

MILPERSMAN 1600-060

DECLARATION OF DESERTION

Responsible Office	NAVPERSCOM (PERS-00D1)	Phone:	DSN COM FAX	882-4451 (901) 874-4451 882-2626
MyNavy Career Center		Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil/	

References	(a) DoDI 1325.2 of 16 Nov 2012 (b) 10 U.S.C. §877-§934 (c) BUPERSINST 1610.10C (d) NAVSUP 485, Naval Supply Procedures, Volume 1 (Rev. 4) (e) NAVSUP 490, Transportation of Personal Property (Rev. 5)
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1. **Policy.** Date and time of desertion always start from the initial unauthorized absence (UA). If UA after leave or liberty, UA and desertion commence at the time leave or liberty expired.

2. **Procedures.** When conditions outlined in [MILPERSMAN 1600-010](#) are met, use the following procedures:

a. **Declare.** Declare the member a deserter by preparing and transmitting [DD 553](#) Deserter/Absentee Wanted by the Armed Forces per reference (a). [DD 553](#) may be accessed by using the following link:

<http://www.dtic.mil/whs/directives/infomgt/forms/index.htm>.

Include information and additional personnel documentation as indicated below:

(1) Write "unknown" in the fields for which information is not available and leave block 4 (Distribution) and block L DIP Control Number of the [DD 553](#) blank.

(2) Provide amplifying information per form directions in block 19 (Remarks) and note the following:

(a) Command point of contact, e-mail, and telephone numbers.

(b) If this is a case of desertion under aggravated circumstances as detailed in enclosure (3), page 8, paragraph 4 of reference (a).

(c) If the individual is suspected of other reference (b) offenses and what article(s) is or are applicable.

(d) If the individual holds the paygrade of E-7 or above.

(e) Any information that would assist investigators in locating the individual.

b. **Evaluation and Fitness Report.** Complete close-out evaluation and fitness report per reference (c), upon deserter reaching the 120 day mark and is rolled into the deserter UIC.

c. **Forward Documentation.** Forward the following by quickest means possible:

(1) [DD 553](#).

(2) Copy of [OPNAV 5580/1](#) Incident Report (if applicable). You can access [OPNAV 5580/1](#) by using the following link provided:
<https://navalforms.documentservices.dla.mil/web/public/home>.

(3) Photograph of the member, if available. An electronic photograph file may be obtained from the command's personnel support detachment (PERSUPP DET), pass and ID office (common access card (CAC) photograph file), or the servicing defense eligibility enrollment reporting system (DEERS) office.

(4) Copy of latest leave papers or last known address.

d. **Declaration.** [DD 553](#) is mandatory for creation of a warrant, serves as the official declaration notification, and must be received by Navy Absentee Collection and Information Center (NACIC) to take a deserter into custody. Timely deserter status declaration shall be accomplished as follows:

(1) **Transmit Electronically - Required.** Commands shall transmit [DD 553](#) and other required information via one of the following:

(a) **E-Mail** (scanned copies and encrypted) nacic-ops@navy.mil

(b) **Mail - Required.** Mail all required documentation with the exception of the [DD 553](#) to

Officer-in-Charge Navy Absentee Collection and Information Center 5720 Integrity Drive Millington, TN 38054-5028 Phone: (901) 874-2522 DSN: 882-2522 Toll free: 1-877-663-6772
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e. **Deserted from Foreign Port.** If member is deserted from a foreign port, forward a copy of [DD 553](#) and a picture (if available) to the nearest United States consulate.

3. **Critical Precaution**

a. Desertion cases are complicated because, in most cases, absentees return to activities that do not have immediate access to the returnee's official military personnel file (OMPF) or electronic service record (ESR). Information contained in these records is always required to adjust pay accounts and for evidence to sustain desertion and UA charges. Incorrect ESR processing and documentation may result in unnecessary delay or difficulty trying, convicting, and punishing offenders at court martial. Ensure complete, timely, and accurate submission of all documentation.

b. Commands are responsible for the accurate completion and submission of [DD 553](#), timely deserter status declaration, and completing appropriate ESR and OMPF entries prior to forwarding records and documents to NACIC. Deserter packages and forms received by NACIC that are incomplete or inaccurate will be returned to the command for correction and personnel will not be placed in a deserter status by assigning a Navy Personnel Command (NAVPERSCOM) deserter unit identification code (UIC) 41104.

4. **Disposition of Personal Effects and Personnel Documents**

a. **Personnel Documents.** Retain all hard copy documentation for deserter's personnel documents, and medical and dental records on board for **120 days**. On the **121st** day, forward all records via registered mail to

Officer in Charge Navy Absentee Collection and Information Center 5720 Integrity Drive Millington, TN 38054-5028
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Mark outside envelope "**DESERTER - DO NOT OPEN IN MAIL ROOM.**" Ensure the following documents are included and are completed accurately to prevent return to the command for reprocessing:

(1) [NAVPERS 1070/606](#) Record of Unauthorized Absence.

(2) [NAVPERS 1070/613](#) Administrative Remarks.

(3) Copy of [NAVSUP 29](#) Inventory of Personal Effects Lost - Abandoned - Unclaimed (S/N 0108-LF-500-0803). [NAVSUP 29](#) may be accessed by using the following link:
<https://navalforms.documentservices.dla.mil/web/public/forms>.

(4) Copy of [DD 553](#) Deserter/Absentee Wanted by the Armed Forces.

b. **Decommissioning Units.** Decommissioning units will send records to NACIC, with annotation on [NAVPERS 1070/613](#) included in the records citing when the unit is to be decommissioned. Contact NACIC within 60 days of decommissioning date to arrange for deletion of these members from the command's enlisted distribution and verification report (EDVR) (accounting category code (ACC) 109 - Deserter).

c. **Overseas or Deployed.** Commands will send NACIC all applicable records and documents after

(1) A member has been absent for 31 days or more and has been declared a deserter from:

(a) An overseas shore activity;

(b) A unit homeported overseas; or

(c) A deployed unit absent from homeport for more than 90 days consecutively.

(2) The member had a previous period of desertion.

Annotate in block 19 (remarks section) of [DD 553](#) that the command meets the requirements of this paragraph and wants (or does not want) the deserter transferred to the deserter UIC (41104) as soon as possible.

d. **Personal Effects.** Dispose of personal effects per reference (d), part D, paragraph 1256 and reference (e), chapter 6, paragraph N6000.B and send to the following address:

<p>Officer in Charge Cheatham Annex Fleet and Industrial Supply Center Norfolk 108 Sanda Avenue Williamsburg, VA 23187-8792</p>
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e. **On Board Ship Automatic Teller Machines (ATM).** Any monies in a deserter's ATM account on board a ship will be handled per reference (e), chapter 6, paragraph N6000.B.

5. **Action by NAVPERSCOM**

a. Upon receipt of [DD 553](#), NACIC will change the member's on board personnel accounting status to Deserter ACC 109. Upon return to military control, NACIC will change the member's ACC to the appropriate status. Allow 60 days for this transaction to reflect on the command's EDVR. NACIC will transfer member to NAVPERSCOM Deserter UIC (41104) upon receipt of records per paragraphs 4a through 4c. All enlisted members assigned to UIC 41104 will be escorted to the closest transient personnel unit (TPU) for processing (as in [MILPERSMAN 1600-030](#), paragraph 2b(6)) irrespective of length of absence and desertion. All officers will be handled per [MILPERSMAN 1600-030](#), paragraph 2a.

b. Replacements will be provided per priorities in the requisition system and availability of assets.