

MILPERSMAN 1600-120

PROCEDURES FOR REPORTING MEMBERS AS FAILED TO REPORT UNDER PERMANENT CHANGE OF STATION (PCS) / TEMPORARY DUTY (TEMDU) ORDERS

Responsible Office	CNIC (N141)	Phone:	DSN COM FAX	288-4319 (202) 433-4319 (202) 433-2389
---------------------------	----------------	--------	-------------------	--

MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil/
----------------------	---	--

References	(a) Enlisted Distribution and Verification Report User's Manual (EDVRMAN) (b) BUPERSINST 1306.77A (Manual for the Administration of Transient Personnel Units (TPUS))
-------------------	--

1. **Policy**. Personnel (officer and enlisted) under permanent change of station (PCS)/temporary duty (TEMDU) orders who fail to report must be researched and action taken per the MILPERSMAN and reference (a). Per [MILPERSMAN 1600-040](#), if a member has been transferred from the parent command and is determined to be on **unauthorized absence (UA)** or a **deserter**, documentation throughout the UA/deserter process becomes the responsibility of the gaining command to which the member was directed to report.

2. **Personnel Support Activity Detachment (PERSUPP DET) / Personnel Office Responsibilities**

a. Verify **Prospective Gain (PG) Report** to determine if there are expired prospective gains.

b. Research status of expired prospective gains to ensure absence is not a result of modification or cancellation of orders.

c. Verify the **Enlisted Master File (EMF)** to determine status of orders, actual detach date if available, authorized delay in reporting, etc.

d. Contact transferring command to verify status of member and obtain substantiating documentation as appropriate.

e. Access the **Navy Standard Integrated Personnel System (NSIPS) Gain Panel** to create a "**Failed to Report**" Gain. (It is imperative that the steps outlined in paragraphs 2b through 2d be completed prior to the execution of the steps outlined in this and subsequent paragraphs. This will ensure that **adverse pay actions** are not erroneously submitted.)

f. Prepare [NAVPERS 1070/613](#) (Rev. 7-06), Administrative Remarks per MILPERSMAN.

"(date) Issued orders by (name of transferring command) to report to (prospective command) not later than (hour and date). Failed to report per such orders and is on unauthorized absences from that time and date."

g. Ensure all pay and allowances are stopped on the 10th day after **Failed to Report** date.

(1) Disbursing office will stop all allotments.

(2) Notify the member's next-of-kin (NOK) via the following letter, with a copy to the staff chaplain at the appropriate Navy Reserve Readiness Command (NAVRESREDCOM) within the geographical location of the member's NOK addressee: (Use proper letter format.)

"I regret the necessity to inform you that your (son/daughter/husband/etc.), (insert rate and full name), who joined 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 the member 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 their return to Navy jurisdiction. Should member remain absent for 30 days, we will be required to declare member a deserter and information will be provided to the Federal Bureau of Investigation (FBI), National Crime Information Center Wanted Persons File, which is available to all Federal, state, and local law enforcement agencies. A Navy Reserve chaplain living near you is available for counsel in

resolving this serious problem. Communication with a chaplain in this situation is considered confidential. If you desire to confer with a Navy chaplain regarding this unauthorized absence, you may contact: Staff Chaplain, Navy Reserve Readiness Command, (address and telephone)."

h. Open a **skeleton service record** and request **duplicate service record** from Navy Personnel Command (NPC), Records Management/Policy Section (PERS-312E).

i. Access the **NSIPS Legal Panel** and create a record of **Unauthorized Absence Report**.

j. Access the **NSIPS Transient Tracking Panels** to set prospective loss date (PLD) and update status information as changes occur.

k. PERSUPP DET/parent commands will follow procedures outlined in the MILPERSMAN and refer back to **Declaration of Desertion** part of reference (b) for personnel who fail to report after 30 days.

3. **Status Request Message Exception**. When the current activity, indicated by the **unit identification code (UIC) in Column 3 of the Enlisted Distribution and Verification Report (EDVR)**, is a student account at a Navy Recruit Training Command (NAVCRUITRACOM) or Service School Command, do not request status of the member by message until the ultimate reporting date in the Standard Transfer Order (STO) or Standard Transfer Document (STD) (if held), or the EDA in the EDVR, is expired by at least 30 days. This exception is required in recognition of training setbacks and delays that may occur in self-paced courses of instruction.