

MILPERSMAN 1920-260

OFFICER UNAUTHORIZED ABSENCE (UA)

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References	(a) NAVSUP P-1, Naval Supply System Command Manual (b) NAVMED P-117, Manual of the Medical Department (c) Defense Joint Military Pay System (DJMS) Procedures Training Guide (PTG)
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1. Unauthorized or Unexplained Absence (UA)

a. For all O-6 and below cases of unauthorized or unexplained absence (including failure to report in compliance with official orders, missing movement, or absence over leave or liberty), a commander must immediately notify Navy Personnel Command (NAVPERSCOM) Officer Performance and Separations Branch (PERS-834), preferably via encrypted e-mail. The notification should include the facts and circumstances surrounding the officer's absence. In addition, the commander must notify the servicing personnel support detachment or personnel office. See [MILPERSMAN 1611-010](#) for additional details concerning officer administrative separations.

b. If an officer has been absent for 10 days and has not been declared a deserter, notify the officer's next-of-kin (NOK) by letter. If the officer returns prior to being declared a deserter, notify the NOK of such return. Use the unauthorized or unexplained absence sample letter below:

"I regret the necessity of informing you that your (son/daughter/spouse, or insert other relationship (as appropriate)) (insert full name and rank), who was attached to (this/the) ship (or command (as appropriate)) has been on unauthorized absence since (date). Should you know of the whereabouts of your (son/daughter/spouse or other relationship), it is suggested that you urge (him/her) to surrender to the nearest naval or other military activity immediately, since the gravity of (his/her) offense increases with each day of (his/her) unauthorized absence. Should your (son/daughter/spouse/other relationship) remain absent for 30 days, (he/she) will be declared a deserter, and a Federal warrant will be issued. Information concerning (his/her) absence will be provided to the National Crime Information Center, which, in turn, is available to all law enforcement agencies throughout the country."

2. Desertion

a. Once an officer has been absent for more than 30 days, [DD 553](#) Deserter/Absentee Wanted by the Armed Forces must be issued on the 31st day of absence. If any of the following situations initially appear to be the case, issue DD 553 immediately:

(1) If circumstances indicate the officer does not intend to return (manifest intent).

(2) The officer is absent without authority, without regard to length of absence, and has gone to or remains in any foreign country, and while in such foreign country, has requested, applied for, or accepted any type of asylum or residence permit from such country or any governmental agency thereof.

b. The original [DD 553](#) must be forwarded to the Navy Absentee Collection and Information Center (NACIC), Millington, TN at e-mail: nacic-ops@navy.mil.

Note: Maximum notification to the Military Services agencies near the place where the unauthorized absence occurred should be made. In foreign ports, when the assistance of civil authorities is required, the commander should prepare and sign a descriptive report and send it to the nearest consul of the United States.

c. In case of aliens believed to be in a foreign country, send a copy of the [DD 553](#) to the following:

DEPARTMENT OF STATE
ATTN VISA OFFICER SCA
VO STATE ANNEX NUMBER 2
WASHINGTON DC 20520

d. For U.S. citizens believed to be in a foreign country, send a copy to the following:

DEPARTMENT OF STATE
PASSPORT OFFICE PTLs
1425 K STREET NW
WASHINGTON DC 20524

e. A copy of [DD 553](#) must also be filed in the officer's service record, but removed upon the officer's return and completion of administrative and or disciplinary action.

f. NAVPERSCOM will normally notify the Federal Bureau of Investigation (FBI) concerning absentees. When unusual circumstances exist, such as unauthorized absentees who are escaped prisoners or are dangerous, the commander should notify the FBI.

g. After [DD 553](#) has been issued, it will remain effective until such time as the officer's return to naval jurisdiction.

h. When [DD 553](#) is issued, the commander must collect, inventory, and place the absentee's personal effects in safekeeping. Instructions for the appointment of an inventory board and detailed description of its duties are contained in reference (a). The personal effects of an absentee must be held at the absentee's parent command for 3 months, after which they will be disposed of per reference (a). If the officer returns to naval jurisdiction within 3 months after commencement of absentee status, the officer's personal effects will be returned to the officer at the officer's request, should the officer so desire. If the officer returns to naval jurisdiction after 3 months following commencement of unauthorized absence, the officer's personal effects may be forwarded, at the officer's expense, provided the officer is still in naval custody.

3. **Service Treatment Records (STR) and Pay Accounts**. An absentee's STR (medical and dental) will be handled per reference (b). The absentee's pay account will be maintained per reference (c). For administrative purposes, the absentee will remain attached to the absentee's parent command until further instructions are received from NAVPERSCOM. Officers who become absentees subsequent to detachment, but prior to reporting to a new duty station, are attached, for administrative purposes, to the first activity to which ordered to report for duty.

Note: The officer's pay may be stopped at the same time he or she is declared UA.

4. **Return of Absentee**. Upon an absentee's return from unauthorized absence, the commander receiving the absentee must report the circumstances by message to NAVPERSCOM Corrections and Programs Office (PERS-00D) and NACIC, including action taken or contemplated. The receiving commander will submit [DD 616](#) Report of Return of Absentee to NAVPERSCOM with copies to addressees listed on the previously issued [DD 553](#) (if available). NAVPERSCOM will distribute copies of the [DD 616](#) if the addressees are unknown by the commander receiving the absentee. Appropriate disciplinary action, (as warranted) must be initiated by the command to which the absentee returns, unless the absentee returns to one other than his or her assigned duty station. In the latter case, NAVPERSCOM will determine the responsible commander and issue appropriate orders. The commander of the officer concerned will initiate actions to affect any loss of pay or earned leave in cases of unexcused absence. Reports of such action will be submitted to the disbursing officer to forward to the Defense Finance and Accounting Services.