

**BY ORDER OF THE
SECRETARY OF THE AIR FORCE**

AIR FORCE INSTRUCTION 36-2911

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Personnel

**DESERTION AND UNAUTHORIZED
ABSENCE**

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This instruction implements Department of Defense Directive (DoDD) 1325.2, *Desertion and Unauthorized Absence*, 2 August 2004, and Air Force Policy Directive 36-29, *Military Personnel Standards*, 1 June 1996. It establishes standard procedures for dealing with desertion and unauthorized absence. It outlines Air Force procedures to reduce absences and return the absentees to military control. This instruction applies to all military personnel on or ordered to report to active duty. It also applies to members of the Air National Guard of the United States (ANGUS) and US Air Force Reserve (USAFR) serving on or ordered to report to active duty or active duty for training, voluntarily or involuntarily. Process supplements affecting any military personnel function as shown in Air Force Instruction (AFI) 33-360, *Publications Management Program*. Refer to attachment 1 for glossary of references.

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Parties, DoD 5400.7, *Freedom of Information Act*, and Air Force Supplement, *DoD Freedom of Information Act (FOIA) Program*.

Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*: route AF Form 847s from the field through AFPC/DPWCM, Headquarters, Air Force Personnel Center, Directorate of AEF Operations, Missing Persons Branch, 550 C St West, Suite 14, Randolph AFB TX 78150-4716.

SUMMARY OF CHANGES

This document is substantially revised and must be completely reviewed.

Major revisions follow: Implements Personnel Services Delivery (PSD) and Military Personnel Section (MPS) configuration. Updates office symbols and phone numbers. Changes amount of time commanders have to complete and distribute the DD Form 553 and DD Form 616. Requires the original of the commander's 72-Hour Inquiry Letter, 31-Day and 60-Day Status Reports and DD Form 553 be filed in the member's Field Personnel Record Group (FPRG) (Table 1.1, Step 3, 5, 6). Eliminates the requirement to send a message confirming desertion status (Table 1.1, Step 5 and Figure 2.1) and a member's return to military control (Figure 4.1). Attached samples of commander's 72-Hour Inquiry Letter (Figure 2.1), Next-of-Kin Letter (Figure 2.2), 31-Day (Figure 2.3) and 60-Day Status Reports (Figure 2.4).

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Chapter 1

UNAUTHORIZED ABSENCES

1.1. Responsibilities. All members must be present for duty when and where they are ordered or required to be. Commanders and supervisors at all levels must make sure that all members understand and carry out their responsibility to be present and on time for duty. Commanders and supervisors must act promptly when a member is not present for duty.

1.2. Commanders at all levels:

1.2.1. Set up management practices and programs to deter absenteeism and desertion.

1.2.2. Publicize the deserter apprehension program to deter potential absentees.

1.2.3. Develop programs to make sure that the maximum number of absentees or deserters, who return to the military and have the potential for continued service, continue to serve.

1.2.4. Ensure compliance with this instruction.

1.2.5. Approve and electronically sign Human Resources (HR) type Personnel Program Application (PPA)-Duty Status Change (AWOL/Deserter) request in Case Management System (CMS) and forward to AFPC/DPWCM, AWOL/Deserter Program Manager, for processing.

1.3. When Unauthorized Absence Begins and Ends. An unauthorized absence starts when a member is absent from where he or she is ordered or otherwise required to be present. For an unauthorized absence of 24 consecutive hours or less, classify as “failure to go” instead of “absence without leave” (AWOL). For an unauthorized absence of more than 24 hours and less than 30 days, classify as AWOL. **Example:** If a member is required to be at work at 0730 on Monday but does not report to work, the member will not be reported as AWOL until Tuesday at 0730 (after 24 hours of unauthorized absence), with the effective date and time of Monday 0730. An unauthorized absence ends when the absentee or deserter returns to military control.

1.4. Required Actions. [Table 1.1](#) is a comprehensive list of actions to be taken upon discovery of an unauthorized absence. Even if you expect the absence may be excused, immediately take the actions listed in [Table 1.1](#)

1.5. Classify a member as a deserter who:

1.5.1. Has been AWOL for 30 consecutive days. If the absence lasts through 2400 on the 30th consecutive day, change the absentee's status to deserter at 0001 on the 31st day (on the 10th day during times of emergency or war declared by the President or Congress). **Note:** Member does not have to be placed in AWOL status prior to being placed in deserter status if the member meets the criteria in paragraph 1.5.2.

1.5.2. Is AWOL for any amount of time and meets any of these criteria:

1.5.2.1. The commander has determined, as the result of the investigation, that the member has no intention of returning

1.5.2.2. Is under the duty or travel restrictions that DoD 5200.2-R/AFI 31-501 imposes.

1.5.2.3. Has had access in the past 12 months to Top Secret information or other classified information that requires special access authority (see paragraph 2.2.7). **Note:** Do not classify a person who appears to be a casualty as a deserter solely because the person has had access to classified material described herein.

1.5.2.4. Has gone to, or stayed in, a foreign country and, while there, has asked for or taken any type of asylum or resident permit from that country or its governmental agencies.

1.5.2.5. Has action pending on a previous unauthorized absence that has not been completed.

1.5.2.6. Is an escaped prisoner.

1.5.2.7. Is under investigation for violating the Uniform Code of Military Justice (UCMJ) as listed in **Attachment 4** or against whom charges for any offense have been referred to a General Court-Martial.

1.5.2.8. AFPC/DPWCM has determined member is in a deserter status.

1.5.2.9. Goes or remains absent from his or her unit, organization, or place of duty with intent to remain away from there permanently.

Table 1.1. Action Required When a Member is Absent Without Authority.

Step		Responsibilities				
Time Following Absence (note 5)	Immediate Supervisor (note 5)	Unit Commander, Support Staff, or MPS (note 5)	Servicing Security Forces (note 5)	AFPC/DPWCM	Total Force Service Center	
1	Immediately	<p>Notifies unit commander.</p> <p>Inquires among associates about absent member's whereabouts or habits.</p> <p>Tries to reach the member at local residence.</p>	<p>Contacts AFPC/DPWCM to request assistance if needed and apprises them of member's duty status.</p> <p>Notifies security forces if necessary.</p> <p>Evaluates circumstances surrounding absence to see if there is reason to believe that AFI 36-3002, <i>Casualty Services</i>, applies.</p>	<p>On request, assists unit commander in finding and returning member to military control.</p>	<p>Provides guidance and assistance to unit commander and support staff.</p> <p>Provides guidance to commanders on use of temporary casualty status, Duty Status-Whereabouts Unknown (DUSTWUN).</p>	<p>Refers all questions to AFPC/DPWCM.</p>

			After consulting with servicing staff judge advocate, decides whether to declare the absentee a deserter in accordance with paragraph 1.5.			
	Time Following Absence (note 5)	Immediate Supervisor (note 5)	Unit Commander, Support Staff, or MPS (note 5)	Servicing Security Forces (note 5)	AFPC/DPWCM	Total Force Service Center
2	24 hours	Checks member's local residence again and other sources for possible contact with absentee.	Prepares HR type PPA - Duty Status Change Request in Case Management System (CMS) and forwards to commander for approval who then forwards to AFPC/DPWCM. Informs Financial Services Office (FSO) member is AWOL or a deserter so appropriate actions can be taken. Continues efforts to find and return member to military control (note 6).	Follows up any new leads the commander or supervisor develops. DO NOT update AWOL in National Crime Information Center (NCIC).	Reviews Duty Status Change Request and updates in the Military Personnel Data System (MilPDS). Forwards Duty Status Change Request to Total Force Service Center for coordination and finalization.	Refers all questions to AFPC/DPWCM. Coordinates Duty Status Change Request in CMS within 1 duty day. After coordination, sends copy of the Duty Status Change Request to members unit, AFPC/DPSSRR, Automated Records Management System Office (ARMS), and AFPC/DPWCM for file.
	Time Following Absence (note 5)	Immediate Supervisor (note 5)	Unit Commander, Support Staff, or MPS (note 5)	Servicing Security Forces (note 5)	AFPC/DPWCM	Total Force Service Center

3	Within 72 hours	Assists commander in preparing 72-Hour Inquiry Letter. (Example at figure 2.1)	Prepares the 72-Hour Inquiry Letter and faxes copy to AFPC/DPWCM (Fax: DSN 665-4757). Files copy in member's record. Reexamines the circumstances and attempts to determine if member could possibly be a casualty (AFI 36-3002). If member is administratively classified as a deserter, prepares, signs and distributes DD Form 553, <i>Deserter/Absentee Wanted By The Armed Forces</i> , and Duty Status Change Request within 24 hours of decision to place the member in a deserter status.	Follows up on any new leads the commander's 72-Hour Inquiry Letter develops. If member is placed in deserter status, DO NOT update desertion in NCIC (Reference paragraph 2.8.1)	If member is administratively classified as a deserter, reviews DD Form 553 and Duty Status Change Request and updates MilPDS. Forwards Duty Status Change Request to Total Force Service Center for coordination and finalization. Forwards DD Form 553 to HQ Air Force Office of Special Investigation (AFOSI) XOT for update in the NCIC. Send copy of 72-Hour Inquiry Letter to AFPC/DPSSRR (ARMS) for file.	Refers all questions to AFPC/DPWCM Coordinates Duty Status Change Request within 1 duty day. After coordination, sends copy of the Duty Status Change Request to AFPC/DPSSRR (ARMS), and AFPC/DPWCM for file.
	Time Following Absence (note 5)	Immediate Supervisor (note 5)	Unit Commander, Support Staff, or MPS (note 5)	Servicing Security Forces (note 5)	AFPC/DPWCM	Total Force Service Center

4	On the 10th day	Assists commander as needed.	<p>Prepares and sends letters to the next-of-kin and those family members receiving allotments. Example at figure 2.2.</p> <p>Faxes copies of next-of-kin to AFPC/DPWCM (Fax: DSN 665-4757). Files copy in member's Field Personnel Records Group (FPRG).</p>	Continues to try to locate absentee.	Reviews the Next-of-Kin Letters and sends copies to AFPC/DPSSRR (ARMS) for file.	Refers all questions to AFPC/DPWC M.
	Time Following Absence (note 5)	Immediate Supervisor (note 5)	Unit Commander, Support Staff, or MPS (note 5)	Servicing Security Forces (note 5)	AFPC/DPWCM	Total Force Service Center
5	On the 31st day (10 th day in case of National Emergency or war declared by President or Congress.)	Assists commander as needed.	<p>Initiates a Duty Status Change Request and prepares, sign and distributes DD Form 553, within 1 duty day.</p> <p>Retrieves dependent ID card or cards, AFI 36-3026(I), <i>Identification Cards for Members of Uniformed Services, Their Family Members, and Other Eligible Personnel.</i></p> <p>Prepares and forwards 31- Day Status Report (note 7) to</p>	<p>Updates the Commander the status of the investigation.</p> <p>Helps decide distribution of DD Form 553 (note 7).</p> <p>When logical leads dictate, contacts the OSI, other security forces, other Services absentee collection units, or civil authorities in the local area of the</p>	<p>Reviews DD Form 553 and Duty Status Change Request and updates MilPDS.</p> <p>Forwards Duty Status Change Request to Total Force Service Center for coordination and finalization.</p> <p>Forwards DD Form 553 to HQ AFOSI/XOT for update in NCIC.</p> <p>Sends copy of 31-Day Status Report for inclusion in member's Unit Personnel</p>	<p>Refers all questions to AFPC/DPWC M.</p> <p>Coordinates Duty Status Change Request within 1 duty day.</p> <p>After coordination, sends copy of the Duty Status Change Request for inclusion in member's UPRG to AFPC/DPSSRR (ARMS), and AFPC/DPWC</p>

			AFPC/DPWCM Example at Figure 2.2.	addresses shown on DD Form 553 to ask for assistance in locating and apprehending the absentee. DO NOT update in NCIC. (Reference paragraph 2.8.1)	Records Group (UPRG) to AFPC/DPSSRR (ARMS).	M for file.
	Time Following Absence	Immediate Supervisor	Unit Commander, Support Staff, or MPS	Servicing Security Forces	AFPC/DPWCM	Total Force Service Center
6	On the 60th day	Assists unit commander as needed.	Notifies security forces and AFPC/DPWCM of member's continued absence. Obtains updated input from the security forces. Prepares and forwards 60- Day Status Report to AFPC/DPWCM Example at Figure 2.4.	Reviews the case file. Rechecks local leads and actions taken by military and civilian law enforcement agencies. Sends a final report of action to the unit commander, unless investigation is on-going.	Review 60-Day Status Report and sends copy of 60-Day Status Report to AFPC/DPSSRR (ARMS) for inclusion in member's UPRG.	Refers all questions to AFPC/DPWCM.

7	On the 180th day		<p>Notifies security forces of status change</p> <p>Consults with the Staff Judge Advocate concerning (SJA) options.</p> <p>Obtains medical and dental records and mails to AFPC/DPWCM</p>		<p>MilPDS will automatically drop member from unit rolls and assign to AFPC/ DPWCM.</p> <p>UPRG will be electronically stored by AFPC/DPSSRR (ARMS).</p>	<p>Refers all questions to AFPC DPWCM.</p>
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NOTES:

1. Personnel Services Delivery Handbook, Duty Status, has more instructions for the Unit Commander, Support Staff, and MPS.
2. For TDY personnel, notify the member's unit of assignment.
3. Do not report the absentee to the security forces until it is clear the member is absent from the unit rather than failing to report or being late for duty.
4. Reserve units contact the nearest active duty security forces unit for assistance.
5. If the unit commander immediately classifies the member as a deserter prior to the 31st day of unauthorized absence, take the actions outlined in steps 1 through 5 (except 31-Day Status Report) disregarding time sequence. Send the 31-Day Status Report on the 31st day (10th day during times of emergency or war declared by the President or Congress).
6. The commander of the base where a member is transferred permanent change of station (PCS) without permanent change of assignment (PCA) for separation is authorized to initiate HR type PPA-Duty Status Change in CMS for reporting the unauthorized absence.
7. When Congress or the President declares an emergency or war, the unit commander's 30-Day Status Report and DD Form 553 will be prepared and dispatched on the 10th day vice the 31st day. Prepare and distribute DD Form 553 immediately for those individuals who have been absent without authorization for 11 to 31 Days.
8. Reserve commanders will contact ANGSC/MPP (for ANGUS members), or HQ AFRC/A1K (for USAFR members), and ask for instructions.
9. Ensure that the FPRG contains copies of Duty Status Change Request and Next-of-Kin Letters, the original commander's 72-Hour Inquiry Letter, 31-Day Status Report, 60-Day Status Report, DD Form 553, and the unfavorable information file (UIF) (if applicable), showing that all necessary actions have been taken. The FPRG should also include the member's medical and dental records and any other documents that may be useful upon the deserter's return to military control (i.e., OSI investigations, security forces reports, charge sheets, etc.).

10. The member's FPRG is forwarded to AFPC/DPWCM, 550 C. Street West, Suite 14, Randolph AFB TX, 78150-4717, on 180th day. If the member's records are electronic, the UPRG is electronically stored by AFPC/DPSSRR, Automated Records Management System Office (ARMS), on the 180th day. The commander's support staff will obtain the member's medical and dental records and forward them to AFPC/DPWCM, 550 C. Street West, Suite 14, Randolph AFB TX 78150-4716. When member is apprehended, AFPC/DPWCM will promptly forward the member's FPRG to the gaining base. For electronic FPRG, AFPC/DPWCM will promptly forward the member's medical and dental records.

11. For ANG record types AG/BG, after updating the duty status, no transaction flows from MilPDS to Financial Services Office to update the member's Master Military Pay Account (MMPA).

12. Organizations and units that retain 3SO MPS authorizations for the purpose of performing MPS work will not receive the MPS services outlined under the FSS/MPS structure. Those duties will continue to be performed by the unit unless they establish an agreement with the MPS to service that population in a particular program. Without formalized agreements between both parties, MPS responsibilities/functions will only be provided by the MPS to commanders and military/IMA populations that did not retain MPS manning as indicated during the MAJCOM/FOA/DRU validation via Change 1 to PAD 07-11, A1 Transformation.)

Chapter 2

REPORTING UNAUTHORIZED ABSENCES

2.1. Reporting Responsibilities. Unauthorized absences must be reported immediately. Supervisors must promptly notify the chain of command. Unit commanders have the primary responsibility to determine the cause of absence and to find and return the individual to military control.

2.2. The Unit Commander:

2.2.1. Investigates the case looking for any indication that the absence results from an involuntary casualty rather than desertion or unauthorized absence. In such situations, Duty Status-Whereabouts Unknown (DUSTWUN) may be appropriate. Consult AFI 36-3002, *Casualty Services*. The member's welfare is of highest concern. Notifies commander support staff (CSS) or MPS to initiate HR type PPA-Duty Status Change (AWOL/Deserter) request in CMS and forward to AFPC/DPWCM, AWOL/Deserter Program Manager, for processing.

2.2.1.1. Establishes contact with AFPC/DPWCM, the Air Force Deserter Information Point (DSN 665-3727 or 1-800-531-5501). Ensures their CSS or MPS sends an email to AFPC/DPWCM.AWOLDeserter@Randolph.af.mil confirming deserter status within 1 duty day of placing member in deserter status.

2.2.1.2. Logs into CMS to approve Duty Status Change Request initiated by CSS or MPS staff and refers case in CMS to AWOL/Deserter Program Manager (AFPC/DPWCM) within 1 duty day.

2.2.2. Promptly notifies all those who need to know about the absence; for example, the security forces, the servicing financial services office (FSO), the postal service center or the unit mailroom of the absentee's organization, and the base exchange.

2.2.3. Unit Commander's 72-Hour Inquiry Letter (Figure 2.1). The unit commander reports on the inquiry based on case action (**Table 1.1, steps 1, 2 and 3**). The unit commander sends the letter to AFPC DPWCM, (Fax DSN 665-4757 or 210-565-4757) and the installation's chief of security forces. The 72 hours begins the first day the member is absent. The letter:

2.2.3.1. Includes all relevant information on the case; for example, the absentee's duty status when the unauthorized absence began, the leave address if the absentee was on leave, and/or the gaining unit and leave address for delay en route if the absentee was being reassigned.

2.2.3.2. Lists actions taken to locate the absentee, including actions taken on leads.

2.2.3.3. Includes whether the absentee faces pending administrative discharge action or action under the UCMJ.

2.2.3.4. Lists all previous unauthorized absences and their disposition.

2.2.3.5. Includes a statement that AFI 36-3002, *Casualty Services*, specifically in regard to Duty Status- Whereabouts Unknown (DUSTWUN), has been considered and is not

applicable. When in doubt, contact the MPF/MPS commander or telephone AFPC/DPWCM (DSN 665-3727 or 1-800-531-5501) for missing persons guidance.

2.2.3.6. Explains the facts in detail if the absentee is wanted for another offense.

2.2.3.7. If the unit commander wants the Federal Bureau of Investigations (FBI) assistance in finding the absentee, he/she must coordinate, and explain why, with the local AFOSI detachment for assistance.

2.2.4. Notice to the next of kin and Payee of Allotments. The unit commander writes a Next-of-Kin Letter (**Figure 2.2**) to family members who receive allotments about the unauthorized absence (**Table 1.1, step 4**). The letters go to family members living in foreign countries as well as US residents.

2.2.4.1. Send the letters at the earliest of the following times:

2.2.4.1.1. When evidence shows the absentee planned or spoke to others of a plan to leave without authorization.

2.2.4.1.2. When the unit commander administratively declares an absentee a deserter.

2.2.4.1.3. When the unauthorized absence has lasted 10 consecutive days.

2.2.4.2. The letter to the next of kin must state that:

2.2.4.2.1. Military authorities do not know the member's whereabouts and believe the member is absent without authority (or a deserter, if appropriate).

2.2.4.2.2. The next of kin should urge the member to return.

2.2.4.2.3. If the next of kin knows the whereabouts of the member, they should immediately notify the nearest military installation law enforcement desk.

2.2.4.2.4. Dependents will be ineligible for medical care, other benefits and privileges if the member's status is, or changes to, deserter.

2.2.4.2.5. The member's continued absence may lead to:

2.2.4.2.5.1. Court martial.

2.2.4.2.5.2. Loss of pay, allowance and government insurance.

2.2.4.2.5.3. Reduction in grade.

2.2.4.2.5.4. Bad conduct or dishonorable discharge (or dismissal for a commissioned officer).

2.2.4.2.5.5. Confinement.

2.2.4.2.6. The letter to family members who receive allotments must indicate that payments will stop if the unauthorized absence continues.

2.2.4.3. The commander's letter to the dependents (or their guardian or other fiduciary) of an absentee with pay grade E-4 (with 4 years or less service) or below must state that they:

- 2.2.4.3.1. May get temporary financial assistance, if they need it. The payment limit equals the basic allowance for quarters to which the absentee is entitled for no more than 2 consecutive months, if the absence lasts the entire period.
- 2.2.4.3.2. May request the above referenced assistance when the member's absence exceeds 30 consecutive days.
- 2.2.4.3.3. Must apply for financial assistance in the first 3 months of the unauthorized absence.
- 2.2.4.4. If needed, the unit commander contacts the nearest financial services office (FSO) for assistance.
- 2.2.5. 31-and 60-Day Status Reports (Figures 2.3 and 2.4). On the 31st and 60th days of absence, the unit commander submits status reports, in writing, to AFPC/DPWCM, Fax DSN 665-4757 (Table 1.1, steps 5 and 6). The report includes:
- 2.2.5.1. Names of contacts, dates, time, telephone numbers and addresses.
- 2.2.5.2. Information given to military and civil law enforcement agencies to speed the absentee's return.
- 2.2.5.3. Feedback from security forces contacts with civil law enforcement agencies.
- 2.2.6. *DD Form 553, Deserter/Absentee Wanted By The Armed Forces.* The unit commander, with assistance from the MPF/MPS and AFPC/DPWCM if needed, prepares and distributes the DD Form 553 within 1 duty day of the decision to place member in deserter status (**Table 1.1, step 3**). **Note:** If the unit commander learns of any new information that could aid in the apprehension of the absentee, a new DD Form 553 must be completed and redistributed to all agencies included in the original distribution (**Figure 2.5** and **Attachment 2**). The DD Form 553 should be prepared for entry into the National Crime Information Center (NCIC) only when a member has been declared a deserter.
- 2.2.7. Action in Cases Involving Security. Take these additional actions in cases involving national security matters. When an absentee is administratively classified as a deserter for a reason in paragraph **1.5.2**, the unit commander takes the following actions:
- 2.2.7.1. Refers the case for investigation to the AFOSI unit servicing the absentee's installation.
- 2.2.7.2. As soon as possible, accounts for classified material that the absentee had access to and notifies AFOSI of any missing material.
- 2.2.7.3. As soon as possible, assesses how much damage to national security could result from unauthorized disclosure of the information, and provides assessment to HQ AFOSI.
- 2.2.7.4. Considers appointing an inquiry officer under DoD 5200.1-R/AFI 51-201, subsection 6-110, if the absentee had access to classified information.
- 2.2.8. War and Mobilization Absence Without Leave (AWOL) Reporting Procedure. When Congress or the President declares an emergency, reporting procedures are accelerated to involve law enforcement agencies to assist in returning absent members to the military. If this occurs, immediately prepare and distribute DD Form 553 on the 10th day of AWOL, not the 31st day (see **Table 1.1, note 7**).

2.3. The Commander's Support Staff or MPS (Note: Organizations and units that retain 3SO MPS authorizations for the purpose of performing MPS work will not receive the MPS services outlined under the FSS/MPS structure. Those duties will continue to be performed by the unit unless they establish an agreement with the MPS to service that population in a particular program. Without formalized agreements between both parties, MPS responsibilities/functions will only be provided by the MPS to commanders and military/IMA populations that did not retain MPS manning as indicated during the MAJCOM/FOA/DRU validation via Change 1 to PAD 07-11, A1 Transformation.)

2.3.1. Prepares the Duty Status Change Request using CMS. Select HR Type PPA-Duty Status Change (AWOL/Deserter) request in CMS and forward to the commander for approval within 1 duty day of commander's decision to place member into AWOL or deserter status. Notifies FSO of member's change in duty status. **Note:** Only AFPC/DPWCM can change or remove AWOL/Desertion from MilPDS.

2.3.2. Establishes contact with AFPC/DPWCM, the Air Force Deserter Information Point (DSN 665-3727 or 1-800-531-5501). Sends an email to AFPC/DPWCM confirming deserter status within 1 duty day of placing member in deserter status. Email address: AFPC/DPWCM.AWOLDeserter@Randolph.af.mil

2.3.3. Training squadrons and geographically separated training units will forward HR Type PPA-Duty Status Change (AWOL/Deserter) to MPF/MPS duty status monitor for review prior to forwarding to unit commander.

2.3.4. Prepares and processes other required documents as outlined in [Table 1.1](#) and forwards to AFPC/DPWCM (Fax DSN 665-4757 or 210-565-4757). Contacts MPF/MPS for assistance if needed.

2.3.5. Data faxes the unit commander's 72-Hour Inquiry, Next-of-Kin letters, DD Form 553, 31-Day and 60-Day Status Reports (whichever is applicable at the time) to AFPC/DPWCM (Fax DSN 665-4757). Files original copies of 72-Hour Inquiry, DD Form 553, 31-and 60-Day Status Reports (whichever is applicable at the time) and copy of Next-of-Kin Letters in member's FPRG.

2.3.6. Monitors [Table 1.1](#) actions and coordinates the member's return to military control with AFPC/DPWCM.

2.3.7. Works with the commander and MPF/MPS to obtain a current, identification-quality photograph of the deserter to be distributed with DD Form 553. **Note:** Photograph does not have to fit in box for item 8. When available send photograph with DD Form 553.

2.3.8. Obtains the member's medical and dental records and forwards them to AFPC/DPWCM, 550 C. Street West, Suite 14, Randolph AFB TX 78150-4716. MPF/MPS will provide assistance if needed. If medical and dental records are not available, forwards memorandum to AFPC/DPWCM ([Table 1.1](#), [notes 9 and 10](#)) explaining the reason why the records are not available.

2.3.9. Ensures any disclosures concerning the member meet the requirements of the Privacy Act as set forth in AFI 33-332, *Air Force Privacy Act Program*.

2.4. The Servicing Security Forces:

2.4.1. Assist the unit commander in finding and returning the absentee to military control using current information or initial information in DD Form 553. This action includes notifying civilian and other military agencies.

2.4.2. Assist the unit commander and MPF/MPS decide distribution of the DD Form 553. **Note:** Servicing security forces should not update the National Crime Information Center (NCIC). HQ AFOSI/XOT or AFPC/DPWCM will ensure appropriate NCIC update.

2.5. The Servicing Military Personnel Flight (MPF)/Military Personnel Section (MPS):

2.5.1. Notifies the unit of assignment when PCS, TDY, and Reserve members ordered to active duty fail to report at the time specified on their orders. **Exception:** Reserve members ordered to active duty for training (ADT) on an annual tour.

2.5.2. Training bases and geographically separated training units will appoint duty status monitor to review HR Type PPA Duty Status Change (AWOL/Deserter) CMS case prior to forwarding to training squadron commanders.

2.5.3. Provides guidance to the unit commander and unit CSS on the preparation of HR Type PPA-Duty Status Change (AWOL/Deserter) CMS case and in the preparation and distribution of DD Form 553 (**Figure 2.5 and Attachment 2**).

2.5.4. Works with the unit commander and CSS to obtain a current, identification-quality photograph of the deserter to be distributed with DD Form 553. **Note:** Photograph does not have to fit in box for item 8. When available send photograph with DD Form 553.

2.5.5. Assists unit CSS and unit commander in obtaining the member's medical and dental records and forwards them to AFPC/DPWCM, 550 C. Street West, Suite 14, Randolph AFB TX 78150-4716. If medical and dental records not available, assists unit CSS and or unit commander with memorandum explaining why medical and dental records are not available.

2.6. AFPC/DPWCM (Air Force Deserter Information Point):

2.6.1. Serves as focal point for the Air Force Desertion and Unauthorized Absence Program (DSN 665-3727 or 1-800-531-5501).

2.6.2. Conducts a quality review of HR type PPA Duty Status Change (AWOL/Deserter) CMS case and other required documents and updates or corrects duty status in MilPDS. Forwards HR Type PPA Duty Status Change (AWOL/Deserter) CMS to the Total Force Service Center for coordination. **Note:** Only AFPC/DPWCM can change or remove AWOL/Desertion from MilPDS.

2.6.3. Coordinates and distributes procedures for managing unauthorized absences. Forwards DD Form 553 to HQ AFOSI/XOT for update in NCIC.

2.6.4. Monitors disposition of absentees returned to military control and provides guidance in unusual cases.

2.6.5. Keeps statistics on unauthorized absences.

2.6.6. Follows the DoD requirement to send the *Absentee and Deserter Statistics*, RCS: DD-P&R(SA) 1454 to the Office of Special Investigations.

2.7. Air Force Total Force Service Center (AFPC/DPSOT):

2.7.1. Reviews HR Type PPA (AWOL/Deserter) CMS cases and forwards to appropriate offices for coordination.

2.7.2. Forwards completed HR Type PPA (AWOL/Deserter) CMS cases to ARMS for filing in the Master Personnel record.

2.8. Air Force Office of Special Investigations (HQ AFOSI):

2.8.1. HQ AFOSI/XOT updates the National Crime Information Center (NCIC). In cases of desertion under aggravated circumstances as defined below, AFOSI will then work with the Federal Bureau of Investigation (FBI) or other appropriate law enforcement agency to expedite the investigation and to find and arrest the absentee (**Chapter 3**). Examples of cases in which the Air Force requests FBI assistance include those in which the individual is a deserter and:

2.8.1.1. Is wanted for an offense punishable under the UCMJ. Consult with the local JA to determine if offense and circumstances warrant the classification of desertion.

2.8.1.2. Had access to classified information which, if disclosed, would jeopardize United States security interests.

2.8.1.3. Is an escaped prisoner.

2.8.1.4. Is an officer.

2.8.2. Oversees local servicing police units' inquiries into unauthorized absences on commander's request.

2.9. The Financial Services Office (FSO):

2.9.1. Stops the absentee's pay and allowances after the unit's initial notification that the absentee is a deserter.

Figure 2.1. Unit Commander's 72-Hour Inquiry Letter.

DD MMM YYYY

MEMORANDUM FOR 88 MSS/CC

88 SFS/CC

FROM: 90 CS/CC

SUBJECT: Unit Commander's 72-Hour Inquiry letter – AB John Doe, 123-45-6789

1. Airman Doe was present for duty at Bldg 3136 on Randolph AFB at 0700 on 12 August 2003. Airman Doe stated he had appointments with the housing office at 0900 and the dental clinic at 0945. At 0900, he met with his wife, Mrs. Susan Doe, at the housing office, leaving her at 0930 for his dental appointment. Airman Doe never returned to his place of duty.

2. MSgt Ken Smith, the acting first sergeant, and Airman Doe's section supervisor, TSgt Michael Jones, began searching for Airman Doe at 1200 hours on 12 August 2003. They contacted Airman Doe's wife who stated she had not seen him since their appointment at 0900 that morning. MSgt Smith called Airman Doe's cell phone and left a message. Airman Doe did not report to his dental appointment. To ensure Airman Doe was not injured or ill, local hospitals were contacted. Upon questioning Airman Doe's co-workers, TSgt Jones discovered Airman Doe had indicated that he wanted to go to California. TSgt Jones went to the San Antonio Airport to search for Airman Doe with negative results.
3. Airman Doe does not have any pending administrative discharge action or actions under the UCMJ.
4. Airman Doe has no previous unauthorized absences.
5. In accordance with AFI 36-3002, *Casualty Services*, Duty status-Whereabouts Unknown has been considered and is not applicable.
6. Airman Doe is not suspected of other offenses.
7. Federal Bureau of Investigation (FBI) assistance is not requested at this time.
8. Point of contact for additional information and or assistance is Captain Mary Dzuik, 90 CS/CCQ, DSN 565-7654 or MSgt Margaret Johnson, the unit first sergeant.

JAMES C. JONES, Lieutenant Colonel, USAF
Commander

Figure 2.2. Sample Next-of-Kin Letter.

DD MMM YYYY

90 Communications Squadron/CC
5550 Any Street, Suite 31
Randolph AFB TX 78150-4716

Mrs. Susan Doe
2842 Any Street
San Antonio TX 78218

Dear Mrs. Doe

This letter is to inform you that your husband, Airman Basic John Doe, who is assigned to the 90th Communications Squadron, Randolph Air Force Base, Texas, has been absent without authorization since 12 August 2003. Military authorities do not know Airman Doe's whereabouts and believe him to be a deserter.

If you are aware of Airman Doe's whereabouts, I request that you urge him to return to duty and ask that you immediately notify the nearest military installation law enforcement desk. If his status is, or changes to, deserter, as Airman Doe's dependent, you will be ineligible for medical care, other benefits and privileges.

Please be advised that Airman Doe's continued absence may lead to court-martial, loss of pay, allowances, and government insurance, reduction in grade, a punitive discharge and or confinement.

NOTE: Next paragraph required if member is E-4 (4 years or less).

As you can see, it is imperative that Airman Doe be located and that he return to duty immediately. Please contact me at (210) 665-5890 if you have any questions or if I may be of assistance.

Sincerely

JAMES C. JONES, Lieutenant Colonel
Commander

Figure 2.3. Sample 31-Day Status Report.

DD MMM YYYY

MEMORANDUM FOR 88 MSS/CC 88 SFS/CC

FROM: 90 CS/CC

SUBJECT: Commander's 31-Day Status Report – AB John Doe, 123-45-6789

1. Airman John Doe has been AWOL since 12 August 2003 and continues to be absent. Airman Doe was placed in deserter status on 11 September 2003. He last reported for duty on 12 August 2003 prior to departing for appointments. Airman Doe never returned to duty.
2. The acting first sergeant, MSgt Ken Smith, and Airman Doe's section supervisor, TSgt Michael Jones, contacted Airman Doe's wife, Mrs. Susan Doe, and the local hospitals with negative results. TSgt Jones called Airman Doe's cell phone and left messages.
3. Upon questioning Airman Doe's co-workers, TSgt Jones learned that Airman Doe had indicated he wanted to go to California. TSgt Jones went to the San Antonio Airport to search for Airman Doe with negative results. On 13 August 2003, Security Forces contacted airport officials who confirmed that Airman Doe purchased a one-way ticket to California on 12 August 2003, departed at 1210 that same day and landed in Los Angeles at 1510.
4. TSgt Jones called Airman Doe's parents' home in California and spoke with his father. He informed TSgt Jones that Airman Doe had called but left no contact number. TSgt Jones has called Airman Doe's cell phone daily for the past 3 weeks.
5. Airman Doe's whereabouts have not been established. He has not returned to Randolph Air Force Base as of this date. He has not attempted to contact his squadron since his absence began.
6. Point of contact for additional information and or assistance is Captain Mary Dzuik, 90 CS/CCQ, DSN 565-7654 or MSgt Margaret Johnson, the unit first sergeant.

JAMES C. JONES, Lieutenant Colonel, USAF
Commander

Figure 2.4. Sample 60-Day Status Report.

. DD MMM YYYY
MEMORANDUM FOR 88 MSS/CC 88 SFS/CC

FROM: 90 CS/CC

SUBJECT: Commander's 60-Day Status Report – AB John Doe, 123-45-6789

1. Airman John Doe has been AWOL since 12 August 2003 and continues to be absent. Airman Doe was placed in deserter status on 11 September 2003. He last reported for duty on 12 August 2003 prior to departing for appointments. Airman Doe never returned to duty.
2. The acting first sergeant, MSgt Ken Smith, and Airman Doe's section supervisor, TSgt Michael Jones, contacted Airman Doe's wife, Mrs. Susan Doe, and the local hospitals with negative results. TSgt Jones called Airman Doe's cell phone and left messages.
3. Upon questioning Airman Doe's co-workers, TSgt Jones learned that Airman Doe had indicated he wanted to go to California. TSgt Jones went to the San Antonio Airport to search for Airman Doe with negative results. On 13 August 2003, Security Forces contacted airport officials who confirmed that Airman Doe purchased a one-way ticket to California on 12 August 2003, departed at 1210 that same day and landed in Los Angeles at 1510.
4. TSgt Jones has been in close contact with Airman Doe's parents in California. Mr. and Mrs. Doe have not heard from Airman Doe recently. Local law enforcement officials in Los Angeles, California, and San Antonio, Texas, have been looking for Airman Doe.
5. Airman Doe's whereabouts have not been established. He has not returned to Randolph Air Force Base as of this date. He has not attempted to contact his squadron since his absence began.
6. Point of contact for additional information and or assistance is Captain Mary Dzuik, 90 CS/CCQ, DSN 565-7654 or MSgt Margaret Johnson, the unit first sergeant.

JAMES C. JONES, Lieutenant Colonel, U
Commander

Figure 2.5. Sample DD Form 553, Deserter/Absentee Wanted by the Armed Forces.

DESERTER/ABSENTEE WANTED BY THE ARMED FORCES			1. DATE PREPARED (YYYYMMDD) 20090518		REPORT CONTROL SYMBOL DD-P&R(SA)1454	
2. TO (Local, State or Federal law enforcement authority as indicated by Military Deserter Information Point) HQ AFPC/DPWCM 550 C. Street West, Suite 14 Randolph AFB TX 78150-4716			3. FROM (Organization or activity and place from which absent. If unauthorized absence occurs in transit, list old and new unit in Remarks) UNIT ADDRESS		4. DISTRIBUTION	
5. ABSENTEE IDENTIFICATION						
a. NAME (Last, First, Middle Initial) Smith, John J.			b. GRADE/RANK/RATE SSgt (E-5)		c. SEX M	
d. RACE (X one or more)			e. ETHNICITY (X one)			
<input type="checkbox"/> AMERICAN INDIAN/ALASKA NATIVE		<input checked="" type="checkbox"/> NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER		<input type="checkbox"/> HISPANIC OR LATINO		
<input type="checkbox"/> ASIAN		<input type="checkbox"/> WHITE		<input checked="" type="checkbox"/> NOT HISPANIC OR LATINO		
<input type="checkbox"/> BLACK OR AFRICAN AMERICAN		<input type="checkbox"/> DECLINE TO RESPOND		<input type="checkbox"/> DECLINE TO RESPOND		
f. PLACE OF BIRTH (City, State, Country) San Antonio, TX, USA			g. DATE OF BIRTH (YYYYMMDD) 197805503		h. HEIGHT 6'0"	
					i. WEIGHT 200	
j. EYE COLOR (X one)			k. HAIR COLOR (X one)			
<input type="checkbox"/> BLACK		<input type="checkbox"/> GREEN		<input type="checkbox"/> VIOLET		
<input checked="" type="checkbox"/> BLUE		<input type="checkbox"/> GRAY		<input type="checkbox"/> AUBURN		
<input type="checkbox"/> BROWN		<input type="checkbox"/> HAZEL		<input checked="" type="checkbox"/> BLACK		
				<input type="checkbox"/> BROWN		
				<input type="checkbox"/> SILVER		
				<input type="checkbox"/> WHITE		
				<input type="checkbox"/> BALD		
l. DIP CONTROL NUMBER		m. BRANCH OF SERVICE Air Force (F)		n. SOCIAL SECURITY NO. 123-45-6789		
				o. CITIZENSHIP US		
				p. MARITAL STATUS Married		
q. MILITARY OCCUPATION Fuels Journeyman			r. CIVILIAN OCCUPATION Bricklayer			
s. PERMANENT RESIDENCE ADDRESS (Include ZIP Code) 1234 5th St Barksdale AFB LA 71110						
6. CURRENT ENLISTMENT			7. ENTRY INTO CURRENT PERIOD OF SERVICE			
a. DATE (YYYYMMDD) 20050215		b. PLACE (City and State) Barksdale		a. DATE (YYYYMMDD) 20050215		
				b. PLACE (City and State) Barksdale		
9. TIME OF ABSENCE			10. ADMINISTRATIVE DATE OF DESERTION (YYYYMMDD)			
a. DATE (YYYYMMDD) 20090312		b. HOUR 0730		20090411		
11. ESCAPED OR SENTENCED PRISONER (X as applicable)			12. DISCHARGE STATUS (X as applicable)			
<input checked="" type="checkbox"/> YES			a. DISCHARGED <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			
IF "YES," SPECIFY CHARGE			b. SUSPENDED <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			
13. OPERATOR'S LICENSE			14. VEHICLE LICENSE			
a. NUMBER 123456789		b. STATE TX		c. EXP. DATE (YYYYMMDD) 20101230		
				d. TYPE Truck		
a. PLATE NO. ABC123XY		b. STATE TX		c. EXP. DATE (YYYYMMDD) 20090703		
15. VEHICLE						
a. VEHICLE IDENTIFICATION NUMBER 123456RB789JTF36454H7H44		b. YEAR 2003		c. MAKE Ford		
				d. MODEL F-150		
				e. STYLE Pick-up		
				f. COLOR Blue		
16. RELATIVES AND/OR PERSONS KNOWN BY ABSENTEE (If more space is needed, continue in Remarks or on a separate page, making reference to this item number.)						
a. NAME (Last, First, Middle Initial)			b. ADDRESS (Include ZIP Code)			
(1) Smith, Mary E (Spouse)			1234 5th St., Barksdale AFB LA 71110			
(2) Jones, Mark D. (Friend)			65425 Cajun Court, Shreveport LA 71107			
(3)						
(4)						
(5)						

17. CERTIFICATION (See Notes)
 The undersigned states: That he/she is a commissioned officer of the United States Air Force (Military Department), presently assigned as the Commanding Officer, 2 Supply Squadron (Unit from which the alleged deserter absented himself or herself), and in the performance of official duties imposed by Department of Defense Directive 1325.2 and AFI 36-2911 (Regulations of the Service concerned which implement DOD Directive 1325.2, e.g. Army Regulations 190-9 and 630-10), he/she has conducted an investigation into the status of SSgt John J. Smith (Name and rank of alleged deserter), a member of the United States Armed Forces serving on active duty with 2 Supply Squadron, USAF (Unit and Service from which the alleged deserter absented himself or herself), by questioning his/her unit cohorts; by examining and verifying the field service records of said service member which reflect his/her duty status; by requesting the member's next of kin to urge his/her voluntary return to military control if they are aware of his/her whereabouts; by inquiring to the fullest extent possible into the feasibility of other explanations for the member's absence, to include sickness, injury, hospitalization, and confinement by civil law enforcement officials; and officially ordered diversion from his/her unit of assignment by querying the member's losing unit (and en route temporary duty unit), the appropriate career management division, the servicing replacement organization, and the servicing Military Personnel and Transportation Assistance Office (and (See Note 1)).

That based on the aforesaid investigation, the undersigned has personal knowledge that, on or about 20090312 (Date - YYYYMMDD), SSgt John J. Smith (Name and rank of alleged deserter), did, without authority and with intent to remain away therefrom permanently, absent himself/herself from his/her unit/organization/place of duty, to wit: (See item 3 above) located at (See item 3j) in violation of Section 885, Title 10, United States Code and he/she has remained continuously so absent until 20090411 (Date this statement is executed - YYYYMMDD). I state under penalty of perjury (under the laws of the United States of America (See Note 2) that the foregoing is true and correct. Executed on 20090411 (Date - YYYYMMDD).

NOTES:
 1. For use only when a servicemember fails to report to a gaining unit of assignment during a permanent change of station.
 2. For use only when statement is executed outside the United States, its territories, possessions and commonwealths.

18. COMMANDING OFFICER

a. TYPED NAME (Last, First, Middle Initial) Johnson, Lucy Y	b. RANK Lt Col	c. TITLE Commander
d. ORGANIZATION AND INSTALLATION 2 Supply Squadron Barksdale AFB LA	e. SIGNATURE (All copies)	f. DATE SIGNED (YYYYMMDD) 20090411

19. REMARKS (List peculiar habits and traits of character; unusual mannerisms and speech; peculiarities in appearance; clothing worn; aliases (names); marks and scars; tattoos; facial characteristics; complexion, posture; build, other SSN's used by individual; or other data that may assist in identification.

SSgt Smith was last seen wearing blue jeans and a Grateful Dead T Shirt. He has a tattoo of a mermaid on his left upper arm. He also has a one inch scar on the back of his left hand. SSgt Smith, has a receding hairline with a pronounced bald spot.

HQ AFPC/DPWCM - 1-800-531-5501
 Air Force Deserter Information point

Chapter 3

GENERAL APPREHENSION INFORMATION AND COOPERATION WITH CIVIL AUTHORITIES

3.1. Apprehension Procedures. Commanders must start investigating the case and begin apprehension efforts as soon as an unauthorized absence occurs. These efforts not only assist return absentees to the military sooner, they also deter others from unauthorized absence.

3.2. Who Has Authority To Apprehend:

3.2.1. Military law enforcement personnel and commissioned, warrant, petty, and non-commissioned officers may apprehend absentees and deserters. See Article 7, UCMJ, and Rules for Courts-Martial (RCM) 302(b)(1) and 302(b)(2). Commanders should consult the local SJA and SFS concerning apprehending authority.

3.2.2. Civil officers authorized to arrest offenders under federal and state laws may arrest a deserter and deliver the offender into the custody of the Armed Forces (See Article 8 of the UCMJ and the RCM 302[b][3]). These officers may also arrest absentees at the request of military or federal authorities.

3.2.3. United States authorities may arrest absentees and deserters in foreign countries only:

3.2.3.1. When an international agreement with the country authorizes it.

3.2.3.2. Under an agreement with appropriate local authorities that does not violate an existing international agreement.

3.2.3.3. In these cases, carefully consider and consult with the servicing staff judge advocate (SJA) about possible international implications and adverse foreign relations.

3.2.3.4. If apprehension is impossible, or in any case of unclear apprehension authority, report the facts either by fax: DSN 227-7861 or 703-695-7861, or message to the International and Operations Law Division, Office of The Judge Advocate General (HQ AF/JAO), to expedite submission to the Assistant Secretary of the Air Force for Manpower and Reserve Affairs for resolution.

3.3. Notice of Air Force Deserters to Civil Authorities:

3.3.1. Within the Jurisdiction of the United States. The unit commander, working security forces and if needed the MPF/MPS, promptly sends DD Form 553 for a member administratively classified as a deserter to Armed Forces and civilian law enforcement agencies most likely to help apprehend the absentee.

3.3.1.1. AFPC/DPWCM sends notices to HQ AFOSI and to the Department of State in certain cases (i.e., those in which others know or strongly suspect the absentee has gone to a foreign country).

3.3.2. Outside the Jurisdiction of the United States. MAJCOMs act as needed respecting the primacy of international agreements to secure cooperation in apprehending absentee and/or deserted members.

3.4. Investigations, Apprehension, and Cooperation with Civilian Law Enforcement Authorities:

3.4.1. Unit commanders must work closely with local security forces and OSI detachments to pursue every avenue possible to locate and ensure the apprehension of absentees. Leads developed as to the location of absentees shall be conveyed as expeditiously as possible to appropriate civilian law enforcement authorities who shall be asked to assist in the return of such persons to military control.

3.4.2. In cases where the member has been dropped from unit rolls, AFPC/DPWCM and HQ AFOSI/ICON will work together to resolve the case. HQ AFOSI/XOT and local field units will establish liaison and maintain a level of coordination with civilian law enforcement agencies necessary to encourage active participation in apprehension efforts. AFPC/DPWCM will provide any leads to HQ AFOSI/XOT for further pursuit.

3.4.3. Absentees detained by civilian law enforcement authorities. In some cases, AFPC/DPWCM and/or HQ AFOSI/XOT may be the first Air Force agencies contacted by civilian law enforcement authorities regarding the apprehension of an Air Force deserter. AFPC/DPWCM will contact the nearest military installation within 1 duty day of the apprehension to expedite the absentee's return to military control.

3.4.4. Civilian law enforcement authorities arrest and hold absentees to assist military departments. The commander of the installation nearest where the absentee is being detained is responsible for taking custody of the absentee from civilian law enforcement authorities.

3.4.5. Do not ask civilian law enforcement authorities to hold absentees longer than necessary. Make every attempt to pick up absentees within 48 hours after civilian law enforcement authorities agree to their release. Consult with the SJA if clarification is needed.

3.4.6. If foreign authorities hold the absentee, consult with the SJA before acting.

3.4.7. When a Service picks up absentees from civilian law enforcement authorities anywhere in the continental United States (CONUS), they pick up all such individuals at once, regardless of each member's military Service.

3.4.7.1. Take absentees or deserters to the nearest military installation having facilities to process them.

3.4.8. If the military Service cannot pick up all absentees or deserters held, they notify the other Services of the remaining individuals before leaving the confinement facility.

3.5. Rewards and Reimbursements:

3.5.1. Any authorized communication, oral or written, from a military or federal law enforcement official or agency, requesting active cooperation in apprehending or delivering to military control an absentee or deserter wanted by a military department constitutes the basis for a reward. After this communication, the Air Force rewards or reimburses (but not both) persons or agencies apprehending, detaining or delivering absentees, deserters, escaped military prisoners, or parole violators to military control under Air Force Centrally Managed Allotment (CMA) Account 591.02. If a non-Air Force military absentee/deserter/escapee is brought to an Air Force installation and a reward or reimbursement is due, the apprehendee's parent military department Military Personnel Pay Account pays, not the Air Force CMA. Reference AFI 65-601V1, *Budget Guidance and Procedures*, paragraph 12.7.5.

3.5.1.1. Fifty dollars for apprehending and holding absentees, deserters, or escaped military prisoners until military authorities take them.

3.5.1.2. Seventy-five dollars for apprehending and delivering absentees, deserters, or escaped military prisoners to the military.

3.5.1.3. Reimbursement for reasonable and actual expenses, not to exceed \$75.00 per case, to persons or agencies prohibited from accepting rewards.

3.5.2. To request reward or reimbursement, persons or agencies must submit DD Form 553 to the financial services office where the deserter is returned to Air Force control. The remarks section of DD Form 553 must include the name, address and phone number for the persons or agencies requesting reward or reimbursement.

3.5.3. Rewards, reimbursements and the cost of travel for guards assigned to absentees may be charged to the Air Force. The absentee does not reimburse the Service for these costs.

Chapter 4

ACTIONS TAKEN WHEN AN ABSENTEE RETURNS TO MILITARY CONTROL

4.1. Notice of Return to Military Control. The unit CSS, MPS, or commander at the Air Force installation taking initial control of the absentee must notify AFPC/DPWCM (DSN 665-3752 or 1-800-531-5501) within 1 duty day of the apprehension.

4.1.1. IAW AFI 31-205, *Air Force Corrections System*, paragraph 1.3.9, installation commanders must maintain capabilities to house pre-trial detainees and sentenced inmates up to 1 year. This can be accomplished through an organic correctional facility, a HQ AFSFC/SFC coordinated/approved memorandum of agreement (MOA) with another correctional facility as described in AFI 31-205, paragraph 1.2.2.2.; or a combination of organic and MOA derived bed space. Installations with regional correctional facilities (RCFs) maintain the capability to house pre-trial detainees and sentenced inmates up to 15 months. Installations having organic confinement facilities (CFs) implement programs according to AFI 31-205 and will ensure adequate operations and maintenance (O&M) funding.

4.2. Where Absentees Return to Military Control:

4.2.1. At any military installation staffed by active duty personnel, immediately transfer an individual to the nearest installation of the individual's branch of military Service that has facilities to process absentees. Military authorities will take absentees and deserters being detained temporarily in the hands of civil authorities into custody within 48 hours after receiving notification of the absentee's or deserter's place of detention.

4.2.2. In foreign countries, military attachés, the chief of the Military Assistance Advisory Group (MAAG), or similar organizations, may not help an absentee who asks to return to military control unless the US is directly responsible for the individual's presence in the country.

4.2.2.1. Generally, these organizations advise such absentees to report, at their own expense, to a proper US military installation in the US or overseas.

4.2.2.2. Unless absentees are citizens of the country in which US assistance is requested, they must be reported to the country's proper authorities with a view toward deportation.

4.2.2.3. If the individual leaves or is deported from the foreign country, the military attaché or chief of the MAAG arranges for the individual's custody upon arriving in a territory where US military officers have arresting authority.

4.2.3. In the absence of other specific arrangements among military Service commands, when one of the military Services makes a pickup of absentees and deserters from civil authorities anywhere in the continental United States, all such individuals, regardless of their military Service, shall be picked up at the same time and delivered to the nearest military installation having facilities to process absentees or deserters. When such a multi-Service pickup is not possible, the military authority making a limited pickup shall notify the military Service(s) of the individuals remaining in civilian custody, preferably before leaving the civilian confinement facility.

4.3. Defining an Absentee's Return to Military Control. An absentee in the hands of civilian law enforcement authorities is no longer considered to be at large when Air Force authorities lodge a detainer with civil authorities. A detainer is a written or verbal request to hold the member for Air Force authorities when his or her presence is no longer required by civilian law enforcement authorities. The detainer ensures civilian law enforcement authorities will inform military authorities when they are ready to release the absentee.

4.3.1. An absentee's return to military control occurs at the date and hour that:

4.3.1.1. An absentee surrenders to, is delivered to, or is apprehended by military authorities.

4.3.1.2. A civilian law enforcement authority informs the military that it holds the absentee for some reason other than the military's request.

4.3.1.3. An absentee otherwise comes under the control of military personnel.

4.4. Return to the Air Force at Other than the Unit of Assignment:

4.4.1. Disposition instructions:

4.4.1.1. Absentees gone for less than 1 year will be returned to the unit they were assigned to at the time of their unauthorized absence.

4.4.1.1.1. IAW AFI 65-601V1, *Budget Guidance and Procedures*, paragraph 12.7.4, the Air Force may furnish military personnel who are in an absent-without-leave, desertion, or escaped-military-prisoner status (under apprehension) the necessary transportation and meal tickets to return to their duty station or other place directed by competent authority. The travel and expenses of the apprehended member are funded by the Military Personnel CMA account. The detaining unit will cut a one-way TDY order or memorandum for the deserter (AFI 65-103, *Temporary Duty Orders*, table 2.1 and Appendix H of the Joint Federal Travel Regulation). In Block 16, Remarks, type the following statement: "Member is a deserter returned to military control."

4.4.1.1.2. For deserters who do not require escorts, the detaining security forces unit will issue a DD Form 460, *Provisional Pass*, and the member will travel to their duty station.

4.4.1.1.3. For deserters requiring escorts, do not release the deserter except to identified escorts. See paragraph 4.5 for escort delineation.

4.4.1.2. Members absent for 1 year or more will stay at the nearest Air Force installation with facilities for handling of the case.

4.4.2. For members in a PCS status, refer to Table 4.1.

4.4.3. The detaining unit sends an email notifying AFPC/DPWCM of the return of a deserter to military control.

4.4.4. In some cases, the rules outlined above may not be appropriate. Under these circumstances, contact AFPC/DPWCM (DSN 665-3727 or 1-800-531-5501) for further guidance.

4.5. Escorts. The action unit commander coordinates with security forces to see if absentees need escorts. Use security forces escorts only when an armed escort is needed as determined by

the installation chief, Security Forces. Prisoners not considered to be a threat to themselves or the general public can be escorted by unarmed personnel such as supervisors and first sergeants. The commander authorizes escorts for members detained outside their country of assignment only after consulting the servicing SJA.

4.5.1. Generally, use escorts if the member:

- 4.5.1.1. Escaped from prison.
- 4.5.1.2. Has been charged with other serious offenses.
- 4.5.1.3. Was apprehended by civil authorities.
- 4.5.1.4. Is a repeat offender.
- 4.5.1.5. Has a history of disciplinary infractions.

4.5.2. To ensure the absentee's prompt return, on-duty escorts must not take leave or delay en route.

4.5.3. Charge transportation requests (TRs) and meal tickets furnished to Air Force personnel acting as escorts of Air Force absentees, deserters or escaped military prisoners to the Air Force CMA account P-591.03. **Do not charge** these expenses against the pay of the returned Air Force member. Reference AFI 65-601V1, *Budget Guidance and Procedures*, paragraph 12.8.1.

4.5.4. When the Air Force escorts return Army personnel from an Air Force installation, charge the TRs and meal tickets furnished to the escorts to the MilPERS appropriation, Army. Obtain full Department of Army accounting classification from Army fiscal codes, the nearest Army installation, Army headquarters, or the home organization of the Army absentees, deserters, or escapees. Reference AFI 65-601V1, *Budget Guidance and Procedures*, paragraph 12.8.2.

4.6. Actions Taken After An Absentee is Returned to a Servicing Air Force Installation .

The following items are an *integral* part of an absentee's return to the Air Force:

4.6.1. Notification of return of deserter to the military. **Note:** The unit CSS or unit commander with the assistance from the MPF/MPS commander will notify AFPC/DPWCM via email within 1 duty day of the member's return to military control. Email: AFPC/DPWCM.AWOL/DESERTER@RANDOLPH.AF.MIL

4.6.2. DD Form 616, *Report of Return of Absentee* (**Note:** The DD Form 616 is completed only when a DD Form 553 has been completed). The unit commander, with MPF/MPS assistance, completes and distributes DD Form 616 (**Figure 4.2** and **Attachment 3**) to all the agencies that received DD Form 553 within 1 duty day of the member's return to military control. **Note:** AFPC/DPWCM requires a data faxed copy (Fax: DSN 665-4757 or 210-565-4757). File original DD Form 616 in member's FPRG. AFPC/DPWCM will data fax DD Form 616 to HQ AFOSI/XOT.

4.6.3. HQ AFOSI/XOT will remove the member's name from the NCIC upon receipt of the DD Form 616 and when AFPC/DPWCM receives notification from the unit commander or the MPF/MPS confirming the member's return to military control.

4.6.4. The unit CSS, commander, or MPF/MPS prepares the Duty Status Change Request using CMS. Select HR Type PPA-Duty Status Change (AWOL/Deserter) and forward to the commander for approval within 1 duty day after member's returned to military control. The commander forwards the HR Type PPA-Duty Status Change (AWOL/Deserter) to AFPC/DPWCM for processing within 1 duty day of receipt.

4.6.4.1. AFPC/DPWCM conducts a quality review of HR Type PPA-Duty Status Change (AWOL/Deserter) CMS case, updates MilPDS and forwards CMS case to Total Force Service Center for further processing.

4.6.5. If the returned member has been dropped from unit rolls (a deserter for 180 days or more), the member's duty status and PAS Code will be updated by AFPC/DPWCM. Once this transaction has been completed in MilPDS and the unit commander, CSS, or MPF/MPS completes a HR Type PPA-Duty Status Change (AWOL/Deserter) CMS case and AFPC/DPWCM will update MilPDS accordingly.

4.6.5.1. If the absentee has been dropped from the unit rolls (after 180 days of desertion status), AFPC/DPWCM will forward the deserters medical and dental records to the unit CSS after the deserter is gained to an Air Force unit.

4.7. Commander's Determination. The action unit commander:

4.7.1. Takes responsibility for disposition of unauthorized absence.

4.7.2. Decides whether the absence was avoidable or unavoidable.

4.7.3. Uses guidance in the *Department of Defense (DoD) Military Pay and Allowances Entitlements Manual (DoD Pay Manual)*, tables 1.1.2 and 1-3-3.

4.7.4. Uses AFI 36-3003, *Military Leave Program*, and DFAS 7900.4-G, Federal Requirements for Financial Management Systems, to tell when to charge leave for an absence excused as unavoidable.

4.7.5. A commander who finds that an absence was:

4.7.5.1. Avoidable, takes appropriate disciplinary action if warranted. Consult with SJA.

4.7.5.2. Unavoidable, excuses it. The absence does not count as lost time to be made good. Charge it to leave if it is not authorized for another reason. A new HR type PPA AWOL/Deserter CMS case revokes the unauthorized absence report. Examples of excused absences not charged to leave include:

4.7.5.2.1. When a member's lack of mental capacity causes the absence.

4.7.5.2.2. When civilian law enforcement authorities hold, try and acquit a member.

4.7.6. If a member dies during an unauthorized absence, the commander of the unit of assignment makes a new status determination. After considering all available facts, the commander must determine if the member was in duty status, absent on leave, absent without leave, or a deserter (*DoD Pay Manual*, paragraph 40505).

4.7.7. See table 4.1 for other dispositions.

4.8. Erroneous Reports of Unauthorized Absence. When a commander finds an erroneous report of unauthorized absence, the unit CSS or MPF/MPS destroys all records of it. No trace of

the entries of the alleged unauthorized absence may remain in the FPRG or the Master Personnel Record.

4.8.1. If DD Forms 553 and 616 were distributed, another DD Form 616 must be accomplished and fully explain the error in item 9, remarks section.

4.8.2. The commander sends new letters explaining the error to the next of kin, dependents, and others notified of the unauthorized absence.

4.8.3. A HR type PPA-AWOL/Deserter CMS case must be accomplished revoking or changing the HR type PPA AWOL/Deserter CMS case placing member into or removing unauthorized absence.

4.8.4. Only AFPC/DPWCM, DSN 665-3727 or 210-565-3727, can delete or change duty status codes of 06 (Deserter) and 07 (AWOL). Reference AFI 36-2134, *Air Force Duty Status Program*, paragraph 3.2.18.1.

Table 4.1. Disposition of Members Returned to Military Control at Other Than the Unit of Assignment (Note 1).

R U L E	A	B	C
	If the absence began while the member was	and the member	then disposition is (note 1)
1	not in PCS travel status	is assigned in CONUS and detained in CONUS or overseas	return to unit of assignment.
2		is assigned overseas and detained in the same overseas country	
3		is assigned overseas and detained in a different overseas country or in CONUS (note 2)	
4	in PCS travel status from one CONUS base to another	has returned to the military at other than the gaining base (note 3)	return to the losing unit.
5		has returned to the military at the gaining base	stay at the gaining unit.
6	in PCS travel status from CONUS to an overseas base	returns to the port of embarkation after an absence of 31 days or more (note 3)	return to the losing unit.
7		returns to a CONUS base other than the port of embarkation regardless of the length of absence (note 3)	
8		returns to the port of embarkation after an absence of less than 31 days	continue to the gaining unit.
9	returns to an overseas base in the gaining theater		

10	in PCS travel status from one overseas base to another or from overseas to CONUS	had departed the overseas country of assignment	
11		returns to the country from which absent (note 3)	return to the losing unit.

NOTES:

1. Disposition instructions in this table apply only to members absent less than 1 year. For more information, see paragraph 4.4.
2. If the member has less than 90 days remaining on an overseas tour when the absence begins, contact the Air Force Deserter Information Point, AFPC/DPWCM, (DSN 665-3727 or 1-800-531-5501) for guidance.
3. **Exception:** If the gaining commander gave the member permission to report after the report not later than date (RNLTD), the member continues to the gaining unit.

Figure 4.1. Sample DD Form 616, Report of Absentee.

REPORT OF RETURN OF ABSENTEE		REPORT CONTROL SYMBOL 11D-P&R(RA)1454
<p>IMPORTANT NOTICE</p> <p>The absentee status of the individual named below has been terminated. Military records indicate that your agency was specifically furnished a copy of DD Form 616, "Deserted/Absentee Wanted by the Armed Forces," regarding your absentee. Request you check your records of the DD Form 593 pertaining to this individual and the associated unauthorized absence indicated on this report. The Department of Defense and the Military Service branch personnel officials concerned gratefully acknowledge your participation and support of military reintegration programs.</p>		
<p>1. NAME OF ABSENTEE Next, Last, Middle Initial SMITH JOHN J</p>		
2. SERVICE	3. SOCIAL SECURITY NO. 123-45-6789	4. GRADE OR RATE SSGT (E-5)
5. FORMER ABSENTEE STATUS		
<p>6. FORMER STATUS (X one)</p> <p>(1) ESCAPED OR SPONTANEOUS FUGITIVE (X) (2) ABSENTEE (3) DEserter (4) Other (Specify)</p>		
7. ORGANIZATION AND INSTALLATION FROM WHICH ABSENT 2 SUPPLY SQUADRON BARSKDALE AFB TX		8. DATE WHEN ABSENTEE BEGAN (YYYYMMDD) 950430/0730
<p>9. CIRCUMSTANCES OF ABSENTEE'S RETURN</p> <p>a. METHOD OF RETURN (X one) b. AUTHORITY TO WHOM ABSENTEE SURRENDERED OR BY WHOM RETURN MADE (X one)</p> <p>(1) APPREHENDED (2) MILITARY (3) CIVIL (4) FBI (5) DIS</p> <p>(6) SURRENDERED (7) OTHER (Specify)</p>		
c. PLACE OF INITIAL RETURN MEMPHIS TN		d. DATE/ HOUR OF INITIAL RETURN (YYYYMMDD) (HHMM) 20070304/0130
<p>10. REQUIRED ACTION (X one)</p> <p>(1) RETURN TO MILITARY CONTROL (2) RETAINED BY CIVIL AUTHORITIES (3) CIVIL CHARGED (4) SUPPORTED</p> <p>(5) MILITARY ORGANIZATION AND INSTALLATION OR CIVILIAN LOCATION (6) RETURNED TO MILITARY CONTROL (YYYYMMDD) LITTLE ROCK AFB AR 20070304</p>		
<p>11. DISPOSITION OF ABSENTEE</p> <p>a. ACTION BY MILITARY AUTHORITIES (X one) b. TO Whom of Government in charge of absentee</p> <p>(1) OBTAINED (2) TRANSFERRED 314 MISSION SUPPORT SQ (ACC)</p> <p>(3) TECHNICAL (4) GUARD</p>		
<p>12. COST OF TRANSPORTATION (25% reduction in the amount of pay) \$ 75.00</p>		
<p>13. REMARKS (Exclude location of Service, Pay and Health Records)</p> <p>MEMBER HAD BEEN DROPPED FROM UNIT ROLLS. RECORDS ARE MAINTAINED BY HQ AFPC/DFPCM</p>		
<p>14. AUTHORIZING OFFICIAL</p> <p>a. TITLE (Next, Last, Middle Initial) b. GRADE c. TITLE</p> <p>ROBINSON, WALTER R MAJ TRF COMMANDER</p> <p>d. ORGANIZATION e. SIGNATURE (Sign as required)</p> <p>314 MISSION SUPPORT SQ</p>		
<p>f. DATE SIGNED (YYYYMMDD) 20070304</p>		

DD FORM 616, DEC 1988

PREVIOUS EDITION IS OBSOLETE.

REPORT OF RETURN OF ABSENTEE			REPORT CONTROL SYMBOL
IMPORTANT NOTICE The absentee status of the individual named below has been terminated. Military records indicate that your agency was specifically furnished a copy of DD Form 553, "Desertion/Absentee Wanted by the Armed Forces," soliciting your support. Request you clear your records of the DD Form 553 pertaining to this individual and the associated unauthorized absence indicated on this report. The Department of Defense and the Military Service law enforcement officials concerned gratefully acknowledge your participation and support of military apprehension programs.			DD-P&R(SA)1454
			1. DISTRIBUTION (Same as DD Form 553 or Note of Absence)
2. NAME OF ABSENTEE (Last, First, Middle Initial)			
SMITH JOHN J			
3. SERVICE	4. SOCIAL SECURITY NO.	5. GRADE OR RATE	
F	123-45-6789	SSGT (E-5)	
6. FORMER ABSENTEE STATUS			
a. FORMER STATUS (X one)		b. DATE AND HOUR ABSENCE BEGAN (YYYYMMDD)	
<input type="checkbox"/> (1) ESCAPED OR SENTENCED PRISONER <input checked="" type="checkbox"/> (2) ABSENTEE (Administrative)		950430/0730	
c. ORGANIZATION AND INSTALLATION FROM WHICH ABSENT			
2 SUPPLY SQUADRON BARKSDALE AFB LA			
7. CIRCUMSTANCES OF ABSENTEE'S RETURN			
a. MODE OF RETURN (X one)		b. AUTHORITIES TO WHOM ABSENTEE SURRENDERED OR BY WHOM APPREHENDED (X one)	
<input checked="" type="checkbox"/> (1) APPREHENDED <input type="checkbox"/> (2) SURRENDERED		<input checked="" type="checkbox"/> (1) MILITARY <input type="checkbox"/> (2) CIVIL <input type="checkbox"/> (3) FBI <input type="checkbox"/> (4) OIS	
c. PLACE OF INITIAL RETURN			d. DATE AND HOUR OF INITIAL RETURN (YYYYMMDD)
MEMPHIS TN			20070305/0130
a. REQUIRED ACTION (X one)			
<input checked="" type="checkbox"/> (1) RETURN TO MILITARY CONTROL <input type="checkbox"/> (2) RETAINED BY CIVIL AUTHORITIES <input type="checkbox"/> (3) CIVIL CHARGES <input type="checkbox"/> (4) SAFEKEEPING			
f. MILITARY ORGANIZATION AND INSTALLATION OR CIVILIAN LOCATION			g. DATE RETURNED TO MILITARY CONTROL (YYYYMMDD)
LITTLE ROCK AFB AR			20070306
8. DISPOSITION OF ABSENTEE			
a. ACTION BY MILITARY AUTHORITIES (X one)		b. TO (Name of Command in charge of absentee)	c. COST OF TRANSPORTATION (To be charged to the individual's account)
<input checked="" type="checkbox"/> (1) RETAINED <input type="checkbox"/> (2) TRANSFERRED <input type="checkbox"/> (3) TECHNICAL ARREST ORDERS <input type="checkbox"/> (4) GUARD		314 MISSION SUPPORT SQ (ACC)	\$ 75.00
9. REMARKS (Include location of Service, Pay and Health Records)			
MEMBER HAD BEEN DROPPED FROM UNIT ROLLS. RECORDS ARE MAINTAINED BY HQ AFPC/DPFCM			
10. AUTHORIZING OFFICIAL			
a. TYPED NAME (Last, First, Middle Initial)		b. GRADE	c. TITLE
ROBINSON, WALTER R		MAJ	COMMANDER
d. ORGANIZATION	e. SIGNATURE (Sign all capitals)		f. DATE SIGNED (YYYYMMDD)
314 MISSION SUPPORT SQ			20070306

DD FORM 616, DEC 1989

PREVIOUS EDITION IS OBSOLETE.

NOTE: AFPC/DPWCM will receive and maintain the member's FPRG ONLY after the member's 180th day of desertion when member is dropped from the rolls. Electronic UPRG will be maintained by AFPC/DPSSRR; medical and dental records will be maintained by AFPC/DPWCM and then returned to the servicing MTF upon the member's return to military control.

Chapter 5

SPECIAL REQUIREMENTS FOR AIR NATIONAL GUARD OF THE UNITED STATES (ANGUS) AND USAF RESERVE (USAFR) MEMBERS

5.1. General. This chapter applies to ANGUS or USAFR members ordered to extended active duty (EAD) voluntarily or involuntarily per AFI 36-2115, *Assignments Within the Reserve Components*; AFI 36-2002, *Regular Air Force and Special Category Accessions*; AFI 36-2116, *Extended Active Duty for Reserve Component Officers*; AFI 36-2008, *Voluntary Extended Active Duty (EAD) for Air Reserve Commissioned Officers*; AFI 36-2011, *Air Force Reserve Officer Training Corps (AFROTC)*; and AFI 36-2020, *Disenrollment of United States Air Force Academy Cadets* and reported absent without authority.

5.1.1. When an EAD order calls a Reserve Component member to active duty (AD), the AD unit the member is temporarily assigned to processes the absentee only after coordination with the home unit.

5.2. Determining Unauthorized Absences. A Reserve Component member voluntarily or involuntarily called or recalled to active duty (AD) or active duty for training (ADT) who fails to report is an absentee if strong evidence exists that the member received the orders. (Title 10 orders)

5.2.1. DoDD 1215.13 allows processing of AWOL or desertion without a signed receipt on file. To do so, however, substantial proof must exist that orders to report for ADT or transfer to the Individual Ready Reserve (IRR) were properly mailed to the most recent address the member furnished. Substantial proof consists of written post office verification of current address.

5.2.2. Contact the office issuing the orders to determine if proof exists.

5.3. Reporting Unauthorized Absences. The unit to which the member is attached for AD must coordinate with the home unit before processing the AWOL/Deserter action. If Special Activities Branch (AFPCDPSOA) or Headquarters USAF Academy, Cadet Accessions (HQ USAFA/DPYQD) ordered the member to EAD, contact the appropriate office within 1 duty day to determine if substantial proof of delivery of orders exist before taking any unauthorized absence action. The unit of assignment completes appropriate actions outlined in chapter 2. Include the Military Personnel Division, Air National Guard, ANG/DPP, 1411 Jefferson Davis Highway, Arlington VA 22202-3231 (for ANGUS members) and the Personnel Employment Branch, Air Force Reserve Command, HQ AFRC/DPMF, 155 Richard Ray Blvd, Robins AFB GA 31098-1635 (for USAFR members) on the distribution of all reports and the DD Form 553 when classifying a member ordered to ADT as a deserter. If questions arise, contact AFPC/DPWCM (DSN 665-3727 or 1-800-531-5501).

5.4. Return to Military Control Responsibilities. When a Guard or Reserve member ordered to ADT returns to military control, actions in chapter 4 apply, except paragraph 4.4.

5.4.1. The detaining unit:

5.4.1.1. Sends an email notifying the return of a deserter to military control to AFPC/DPWCM and the Military Personnel Division, Air National Guard, ANG/DPP,

(for ANGUS members) and Personnel Employment Branch, Air Force Reserve Command, HQ AFRC/DPMF (for USAFR members) as information addressees.

5.4.1.2. Gives the member a non-chargeable transportation request if no escort is used.

5.4.2. Disposition Instructions:

5.4.2.1. Absentees gone for less than 180 days will be returned to their unit of assignment or to another unit with court-martial jurisdiction as determined by the unit of assignment commander

5.4.2.2. Absentees gone for 180 days or more are no longer carried on unit rolls and will be sent to the nearest Air Force installation with facilities for handling the case.

5.4.2.3. In some cases, the rules outlined above may not be appropriate. Under these circumstances, contact AFPC/DPWCM (DSN 665-3727 or 1-800-531-5501) for further guidance.

5.4.3. The commander of the disposition unit takes the actions outlined in chapter 4, including the Military Personnel Division, Air National Guard, ANG/DPP, 1411 Jefferson Davis Highway, Arlington VA 22202-3231 and the Personnel Employment Branch, Air Force Reserve Command, HQ AFRC/DPMF, 155 2nd Street, Robins AFB GA 31098-1635 (for USAFR members) as information addressees on the DD Form 616.

Chapter 6

SPECIAL INSTRUCTIONS FOR UNITED STATES ARMY, UNITED STATES NAVY, OR UNITED STATES MARINE CORPS MEMBERS WHO ARE RETURNED TO OR SURRENDER TO AN AIR FORCE INSTALLATION

6.1. Instructions for a Service Member's Return or Surrender: Upon notification of the return or surrender of an Army, Navy, or Marine Corps AWOL member or deserter to an Air Force installation, detain the member by any means available (coordinate with SFS and JA regarding the use of force). The disposition of the member will be completed by their respective Service's Deserter Information Point (DIP). The respective DIPs will provide fund cites and take all of the necessary actions to return the member to appropriate control in the most expedient fashion.

6.2. United States Army:

6.2.1. Immediately contact the Army DIP, Fort Knox, Kentucky (DSN 536-3711/3712/3713 or Commercial: 502-626-3711/3712/3713).

6.3. United States Navy:

6.3.1. Immediately contact the Navy DIP, Great Lakes, Illinois (1-800-423-7633 or Commercial: 847-688-2106).

6.4. United States Marine Corps:

6.4.1. Immediately contact the Marine Corps DIP, Arlington, Virginia (DSN 224-3248/3376 or Commercial: 703-614-3248/3376).

6.5. United States Air Force Deserter Information Point:

6.5.1. If you are unable to reach the other Service DIPs, contact AFPC/DPWCM (DSN 665-3727 or 1-800-531-5501) for assistance.

6.6. Prescribed Forms:

None.

6.7. Adopted Forms:

AF Form 847, *Recommendation for Change of Publication*

DD Form 553, *Deserter/Absentee Wanted By The Armed Force*

DD Form 616, *Report of Return of Absentee*

RICHARD Y. NEWTON III, Lt General, USAF
DCS, Manpower and Personnel

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

Title 10 USC Chapter 47, *Uniform Code of Military Justice*, 3 January 2007

Executive Order 12473, *Manual for Courts-Martial* (1984 Rev), 13 Apr 1984

DoDD 1325.2, *Desertion and Unauthorized Absence*, 2 August 2004

AFI-31-205, *Air Force Corrections Systems*, 7 April 2004

AFI 31-501, *Personnel Security Program Management*, 27 January 2005

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AFI 33-364 *Records Disposition Procedures & Responsibilities*, 22 December 2006

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AFI 36-2008, *Voluntary Extended Active Duty (EAD) for Air Reserve Commissioned Officers*, 5 November 2002

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AFI 36-2608, *Military Personnel Records Systems*, 30 August 2006

AFI 36-3002, *Casualty Services*, 25 July 2005

AFI 36-3003, *Military Leave Program*, 20 October 2005

AFI 36-3026(I), *Identification Cards for Members of the Uniformed Services, Their Family Members and Other Eligible Personnel*, 20 December 2002

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AFI 65-601VI, *Budget Guidances and Procedures*, 3 March 2005

AFCSM 36-699, volume 1, *Military Personnel Flight (MPF) Management and Military Personnel Data System (MilPDS) User Guidelines*, 29 January 2009

AFMAN 33-363, *Management of Records*, 1 March 2008

AFMAN 65-604, *Appropriations Symbols and Budget Codes*, 1 October 2008

DoD 5200.1-R, *Information Security Program*, 14 Jan 1997

DoD 5200.2-R, *Personnel Security Program*, 23 February 1996

DOD 7000.14-R, *DoD Military Pay and Allowances Entitlements Manual*, 28 April 2009

Joint Federal Travel Regulation, volume 1, 1 January 2009

Abbreviations and Acronyms

AD— Active Duty

ADP— Automated Data Processing

ADT— Active Duty For Training

AFI— Air Force Instruction

AFMAN— Air Force Manual

ANGUS— Air National Guard of the United States

AWOL— Absent Without Leave

CF— Confinement facility

CMA— Centrally Managed Allotment

CMS— Case Management System

CONUS— Continental United States

DFR— Dropped From Rolls

DIP— Deserter Information Point

DoD— Department of Defense

DUSTWUN— Duty Status-Whereabouts Unknown

EAD— Extended Active Duty

FBI— Federal Bureau of Investigation

FPRG— Field Personnel Record Group (Consists of UPRG, Medical and Dental Records, Legal Reports of Investigation, PIF, and any other documents pertinent to the desertion)

FSO— Financial Services Office

HR— Human Resources

ID— Identification

IRR— Individual Ready Reserve

MAAG— Military Assistance Advisory Group

MAJCOM— Major Command

MCM— Manual for Courts-Martial

MilPDS— Military Personnel Data System

MMPA— Master Military Pay Account

MOA— Memorandum of Agreement

MPR— Master Personnel Record

MPF— Military Personnel Flight

MPS— Military Personnel Section

NCIC— National Crime Information Center
OSI— Office of Special Investigations
PCA— Permanent Change of Assignment
PCS— Permanent Change of Station
RCF— Regional correctional facility
PPA— Personnel Processing Application
RDS— Air Force Records Disposition Schedule
RNLTD— Report Not Later Than Date
ROTC— Reserve Officers Training Corps
SJA— Staff Judge Advocate
SSN— Social Security Number
TDY— Temporary Duty
UIF— Unfavorable Information File
UCMJ— Uniform Code of Military Justice
USAFR— United States Air Force Reserve
USC— United States Code

Terms

Absentee—Any member of the Armed Forces not administratively classified as a deserter who is absent without authority from the assigned unit, organization, or other place of duty where the member is required to be. This does not include confinement.

Absent Without Authority—The status of a member absent from the assigned unit, organization, or other place of duty where the member is required to be.

Absent Without Leave (AWOL)—See Absent Without Authority.

Action Unit—For administration of unauthorized absence, the unit of assignment. After the absentee returns to the military, the organization that makes disposition of the unauthorized absence. The action unit for the absence is not necessarily the action unit for disposition of the unauthorized absence.

Active Duty for Training (ADT)—A tour of active duty used to train members of the Reserve Components to provide trained units and qualified persons to fill the needs of the Armed Forces in time of war or national emergency and other times as national security requires. The member is under orders which provide for return to non-active duty status when the active duty for training is completed. It includes annual training, special tour of active duty for training, school tours, and the initial duty for training performed by nonprior service enlistees.

Commander—An officer in a position of command. Unless otherwise qualified, refers to the commissioned officer immediately above the member. Includes squadron commanders appointed on orders.

Court-Martial Jurisdiction—The authority of certain commanders to hold courts-martial to try members assigned to their commands; the sphere of such authority.

Deserter—A member of the Armed Forces administratively classified as a deserter.

Deserter Information Point (DIP)—A central focal point each military Service establishes to control, account for and pass on information about deserters. AFPC/DPWCM, 550 C Street, Suite 15, Randolph AFB TX 78150-4717, DSN: 487-3752 or 1-800-531-5501.

Desertion Under Aggravated Circumstances—Desertion cases in which the individual is an officer, is wanted for offenses punishable under the UCMJ, or had access to classified defense information that, if disclosed, would jeopardize United States security.

Detaining Unit—The unit that accepts an absentee's return to the military. To return, absentees may surrender to or be apprehended by military authorities, the FBI, or other civilian authorities.

Disposition of the Unauthorized Absence—Administrative actions taken when an unauthorized absence ends. Includes selection of the action unit, decisions about the member's status during the absence, and administrative or punitive action against the member, when appropriate.

Dropped From the Rolls (DFR) of the Organization—An administrative procedure that removes a member from the unit of assignment and reduces the unit's strength. It does not end the member's military status.

Duty Status-Whereabouts Unknown (DUSTWUN)—A transitory casualty status, applicable only to military personnel, that is used when the responsible commander suspects the member may be a casualty whose absence is involuntary but does not feel sufficient evidence currently exists to make a definite determination of missing or deceased.

Failure To Go—An unauthorized absence of 24 consecutive hours or less.

Gaining Unit—The organization to which a member in PCS status is scheduled to report.

Losing Unit—The organization a member in PCS status has left.

Major Command (MAJCOM)—A subdivision of the Air Force that is assigned a major part of the Air Force mission. Major commands report directly to HQ USAF. Includes MAJCOM of assignment for the absentee and the MAJCOM of the servicing MPF/MPS, unless otherwise specified.

Military Personnel Flight (MPF)—The Military Personnel Flight servicing the action unit, unless otherwise specified.

Military Personnel Section (MPS)—The Military Personnel Section servicing the action unit, unless otherwise specified.

National Crime Information Center (NCIC)—A computerized information system established by the FBI to serve law enforcement agencies. Using computers, data transmission over communication lines and terminal devices, it makes timely and complete information about deserters available to law enforcement agencies.

Punitive Action—Punishment under the UCMJ.

Reserve Members—Members of the Air National Guard of the United States (ANGUS) or the United States Air Force Reserve (USAFR).

Return to the Military—End of an unauthorized absence.

Servicing Security Forces—The military police unit servicing the action unit, unless otherwise specified.

Servicing Staff Judge Advocate—The military lawyer servicing the action unit, unless otherwise specified.

Supervisor—A person, military or civilian, who oversees another's work. Unless otherwise specified, a member reports to the immediate supervisor for duty each workday.

Unit of Assignment—The organization to which a member belongs and contributes strength, or the organization to which a member once belonged to and has now been dropped from rolls (DFR).

Unit of Attachment—The organization, other than unit of assignment, to which a member belongs for duty or administrative purposes. A Reserve member belongs to the AD unit charged with the member's utilization.

Unit Commander—An officer in command of the action unit.

Unauthorized Absence—See Absent Without Authority.

United States—The 50 states and all territories and possessions of the United States, including all waters and airspace subject to the territorial jurisprudence of the United States.

United States Civil Authorities—those elected and appointed public officials and employees who constitute the governments of the 50 states, District of Columbia, Commonwealth of Puerto Rico, United States possessions and territories, and political subdivisions thereof.

Address Listings

Organization	Office of Organization	Mailing Address
HQ USAF	Headquarters US Air Force International Operations and Law Division Office of the Staff Judge Advocate	HQ USAF/JAO 1420 Air Force Pentagon Washington DC 20330-1420
	Chief of Security Forces	HQ USAF/SP 1340 Air Force Pentagon Washington DC 20330-1340
AFPC	Air Force Personnel Center Missing Persons Branch Directorate of AEF Operations	AFPC/DPWCM 550 C Street West, Suite 14 Randolph AFB TX 78150-4716
	Document Preparation, Scan/Index, QC Master Personnel Records Division	AFPC/DPSSRR 550 C Street West, Ste 21 Randolph AFB TX 78150

HQ AFOSI	HQ Air Force Office of Special Investigations, Criminal Investigations Division	HQ AFOSI/XOT 1535 Command Dr, Ste AB304 Andrews AFB MD 20762
HQ AFRC	HQ Air Force Reserve Command Personnel Employment Branch	HQ AFRC/DPMF 155 2nd Street Robins AFB GA 31098
HQ ARPC	HQ Air Reserve Personnel Center Personnel Programs Division	HQ ARPC/DPA 6760 E Irvington Place 3800 Denver CO 80280-3800
HQ 497 IG	Air Force Security Clearance Office	HQ 497 IG 229 Brookley Avenue Bolling AFB DC 20332-7040
ANG	Air National Guard	ANG/DPP Military Personnel Division 1411 Jefferson Davis Highway Arlington VA 22202-3231

Attachment 2**INSTRUCTIONS FOR PREPARING AND DISTRIBUTING DD FORM 553,
DESERTER/ABSENTEE WANTED BY THE ARMED FORCES****A2.1. Use information from the FPRG and MilPDS.**

A2.2. If the FPRG is not available, ask for information from the Master Personnel Record (MPR).

A2.3. If the absentee is active duty, notify AFPC/DPWCM, Randolph AFB TX via email (AFPC/DPWCM.AWOLDeserter@randolph.af.mil)

A2.4. If the absentee is a Reserve member ordered to ADT, send the message to HQ ARPC/DPA, Denver CO, and notify AFPC/DPWCM via email.

A2.5. Prepare DD Form 553 item by item.

A2.5.1. Item 1 - **Date Form is Prepared:** Enter date YYYYMMDD (for example, 19931228), Report Control Number: DD-FM&P (SA) 1454.

A2.5.2. Item 2 - **To:** AFPC/DPWCM, 550 C Street West, Suite 14, Randolph AFB TX 78150-4716.

A2.5.3. Item 3 - **From:** Organization or Activity and Place From Which Absent: Provide office symbol and location of unit of assignment at time of absence. If unauthorized absence occurs in transit, list old and new unit in item 19, Remarks.

A2.5.4. Item 4 - **Distribution:** List which agencies will receive the form, such as appropriate law enforcement agencies. Provide complete addresses and ZIP codes.

A2.5.5. Item 5 - Absentee Identification.

A2.5.5.1. Item 5a - **Name:** Last name, first name and middle initial, in that sequence.

A2.5.5.2. Item 5b - **Grade/Rank/Rate:** Provide name and code; for example, Private, Airman Basic, or Seaman Recruit, E-1.

A2.5.5.3. Item 5c - **Sex:** Enter M or F.

A2.5.5.4. Item 5d - **Race:** Mark the appropriate box.

A2.5.5.5. Item 5e - **Ethnicity:** Mark the appropriate box.

A2.5.5.6. Item 5f - **Place of Birth:** City, state and country, in that sequence.

A2.5.5.7. Item 5g - **Date of Birth:** Identify the absentee's birth date in YYYYMMDD format.

A2.5.5.8. Item 5h - **Height:** In feet and inches.

A2.5.5.9. Item 5i - **Weight:** In pounds.

A2.5.5.10. Item 5j - **Eye Color:** Mark the appropriate box.

A2.5.5.11. Item 5k - **Hair Color:** Mark the appropriate box.

A2.5.5.12. Item 5l - **Deserter Information Point (DIP) Control Number:** Leave this item blank. The Air Force does not use DIP Control Numbers.

A2.5.5.13. Item 5m - Service: Absentee's branch of service: Army (A), Navy (N), Marines (M), Air Force (F).

A2.5.5.14. Item 5n - Social Security Number (SSN): Self Explanatory.

A2.5.5.15. Item 5o - Citizenship: Country of which the absentee is a citizen.

A2.5.5.16. Item 5p - Marital Status: Married (M), Divorced (D), Single (S).

A2.5.5.17. Item 5q - Military Occupation: Provide the absentee's Air Force Specialty Code (AFSC) and title.

A2.5.5.18. Item 5r - Civilian Occupation: Identify any prior civilian employment, including specific job skills.

A2.5.5.19. Item 5s - Permanent Residence Address: Street, city and state and include ZIP code.

A2.5.6. Item 6 - Current Enlistment.

A2.5.6.1. Item 6a - Date: Most recent date absentee signed a contract in YYYYMMDD format.

A2.5.6.2. Item 6b - Place: City and state where the absentee most recently signed a contract.

A2.5.7. Item 7 - **Entry into Current Period of Service.**

A2.5.7.1. Item 7a - **Date:** date the absentee physically reported for active duty on current enlistment in YYYYMMDD format. If the date is the same as item 6a, enter "same as 6a."

A2.5.7.2. Item 7b - **Place:** city and state where place the absentee physically reported for active duty on current enlistment.

A2.5.8. Item 8 - **Absentee Photograph:** Make every attempt to obtain a current, identification-quality photograph of the member. Photograph does not have to fit in the space provided.

A2.5.9. Item 9 - **Time of absence.**

A2.5.9.1. Item 9a - **Date:** YYYYMMDD format (date member went AWOL).

A2.5.9.2. Item 9b - **Hour:** Time of reported absence.

A2.5.10. Item 10 - **Administrative Date of Desertion:** Date on which absentee was administratively classified a deserter in YYYYMMDD format.

A2.5.11. Item 11 - **Escaped or Sentenced Prisoner (if applicable):** Mark the appropriate box. Indicate in the appropriate space the specific civil or military offense of which convicted. Include reference to article of the Uniform Code of Military Justice (UCMJ) where appropriate.

A2.5.12. Item 12 - **Discharge Status** (if applicable).

A2.5.12.1. Item 12a - **Discharged:** Mark the appropriate box. Mark "yes" if the absentee is an escaped prisoner discharged before serving the entire prison term.

A2.5.12.2. Item 12b - **Suspended:** Mark the appropriate box.

A2.5.13. Item 13 - **Operator's License.**

A2.5.13.1. Item 13a - **Number:** Provide operator's license number.

A2.5.13.2. Item 13b - **State:** State that issued operator's license.

A2.5.13.3. Item 13c - **Date Operator's License Expires:** In YYYYMMDD format.

A2.5.14. Item 14 - **Vehicle License.**

A2.5.14.1. Item 14a - **Plate Number:** Vehicle license plate number.

A2.5.14.2. Item 14b - **State:** State that issued vehicle license plate.

A2.5.14.3. Item 14c - **Expiration Date:** Date vehicle license plate expires. In YYYYMMDD format.

A2.5.14.4. Item 14d - **Type:** Type of license plate. For example: personalized, disabled American veteran, handicapped, government, etc.

A2.5.15. Item 15 - **Vehicle.**

A2.5.15.1. Item 15a - **Vehicle Identification Number (VIN):** Self explanatory.

A2.5.15.2. Item 15b - **Year:** Year of manufacture.

A2.5.15.3. Item 15c - **Make:** For example, Ford, Nissan, Chevrolet, etc.

A2.5.15.4. Item 15d - **Model:** For example, Mustang, Camaro, Corvette, etc.

A2.5.15.5. Item 15e - **Style:** For example, 2-door convertible, pickup truck, van, etc.

A2.5.15.6. Item 15f - **Color:** Self explanatory.

A2.5.16. Item 16 - **Relatives and other persons known by absentee.**

A2.5.16.1. Item 16a - **Name:** Nearest relatives, friends and other persons most likely to know something about the absentee's whereabouts. List additional names in item 19, remarks, if necessary.

A2.5.16.2. Item 16b - **Address:** Street, city, state, ZIP code and telephone number for each person listed in 16a.

A2.5.17. Item 17 - **Certification Statement by Absentee's Commander:** Military and civilian law enforcement authorities may use this statement to obtain search or arrest warrants or authorizations. Complete each line carefully: the information may determine whether law enforcement authorities can obtain a warrant.

A2.5.18. Item 18 - **Identify the commanding officer.**

A2.5.18.1. Item 18a - **Typed Name:** Official who prepared the form.

A2.5.18.2. Item 18b - **Grade:** Preparing official's grade.

A2.5.18.3. Item 18c - **Title:** Preparing official's title.

A2.5.18.4. Item 18d - **Organization and Installation:** Preparing agency's office symbol and location.

A2.5.18.5. Item 18e - Signature: All copies must be signed (see note 3).

A2.5.19. Item 19 - Remarks: List absentee's peculiar habits and character traits; unusual mannerisms and speech; peculiarities in appearance; clothing worn; aliases (names); marks and scars; tattoos; facial characteristics; complexion; posture; build; other SSNs the individual has used; or other data that may assist in identification. List known facts; for example, armed and dangerous, drug user, suicidal tendencies, escape risk. Make additional applicable entries.

A2.5.19.1. Item 19-1 - If additional space is needed, use letter-size bond paper to continue remarks.

A2.5.19.2. Item 19-2 - When the FBI is involved include additional information on the FBI's copies of the form: Aggravated offense, appropriate National Crime Information Center assigned number (NCIC "NIC" Number) of the case. Include the following DIP information on the back: AF Deserter Information Point, AFPC/DPWCM, 1-800-531-5501

A2.6. Distribution of DD Form 553: (note 1)

A2.6.1. Fax copy of DD Form 553 to AFPC/DPWCM (Fax: DSN 665-4757 Commercial: 210-565-4757).

A2.6.2. Original DD Form 553 must be filed in absentee's FPRG.

A2.6.3. One copy each to (notes 2 and 3):

A2.6.3.1. Security Forces.

A2.6.3.2. The parent and host MAJCOM.

A2.6.3.3. The installation commander, exchange officer, and financial services officer.

A2.6.3.4. The city, county and state law enforcement agencies for the address shown in item 5s (see para A2.5.5.21).

A2.6.3.5. The city, county and state law enforcement agencies for areas where the absentee is likely to go.

A2.6.3.6. Security forces of the base or bases near the absentee's hometown or the city where the absentee is likely to go.

A2.6.3.7. Law enforcement agencies of foreign countries that allow apprehension if the absence occurs in an overseas command. Limit distribution to countries within the area determined by the overseas commander.

NOTES:

1. Make sure every recipient receives both front and back of DD Form 553.
2. Security forces assists commander decide who receives DD Form 553.
3. The DD Form 553 **MUST** be signed by the member's commander.

Attachment 3

INSTRUCTIONS FOR PREPARING DD FORM 616, REPORT OF RETURN OF ABSENTEE

A3.1. The unit where the member is detained prepares DD Form 616 using information from DD Form 553. If DD Form 553 is not available, get information about the member and the absence from the FPRG or MilPDS.

A3.2. Enter the information each item requires. If the instructions include an Automated Data Processing (ADP) code, enter the clear text first and then the code. For example, in item 3: Air Force (F).

A3.3. Preparing DD Form 616.

A3.3.1. Item 1 - Distribution: Distribute copies to all offices and agencies that received a copy of DD Form 553.

A3.3.2. Item 2 - Name of Absentee: Last name, first name, and middle initial, in that sequence.

A3.3.3. Item 3 - Service: Absentee's branch of service: Army (A), Navy (N), Marines (M), Air Force (F).

A3.3.4. Item 4 - Social Security Number (SSN): Self explanatory.

A3.3.5. Item 5 - Grade or Rate: Absentee's military grade or rate (name and code); for example, Private, Airman Basic, or Seaman Recruit; E-1.

A3.3.6. Item 6 - Former Absentee Status.

A3.3.6.1. Item 6a - Mark the box that describes any prior absentee's status.

A3.3.6.2. Item 6b - Date/Hour Absence Began: Year/month/day/hour, (e.g., 1983/12/28/1400).

A3.3.6.3. Item 6c - Organization and Installation From Which Absent: Provide office symbol and location of member's unit of assignment at time of absence.

A3.3.7. Item 7 - Circumstances of Absentee's Return:

A3.3.7.1. Item 7a - Mode of Return: Mark the appropriate box.

A3.3.7.2. Item 7b - Authorities to Whom Absentee Surrendered or by Whom apprehended: Mark the appropriate box.

A3.3.7.3. Item 7c. Place of Initial Return: Installation or civilian location where the individual returned to end the absence.

A3.3.7.4. Item 7d - Date/Hour of Initial Return: Year/month/day/hour, in that sequence, of return to the military.

A3.3.7.5. Item 7e - Required Action: Military or civil authorities' disposition of absentee: Mark appropriate box.

A3.3.7.6. Item 7f - Military Organization and Installation or Civil Location: Indicate absentee's present location.

A3.3.7.7. Item 7g - Date Returned to Military Control: Indicate the date the absentee physically returned to the military--in YYYYMMDD format.

A3.3.8. Item 8 - Disposition of Absentee.

A3.3.8.1. Item 8a - Action by Military Authorities: Mark appropriate box.

A3.3.8.2. Item 8b - *TO (Name of Command in charge of absentee)*: Indicate the name of command in charge of absentee: Installation or civilian location where individual was assigned or relocated to.

A3.3.8.3. Item 8c - Cost of Transportation: Self explanatory

A3.3.9. Item 9 - Remarks: Location of the absentee's service, pay and health records.

A3.3.10. Item 10 - Authorizing Official.

A3.3.10.1. Item 10a - Typed Name: Name of person who completed the form.

A3.3.10.2. Item 10b - Grade: Grade of person who completed the form.

A3.3.10.3. Item 10c - Title: Title of person who completed the form.

A3.3.10.4. Item 10d - Organization: Organization to which the person completing the form belongs.

A3.3.10.5. Item 10e - Signature: All copies must be individually signed.

A3.3.10.6. Item 10f - Date Signed: Date of form's completion in YYYYMMDD format.

Attachment 4

**OFFENSES WARRANTING A DETERMINATION OF DESERTION UNDER
AGGRAVATED CIRCUMSTANCES**

A4.1. The offenses below warrant the assistance of civilian law enforcement resources, under paragraph 2.6.1 and Chapter 3 above, in the return of a deserter. Not every offense under each article is sufficiently serious to warrant such assistance. For example, under Article 90 the list includes striking a superior commissioned officer; however, the list does not include willfully disobeying a lawful command of a superior commissioned officer during peacetime, also an offense under Article 90. In certain circumstances, especially involving offenses for which the maximum punishment is equal to or greater than 10 years' confinement, or where other serious government interests are at stake, other offenses may warrant a determination of desertion under aggravated circumstances. Consult with the servicing staff judge advocate for further guidance.

<u>Article</u>	<u>Description of Offenses</u>
80	Attempting to commit any of the offenses below.
81	Conspiracy to commit any of the offenses below.
82	Sedition; soliciting or advising another to desert or to mutiny, or to misbehave before the enemy.
85	Desertion in time of war; desertion of officers; desertion of those who have had access to certain classified information that, if disclosed, could jeopardize U.S. security interests.
90	Assaulting, willfully disobeying superior commissioned officer in time of war; striking, drawing, or lifting up any weapon or behaving violently toward a superior commissioned officer in the execution of his office.
91	Striking or otherwise assaulting a warrant officer or a noncommissioned officer or petty officer in the execution of his office.
92	Disclosing classified defense information in violation of any lawful general order or regulation.
94	Mutiny or sedition.
99	Misbehavior before the enemy.

100	Subordinate compelling surrender.
101	Improper use of countersign.
102	Forcing safeguard.
103	Looting, pillaging.
104	Aiding the enemy.
105	Misconduct as a prisoner.
106	Spying.
106a	Espionage.
108	Military property of value more than \$500.00, or any firearm, explosive or incendiary device: selling, otherwise disposing; or willfully damaging, destroying, losing or suffering to be lost, damaged, destroyed, sold, or wrongfully disposed.
110	Willfully and wrongfully hazarding a vessel.
113	Misbehavior of a sentinel or lookout in time of war or while receiving special pay under 37 U.S.C. § 310.
115	Intentional self-inflicted injury in time of war or while receiving special pay under 37 U.S.C. § 310.
116	Riot.
118	Murder.
119	Manslaughter.

119a	Death or injury to an unborn child.
120	Rape, rape of a child; aggravated sexual assault; aggravated sexual assault of a child; aggravated sexual abuse of a child; aggravated sexual contact; aggravated sexual contact with a child; abusive sexual contact with a child; indecent liberty with a child.
121	Larceny of military property of a value of more than \$500.00 or of any military motor vehicle, aircraft, vessel, firearm, or explosive.
122	Robbery.
124	Maiming.
125	Sodomy by force and without consent, or with a child under the age of 16 years.
126	Aggravated arson.
128	Assault in which grievous bodily harm is intentionally inflicted with a loaded firearm.
129	Burglary.
134	Other Assaults: With intent to commit murder or rape; with intent to commit voluntary manslaughter, robbery, sodomy, arson, or burglary.
	Burning with intent to defraud.
	Kidnapping