME OF ABSENTEE (Last, First, Middle Initial)					
SMITH, JOHN J					
3. SERVICE		4. SOCIAL SECURITY NO		5. GRADE OR RATE	
F		123-45-7897		SSGT (E-5)	
6. FORMER ABSENTEE STATUS					
a. FORMER STATUS (Care)				b. DATE HOUR ABSENCE BEGAN	
<input type="checkbox"/> (1) Escaped or Sentenced/Prison		<input checked="" type="checkbox"/> (2) Absentee		950430/0730	
		<input type="checkbox"/> (3) Deserter (Administrative)			
c. ORGANIZATION AND INSTALLATION FROM WHICH ABSENT					
2. SUPPLY SQUADRON BARKSDALE AFB LA					
7. CIRCUMSTANCES OF ABSENTEE'S RETURN					
a. MODE OF RETURN (Care)			b. AUTHORITIES TO WHOM ABSENTEE SURRENDERED OR BY WHOM APPREHENDED (Care)		
<input checked="" type="checkbox"/> (1) Apprehended		<input type="checkbox"/> (1) Military		<input checked="" type="checkbox"/> (2) Civil	
<input type="checkbox"/> (2) Surrendered		<input type="checkbox"/> (3) FBI		<input type="checkbox"/> (4) DS	
<input type="checkbox"/> (5) Other (Specify)					
c. PLACE OF INITIAL RETURN				d. DATE HOUR OF INITIAL RETURN	
MEMPHIS TN				970305/0130	
e. REQUIRED ACTION (Care)					
<input checked="" type="checkbox"/> (1) Return to Military Control		<input type="checkbox"/> (2) Retained by Civil Authorities		<input type="checkbox"/> (3) Civil Charges	
<input type="checkbox"/> (4) Sidelighting					
f. MILITARY ORGANIZATION AND INSTALLATION OR CIVILIAN LOCATION				g. DATE RETURNED TO MILITARY CONTROL (YYMMDD)	
LITTLE ROCK AFB AR				970306	
8. DISPOSITION OF ABSENTEE					
a. ACTION BY MILITARY AUTHORITIES (Care)			b. TO (Name of Command charged absentee)		c. COST OF TRANSPORTATION (To be charged to individual's account)
<input checked="" type="checkbox"/> (1) Retained		<input type="checkbox"/> (2) Transferred		314 MISSION SUPPORT SQUADRON (ACC)	
<input type="checkbox"/> (3) Technical Arrest Orders		<input type="checkbox"/> (4) Guard			
9. REMARKS (Indicate location of Service Pay and Health Record)					
MEMBER HAD BEEN DROPPED FROM UNIT ROLLS. RECORDS ARE MAINTAINED BY HQ AFPC/DPWCM					
10. AUTHORIZING OFFICIAL					
a. TYPED NAME (Last, First, Middle Initial)		b. GRADE		c. TITLE	
ROBINSON, WALTER R.		MAJ		COMMANDER	
d. ORGANIZATION			e. SIGNATURE (Signal copies)		f. DATE SIGNED (YYMMDD)
314 MSS					970306

DD Form 616, SEP 89 (EQ)

Print as follows: credits delete

Designating Perform Pro VHS/DCR Dec 94

NOTE:

HQ AFPC/DPWCM will receive and maintain the member's FPRG ONLY after the member's 180th day of desertion when member is dropped from the rolls.

Chapter 5

SPECIAL REQUIREMENTS FOR AIR NATIONAL GUARD OF THE UNITED STATES (ANGUS) AND USAF RESERVE (USAFR) MEMBERS

5.1. General. This chapter applies to ANGUS or USAFR Members Ordered to Extended Active Duty (EAD) voluntarily or involuntarily per AFI 36-2115, *Assignments Within the Reserve Components*; AFI 36-2002, *Regular Air Force and Special Category Accessions*; AFI 36-2116, *Extended Active Duty for Reserve Component Officers*; AFI 36-2008, *Voluntary Extended Active Duty (EAD) for Air Reserve Officers*; AFI 36-2011, *Air Force Reserve Officer Training Corps (ROTC)*; and AFI 36-2020, *Disenrollment of United States Air Force Academy Cadets* and reported absent without authority.

5.1.1. When an EAD order calls a Reserve Member to active duty (AD), the first unit the member is assigned to processes the absentee.

5.2. Determining Unauthorized Absences . A Reserve member voluntarily or involuntarily called or recalled to Active Duty (AD) or Active Duty For Training (ADT) who fails to report is an absentee if strong evidence exists that the member received the orders.

5.2.1. DoDD 1215.13 allows processing of AWOL or desertion without a signed receipt on file. To do so, however, substantial proof must exist that orders to report for ADT or transfer to the Individual Ready Reserve (IRR) were properly mailed to the most recent address the member furnished. Substantial proof consists of written post office verification of current address.

5.2.2. Contact the office issuing the orders to determine if proof exists.

5.3. Reporting Unauthorized Absences. The unit to which the member is attached for AD must notify the unit of assignment within 24 hours. If Special Activities Branch (HQ AFPC/DPPAES) or Headquarters USAF Academy, Cadet Accessions (HQ USAFA/DPYQD), ordered the member to EAD, contact the appropriate office within 24 hours to determine if substantial proof of delivery of orders exists, before taking any unauthorized absence action. The unit of assignment completes appropriate actions outlined in **Chapter 2**. Include the Military Personnel Division, Air National Guard, ANG/MPP, 3500 Fetchet Avenue, Andrews AFB MD 20762-5157 (for ANGUS members) and the Personnel Employment Branch, Air Force Reserve Command, HQ AFRC/DPMF, 155 2nd Street, Robins AFB GA 31098-1635 (for USAFR members) on the distribution of all reports, messages, and the DD Form 553 when classifying a member ordered to ADT as a deserter. If questions arise, contact HQ AFPC/DPWCM at DSN 487-3752 or 1-800-531-5501.

5.4. Return to Military Control Responsibilities . When a Guard or Reserve member ordered to ADT returns to military control, actions in **Chapter 4** apply, except paragraph **4.4**.

5.4.1. The detaining unit:

5.4.1.1. Sends the Notification of Return of Deserter to the Military message, including the Military Personnel Division, Air National Guard, ANG/MPP, 3500 Fetchet Avenue, Andrews AFB MD 20762-5157 (for ANGUS members) and Personnel Employment Branch, Air Force Reserve Command, HQ AFRC/DPMF, 155 2nd Street, Robins AFB GA 31098-1635 (for USAFR members) as information addressees (See **Figure 4.1**. at the end of **Chapter 4**).

5.4.1.2. Gives the member a non-chargeable transportation request, if no escort is used.

5.4.2. Disposition Instructions:

5.4.2.1. Absentees gone for less than 180 days will be returned to their unit of assignment or to another unit with court-martial jurisdiction as determined by the unit of assignment commander

5.4.2.2. Absentees gone for 180 days or more are no longer carried on unit rolls and will be sent to the nearest Air Force installation with facilities for handling the case.

5.4.2.3. In some cases, the rules outlined above may not be appropriate. Under these circumstances, contact HQ AFPC/DPWCM (DSN 487-3752 or 1-800-531-5501) for further guidance.

5.4.3. The commander of the disposition unit takes the actions outlined in **Chapter 4**, including the Military Personnel Division, Air National Guard, ANG/MPP, 3500 Fetchet Avenue, Andrews AFB MD 20762-5157 (for ANGUS members) and the Personnel Employment Branch, Air Force Reserve Command, HQ AFRC/DPMF, 155 2nd Street, Robins AFB GA 31098-1635 (for USAFR members) as information addressees on the DD Form 616.

Chapter 6

SPECIAL INSTRUCTIONS FOR UNITED STATES ARMY, UNITED STATES NAVY, OR UNITED STATES MARINE CORPS MEMBERS WHO ARE RETURNED TO OR SURRENDER TO AN AIR FORCE INSTALLATION.

6.1. Instructions for a Service Member's Return or Surrender: Upon notification of the return or surrender of an Army, Navy, or Marine Corps AWOL member or deserter to an Air Force installation, detain the member by any means available. The disposition of the member will be completed by their respective service's Deserter Information Point (DIP). The respective DIPs will take all of the necessary actions to return the member to appropriate control in the most expedient fashion.

6.2. United States Army:

6.2.1. Immediately contact the Army Deserter Information Point (DIP), Fort Benjamin Harrison, Indiana, at DSN 699-3711/3712/3713 or Commercial: (317) 542-3711.

6.3. United States Navy:

6.3.1. Immediately contact the Navy Deserter Information Point (DIP), Great Lakes, Illinois, at 1-800-423-7633.

6.4. United States Marine Corps:

6.4.1. Immediately contact the Marine Corps Deserter Information Point (DIP), Arlington, Virginia, at Commercial: (703) 696-2031/2032.

6.5. United States Air Force Deserter Information Point:

6.5.1. If you are unable to reach the other service DIPs, contact HQ AFPC/DPWCM at DSN 487-3752 or 1-800-531-5501, for assistance.

MICHAEL D. McGINTY, Lt General, USAF
DCS/Personnel

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

Title 10 U.S.C., Chapter 47, *Uniform Code of Military Justice*.

Executive Order 124743, *Manual for Courts-Martial* (1984 Rev).

DoD Military Pay and Allowances Entitlements Manual (DoDPM).

Joint Federal Travel Regulations, volume 1.

DoDD 1325.2, *Desertion and Unauthorized Absence*

DoD 5200.1-R, *Information Security Program*

DoD 5200.2-R, *Personnel Security Program*

AFM 36-2622, volume 1, *Personnel Data Systems End Users Manual*

AFM 177-373, volume 2, *Joint Uniform Military Pay System (JUMPS) Unit Procedures Excluding AFO*

AFMAN 36-2621, volume 6, *Military Personnel Strength Accounting Methods*

AFI 24-101, *Passenger Movement*

AFI 31-501, *Personnel Security Program Management*

AFI 36-2608, *Military Personnel Records Systems*

AFI 36-3002, *Casualty Services*

AFI 36-3003, *Military Leave Program*

AFI 37-132, *Air Force Privacy Act Program*

Abbreviations and Acronyms

AD—Active Duty

ADP—Automated Data Processing

ADT—Active Duty For Training

ANGUS—Air National Guard of the United States

AWOL—Absent Without Leave

COMSEC—Communications Security

CONUS—Continental United States

CRYPTO—Cryptographic

DFR—Dropped From Rolls

DIP—Deserter Information Point

DoD—Department of Defense

DRU—Direct Reporting Unit

EAD—Extended Active Duty

FBI—Federal Bureau of Investigation

FOA—Field Operating Agency

FPRG—Field Personnel Record Group (Consists of UPRG, Medical and Dental Records, Legal Reports of Investigation, PIF, and any other documents pertinent to the Desertion)

FSO—Financial Services Office

IRR—Individual Ready Reserve

MAAG—Military Assistance Advisory Group

MAJCOM—Major Command

MCM—Manual for Courts-Martial

MDW—Military District of Washington

MMPA—Master Military Pay Account

MPerR—Master Personnel Record

MPF—Military Personnel Flight

NCIC—National Crime Information Center

PCA—Permanent Change Of Assignment

PCS—Permanent Change of Station

PDS—Personnel Data System

RNLTD—Report Not Later Than Date

SCI—Sensitive Compartmented Information

SIOP—Single Integrated Operational Plan

SJA—Staff Judge Advocate

SSN—Social Security Number

TDY—Temporary Duty

UCMJ—Uniform Code of Military Justice

USAFR—United States Air Force Reserves

U.S.C.—United States Code

Terms

Absentee—Any member of the Armed Forces not administratively classified as a deserter who is absent without authority from the assigned unit, organization, or other place of duty where the member is required to be. This does not include confinement.

Absent Without Authority—The status of a member absent from the assigned unit, organization, or other place of duty where the member is required to be.

Absent Without Leave (AWOL)—See Absent Without Authority.

Action Unit—For administration of unauthorized absence, the unit of assignment. After the absentee returns to the military, the organization that makes disposition of the unauthorized absence. The action unit for the absence is not necessarily the action unit for disposition of the unauthorized absence.

Active Duty for Training (ADT)—A tour of active duty used to train members of the Reserve Components to provide trained units and qualified persons to fill the needs of the Armed Forces in time of war or national emergency and other times as national security requires. The member is under orders which provide for return to non-active duty status when the of active duty for training is completed. It includes annual training, special tour of active duty for training, school tours, and the initial duty for training performed by nonprior service enlistees. .

Commander—An officer in a position of command. Unless otherwise qualified, refers to the commissioned officer immediately above the member. Includes squadron commanders appointed on proper orders.

Court-Martial Jurisdiction—The authority of certain commanders to hold courts-martial to try members assigned to their commands; the sphere of such authority.

Deserter—A member of the Armed Forces administratively classified as a deserter.

Deserter Information Point (DIP)—A central focal point each Military Service establishes to control, account for, and pass on information about deserters. HQ AFPC/DPWCM, 550 C Street, Suite 15, Randolph AFB TX 78150-4717, DSN: 487-3752 or 1-800-531-5501.

Desertion Under Aggravated Circumstances—Desertion cases in which the individual is an officer, is wanted for offenses punishable under the UCMJ, or had access to classified defense information that, if disclosed, would jeopardize United States security. **Attachment 4** lists UCMJ offenses.

Detaining Unit—The unit that accepts an absentee's return to the military. To return, absentees may surrender to or be apprehended by military authorities, the FBI, or other civilian authorities.

Disposition of the Unauthorized Absence—Administrative actions taken when an unauthorized absence ends. Includes selection of the action unit, decisions about the member's status during the absence, and administrative or punitive action against the member, when proper.

Dropped From the Rolls (DFR) of the Organization—An administrative procedure that removes a member from the unit of assignment and reduces the unit's strength. It does not end the member's military status.

Failure To Go—An unauthorized absence of 24 consecutive hours or less.

Gaining Unit—The organization to which a member in PCS status is scheduled to report.

Losing Unit—The organization a member in PCS status leaves.

Major Command (MAJCOM)—A major subdivision of the Air Force that is assigned a major part of the Air Force mission. Major commands report directly to HQ USAF. Includes MAJCOM of assignment for the absentee and the MAJCOM of the servicing MPF, unless otherwise specified.

Military Personnel Flight (MPF)—The MPF servicing the action unit, unless otherwise specified.

National Crime Information Center (NCIC)—A computerized information system established by the FBI to serve law enforcement agencies. Using computers, data transmission over communication lines, and terminal devices, it makes timely and complete information about deserters available to law enforcement agencies.

Punitive Action—Punishment under the UCMJ.

Reserve Members—Members of the Air National Guard of the United States (ANGUS) or the United States Air Force Reserve (USAFR).

Return to the Military—End of an unauthorized absence.

Servicing Security Forces—The security forces unit servicing the action unit, unless otherwise specified.

Servicing Staff Judge Advocate—The Staff Judge Advocate unit servicing the action unit, unless otherwise specified.

Supervisor—A person, military or civilian, who oversees another's work. Unless otherwise specified, a member reports to the immediate supervisor for duty each workday.

Unit of Assignment—The organization to which a member belongs and contributes strength, or the organization to which a member dropped from rolls (DFR) once belonged to.

Unit of Attachment—The organization, other than unit of assignment, to which a member belongs for duty or administrative purposes. A reserve member belongs to the AD unit charged with the member's utilization.

Unit Commander—The commander of the action unit.

Unauthorized Absence—See Absent Without Authority.

United States—The 50 states and all territories and possessions of the United States, including all waters and airspace subject to the territorial jurisdiction of the United States.

United States Civil Authorities—Those elected and appointed public officials and employees who constitute the governments of the 50 States, District of Columbia, Commonwealth of Puerto Rico, United States possessions and territories, and political subdivisions thereof.

Addresses—Table A1.1. Address Listing

Organization	Office of Organization	Mailing Address
HQ USAF	Headquarters US Air Force International Operations and Law Division Office of the Staff Judge Advocate	HQ USAF/JAI 1420 Air Force Pentagon Washington DC 20330-1420
	Chief of Security Forces	HQ USAF/SP 1340 Air Force Pentagon Washington DC 20330-1340
HQ AFPC	HQ Air Force Personnel Center, Missing Persons Branch Personnel Accountability Directorate	HQ AFPC/DPWCM 550 C Street West, Suite 15 Randolph AFB TX 78150-4717
	Document Preparation, Scan/Index, QC Master Personnel Records Division	HQ AFPC/DPSRI1 550 C Street West, Ste 21 Randolph AFB TX 78150-4723
	Unique Update Section Master Personnel Files Division	HQ AFPC/DPMDSA2 550 C Street West, Ste 21 Randolph AFB TX 78150-4713
HQ AFOSI	HQ Air Force Office of Special Investigations, Investigative Operations Center Major Crimes Investigations	HQ AFOSI/XOO/XOG 500 Duncan Avenue, Rm 1009 Bolling AFB DC 20332-6001
HQ AFRC	HQ Air Force Reserve Command Personnel Employment Branch	HQ AFRC/DPMF 155 2nd Street Robins AFB GA 31098-1635
HQ ARPC	HQ Air Reserve Personnel Center, Personnel Programs Division	HQ ARPC/DPA 6760 E Irvington Place 3800 Denver CO 80280-3800

HQ 497 IG

Air Force Security Clearance
Office

HQ 497 IG
229 Brookley Avenue
Bolling AFB DC 20332-7040

ANG

Air National Guard
Military Personnel Division

ANG/MPP
3500 Fetchet Avenue
Andrews AFB MD 20762-5157

Attachment 2**INSTRUCTIONS FOR PREPARING AND DISTRIBUTING DD FORM 553, DESERTER/
ABSENTEE WANTED BY THE ARMED FORCES**

A2.1. Use information from the FPRG and PDS.

A2.2. If the FPRG is not available, ask for information from the Master Personnel Record (MPerR) by message (MINIMIZE included).

A2.3. If the absentee is Active Duty, send the message to HQ AFPC/DPWCM, Randolph AFB TX.

A2.4. If the absentee is a Reserve member ordered to ADT, send the message to HQ ARPC/DPA, Denver CO, and to HQ AFPC/DPWCM as an information addressee.

A2.5. Enter the information in each item according to DoDD 1325.2. If the instructions include an automated data processing (ADP) code, enter the clear text first and then the code. For example, item 5c: Male (M) or Female (F).

A2.6. Prepare DD Form 553 item by item.

A2.7. General information for ADP personnel processing this report. Follow the instructions for coding. If no specific coding instructions are provided, refer to DoD 5000.12-M, *DoD Manual for Standard Data Elements*. Failure to follow either the coding instructions here or those in the manual results in concessions in data base communication. Asterisks (*) mark those items registered in the *DoD Data Element Dictionary*.

Item 1 - Date Form is Prepared: Enter date of preparation in the format, year/month/day (for example, 931228), Report Control Number: DD-FM&P (SA) 1454.

Item 2 - To: HQ AFPC/DPWCM, 550 C Street West, Suite 15, Randolph AFB TX 78150-4717.

Item 3 - From: Organization or Activity and Place From Which Absent: Indicate the organization or activity and place from which the member is absent. If unauthorized absence occurs in transit, list old and new unit in item 19, Remarks.

Item 4 - Distribution: List which agencies will receive the form, such as appropriate law enforcement agencies. Give their complete addresses and ZIP codes .

Item 5 - Absentee Identification.

Item 5a - Name: Insert the absentee's last name, first name, and middle initial, in that sequence.

Item 5b - Grade/Rank/Rate: Identify the absentee's military grade or rate (name and code); for example, private, basic, or seaman recruit, E-1.

Item 5c - Sex: Identify the absentee's sex: male (M) or female (F).

Item 5d - Race: Identify the absentee's race: Red (American Indian) (R), Yellow Asian/Mongoloid) (M), Black (Negroid) (N), White (Caucasian) (C), Other (X), or Unknown (Z).

Item 5e - Place of Birth: Identify the city, state, and country, in that sequence.

Item 5f - Date of Birth: Identify the absentee's birth date, year/month/day, in that sequence.

Item 5g - Height: Identify the absentee's height in feet and inches, in that sequence.

Item 5h - Weight: Identify the absentee's weight in pounds.

Item 5i - Eye Color: Identify the absentee's eye color: blue (BL), green (GR), black (BK), brown (BR), hazel (HA).

Item 5j. Hair Color: Identify the absentee's hair color: brown (BR), black (BK), blonde (BL), gray (GR), red (RD), bald (BA), white (WH).

Item 5k - Deserter Information Point (DIP) Control Number: Leave this item blank. The Air Force does not use DIP Control Numbers.

Item 5l - Service: Identify the absentee's branch of service: Army (A), Navy (N), Marines (M), Air Force (F).

Item 5m - Social Security Number (SSN): Absentee's SSN.

Item 5n - Citizenship: Identify the country of which the absentee is a citizen.

Item 5o - Martial Status: Identify the absentee's marital status: Married (M), Divorced (D), Single (S).

Item 5p - Military Occupation: Identify the absentee's specific military occupational specialty number and title.

Item 5q - Civilian Occupation: Identify the absentee's prior civilian employment. Indicate specific job skills.

Item 5r - Permanent Residence Address: Indicate absentee's permanent residence address including ZIP code.

Item 6 - Current Enlistment

Item 6a - Date: Identify most recent date absentee signed a contract: year/month/day, in that sequence.

Item 6b - Place: Identify most recent place where the absentee most recently signed a contract: city and state, in that sequence.

Item 7 - Entry into Current Period of Service

Item 7a - Date: Identify date that absentee physically reported for active duty on current enlistment: year/month/day, in that sequence. If the date is the same as item 6a, enter "same as 6a."

Item 7b - Place: Identify place the absentee physically reported to for active duty on current enlistment. City and state, in that sequence.

Item 8 - Absentee Photograph: make every attempt to obtain a current, identification-quality photograph of the member. Photograph is not required to fit in the space provided.

Item 9 - Time of absence.

Item 9a - Date: Indicate the date of reported absence--year/month/day, in that sequence.

Item 9b - Hour: Indicate the hour of reported absence.

Item 10 - Administrative Date of Desertion: Indicate the date on which absentee was administratively classified a deserter, year/month/day, in that sequence.

Item 11 - Escaped or Sentenced Prisoner (if applicable): Mark the appropriate box to indicate absentee's status. Indicate in the appropriate space the specific civil or military offense of which escaped or sentenced prisoners were convicted. If military, include reference to appropriate article of the Uniform Code of Military Justice (UCMJ).

Item 12 - Discharge Status (if applicable).

Item 12a - Discharged: Mark the appropriate box to indicate the absentee's discharge status. Mark "yes" if the absentee is an escaped prisoner discharged before serving the entire prison term.

Item 12b - Suspended: Mark the appropriate box to indicate if absentee's discharge was suspended.

Item 13 - Operator's License

Item 13a - Number: Indicate absentee's operator's license number.

Item 13b - State: Indicate the state that licensed the absentee.

Item 13c - Date Operator's License Expires: Year/month/day in which the absentee's license expires.

Item 14 - Vehicle License

Item 14a - Plate Number: Indicate absentee's vehicle license plate number.

Item 14b - State: Indicate the state that issued the absentee's vehicle license plate.

Item 14c - Expiration Date: Indicate the year/month/day that absentee's vehicle license plate expires.

Item 14d - Type: Identify absentee's license plate type; for example: personalized, disabled American veteran, handicapped, government, etc.

Item 15 - Vehicle

Item 15a - Vehicle Identification Number (VIN): Identify the absentee's vehicle identification number.

Item 15b - Year: Indicate the year in which absentee's vehicle was manufactured.

Item 15c - Make: Indicate the manufacturer of absentee's vehicle; for example, Ford, Nissan, Chevrolet, etc.

Item 15d - Model: Indicate model of absentee's vehicle; for example, Mustang, Camaro, Corvette, etc.

Item 15e - Style: Identify the style of absentee's vehicle; for example, 2-door convertible, pickup truck, van, etc.

Item 15f - Color: Indicate the color of absentee's vehicle.

Item 16 - Relatives and other persons known by absentee.

Item 16a - Name: Absentee's nearest relatives, friends, and other persons most likely to know something about the absentee's whereabouts. List additional names in item 19, Remarks.

Item 16b. Address: Addresses, ZIP codes, and telephone numbers of the absentee's relatives and friends.

Item 17. Certification Statement by Absentee's Commander: Military and civilian law enforcement authorities may use this statement to obtain search or arrest warrants or authorizations. Complete each line carefully: the information may determine whether law enforcement authorities can obtain a warrant.

Item 18 - Identify the commanding officer (see note 4).

Item 18a - Typed Name: Type the name of the official who prepared the form.

Item 18b - Grade: Indicate the preparing official's grade.

Item 18c - Title: Indicate the preparing official's title.

Item 18d - Organization and Installation: Indicate the preparing agency's organization and installation.

Item 18e - Signature: All copies must be signed.

Item 19 - Remarks: List absentee's peculiar habits and character traits; unusual mannerisms and speech; peculiarities in appearance; clothing worn; aliases (names); marks and scars; tattoos; facial characteristics; complexion; posture; build; other SSNs the individual uses; or other data that may assist in identification. List known facts; for example, armed and dangerous, drug user, suicidal tendencies, escape risk. Make additional applicable entries.

Item 19-1 - If additional space is needed, use letter-size bond paper to continue remarks.

Item 19-2 - When the FBI is involved (per the Memorandum of Understanding between the FBI and DoD [enclosure 1]), include additional information on the FBI's copies of the form:

Aggravated offense involved.

Appropriate National Crime Information Center assigned number (NCIC "NIC" Number) of the case. Include the following DIP information on the back:

HQ AFPC/DPWCM, 1-800-531-5501

AF Deserter Information Point

A2.8. Distribution of DD Form 553: (note 1)

A2.8.1. Original to HQ AFPC/DPWCM, 550 C Street West, Suite 15, Randolph AFB TX 78150-4717

A2.8.2. Place one copy in the absentee's FPRG.

A2.8.3. One copy each to (notes 2 and 3):

A2.8.4. Security Forces.

A2.8.5. The parent and host MAJCOM.

A2.8.6. The installation commander, exchange officer, and accounting and finance officer.

A2.8.7. The city, county, and state law enforcement agencies for the address shown in item 5r.

A2.8.8. The city, county, and state law enforcement agencies for areas where the absentee is likely to go.

A2.8.9. Security forces of the base or bases near the absentee's hometown or the city where the absentee is likely to go.

A2.8.10. Law enforcement agencies of foreign countries that allow apprehension, if the absence occurs in an overseas command. Limit distribution to countries within the area as the overseas commander determines.

NOTES:

1. Make sure every recipient receives front and back copies of DD Form 553.
2. Security forces helps commander decide who receives DD Form 553.
3. The DD Form 553 MUST be signed by the member's commander.

Attachment 3**INSTRUCTIONS FOR PREPARING DD FORM 616, REPORT OF RETURN OF ABSENTEE**

A3.1. The unit where the member is detained prepares DD Form 616 using information from DD Form 553. If DD Form 553 is not available, get information about the member and the absence from the FPRG or PDS.

A3.2. Enter the information each item requires. If the instructions include an ADP code, enter the clear text first and then the code. For example, in item 3: Air Force (F).

A3.3. Preparing DD Form 616.

A3.4. General note for ADP personnel processing this report. Follow the instruction for coding. If no specific coding instructions are provided, refer to DoD 5000.12-M, *DoD Manual for Standard Data Elements*. Failure to follow either the coding instructions here or those in the manual result in concessions in data base communication. Asterisks (*) mark those items registered in the *DoD Data Element Dictionary*.

Item 1 - Distribution: Distribute copies to all offices and agencies that received a copy of DD Form 553.

Item 2 - Name of Absentee: Identify name of absentee (last name, first name, and middle initial) in that sequence.

Item 3 - Service: Identify the absentee's branch of service: Army (A), Navy (N), Marines (M), Air Force (F).

Item 4 - Social Security Number (SSN): Identify the absentee's SSN.

Item 5 - Grade/Rate: Identify the absentee's military grade or rate (name and code), for example, private, basic, or seaman recruit; E-1.

Item 6 - Former Absentee Status.

Item 6a - Former Absentee Status: Mark the box that describes former absentee's status.

Item 6b - Date/Hour Absence Began: Indicate the date and hour that absence began: year/month/day/hour, (e.g., 83/12/28/1400).

Item 6c - Organization and Installation From Which Absent: Indicate the organization and installation from which the member was absent.

Item 7 - Circumstances of Absentee's Return:

Item 7a - Mode of Return: Mark the appropriate box.

Item 7b - Authorities to Whom Absentee Surrendered or by Whom apprehended. Mark the appropriate box.

Item 7c. Place of Initial Return: Indicate the installation or civilian location to which the individual returned to end the absence.

Item 7d - Date/Hour of Initial Return: Indicate the year/month/day/hour, in that sequence, of return to the military.

Item 7e - Required Action: Military or Civil Authorities' disposition of absentee: Mark appropriate box.

Item 7f - Military Organization and Installation or Civil Location: Indicate absentee's present location.

Item 7g - Date Returned to Military Control: Indicate the date the absentee physically returned to the military--year/month/day, in that sequence.

Item 8 - Disposition of Absentee.

Item 8a - Action by Military Authorities: Mark the box to indicate the disposition of absentee.

Item 8b - TO: Indicate the name of command in charge of absentee: Indicate to what installation or civilian location individual was assigned or relocated.

Item 8c - Cost of Transportation: Indicate the cost of transportation for absentee.

Item 9 - Remarks: Tell the location of the absentee's service, pay, and health records.

Item 10 - Authorizing Official.

Item 10a - Typed Name: Indicate the name of person who completed the form.

Item 10b - Grade: Indicate the grade of person who completed the form.

Item 10c - Title: Indicate the title of person who completed the form.

Item 10d - Organization: Indicate the organization to which the person completing the form belongs.

Item 10e - Signature: All copies must be individually signed.

Item 10f - Date Signed: Indicate date of form's completion, year/month/day, in that sequence.

Attachment 4**OFFENSES WARRANTING A DETERMINATION OF DESERTION UNDER AGGRAVATED CIRCUMSTANCES**

Desertion of officers.

Desertion of those who have had access to certain classified defense information that, if disclosed, could jeopardize U.S. security interests.

Article	Violations of the Uniform Code of Military Justice
82	Soliciting or advising another to desert or to mutiny, or to misbehave before the enemy. Sedition.
90	Striking, drawing, or lifting up any weapon or behaving violently toward a superior commissioned officer doing his or her job.
91	Striking or otherwise assaulting a warrant officer or a noncommissioned officer or petty officer doing his or her job.
92	Disclosing classified defense information.
99	Misbehaving before the enemy.
100	Subordinate compelling surrender.
103	Looting and pillaging.
104	Aiding the enemy.
106	Spying.
116	Riot.

- 118 Murder.
- 119 Manslaughter.
- 120 Rape.
- 122 Robbery.
- 124 Maiming.
- 125 Sodomy by force and without consent, or with a child under age 16 years.
- 126 Arson.
- 127 Extortion.
- 128 Assaulting an off-duty commissioned officer.
- 134 Other Assaults:
- Indecent.
 - With intent to commit voluntary manslaughter, robbery, sodomy, arson, or burglary.
 - With intent to commit housebreaking.
 - With intent to commit murder or rape.
 - By discharging firearm wrongfully and willfully, under circumstances as to endanger life.
 - Homicide, negligence.
 - Indecent acts or liberties with a child under the age 16.
- 80 Attempting to commit any of the above offenses.
- 81 Conspiracy to commit any of the above offenses.