

MILPERSMAN 1600-040

PROCEDURES FOR COMMANDS TO WHICH ENLISTED AND OFFICER ABSENTEES ARE ATTACHED

Responsible Office	NAVPERSCOM (PERS-00D)	Phone:	(901) 874-4444
MyNavy Career Center		Phone: Toll Free	1-833-330-MNCC (6622)
		E-mail:	askmncc@navy.mil
		MyNavy Portal:	https://my.navy.mil/

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 from his or her assigned place of duty:

(1) Per reference (a), chapter 8, section 4, article 0808, the presence of all persons attached to the command will be accounted for daily. Members who have not been sighted by a responsible senior will be reported absent. Ensure full personal identification data and date of start of absence is recorded.

(2) Provide a copy of the daily muster report to the local servicing transaction service center (TSC) or local personnel office.

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

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

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

(6) Inquire 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 local religious and counseling services entities about recent visits and the member's possible over-powering concerns that might have caused or contributed to the 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. Naval Criminal Investigative Service (NCIS) is positioned to conduct liaison with the appropriate LEAs. The command will promptly provide available information to NCIS or applicable military criminal investigative organization 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 member does not intend to return, declare the member a deserter (manifest intent). Substantiated and overt information relative to manifest intent is required per [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, use [NAVPERS 1070/613](#) Administrative Remarks to make a permanent administrative remarks entry in the electronic service record (ESR) with the exact hours and date, both beginning and ending, and circumstances of the UA. Immediately provide a copy of the [NAVPERS 1070/613](#) to the servicing TSC or local personnel office for verification and submission to the official military personnel file (OMPF).

f. If UA over 24 hours, provide the information to the servicing TSC or local personnel office for preparation and distribution of the [NAVPERS 1070/606](#) Record of Unauthorized

Absence per reference (b), part 1, chapter 2, section f. [NAVPERS 1070/606](#) can be accessed through the Navy Integrated Personnel System (NSIPS).

2. **Procedures on the Fifth Day of UA.** The command pay and personnel administrator will stop all allotments on the fifth day of a member's 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's 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 near you may be available for confidential counseling and or spiritual support per Navy religious programs and policies. The chaplain (within the Service member's applicable region) may be contacted as follows: (name, address, telephone number, and e-mail.)

3. **Procedures When a Member Fails to Report on Transfer Orders.** In the event a Sailor fails to report per official transfer orders, 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 TSC or personnel office 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 should the member be apprehended or seek consular aid after the unit's departure.