

MILPERSMAN 1600-060

DECLARATION OF DESERTION

Responsible Office	NAVPERSCOM (PERS-00D2)	Phone:	COMM DSN COMM	(901) 874-4444 874-4444 (901)874-2522
	NACIC Deserter Information Point (DIP)	Phone: Toll Free Fax: E-mail:		1-877-663-6772 (901) 874-2061 NACIC-OPS@NAVY.MIL

MyNavy Career Center	Phone: Toll Free Email: My Navy Portal:	1-833-330 MNCC(6622) askmncc@navy.mil https://my.navy.mil/
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References	(a) DoD Instruction 1325.02 of 26 October 2021 (b) 10 U.S.C. (c) BUPERSINST 1610.10F (d) NAVSUP 485, Naval Supply Procedures, Volume 1
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1. **Policy.** Commands are responsible for prompt inquiry, action and declaration (if applicable) of personnel under their responsibility per references (a); (b), sections §877-§934; (c); and (d); and MILPERSMAN articles cited.

2. **Procedures.** When conditions per [MILPERSMAN 1600-010](#) are met and actions per [MILPERSMAN 1600-040](#) are satisfied, declare a Service member a deserter by using the following procedures:

a. **Declare.** Per reference (a), declare the member a deserter by preparing and transmitting [DD 553](#) Deserter/Absentee Wanted by the Armed Forces. The [DD 553](#) may be accessed by using the following link: <http://www.esd.whs.mil/Directives/forms/>. DD 553 includes information and additional personnel documentation as indicated below:

(1) Blocks 1 through 21 (except as specified) are required. Write "unknown" in fields for which information is not available. Leave the following blocks blank: 4, k, l, and n.

(2) Provide amplifying information per [DD 553](#) directions in block 21 and annotate the following:

(a) If the deserter case is under aggravated circumstances per reference (a).

(b) If the Service member is suspected of other offenses per reference (b), sections §877-§934, and list article(s) that are applicable.

(c) Any information that would assist investigators in locating the Service member per [MILPERSMAN 1600-040](#).

(d) For overseas shore activities, units homeported overseas, and for Service members who had a previous period of desertion submit a memorandum requesting transfer of member to deserter unit identification code (UIC) 44104.

b. **Evaluation and Fitness Report**. Upon reaching the 120th day of absence and having been transferred to deserter UIC 44104, complete close-out evaluation and or fitness report per reference (c).

c. **Forward Documentation**. Forward the following documents via [encrypted e-mail](#) or Department of Defense (DoD) Secure Access File Exchange (SAFE) to nacic-ops@navy.mil or registered mail to:

Navy Personnel Command (PERS-00D2)
Navy Absentee Collection and Information Center
5720 Integrity Drive Millington, TN 38054-5028 

(1) [DD 553](#);

(2) Civil or military law enforcement police report, command investigation notes, preliminary inquiry officer's report, etc;

(3) Photograph of the Service member; and

(4) Verification of pay stoppage Master Military Pay Account (MMPA) reflecting "0.00" entitlements.

d. **Declaration**. Submission of [DD 553](#) is mandatory for the creation of a Federal arrest warrant, which serves as the official declaration notification. [DD 553](#) must be received by

Navy Absentee Collection and Information Center (NACIC) to initiate investigation and apprehension efforts for member indicated. Timely deserter status declaration must be accomplished by transmitting the [DD 553](#) via encrypted e-mail to nacic-ops@navy.mil or Department of Defense (DoD) Secure Access File Exchange (SAFE). Coordination and assistance requests from NACIC via telephone at (901) 874-2522 and or distribution e-mail are highly encouraged.

e. **Deserted From Foreign Port.** If the Service member deserted from a foreign port, forward a copy of [DD 553](#) and a photograph to the nearest United States consulate.

3. **Critical Precaution**

b. Each deserter case is unique and requires careful consideration for action. Often deserters return to activities that do not have immediate access to the deserter'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 unauthorized absence charges. Incorrect ESR processing and documentation may result in unnecessary delay or difficulty in processing any disciplinary or legal action. Ensure all documentation is correctly submitted.

c. Commands are responsible for the accurate completion and submission of [DD 553](#), timely deserter status declaration, pay stoppage, next-of-kin notification, and completion of ESR and or OMPF entries. Commands must ensure the [DD 553](#) is uploaded into a deserter's OMPF using the e-Submission application in BUPERS Online (BOL). Deserter packages and forms received by NACIC that are incomplete or inaccurate will be returned to the command prior to final submission into law enforcement databases. Coordination and assistance requests from NACIC via telephone at (901) 874-2522 and or distribution e-mail are highly encouraged.

4. **Disposition of Personal Effects.** Commands are responsible for control and accountability of personal effects per reference (d).

5. **Action by (NACIC) (PERS-00D2)** Upon receipt of [DD 553](#), NACIC will validate and change the Service member's personnel accounting status to deserter accounting code (ACC) 109. Upon return to military control and receipt of required documents per [MILPERSMAN 1600-070](#), NACIC will change the Service member's ACC to the appropriate status. All Service members assigned to deserter UIC 41104 will have disposition determined per [MILPERSMAN 1600-030](#) or as directed by NACIC.