

MILPERSMAN 1600-040

PROCEDURES FOR COMMANDS TO WHICH ENLISTED AND OFFICER ABSENTEES ARE ATTACHED

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References	(a) U.S. Navy Regulations, 1990 (b) DJMS Procedures Training Guide (DJMS PTG)
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1. Procedures upon Initial Absence

a. Take the following actions within the first 24 hours of a Service member's absence:

(1) List the member on the daily absentee report as prescribed in reference (a), chapter 8, section 4, article 0808. Ensure full personal identification data and date of start of absence is recorded.

(2) Provide a copy of the daily absentee report to the servicing personnel support detachment (PSD) or local personnel office (PERSOFF).

(3) Visit and inspect the local living quarters for clues to member's whereabouts.

(4) Inquire with co-workers, peers, and witnesses about possible whereabouts, and member's established patterns of behavior and any deviation that cannot be readily explained.

(5) Inquire at local hospitals (military and civilian) about member's in-patient status or recent out-patient status.

(6) Inquire at local military and civilian law enforcement agencies (LEA) and consider filing a missing person's report based upon LEA recommendations.

(7) Inquire into social media account(s) for clues on member's whereabouts. Inquire about possible whereabouts from member's primary and secondary next of kin or local friends.

(8) Inquire with local religious and counseling services entities about recent visits and the member's possible overpowering concerns that might have caused or contributed to his or her absence.

b. If the member's whereabouts remain unknown and there is credible evidence that his or her absence is involuntary, request the assistance of the applicable military criminal investigative organization (MCIO). Naval Criminal Investigative Service (NCIS) is positioned to conduct liaison with the appropriate LEAs. The command shall promptly provide available information to NCIS or applicable MCIO for investigation regarding the disappearance of a command member which may suggest foul play. This is especially critical at overseas locations.

c. If circumstances indicate the person does not intend to return, declare the member a deserter (manifest intent) per Naval Military Personnel Command Manual (MILPERSMAN), [MILPERSMAN 1600-060](#).

d. In foreign ports where the aid of civil authorities is required, the commanding officer will furnish a copy of the [DD 553](#) Deserter/Absentee Wanted by the Armed Forces to the nearest United States consulate.

e. If unauthorized absence (UA) is less than 24 hours, make a permanent [NAVPERS 1070/613](#) Administrative Remarks entry in the electronic service record (ESR) with the exact hours and date, both beginning and ending, and circumstances of UA. Immediately provide a copy of the [NAVPERS 1070/613](#) to the servicing PSD or local PERSOFF for verification and submission to the official military personnel file (OMPF).

f. If absent over 24 hours, provide the information to the servicing PSD or local PERSOFF for preparation and distribution of the [NAVPERS 1070/606](#) Record of Unauthorized Absence per reference (b), part 1, chapter 2, section F.

2. **Procedures on the Fifth Day of Absence.** The disbursing office will stop all allotments on the fifth day of absence. The command will notify the member's next-of-kin via the following letter with a copy to the regional chaplain of the

appropriate Navy region within the geographical location of the member's next of kin address. Use the proper naval correspondence and format and include the following narrative:

I regret the necessity to inform you that your (son, daughter, or husband/etc.), (insert rate/rank and full name), who (enlisted/or was commissioned in the Navy on (date) and was attached to (parent command), has been on unauthorized absence since (date). Should you know of the member's whereabouts, please urge (him or her) to surrender to the nearest naval or other military activity immediately. The gravity of this offense increases with each day of absence. At this time, all pay and allowances, including allotments, have been suspended pending the member's return to Navy jurisdiction. Should member remain absent for 30 days, we will be required to declare (him or her) a deserter and information will be provided to the Federal Bureau of Investigation National Crime Information Center Wanted Persons File, which is available to all Federal, State, and local law enforcement agencies. A Navy regional chaplain living near you is available for counsel in resolving this serious matter. Any communication with a chaplain in this situation is considered confidential. If you desire to confer with a regional chaplain regarding this unauthorized absence, you may contact the chaplain of the appropriate Navy region, (address, and telephone).

3. **Procedures When a Member Fails to Report on Transfer Orders.**

In the event a Sailor fails to report, refer to [MILPERSMAN 1600-120](#) and follow the procedures to verify and report the member's status.

4. **Additional Procedures When Member Misses Movement.** Make the following permanent [NAVPERS 1070/613](#) entry in the ESR:

(date): Missed sailing of this vessel from (place of sailing) on (date), en route to (destination). Member (had/did not have) knowledge of the scheduled time for movement and (had/did not have) knowledge of the ship's destination. Movement of this vessel (was/was not considered substantial - i.e., not merely a shift of berths in homeport, etc.).

Immediately provide a copy of the [NAVPERS 1070/613](#) to the servicing PSD or PERSOFF for verification and submission to the OMPF.

NOTE: If member misses movement from a foreign port, furnish the nearest U.S. consulate a report containing information regarding the disposition to be made of any absentee should the member be apprehended or seek consular aid after the unit's departure.