AR 630-10

Army Regulation 630–10

Personnel

Absence Without Leave, Desertion, and Administration of Personnel Involved in Civilian Court Proceedings

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Headquarters
Department of the Army
Washington, DC
10 June 1992

Unclassified

SUMMARY of CHANGE

AR 630-10
Absence Without Leave, Desertion, and
Administration of Personnel Involved in Civilian
Court Proceedings

This consolidation--

- Changes the title of AR 630-10 to Absence Without Leave, Desertion, and Administration of Personnel Involved in Civilian Court proceedings.
- Adds responsibilities for the Deputy Chief of Staff for Operations and Plans (para 1-4a).
- Deletes Deputy Chief of Staff for Personnel responsibilities for law enforcement administration of absentees and deserters (para 1-4b).
- Refines absentee reporting and processing procedures (chap 2).
- Refines deserter reporting and processing procedures (chap 3).
- Establishes requirements for the expeditious reporting, processing, and transporting of special category absentees (para 3-3).
- Refines policies and procedures for the surrender of military personnel to civilian law enforcement agencies (chap 7).

Headquarters
Department of the Army
Washington, DC
10 June 1992

*Army Regulation 630–10

Effective 10 July 1992

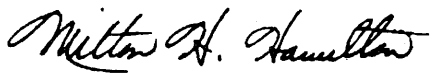
Personnel

Absence Without Leave, Desertion, and Administration of Personnel Involved in Civilian Court Proceedings

By Order of the Secretary of the Army:

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General, United States Army
Chief of Staff

Official:



MILTON H. HAMILTON
Administrative Assistant to the Secretary of the Army

History. This UPDATE printing publishes a revision of AR 630–10 and consolidates paragraphs 1, 2, 3, and 6 of AR 600–40.

Summary. This publication establishes policies and procedures for reporting absences, establishes procedures for special category absentees, personnel dropped from the rolls, and the surrender of military personnel to civilian law enforcement authorities. It refines policy and procedures for personnel in an absent without leave status who are charged with or convicted of a civilian or criminal offense or confined or restricted by a court order. This regulation provides procedures for verifying the military status of personnel whose military records are incomplete. It implements Department of Defense Directive 1325.2. This regulation changes the procedures for Army National Guard and United States Army Reserve members who fail to report for initial active duty for training.

Applicability. This regulation applies to Regular Army, Army of the United States, Army National Guard of the United States, and United States Army Reserve personnel lawfully ordered to active duty or active duty for training under the provisions of title 10, United States Code. This regulation is applicable during mobilization. This regulation is not applicable to Army National Guard members serving on annual training or full-time National Guard duty under title 32, United States Code.

Internal control systems. This regulation is subject to the requirements of AR 11–2. It contains internal control provisions but does not contain checklists for conducting internal control reviews. These checklists are published in DA Circular 11–88–5 and DA circular 11–89–1.

Supplementation. Supplementation of this regulation and establishment of command or local forms are prohibited without prior approval of HQDA (DAMO–ODL), WASH DC 20310–0440.

Interim changes. Interim changes to this regulation are not official unless they are authenticated by the Administrative Assistant to the Secretary of the Army. Users will destroy interim changes on their expiration dates unless sooner superseded or rescinded.

Suggested improvements. The proponent agency of this regulation is the Office of the Deputy Chief for Operations and Plans. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to HQDA (DAMO–ODL), WASH DC 20310–0440.

Distribution. Distribution of this publication is made in accordance with DA Form 12–09–E, block number 2563, intended for command levels A through E for the Active Army, the Army National Guard, and the United States Army Reserve.

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*This regulation supersedes AR 630–10, 15 July 1984, and paragraphs 1, 2, 3, and 6 of AR 600–40, 28 November 1977.

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Chapter 1
Introduction

1–1. Purpose

This regulation provides policies and procedures for—

a. Reporting unauthorized absentees and deserters.

b. Administration of absent without leave (AWOL) personnel and deserters.

c. Returning absentees and deserters to military control.

d. Surrender of military personnel to civilian law enforcement authorities.

1–2. References

Required and related publications and prescribed and referenced forms are listed in appendix A.

1–3. Explanation of abbreviations and terms

Abbreviations and special terms used in this regulation are explained in the glossary.

1–4. Responsibilities

a. The Deputy Chief of Staff for Operations and Plans (DCSOPS) will—

(1) Establish law enforcement policies and procedures for the military absentee and deserter apprehension program and the surrender of military personnel to civilian law enforcement authorities.

(2) Exercise staff supervision over Army law enforcement activities.

(3) Ensure integration of the apprehension program with the Federal Bureau of Investigation (FBI) National Crime Information Center (NCIC).

(4) Provide operational control of the NCIC elements of the U.S. Army Deserter Information Point (USADIP).

(5) Serve as the Headquarters, Department of the Army (HQDA) point of contact for the FBI on absentee and deserter apprehension matters.

(6) Serve as the HQDA coordinator for civilian law enforcement agencies and civilian judicial agencies on approved requests for the return, surrender, or presence of a soldier for civilian court proceedings.

b. The Deputy Chief of Staff for Personnel (DCSPER) will—

(1) Exercise administration of absentees and deserters.

(2) Exercise staff supervision over USADIP.

(3) Evaluate statistical profile data on absent personnel.

(4) Receive and process requests for exception to policy on the assignment or surrender of military personnel whose presence has been requested or ordered by a civilian law enforcement or judicial agency.

(5) In the event of a national emergency, establish an extension office of the USADIP at the U.S. Army Reserve Personnel Center (ARPERCEN). The extension office will document and process desertion cases involving other than selected Reserve personnel.

c. Commanders of major Army commands (MACOMs) will—

(1) Monitor the absentee and deserter program, including apprehension.

(2) Provide information on absentee and deserter matters within the command and liaison between MACOMs.

d. Outside continental United States (OCONUS) general court-martial convening authorities will approve or disapprove requests from civilian law enforcement agencies or courts for the return and surrender of military personnel assigned OCONUS.

e. Commanding General (CG), U.S. Army Reserve Personnel Center will—

(1) Process absentees and deserters ordered to active duty for training and Reserve Component personnel affected by mobilization orders.

(2) Provide the physical plant and personnel specialists in mobilization (callup) procedures and ARPERCEN records systems.

(3) Provide personnel management officers, career advisers, record systems specialists, and typists to assist in the reconciliation of desertion cases.

f. The Commanding General, U.S. Army Total Personnel Command (PERSCOM) will—

(1) Exercise staff supervision of the Department of the Army (DA) Absentee and Deserter Program (except apprehension and law enforcement activities).

(2) Provide absentee and desertion statistics to HQDA.

(3) Coordinate and approve attachment of soldiers pending civilian court proceedings.

(4) Review requests for waivers of lost time in unusual circumstances when the waiver is in the best interest of the soldier and the Government.

g. Commanders of personnel assistance points (PAPs) are responsible for processing soldiers arriving late or who have missed their port call date for embarkation or debarkation.

h. Commander, U.S. Army Enlisted Records and Evaluation Center (USAEREC) and Chief, USADIP will—

(1) Process all documented reports of desertion.

(2) Verify all inquiries concerning deserters.

(3) Review all cases involving Army National Guard of the United States (ARNGUS) and U.S. Army Reserve (USAR) soldiers who have remained in a continuous unauthorized absence or deserter status for more than 1 year.

(4) Forward cases involving ARNGUS or USAR officers and warrant officers to Commander, PERSCOM, ATTN: TAPC–OPP–M, 200 Stovall Street, Alexandria, VA 22332–0400, with a recommendation that the soldier be dropped from rolls (DFR) of the Army.

(5) Provide supervisory personnel and personnel specialists in deserter documentation to manage the extension office at ARPERCEN.

(6) Coordinate deserters return to military control.

(7) Maintain statistical records on deserters.

i. The Commanding General, U.S. Army Personnel Information Systems Command (PERSINSCOM) is responsible for preparing statistical profile data (RCS DD–FM–P(SA)).

j. The installation commander appoints a coordinating agent who—

(1) Ensures coordination between law enforcement officials and personnel administrators at all command levels when a soldier is reported as an absentee or is returned to military control.

(2) Ensures personnel accounting, verification of status, and administrative matters are properly completed.

(3) Monitors the soldier's status to return him or her to military control.

(4) Keeps the commander of the soldier's attachment and permanent unit of assignment informed of all action taken.

(5) Ensures a military detainer is filed against the soldier with civilian authorities.

k. Unit commanders will—

(1) Report absent personnel to include notifying the installation provost marshal.

(2) Send a certified copy of DA Form 4187 (Personnel Action), DD Form 458 (Charge Sheet), and DD Form 553 (Deserter/Absentee Wanted by the Armed Forces) to the Chief, USADIP within 48 hours after a soldier has been dropped from the rolls of a unit.

(3) Prepare the DFR packet at the installation not more than 30 days after the DFR date.

(4) Return deserters to military control using DD Form 616 (Report of Return of Absentee).

(5) Monitor military detainers on personnel in civilian medical facilities or confined to civilian correctional facilities.

(6) Arrange return to military control when release of the soldier by civilian authorities is imminent.

(7) Inform civilian authorities when the soldier's military status changes.

(8) Approve requests to reclassify AWOL to an authorized absence or to excuse unauthorized absence as unavoidable when the absence did not exceed 15 days. The commander must consider that the absence was not caused by the soldiers own misconduct and that the soldier and Army representatives acted as prudently and responsible as could be expected to avoid the absence.

(9) Assist in the processing of requests for the surrender of military personnel to civilian law enforcement agencies.

l. The officer with special court-martial jurisdiction will—

(1) Approve requests to reclassify absent without leave (AWOL) to an authorized absence or to an excused unauthorized absence as unavoidable when the absence did not exceed 30 days. The officer must consider that the absence was not caused by the soldier's own misconduct and that the soldier and Army representatives acted as prudently and responsible as could be expected to avoid the absence.

(2) Approve requests for the return and surrender of military personnel assigned outside the continental United States to civilian law enforcement agencies.

Chapter 2
Absent Without Leave

2–1. Reception station

Reception stations—

a. For Standard Installation/Division Personnel System (SIDPERS) transactions, report personnel assigned-not-joined (ASNJ) when a reporting date is not contradicted by available data.

b. After reporting status, initiate an inquiry to determine the individual's location and possible reasons for absence.

c. Obtain information from the Military Entrance processing Station (MEPS) on the individual's processing. Two copies of orders assigning the individual to the reception station are also requested as proof that the individual entered active duty.

d. Contact the absentee's next of kin (NOK) requesting information on the individual's location.

e. Notify the provost marshal within 24 hours after a soldier is reported AWOL.

f. Complete all inquiries within 30 days and report the individual AWOL using the original reporting date shown in the orders.

g. Record results of the inquiry on DA Form 4187.

h. Report all absentees as deserters after 30 consecutive days of AWOL.

i. Follow the procedures in chapter 5 of this regulation for ARNGUS and USAR members.

2–2. Personnel assistance points

PAPs—

a. Attach late arriving soldiers to the PAP to investigate the causes for not reporting to the aerial port of embarkation (APOE) as stated in port call instructions.

b. Determine lost time and take disciplinary action under the Uniform Code of Military Justice (UCMJ), if appropriate. Final disposition of any charges must be made before the soldier proceeds overseas.

c. Attach soldiers to local Army installations, return them to losing commanders, or direct them to proceed to the overseas command as ordered.

2–3. Unit of assignment

The unit—

a. Reports the soldier absent and takes actions below and per DA Pam 600–8.

b. Conducts an immediate inquiry to determine the soldier's location and possible reasons for absence.

c. Notifies the provost marshal within 24 hours of the soldier's absence.

d. Records the results of the inquiry on DA Form 4187.

e. Notifies the NOK of the soldier by letter mailed on the 10th day of AWOL or when the absentee has sought political asylum or is voluntarily residing in a foreign county. (See fig 2–1 for sample letter.)

f. Follows the procedures in paragraph 3–3 of this regulation for special category absentees.

2–4. In transit

a. The gaining unit stated on the orders takes one of the following actions, depending on the permanent change of station (PCS) orders:

(1) When the report date on the orders is not contradicted by available SIDPERS or Centralized Assignment Procedures III (CAP III) System information, reports the soldier ASNJ as of the reporting date.

(2) When the availability date on the orders is not contradicted by available SIDPERS or CAP III information, reports the soldier ASNJ 9 days after the availability date.

b. After a soldier is reported ASNJ, the gaining unit—

(1) Notifies the installation provost marshal within 24 hours that the soldier is absent.

(2) Immediately queries the following by telephone or electronically transmitted priority message: (fig 2–2 is an example of an electrically transmitted message).

(a) The losing unit commander including the en route temporary duty (TDY) unit commander, if applicable.

(b) All PAPs supporting the overseas command.

(c) The replacement organization serving the gaining unit (for example, Commander, 2lst Replacement Battalion, for U.S. Army Europe).

(d) CG, PERSCOM (TAPC–OP (Career Management Division)) for officers; CG, PERSCOM (TAPC–EPT) for enlisted soldiers in a training or student status; or CG, PERSCOM (TAPC–EP (career management division)) for all other enlisted soldiers.

(e) The personnel service center (PSC) that published the PCS orders. Request information on amendments, revocations, and, if applicable, port call dates.

(3) Maintains a 15-day suspense file for replies to all inquiries. If a reply is not received within 15 days, the unit commander—

(a) Inquires again and suspends the action for another 15 days.

(b) Includes in the second inquiry the statement "This is a second request."

(4) Sends a letter informing the NOK that the soldier has not reported and that his or her current status is unknown. The letter is not written as a notice of AWOL but asks the NOK if they have information on the soldier's location.

(5) Reports the soldier AWOL if there is no information on the soldier's location within 30 days. The effective date of AWOL is the original reporting date in the orders or the availability date plus 9 days (whichever applies).

(6) Reports the soldier as a deserter after 30 consecutive days AWOL unless required sooner per this regulation.

c. When a soldier fails to report or becomes absent after reporting to TDY unit en route on a PCS, the commander reports the absence to the nearest installation commander when the TDY unit has inadequate facilities for administering the absence. The installation commander—

(1) Appoints a unit commander on the installation to administer the absence. The soldier's orders are amended or endorsed accordingly.

(2) Requests orders assigning the soldier to the installation unit.

(3) Follows the procedures in *b* above.

2–5. TDY (no PCS involved)

a. The TDY unit—

(1) Notifies the commander of the soldier's permanent unit of assignment and the local provost marshal within 24 hours that the

soldier failed to report as ordered or became absent after reporting.

(2) Sends DA Form 4187 documenting the AWOL to the commander of the unit of assignment.

(3) Returns the AWOL soldier's Military Personnel Records Jacket, U.S. Army (MPRJ) to the PSC for the soldier's Permanent unit of assignment.

(4) Coordinates with the permanent unit commander to decide whether to keep an absent soldier who reports to the unit after the designated reporting date or returns from AWOL within 30 days.

b. The permanent unit commander reports the soldier AWOL and after 30 consecutive days reports the soldier as a deserter per this regulation.

2–6. Civilian custody and court order

a. A full report of the absentee's status is provided by the first receiving military authority to the installation commander. The provost marshal or law enforcement staff officer is also informed of the absentee's status.

b. The unit of assignment reports the soldier returned to military control in civilian confinement effective the date of confinement or restriction. When the absentee is released from civilian custody, the individual is returned to the unit of assignment or personnel control facility (PCF), if appropriate.

c. If the absentee is restricted by court order from leaving the geographic area due to civilian court proceedings, the installation commander publishes orders attaching the soldier to a unit in the geographic area. The commander of the soldier's permanent unit of assignment is notified of the attachment. When the restriction is lifted, the absentee is relieved from temporary attachment and returned to his or her assigned unit.

d. Absent soldiers serving sentences in civilian confinement, committed, or restricted by court order for 6 months or longer, may be reassigned to a PCF in the geographic area and immediately dropped from strength (DFS). Reassignment to a PCF is made only after the soldier's permanent unit commander completes action per AR 635–200 or AR 635–120.

2–7. Basic allowance for quarters

a. The unit—

(1) Determines if the NOK is a family member (spouse) of an absentee who is a specialist, corporal, private first class, or private with 4 or fewer years of service.

(2) Informs the spouse of the entitlement to request basic allowance for quarters (BAQ). An application letter (fig 2–3) for BAQ is enclosed with the notification of absence to the spouse. The spouse is required to certify that the conditions as stated in the application, are true. The spouse must sign and return the application to the unit commander.

(3) Forwards the application for BAQ to the finance and accounting office by letter of transmittal after the soldier has been AWOL for 29 consecutive days.

b. The BAQ can not exceed 2 months during the absence unless the spouse can clearly show financial hardship. Approval of BAQ payments exceeding 2 months are determined on a case-by-case basis. The 2-month period is computed from the first day of AWOL. The spouse is eligible for BAQ only after the soldier has been absent for more than 29 consecutive days and the application for BAQ is received by the appropriate finance and accounting authority within 3 months after the first day of the absence. The following conditions must also be met before payment:

(1) The absentee has not been assigned Government quarters.

(2) The spouse is residing in the absentee's home or is not residing in the absentee's home because of military orders.

(3) No positive information has been received that the spouse is currently residing with or has joined the absentee.

c. The first payment is made to the spouse by the finance and accounting office as soon as possible. The second payment is made after the absence ends if it ends within 60 days of the first day of absence. If the soldier is still absent after 60 days, the second payment will be made as soon as possible after the 6Oth day.

d. The Assistant Comptroller of the Army for Finance and Accounting, ATTN: DACA–FAP–PAE, Fort Benjamin Harrison, Indianapolis, IN 46240–1006, may authorize payment of BAQ to dependents of AWOL personnel in pay grades private through sergeant major while the soldier is in pretrial confinement in a foreign country. The spouse must be able to prove personal hardship and submit a properly documented application for BAQ to the unit commander.

(Letterhead)

(Address of Next of Kin) *(Date)*

Dear

I regret to inform you that ***(name of soldier)*** has been absent without leave from this unit since ***(date absence began).*** Your ***(husband's) (wife's) (son's) (daughter's)*** absence could result in a trial by court-martial with loss of pay and allowances which could mean that ***(his or her)*** dependents would lose all rights to receive allotments, medical care, commissary and post exchange privileges, and other military benefits. Continued absence could also result in confinement or dismissal with other than honorable or bad conduct discharge.

If you know where ***(he or she)*** is, please urge ***(him or her)*** to return immediately to military control at the nearest military installation in order to avoid serious consequences or prolonged unauthorized absence.

Rest assured that ***(he or she)*** will be given a fair hearing and the opportunity to present any information on ***(his or her)*** behalf. ***(See note.)***

Sincerely,

Note: If the absentee is in the pay grade of E–4 (4 years or less service), E–3, E–2, or E–1 and the conditions in paragraph 2–7(b) apply, add the following paragraph to the letter.

Should your ***(husband) (wife) (son) (daughter)*** fail to return to duty within the next 20 days, you may be eligible to receive a basic allowance for quarters to financially assist you for a period not to exceed 2 months beginning with the first day of unauthorized absence. I am enclosing an application for you to complete and return to me as soon as possible.

Figure 2–1. Sample AWOL notification letter to next of kin

FROM: UNIT MAKING THE INQUIRY

TO: LOSING UNIT
CDR PERSCOM (TAPC-CAREER MANAGEMENT BRANCH)
TDY UNIT (IF APPLICABLE)
PAP SERVING THE OVERSEAS COMMAND
CDR REPLACEMENT ACTIVITY SERVING THE UNIT
(IF APPLICABLE)
LOSING MILITARY PERSONNEL OFFICE THAT
PUBLISHED PCS ORDERS (IF APPLICABLE)
CDR USAMPOA FALL CHURCH VA //MOMP-O//

UNCLAS

SUBJECT: REQUEST FOR VERIFICATION OF MEMBER'S STATUS (S: 15 Days)

A. AR 630-10

1. AS OF THE DATE OF THIS INQUIRY, THE MEMBER BELOW HAS NOT REPORTED TO THIS ORGANIZATION AS SHOWN ON (INCLUDE THE NUMBER AND ISSUING HEADQUARTERS OF THE MEMBER'S PCS ORDER OR TDY ORDER, CAP III ROSTER, AND SO FORTH).
   A. MEMBER'S NAME, GRADE, AND SOCIAL SECURITY NUMBER.
   B. PRIOR UNIT OF ASSIGNMENT (LOSING UNIT).
   C. REPORT DATE (OR PORT CALL AVAILABILITY DATE PLUS 9 DAYS).
   D. PORT CALL DATA (IF KNOWN AND IF APPLICABLE).

2. REQUEST YOU PROVIDE THIS UNIT WITH ANY INFORMATION PERTAINING TO THE STATUS OF THE ABOVE SOLDIER. IN ADDITION, REQUEST ANY INFORMATION THAT MAY HAVE AFFECTED HIS OR HER ASSIGNMENT, BY THE SUSPENSE DATE ABOVE.

3. THIS IS A (SECOND, THIRD, AND SO FORTH) REQUEST.

Figure 2-2. Sample message inquiry

(Letterhead)

(Unit's Address) *(Date)*

1. I hereby apply for payment of Basic Allowance for Quarters. I am the dependent of *(Name of absent soldier).*

2. I certify that the following statements are true and correct:
   a. I am not occupying housing provided by the U.S. Government.
   b. *(Name of absent soldier)* is not residing with me at this time.
   c. The one statement I checked below applies to me.
   I was residing with *(name of absent soldier)* immediately before *(date the absence began).*
   I was not residing with *(name of absent soldier)* immediately before *(date the absence began).* (If this statement is checked, explain in ''Remarks'' below as to why you were not residing with the soldier.)

3. Remarks:

(Signature of applicant)

Figure 2-3. Sample application

Chapter 3
Desertion

3-1. Dropped from rolls procedures

a. The unit commander—

(1) Completes DA Form 4187, reporting the soldier's change of duty status from AWOL to DFR.

(2) Completes DD Form 553. The suspected reasons for the absence and information on pending investigations, Article 15, or UCMJ action at the time of the soldier's absence is recorded in item 19. If additional supporting documents are required, the phrase "see attached sheet" is also entered in item 19.

(3) Sends the completed DD Form 553 to the supporting provost marshal per AR 190-45, paragraph 4-6 *b.*

(4) Files court-martial charges on DD Form 458. These charges should be brought in addition to charges for other offenses, as appropriate. The sworn charges are forwarded to the summary court-martial convening authority who enters the hour and date of receipt on page 2 of the charge sheet.

(5) Forwards the original copy of the deserter packet through the supporting PSC to the Commander, USAEREC, ATTN: PCRE-RD, Fort Benjamin Harrison, IN 46249-5301 within 48 hours after the absentee has been DFR of a unit.

b. An absentee will not be DFR—

(1) While under military control.

(2) While confined by civilian authorities. However, personnel can be DFR on SIDPERS if confined for 6 months or longer.

(3) While receiving treatment in a civilian medical facility.

(4) If the absentee dies before the desertion report is made.

3–2. Incomplete military records

The absence of complete military records for an absentee should not delay DFR action. All cases of absentees who have incomplete military records and have been DFR are sent to USADIP. USADIP—

a. Researches enlisted master file (EMF) records, finance records, separation records, and all related personnel records to determine the absentee's military status. If appropriate, contacts the Commander, ARPERCEN, ATTN: DARP–PA, 9700 Page Boulevard, St. Louis, MO 63132–5200 and the National Personnel Records Center (NPRC) for information.

b. Writes to the NOK (return receipt requested) informing them of the individual's unconfirmed military status and requests their assistance in obtaining true status. This letter should be discreet since the individual may be deceased, serving a sentence in civilian confinement, confined in a mental institution, or in any of several sensitive situations.

c. Establishes and maintains a point of contact in the Veterans Administration (VA) to make routine inquiries to determine—

(1) Whether the individual has valid discharge records on file at the VA.

(2) Whether the individual has requested, is receiving, or has received VA benefits after the alleged desertion date.

d. Obtains applicable SIDPERS transaction, DD Form 458, DD Form 553, and DA Form 4187, signed and dated by the officer exercising summary court-martial jurisdiction.

e. Maintains a record of all inquiries concerning the deserter.

3–3. Special category

On notification of a special category absentee the unit commander—

a. Conducts an immediate inquiry to confirm the soldier's absence. The inquiry includes an attempt to contact family members to help determine the absentee's whereabouts and information related to the absence.

b. Immediately notifies the office of the provost marshal, counterintelligence supporting element, and staff judge advocate.

c. Appoints a unit representative to coordinate all information and actions taken concerning the absentee and the report of absence.

d. Prepares DD Form 553. In item 19, the entry "special category absentee" is recorded.

e. Sends the DD Form 553 to the provost marshal regardless of the length of the absence for review.

f. Sends a fax copy of DD Form 553 to the Commander, USAEREC ATTN: PCRE–RD, Fort Benjamin Harrison, IN 46249–5301. The fax machine number is AV 699–3636, Commercial 317–542–3636.

g. Completes the DFR packet per paragraph 3–1.

3–4. Defectors

a. A unit commander classifies an absent soldier as a defector based on a reasonable determination that the absentee—

(1) Sought political asylum in a foreign country whether the country is friendly or hostile.

(2) Voluntarily resides in a foreign country whether the country is friendly or hostile.

b. After classifying the absentee's status the unit commander—

(1) Completes the documentation required in paragraph 3–1.

(2) Notifies the supporting Army counterintelligence (CI) unit.

(3) Notifies the installation provost marshal that the soldier has defected.

(4) Notifies higher headquarters.

(5) Notifies the soldier's NOK of the facts and circumstances. The purpose of the notification is to provide the NOK with accurate and timely information which may reduce the shock of learning about the incident through the news media or other sources. Coordination of the notification should be completed with the command public affairs officer. Notification to the NOK should be made by a senior member of the soldier's chain of command no lower than the first field grade officer.

(6) Informs higher headquarters that the notification has been made and provides the following information:

(a) Date and time of notification.

(b) Notification means (for example, telegram or telephone).

(c) Name and duty position of the notifying officer.

(d) Explanation of information provided to the NOK and their response.

c. The MACOM commander—

(1) Notifies the Army Operations Center by the most expeditious means possible. The notification information includes the following:

(a) The soldier's name, grade, and social security number.

(b) The unit of assignment and date of absence.

(c) The date soldier entered the foreign country and the name of the foreign country.

(d) Related facts and circumstances.

(e) Security clearance and any special access such as special intelligence.

(2) Monitors notification of the soldier's absence to the NOK and informs the Army operation Center, on information required in (*b*)6) above.

3–5. AWOL after RMC

Soldiers absent from a unit and returned to military control at another unit are attached to the unit where they returned for properly classifying the absence. If the attaching unit commander finds that the absentee was AWOL or DFR from another unit and the soldier departs from the unit of attachment, the commander—

a. Accesses the soldier to the unit of attachment effective the date of attachment.

b. Drops the absentee from the rolls of the unit of attachment effective the date of the absence.

c. Documents the return to military control, assignment, and DFR using DD Form 553, DD Form 616 (Report of Return of Absentee), and DA Form 4187.

d. Prepares DD Form 458.

e. Sends the documents in *c* and *d* above to Commander, U.S. Army Enlisted Records Center, ATTN: PCRE–RD, Fort Benjamin Harrison, IN 46249–5301 within 48 hours of the absence.

f. Provides a copy of the DD Form 4187 to the commander of the unit from which the soldier was originally AWOL.

g. For deserters DFR less than 30 days from a prior unit, obtains the DA Form 201 (Military Personnel Records Jacket, U.S. Army) from the previous unit of assignment and sends it with the DFR packet to Commander, USAEREC.

3–6. Verification

The reporting and processing of deserters consists of the following:

a. Verifying reports of desertion.

b. Coordinating deserters return to military control.

c. Maintaining a central deserter data base.

d. Checking other Army automated personnel files to prevent mistaken reports of desertion.

e. Providing U.S. Department of State, Deputy Assistant Secretary for Passport Services, ATTN: CA–PPT–L, McPherson Building, 1425 K Street, NW, Washington, DC 20524, with verified desertion reports on all U.S. citizens known or suspected to be living in a foreign country. Deserters who return to military control from foreign countries are also reported to the U.S. Department of State.

f. Informing U.S. Department of State, Deputy Assistant Secretary for VISA Services, ATTN: CA–VO, Columbia Plaza Office Building, 2401 E Street, NW, Washington DC 20520, of U.S. Army alien deserters who are—

(1) Known or suspected to have entered a foreign country.

(2) Returned to military control.

(3) Discharged in absentia.

g. Providing a copy of the DD Form 214 (Certificate of Release or Discharge From Active Duty) to the U.S. Department of State, VISA Services, for deserters discharged in absentia.

Chapter 4
Return to Military Control

4–1. Overview

a. Absentees and deserters are returned to military control when they—

(1) Surrender to military authorities.

(2) Are delivered to military authorities.

(3) Are detained by civilian law enforcement authorities and a military detainer has been placed against the individual.

(4) Are receiving treatment in civilian medical facilities but cannot be immediately transferred to a military facility.

(5) Have entered another United States armed service.

b. Absentees in civilian custody or being treated in a civilian hospital should be returned to the Army as soon as possible. Every attempt should be made to transport absentees to a military facility within 48 hours of being notified of their location.

c. This chapter provides guidance for unreported AWOL or deserter personnel.

d. The prevention of absenteeism is of the utmost importance. Unit commanders interview returnees to find the reasons for the absence and help solve personal problems. This must be done consistent with Article 31, Uniform Code of Military Justice. These interviews may help identify trends in absenteeism and serve as a framework for command programs to reduce absenteeism.

4–2. Processing AWOL

a. Soldiers who RMC at their installation of assignment are sent to the unit from which they were AWOL. They may be assigned to another unit on the installation if the unit from which they were AWOL has been—

(1) Inactivated.

(2) Reduced to zero strength.

(3) Returned to State control (ARNG units).

(4) Returned to Army Reserve status.

b. Soldiers who are being processed for discharge under AR 635–200 may be separated without physically returning to military control in one or more of the following circumstances:

(1) When AWOL after receiving notice of separation processing.

(2) When prosecution appears to be barred by the statute of limitations, UCMJ, Article 3l(a).

(3) When an alien is AWOL and appears to have gone to a foreign country where the United States has no authority under treaty or other agreement to apprehend the absentee.

c. Personnel returned to military control at an installation other than the one to which they are assigned are attached to a unit on the installation for the purpose of classifying the absence. After completing the classification action, the soldier is returned to their permanent unit of assignment.

d. Personnel from continental United States (CONUS) installations are returned to their unit of assignment.

e. Soldiers from OCONUS commands who RMC in CONUS are returned to their OCONUS command.

f. Personnel from CONUS installations who RMC in an OCONUS command are returned to their CONUS installation. The following exceptions apply:

(1) The returnee is physically or mentally unfit for further military service.

(2) The returnee's separation has been directed or is required by applicable personnel management regulations.

(3) The returnee is to be tried for a serious offense, other than the current AWOL, and testimony of a witness living in the area where the individual returned is required.

(4) Any other reason that is in the best interest of the Army with the approval of the CG, PERSCOM, CG, ARPERCEN, or Chief, National Guard Bureau, as appropriate.

g. Absentees who cannot be returned to their unit of assignment are reported to CG, PERSCOM.

h. When *f*(l) through *f*(4) and, *g* above apply, the returnee is attached to a unit by the installation commander, pending assignment instructions from CG, PERSCOM, CG, ARPERCEN, or Chief, National Guard Bureau, as appropriate.

4–3. Returning absentees

a. The commander of the unit of assignment manages the case when—

(1) Absentees RMC at an activity other than their unit of assignment and are ordered to return to their unit of assignment.

(2) Absentees return to the unit.

b. The commander of the unit of attachment manages the case when—

(1) Absentees return to the unit of attachment. The commander of the unit of assignment is notified and sent DA Form 4187 documenting the soldier's return.

(2) Absentees return to an activity other than their unit of assignment or attachment and are ordered to return to the unit of attachment. The commander of the unit of assignment is notified and sent DA Form 4187 documenting the return.

c. The installation commander manages the case when an absentee is confined or committed in a civilian facility.

d. The PCF commander manages the case when personnel have been DFR.

e. When *a, b,* or *c* above apply, the commander of the unit of assignment and attachment decide if personnel remain attached or returned to their unit of assignment.

f. When an AWOL soldier is reassigned, the losing unit commander completes the SIDPERS transaction. The gaining unit commander sends an ASNJ SIDPERS transaction and places the individual in an AWOL status. Both the losing and gaining unit commanders note on the Personnel Data Card and on DA Form 4187 that the soldier was transferred in an AWOL status and did not RMC. DA Form 4187, section II, is completed to indicate "AWOL TO AWOL" as the duty status.

g. Absentees who RMC within the U.S. Army Military District of Washington (MDW) are transported to Fort George G. Meade, MD, for further processing per this regulation if they require more than DD Form 460 (Provisional Pass) or movement to a PCF.

h. When absentees and deserters in foreign countries are scheduled to depart or are to be deported from foreign countries, the Military Assistance Advisory Group (MAAG), mission, or attache personnel—

(1) Notify Commander, USAEREC, ATTN: PCRE–RD, Fort Benjamin Harrison, IN 46249–5301 and Commander, U.S. Army Military Police Operations Agency (USAMPOA), ATTN: MOMP–O, 4401 Ford Avenue, Alexandria, VA 22302–1432 and, if known, the appropriate MACOM commander, ATTN: provost marshal and G2.

(2) Provide notification far enough in advance for coordination of military police, military personnel, and military intelligence actions. The notice includes—

(a) The name, grade, and social security number of the individual.

(b) The date, local time, and place of departure from the foreign country.

(c) Mode of transportation and designation of the carrier.

(d) Date, time, and place of arrival in CONUS or where U.S. authorities have jurisdiction to apprehend the individual.

(e) Unit to which the individual is or was last assigned.

(f) Length of time in foreign country.

(g) Physical, mental condition, and attitude of the absentee.

(h) Military and civilian charges, if any.

(i) Information indicating the individual was in contact with, or attempted to contact intelligence agents of a foreign power, publicly disclosed classified information, made statements supporting overthrow of the U.S. Government, or encouraged soldiers to defect or desert, and other information of intelligence interest.

4–4. Classification procedures

a. When a soldier returns from an absence that is or appears to be unauthorized, the unit commander informally investigates the case and decides whether disciplinary action should be taken and if the soldier should be charged with time lost.

b. A soldier's absence may be classified as unauthorized or authorized. Unauthorized absences are considered AWOL unless excused. If not excused, the unauthorized absence is treated as time lost. Time lost to be made good may be waived as outlined in AR 635–200, paragraph 1–23.

c. Classification of an absence is dependent on such factors as the following:

(1) Orders and instructions, written and oral, the soldier received before and during the absence.

(2) Age, military experience, and general intelligence of the soldier.

(3) Number and type of contact the soldier had with the military while absent.

(4) Complete or incomplete results of a court-martial decision, if any.

d. An absence immediately following an authorized leave is classified as AWOL. Should the absence subsequently be reclassified, the soldier's leave is corrected to reflect the reclassified absence, except if caused by—

(1) Mental incapacity.

(2) Detention by civilian authorities.

(3) Early departure of a mobile unit due to operational commitments.

e. An absence that is to be charged as leave must be approved by the leave approving authority at the request of the soldier.

f. An absence classified as authorized or reclassified as unavoidable is considered duty time even if the individual was absent from Army control.

g. When a soldier is acquitted by a court-martial for an unauthorized absence or the reviewing authority disapproves a conviction for AWOL, the appropriate commander may charge the soldier with time lost. The acquittal or disapproved conviction affects only the disciplinary aspects of the absence.

4–5. Corrections

a. Personnel records are processed in the following manner:

(1) All excused unauthorized absence or errors in the soldier's personnel record are neatly lined through, initialed, and dated by the custodian of the military records.

(2) A written statement by the appropriate commander excusing the unauthorized absence is filed in the soldier's MPRJ as a permanent document. A copy of the statement is sent to Commander, USAEREC for inclusion in the soldier's official military personnel file (OMPF).

b. A DA Form 4187 is prepared showing AWOL or DFR status, as appropriate.

c. The correct SIDPERS transactions are prepared per DA Pam 600–8–1 and DA Pam 600–8–2.

d. A corrected DA Form 31 (Request Authority for Leave), is prepared and processed for excused unauthorized absences.

4–6. Deserters

a. Deserters who returned to military control in CONUS or OCONUS are attached to the PCF supporting the area where they returned. The effective date of the attachment is the date the absentee returned to military control. A copy of the orders are sent with a copy of DA Form 4187 to Chief, USADIP. The RMC date is the date the soldier is located and brought under military control or custody. Personnel may be returned to the unit from which they were DFR for—

(1) Court-martial on serious charges other than the current unauthorized absence.

(2) Investigation of serious charges at the time of being DFR.

(3) Correctional activity.

(4) Confinement at the United States Disciplinary Barracks (USDB).

(5) Reasons that best serve the interest of the Army. This exception will be used only with the approval of the CG, PERSCOM.

b. Deserters from OCONUS units who RMC to their overseas command may be returned to the unit from which they were DFR for reasons in *a*(l) and (2) above. The unit commander—

(1) Attaches the absentee to the unit effective the date of RMC.

(2) Forwards a copy of DA 4187 to Chief, USADIP within 48 hours of RMC.

c. Deserters who RMC at U.S. Army Health Services Command (HSC) installations and who do not need to be hospitalized at once, are sent to the nearest PCF for administration of the absence.

d. Deserters who require hospitalization are assigned to the nearest PCF. The medical activity commander notifies the PCF commander that the deserter has returned and requires hospitalization. The PCF commander attaches the deserter to the PCF and the medical activity for treatment. When treatment ends, the deserter is sent to the PCF for administration of the absence.

4–7. Procedure for RMC

The following documents are used to return personnel to military control:

a. DA Form 201 is requested from Commander, USAEREC. If personnel are to be retained in the Army, the installation finance officer requests the personal financial record (PFR).

b. DA Form 4187 is prepared by the commander managing the case and a copy is sent to Commander, USAEREC. A copy is also sent to the servicing PSC.

c. DD Form 616 is prepared by the provost marshal and sent to the Chief, USADIP.

4–8. Deserters restored to duty

If a deserter is qualified for retention in the Active Army, the commander managing the case requests assignment instructions from the following agencies:

a. For officers, Commander, PERSCOM (TAPC–OP (proper career management division)), Alexandria, VA 22332–0400. Army Medical Department Officers are reported to Commander, PERSCOM (TAPC–OPH), 200 Stovall Street, Alexandria, VA 22332. Judge Advocate General's Corps (JAGC) officers are reported to HQDA (DAJA–PT) WASH DC 20310–2206. Chaplain officers are reported to HQDA (DACH–PEP) WASH DC 20310–2700. All requests must include the following information:

(1) The officer's name, grade, and social security number.

(2) Dates of absence.

(3) Unit from which the officer was DFR.

(4) Brief summary of disciplinary or administrative action.

b. For enlisted soldiers, Commander, PERSCOM (TAPC–EP (proper career management branch)), Alexandria, VA 22331–0400. All requests must include the following information:

(1) The individual's name, grade, and social security number.

(2) Dates of absence.

(3) Unit from which the individual was DFR.

(4) Brief summary of disciplinary or administrative action.

4–9. Personnel not previously reported

When personnel returned to military control were not properly reported AWOL or DFR, the commander managing the case—

a. Prepares DA Form 4187 and applicable SIDPERS transactions per DA Pam 600–8–1 to document and report the absence and return.

b. Does not report personnel DFR as long as they are under military control.

4–10. Mistakenly reported

a. All cases in which a soldier was mistakenly DFR of a unit must be corrected.

b. The unit commander responsible for the erroneous report completes DD Form 616. The DD Form 616 must show—

(1) The unit that incorrectly dropped the soldier from the rolls.

(2) The inclusive dates of the erroneous absence.

(3) An explanation for the wrong report.

c. The DD Form 616 is submitted by the unit commander to the provost marshal. The provost marshal notifies the Chief, USADIP.

d. A letter of apology is sent by the responsible commander to the individual's NOK if they had been incorrectly notified that the soldier was AWOL or DFR.

4–11. Absentees entering another U.S. armed service

a. Any commander receiving information that an Army absentee or deserter has entered another U.S. armed service reports all details to Commander, USAEREC.

b. The Chief, USADIP confirms the status of the absentee and coordinates with the other Service to determine which service will take jurisdiction.

c. If the other Service processes the case, an Army unit commander appointed by Commander, USAEREC begins discharge proceedings.

d. If the Army administers the case, the Commander, USAEREC takes action per this regulation.

4–12. Deserters charged or convicted of a civilian offense or restricted by court order

a. When a deserter is in civilian custody, the nearest provost marshal is notified. A full report of the deserter's status is also given to the installation commander within whose geographic area of responsibility the deserter is located. The installation commander—

(1) Verifies the individual's status with Chief, USADIP.

(2) Places a detainer against the soldier with the civilian authorities.

b. If a deserter is restricted by court authority from leaving the area due to civilian court or criminal proceeding, and a PCF is not located in the area, the installation commander coordinates with CG, PERSCOM, to determine attachment of the deserter to a unit. When a PCF is located in the State, the deserter is transported and attached to the PCF.

c. The commander of the unit of attachment monitors the deserter's status and, if appropriate, starts discharge action per AR 635–200, chapter 14. Discharge action is not started until the deserter is returned to military control. Assignment instructions are requested only if the deserter is retained in the Army.

d. If a deserter is convicted by civilian authorities, the appropriate commander determines if the deserter should be processed for separation per AR 635–200 and, if so, initiates such action.

e. Deserters charged with or convicted of a civilian or criminal offense and who are confined, committed, or restricted in an overseas area are assigned to a unit within the OCONUS command. The deserter's status is monitored by the unit commander who takes action per AR 635–200. If discharge per AR 635–200 is not proper, the unit commander obtains assignment instructions after the deserter's release by civilian authorities.

Chapter 5
ARNGUS and USAR

5–1. Scope

a. This chapter prescribes identification, reporting and processing procedures when an ARNGUS or USAR officer, warrant officer, or enlisted soldier—

(1) Fails to report when voluntarily ordered to active duty (AD) or active duty for training (ADT).

(2) Fails to report when mandatorily called or ordered to AD or ADT in compliance with a contractual agreement or by operation of law.

(3) Is AWOL from the duty station to which assigned or attached while serving on AD or ADT.

b. An ARNGUS or USAR soldier is ordered to AD or ADT status as a result of a voluntary request, in accordance with a contractual agreement, or by operation of law in time of war or national emergency.

(1) A soldier may be ordered to AD—

(a) For a voluntary tour of duty in the Active Army. This may be a voluntary tour of duty per AR 135–210, or it may be as a result of a call or order to AD under a contractual agreement or provision of law.

(b) To serve on a temporary tour of active duty (TTAD) per AR 135–210.

(c) For service in an Active Guard Reserve (AGR) status per AR 135–18.

(2) As prescribed by AR 135–200, a soldier may be ordered to—

(a) Initial active duty for training (IADT) to complete basic training or the officer basic course (OBC).

(b) ADT to acquire or maintain essential proficiency in his or her military occupational specialty or area of concentration.

(c) Perform annual training (AT) with his or her unit of assignment or on an individual basis.

(d) A tour of active duty for special work (ADSW).

5–2. Entry on IADT

a. The procedures in this paragraph apply when an enlisted soldier ordered to enter on IADT refuses or fails to comply with the order. It is applicable to soldiers who enlisted for the standard training option or for the alternate (split-training) option. This paragraph is not applicable to an officer scheduled to enter on IADT to complete the OBC. (See para 5–5 *a*(2)(*b*).)

b. On the failure of a soldier to report to the MEPS on the date scheduled for entry on IADT, or phase I of IADT under the alternate (split-training) option—

(1) The MEPS guidance counselor notifies the commander of the soldier's ARNGUS or USAR unit of assignment. The commander conducts an investigation to determine the soldier's whereabouts and the reason for noncompliance with the IADT order.

(2) The unit commander establishes whether extenuating circumstances (for example, sickness, injury, hospitalization, or a death in the soldier's family) prevented the soldier from reporting to the MEPS. The commander notifies the guidance counselor of the results of the investigation with the final determination.

(a) If such circumstances existed and the soldier will report for entry on IADT, the guidance counselor cancels the training reservation. A new date for entry on IADT is coordinated with the unit commander and the individual. The commander notifies the MEPS in writing that an amendment of the IADT order is required.

(b) If an extenuating circumstance did not exist and the soldier refuses to comply with the IADT order, the guidance counselor cancels the training reservation. The appropriate separation authority processes the ARNGUS soldier for discharge from the ARNGUS and as a Reserve of the Army. The USAR soldier is processed for discharge under the plenary authority of the Secretary of the Army per AR 135–178, paragraph 4–4.

(c) On the failure of a soldier to report to the MEPS on the date scheduled for entry on IADT for Phase II of the alternate (split-training) program, the procedures described in *b*(1) and (2) above are followed.

(d) If circumstances are determined to have prevented the individual from reporting for Phase II training, and the soldier will report for entry on IADT for Phase II, the guidance counselor cancels the training reservation. A new date for entry on IADT for Phase II is coordinated by the guidance counselor with the unit commander and the soldier. Written notification is made to the MEPS by the unit commander that an amendment to the IADT order is required. Delays in reporting for entry on Phase II are governed by the provisions of AR 601–25.

(e) If extenuating circumstances did not exist and the soldier refuses to report for entry on IADT for Phase II, the guidance counselor cancels the training reservation. The appropriate separation authority processes the soldier for discharge in an entry level status per AR 135–178, chapter 5.

5–3. Voluntarily ordered to AD or ADT

a. The procedures in this paragraph apply when a soldier—

(1) Requests AD or TTAD per AR 135–210.

(2) Requests ADSW or ADT per AR 135–200.

(3) Receives orders and fails to report to the reception station, activity, or command cited in the orders.

b. On the first day following the soldier's reporting date, the reception station, activity, or command to which the soldier was scheduled to report, notifies the appropriate Reserve Component commander that the soldier has not reported as ordered.

c. The Reserve Component commander directs that an investigation be conducted to determine the soldier's whereabouts and the reason for failure to report. At a minimum, the investigation includes contacts with the ARNGUS or USAR unit commanders, MEPS, local recruiters, and the soldier. Based on the results of the investigation, the Reserve Component commander directs one of the following actions:

(1) Compliance with the orders as published, if feasible, and provided the soldier can and agrees to comply.

(2) Amendment of the orders where necessary to correct the records and permit the soldier to voluntarily comply with the orders.

(3) Revocation of the orders and restoration of the soldier to the status and assignment held at the time the orders were issued.

d. Within 14 days following receipt of the notification in *b* above, the Reserve Component commander, notifies the reception station, activity, or command of the results of the investigation and the action to be taken.

5–4. Failure to attend or complete AT

A soldier is an unsatisfactory participant if without proper authority he or she fails to attend or complete the entire period of AT. In such a case, refer to the prescribing directive AR 135–91, chapter 4, section III.

5–5. Mandatorily ordered to AD or ADT

a. The procedures in this paragraph apply when a soldier has been called or ordered to AD or ADT in compliance with a contractual agreement or by operation of law and fails to report. This paragraph does not apply to entry or IADT or AT soldiers. Calls or order to AD or ADT may include, but are not limited to the following:

(1) The soldier is called or ordered to AD and assessed into the Active Army based on—

(a) Appointment as a USAR officer and selection for AD on graduation from the Reserve Officers' Training Corps (ROTC) per AR 145–1.

(b) Separation from the United States Military Academy, transfer to the USAR, and order to AD in enlisted status per AR 612–205.

(c) Enlistment in the USAR for entry on AD per section 511b, title 10, United States Code.

(d) Order to AD in time of war or national emergency per sections 672(a) and 673a title 10, United States Code, or on the call of the President per section 673b title 10, United States Code.

(e) Order to AD for proceedings under the Uniform Code of Military Justice per section 802, title 10, United States Code.

(2) The soldier not being accessioned into the Active Army and ordered to ADT—

(a) For not more than 45 days having failed to perform satisfactorily (10 USC 270).

(b) To complete the OBC per AR 135–91.

b. The policy and procedures governing AWOL and desertion described in other chapters of this regulation apply when an ARNGUS or USAR soldier is called or ordered to AD in the Active Army under *a* above, but without proper authority, fails to report as ordered.

c. A soldier ordered to ADT under *a* above and without proper authority fails to report is processed as follows:

(1) Within 24 hours following the soldier's reporting date, the Active Army commander of the activity where the soldier was directed to report, informs the ARNGUS or USAR liaison adviser that the soldier failed to report.

(2) The adviser informs the appropriate Reserve Component commander, who directs an investigation of the soldier's whereabouts.

(3) The investigation includes, at a minimum, contact with ARNGUS and USAR commanders, personnel or career managers, MEPS, local recruiters, and the soldier.

(4) The Reserve Component commander informs the Aotive Army commander of the results of the investigation.

(5) The Active Army commander provides Commander, U.S. Army Reserve Command, (USARC) Fort McPherson, GA 30330–0800 with a copy of the absent soldier's ADT orders. When there are no cogent reasons for the soldier's failure to report, the Active Army commander requests that the soldier be ordered to AD in the Active Army.

(6) The request for orders includes assignment instructions, shows the effective date of DFR (0001 hours, the 31st consecutive day of AWOL) and lists Commander, USAEREC in the distribution section.

(7) Commander, USARC holds these documents in suspense until the 31st day of AWOL or until the Active Army provides notification that the soldier has reported and been removed from AWOL status.

(8) If there is no cogent reason for the soldier's absence, the Active Army commander reports the soldier AWOL from attached status using DA Form 4187. DA Form 4187, section II is prepared to show the duty status change of ASNJ to AWOL. The effective date of this change is the soldier's original reporting date.

5–6. AWOL during AD or ADT

a. The procedures in this paragraph apply when an ARNGUS or USAR soldier, after reporting for AD or ADT, is determined to be in an AWOL status per this regulation. This includes AD in the Active Army, IADT, ADT, ADSW, TTAG, or AD in AGR status. It does not include AT.

b. The policy and procedures governing AWOL and desertion described in all of the other chapters of this regulation apply if the ARNGUS or USAR soldier was accessioned to the strength of the Active Army or entry on AD.

c. When an ARNGUS or USAR soldier serving on IADT, ADT, ADSW, TTAG, or AD in AGR status is AWOL, the following procedures apply:

(1) For soldiers with 30 days or more remaining on the AD or ADT tour orders, the commander of the organization to which the soldier is attached or assigned for AD or ADT conducts an immediate informal investigation. If the investigation finds that the soldier is AWOL, the commander of the organization to which the soldier is attached or assigned for AD or ADT—

(a) Reports the soldier AWOL to the Reserve Component commander using DA Form 4187. DA Form 4187, section II shows the duty status change of "Present for Duty" to "AWOL." The effective date is the first day of AWOL.

(b) Requests that the AWOL soldier be ordered to AD in the Active Army.

(2) If the AWOL soldier's ADSW or ADT duty station was not with an Active Army organization or on an Active Army installation, the request for orders is routed through the nearest supporting Active Army installation commander. The request—

(a) Provides assignment instructions.

(b) Shows the effective date of DFR (0001 hours, the 3lst consecutive day of AWOL).

(c) Lists Commander, USAEREC in the distribution section.

(3) The appropriate Reserve Component commander determines if the soldier's AD or ADT orders should be revoked or if AWOL processing should take place. CG, U.S. Army Reserve Personnel Center, ATTN: DARP–AR, 9700 Page Boulevard, St. Louis, MO 63132–5200 processes reports on USAR AGR soldiers.

(4) If AWOL processing should take place, the Reserve Component commander, with the approval of the State adjutant general in the case of an ARNGUS soldier, holds the request for orders until the 3lst day of AWOL or until the commander of the organization to which the soldier is attached or assigned for AD or ADT notifies the area commander that the soldier has returned from AWOL.

(5) For soldiers with less than 30 days remaining on the AD or ADT tour orders, the procedures in (1) above apply. However, should the Reserve Component commander determine that AWOL processing should take place, the agency that issued the original AD or ADT order issues an amendment and extends the soldier past the termination date of the original order. The period of extension is for 30 days, or the length of time needed to complete the AD or ADT mission or training, whichever is greater. If the soldier fails to return within 30 days of the first day of absence, the commander follows the procedures in paragraph 5–7. If the soldier returns within the 3O-day period and is qualified for retention in the Army, he or she remains on duty until completion of the mission or training agreement.

5–7. DFR of an Active Army unit

a. Except as outlined in *b* below, ARNGUS and USAR soldiers who are AWOL for 30 consecutive days are accessed into the strength of the Active Army and immediately DFR. The following actions are taken:

(1) The commander of the organization to which the soldier is attached or assigned for AD or ADT informs the Reserve Component commander when the absentee has been AWOL for 30 consecutive days. In the case of an ARNGUS soldier, Commander, USARC informs the appropriate State adjutant general.

(2) Commander, USARC publishes orders, using AR 310–10, appendix A, format 440, assigning the AWOL soldier to an Active Army unit effective 0001 hours of the 3lst consecutive day of AWOL.

(3) Commander, USARC telephonically notifies the gaining Active Army unit commander of the order number and date. The verbal notification is the authority for the accession and dropping the soldier from the rolls.

(4) A Copy of the orders prepared by Commander, USARC are provided to the Chief, USADIP as soon as they are published. The orders must contain the following information:

(a) In the action lead line—"By direction of the Secretary of the Army, you are relieved from attachment and assigned to (enter the Active Army unit of which the soldier is to be assigned)."

(b) In the effective date lead line—"the date that is 0001 hours of the 3lst consecutive day of AWOL."

(c) In the period lead line—"Until relieved from active duty by competent authority."

(d) In the purpose lead line—"For processing under AR 630–10."

(5) On receipt of the Active Army assignment orders, the appropriate State adjutant general discharges an ARNGUS soldier from ARNGUS status.

(6) The gaining Active Army commander—

(a) Requests that the PSC access the soldier into the strength of the Active Army, effective 0001 hours of the 3lst consecutive day of AWOL.

(b) Follows the guidance in chapter 3 of this regulation and reports the soldier DFR using DA Form 4187 and DA Form 3728 (SIDPERS Input and Control Data Personnel Change Expanded) effective 0001 hours of the 3lst consecutive day of AWOL.

(c) Ensures the deserter's DFR packet is sent to Commander, USAEREC as soon as possible.

b. ARNGUS and USAR soldiers who depart AWOL after reporting to their AD or ADT duty station are not accessed into the Active Army for DFR action when the conditions below exist. In these cases, the soldiers may be separated while in an AWOL status from their AD or ADT duty station when one or more of the following conditions exist:

(1) The soldiers have been recommended for entry level status separation per AR 635–200, chapter 11.

(2) The soldiers departed AWOL before completion of the separation action.

(3) Disciplinary action against the soldiers is not contemplated.

5–8. Surrender and return to military control

The guidance in chapter 4 of this regulation and DA Pam 600–8, procedure 9–8b applies when an ARNGUS or USAR soldier is returned to military control.

a. An absentee who has been absent less than 30 days and is otherwise eligible for retention in the Army remains assigned to his or her ARNGUS or USAR organization. The soldier continues to remain attached or assigned to the AD or ADT duty station until completion of the mission or training. This requirement does not stop the commander from disciplining the soldier under the UCMJ. When the soldier satisfactorily completes the mission or training and has been disciplined, if applicable, he or she is released from AD or ADT and returned to the ARNGUS or USAR assignment.

b. ARNGUS and USAR deserters who RMC after having been DFR are managed as outlined in paragraph 4–3. For those soldiers who were serving on IADT or ADT and who are not qualified in a military occupational specialty (MOS) but require further training for the award of an MOS, the following applies:

(1) If the soldier is otherwise qualified for retention in the Army, the Active Army commander having control of the soldier will request that the Commander, PERSCOM (TAPA–EPT–I), or the respective career branch (if appropriate), provide assignment instructions for the purpose of training.

(2) On satisfactory completion of training and award of an MOS, the soldier will be released from AD and the strength of the Active Army and assigned to the appropriate Individual Ready Reserve (IRR) control group.

c. See AR 635–120 or AR 635–200 for retention and separation criteria on ARNGUS and USAR deserters who are RMC.

Chapter 6
Mobilization ARNGUS and USAR

6–1. Identifying and reporting

Mobilization occurs when there is a national emergency declared by the president or Congress. ARNGUS and USAR absentees in the following categories who fail to report to AD on mobilization must be identified and reported:

a. Selected Reserve. This includes—

(1) USAR troop program unit (TPU) soldiers.

(2) ARNG unit personnel.
(3) Inactive National Guard (ING).
(4) ARNGUS and USAR personnel serving on AGR status.
(5) Individual Mobilization Augmentee (IMA).
b. IRR.
c. Standby Reserve.
d. Retired Reserve.
e. U.S Army (USA) Retired List (Regular Army retirees). Army of the United States (AUS) Retired List (AUS retirees).

6–2. Desertion

a. Army policy during mobilization is to access as ASNJ and identify all ARNGUS and USAR personnel who fail to report on their established reporting date after "no-show" status has been confirmed.

(1) The gaining unit or organization commander establishes reporting dates for selected Reserve personnel after receipt of appropriate orders to mobilize.

(2) ARPERCEN and HQDA (DAPE–ZXO), establish and specify reporting dates for IRR, Standby Reserve, Retired Reserve, USA retired, and AUS retired personnel in their individual mobilization orders.

b. The objective is to initiate apprehension action and terminate mobilization absences without delay.

(1) ARNGUS and USAR absentees are accessed as ASNJ to the Active Army on their established reporting date. If "no-show" status is confirmed, absentees are reported AWOL effective on the established reporting date.

(2) ARNGUS and USAR personnel are reported as deserters when the gaining unit commander, for Selected Reserve personnel, or CG, ARPERCEN, for other than Selected Reserve, determines that personnel know of or received their mobilization orders. ARNGUS and USAR who have not reported for AD during the 7 days following their established reporting date are reported as deserters.

c. ARNGUS and USAR personnel who are absent without proper authority after reporting for AD are processed per chapters 2 through 5 of this regulation, unless otherwise stated.

6–3. Direct reporting

a. During mobilization, accessioning feedback reports (TAG 113 Report) are prepared by CG, PERSCOM and sent after each enlisted and officer master files update to Commander, ARPERCEN, ATTN: DARP–MOP–P, 9700 Page Boulevard, St. Louis, MO 63132–5200, and Commander, USAEREC. These reports enable CG, ARPERCEN, to determine nonunit personnel who have not reported for AD by matching accessions with mobilization orders issued by ARPERCEN.

b. After "no-shows" have been identified, ARPERCEN—

(1) Initiates AWOL or desertion actions as outlined in this chapter.

(2) Ensures that nonunit personnel no-shows are accessed as ASNJ to the Active Army through a special unit identification code (UIC) at ARPERCEN so that AWOL transactions can be processed immediately and desertion transactions within 7 days after the effective date of AWOL. A special UIC is established upon mobilization to accommodate this procedure.

c. For 2OOK callup, the TAG 113 Report is prepared by CG, PERSCOM and provided to the CG, ARPERCEN. This report reflects ARNGUS and USAR absentees who have been attached to the Active Army data base. However, only selected Reserve personnel, except ING personnel, are mobilized under this authority.

d. Commanders of ARNGUS, USAR TPU, and AGR personnel identify and report absentees and forward DFR documents directly to Commander, USAEREC. (See para 6–6 *b* for documents and timeframes for submission.) The gaining unit or organization commander ensures that no-show unit personnel are accessed as ASJN so that AWOL and desertion transactions can be processed.

e. Commanders receiving IMA identify and report IMA absentees. The original DFR documents are sent to Commander, USAEREC. Commanders also forward a copy of the DFR documents to the ARPERCEN–USADIP Extension Office, which forwards the deserter's personnel records along with the DFR documents to Commander, USAEREC. (See para 6–6 *c* below for documents and timeframes for submission.) The gaining unit or organization commander ensures that absent IMA personnel are initially accessed as ASNJ so that AWOL and desertion transactions can be processed.

6–4. AWOL and desertion status

This policy is applicable during selective, Presidential 2OOK callup, partial, full, and total mobilization conditions.

a. Selected Reserve personnel. All personnel are assigned to the Active Army as of their established reporting date. Personnel who fail to report are accessed as ASNJ after the unit commander has determined that the personnel have received or know of the mobilization order. The unit commander reports them absent. If after 7 days absentees who have not reported as ordered, are reported as deserters for apprehension purposes. Assignment, AWOL, and DFR transactions are submitted by the unit or organization commander for unit personnel.

b. Other than selected Reserve personnel. The CG, ARPERCEN identifies Individual Ready, Standby, and Retired Reserve personnel, and Regular Army, and AUS retirees who have been ordered to AD but did not report to mobilization station. CG, PERSCOM accession feedback information are used to identify the absentees. After it has been determined that personnel received or know of mobilization orders, they are attached to a special UIC at ARPERCEN as ASNJ as of their established reporting date. CG, ARPERCEN reports absent personnel, and, if after 7 days they have not reported as ordered, they are reported as deserters for apprehension purposes.

c. Selected Reserve. Only selected Reserve soldiers are authorized to be called to AD under presidential 200K authority.

6–5. Documentation

a. Individual Ready, Standby, and Retired Reserve soldiers, Regular Army, and AUS retirees. ARPERCEN-USADIP Extension office prepares DD Form 553, DD Form 458, and DA form 4187. The forms, with a copy of the mobilization order, are sent to Commander, USAEREC after sworn charges have been made on DD Form 458 by an officer exercising summary court-martial jurisdiction over the command. These documents must be forwarded no later than 72 hours after determination of desertion status. The remaining documents in the DFR packet are prepared by the ARPERCEN–USADIP Extension Office and forwarded to Chief, USADIP as soon as possible, but no later than the 30th day after AWOL.

b. Selected Reserve absentees. The unit or organization commander prepares DD Form 553, DD Form 458, and DA Form 4187 and forwards them to Commander, USAEREC after sworn charges have been made on DD Form 458 by an officer exercising summary court-martial jurisdiction over the command. These documents are forwarded no later than 72 hours after determination of desertion status. The remaining documents in the DFR packet are prepared by the unit or organization and sent to Chief, USADIP as soon as possible, but no later than the 30th day after AWOL.

c. IMA. The unit commander prepares DD Form 553, DD Form 458, and DA Form 4187. These documents are sent to Commander, USAEREC with a copy of the mobilization order. A copy of these documents are also forwarded to Commander, ARPERCEN, ATTN: ARPERCEN–USADIP Extension Office. The documents are forwarded no later than 72 hours after determination of desertion status but not before sworn charges have been made on the DD Form 458 by an officer exercising summary court-martial jurisdiction over the command. The remaining documents in the DFR packet are prepared by the

ARPERCEN–USADIP Extension Office and sent to Chief, USADIP as soon as possible, but no later than the 30th day after AWOL.

6–6. Return to military control

a. When a deserter is returned to military control, DD Form 616 and DA Form 4187 are immediately forwarded to Commander, USAEREC to stop apprehension actions.

b. Deserters returned to military control are sent to the nearest Army installation for appropriate administrative or judicial action. Personnel without adjudged sentences to confinement are to be assigned to a unit at the installation or made available for assignment according to mobilization personnel priorities and procedures.

c. The office managing the returnee's case queries Chief, USADIP, for the DFR packet or location of information to document the absence and RMC.

d. Military assistance is given to absentees or deserters who are without funds in foreign countries. Military MAAG, mission, or attaches may provide meal tickets and travel for absentees and deserters who are without funds in order to return them to military control. Transportation must be adequate to ensure control of the absentee or deserter and the quickest and most economical means available. Absentees and deserters should be encouraged to return voluntarily to the nearest U.S. military installation. The following guidance is for reference:

(1) Authority for furnishing transportation requests to absentees/deserters in this category is in the joint travel regulation (JTR). A DD Form 460 may be issued.

(2) Transportation and meal ticket costs are charged to the absentee or deserter per AR 37–106.

(3) Transportation documents and DD Form 139 (Pay Adjustment Authorizations) with information about individual absentees or deserters are sent by the issuing officer to Commander, U.S. Army Finance and Accounting Center, ATTN: Department 20, Indianapolis, IN 46249.

Chapter 7
Surrender to Civilian Law Enforcement Officials

7–1. Overview

a. This chapter establishes procedures and policies for the surrender of military personnel to civilian authorities.

b. It is the policy of the DA to cooperate with civilian authorities unless the best interests of the Army will be prejudiced. Commanders assist in the expeditious delivery of a soldier to civilian authorities when legally sufficient documentation is provided. Examples of documents include an indictment, warrant for arrest, contempt order, show cause order, or court order for the soldier with sufficient information to identify the soldier.

c. It is contrary to the general policy of DA to reassign a soldier merely to make him or her available for apprehension or prosecution by civilian authorities. Exceptions to this policy are submitted to HQDA (DAPE–MP), Washington, DC 20310–0330.

d. Surrender of soldiers to foreign civilian law enforcement officials is effected in accordance with AR 27-50, international agreements (such as applicable treaties or Status of Forces Agreements), and local directives.

7–2. CONUS

a. There is no statutory authority for a commander to deliver a soldier to bail bondsman or their surety. The surety must coordinate with the installation Staff Judge Advocate and the commander of the soldier prior to attempting to apprehend the soldier. To preserve peace and order on the installation, military police will be notified by the soldier's commander and accompany the surety to observe the surety's taking custody of the soldier.

b. On approval of the request to surrender a soldier by the court-martial convening authority or designee, the soldier remains assigned to the parent unit.

c. CG, PERSCOM, CG, ARPERCEN, and Chief National Guard Bureau, as appropriate, must be notified of the surrender of the soldier.

d. Soldiers assigned in Alaska and Hawaii are processed in the same manner as CONUS soldiers.

7–3. OCONUS

a. Requests for return and surrender of soldiers assigned OCONUS are referred to the soldier's court-martial convening authority for a decision. Approved requests are processed per this regulation and AR 190–9. Requests for ARNGUS and USAR personnel are referred to Chief, National Guard Bureau, ATTN: NGB–ARP, Washington, D.C. 20310–5000 and CG, ARPERCEN, ATTN: DARP–AR, St. Louis, MO 63132–5200, as appropriate.

(1) PERSCOM—

(a) Coordinates and approves attachment, when necessary, of the soldier to an Army installation near the point of debarkation. A PCF is used when possible.

(b) Notifies the personnel command, (for example, Commander, lSTPERSOM, 8thPERSCOM) court martial convening authority, and Commander, USAMPOA, where the soldier will be attached pending civilian court proceeding.

(c) Authorizes attachment of the soldier to an Army installation nearest the requesting state where the soldier is extradited, waives extradition, or is to have a hearing in a State other than the point of debarkation.

(2) The General court-martial convening authority—

(a) Directs unit and appropriate supporting staff (staff judge advocate, provost marshal, and transportation) to assist in the expeditious return of the soldier to a debarkation point in CONUS at Government expense.

(b) Notifies the personnel command and CG, PERSCOM (TAPC–EPO–C for enlisted soldiers and appropriate career branch for officer personnel) of the request for the return of the soldier.

(c) On approval of the request for return of the soldier, notifies CG, PERSCOM of the flight arrangements for the soldier. Notification must allow sufficient opportunity to complete coordination with Commander, USAMPOA and civilian authorities as appropriate.

(3) The battalion commander or first field grade officer in the soldier's chain of command—

(a) Initiates flagging action of the soldier per AR 600–8–2, if appropriate.

(b) Requests TDY orders for the soldier using the 440 format from the PSC. Approximate number of TDY days will be indefinite and no per diem will be authorized unless permitted under, JTR, volume 1.

(c) Requests travel for the soldier on Military Airlift Command aircraft or Military Airlift Command charter or military prisoner flight.

(d) Notifies the installation provost marshal of the flight arrangements for the soldier.

(e) Provides an escort for the soldier to the point of embarkation when necessary. The escort remains with the soldier until he or she boards the aircraft and identifies the soldier to the flight attendant personnel. The escort also informs the flight attendant that the soldier will be met at the point of debarkation and remains at the embarkation point until the aircraft departs.

(f) Provides an escort for the soldier from the unit to the point of embarkation only after a careful and thorough evaluation of the soldier's temperament and the nature of the civilian charges. Escort personnel utilize the same fund cite as the soldier being returned to CONUS.

(g) Notifies the court-martial convening authority on the scheduled return of the soldier to CONUS and escort arrangements as appropriate.

b. The cost of transporting the soldier from the point of debarkation to the locality in which the civil proceedings are to be conducted is to be paid by the law enforcement agency or civilian court requesting the surrender of the soldier.

c. Expenses chargeable to the soldier in some cases are as follows:

(1) Cost of transportation and meal tickets issued per AR 37–106.

(2) Cost of subsistence furnished an officer returnee entitled to and receiving basic allowances for subsistence.

d. Collection for expenses chargeable to the soldier's pay account are made on DA Form 2139 (Military Pay Voucher) or DA Form 3686 (Leave and Earnings Statement) when the soldier is returned to a pay status.

7–4. Civilian proceedings

a. Bond. As part of the surrender process, the unit commander provides the soldier a written letter of instruction (fig 7–1). If the terms of the bond preclude the soldier from leaving the jurisdiction of the court, the appropriate commander requests instructions from CG, PERSCOM; CG, ARPERCEN; or Chief, National Guard Bureau (NGB–ARP), as appropriate. Chief, National Guard Bureau is contacted for AGR members. No assurances or guarantees will be made to civilian authorities that the Army will or can guarantee the presence of a soldier for trial.

b. Disposition of charges.

(1) *Acquittal.* Civilian authorities will be requested to assist soldiers in meeting the requirements stated in the letter of instruction.

(2) *Conviction.* In the event of conviction, appropriate notification is made to the CG, PERSCOM; CG, ARPERCEN or Chief, National Guard Bureau (NGB–ARP). CG, PERSCOM notifies the court-martial convening authority of the conviction and requests that separation action be initiated per AR 635–100, AR 635–120, or AR 635–200.

(Letterhead)

(Date)

SUBJECT: Instructions in Event of Release on Bail or Recognizance

TO: *(Soldier concerned)*

1. You are being released to the custody of civilian authorities pursuant to the provisions of AR 630–10 and AR 190–9 for action within the criminal justice system. This action does not constitute a discharge from the Army. In the event you are released from civilian custody on bail or on your own recognizance, report immediately in person or by telephone to the *(Army installation, unit, or activity)* for further instructions. Advise the commander of your name, rank, social security number, organization, the circumstances of your release from custody, and the contents of this letter.

2. Certain restrictions may be placed upon you by the civilian jurisdiction in connection with your temporary release from custody. Be certain that you request that the civilian authorities give you documentation of the limitations placed upon you. Include in your report what the limitations are.

3. The commander to whom you report will advise the commander who authorized your release to civilian authorities or, if that is not possible, Commander, PERSCOM, Alexandria, VA 22331, by the fastest means available, of your name, rank, social security number, organization, and other pertinent circumstances concerning your release and request for further instructions.

(Signature element)

Figure 7–1. Sample letter of instruction

Appendix A
References

Section I
Required Publications

AR 27–50
Status of Forces, Policies, Procedures and Information. (Cited in para 7–1.)

AR 37–106
Finance and Accounting for Installations Travel and Transportation Allowances. (Cited in para 7–3.)

AR 135–91
Service Obligations, Methods of Fulfillment, Participation Requirements, and Enforcement procedures. (Cited in paras 5–4 and 5–5.)

AR 135–178
Separation of Enlisted Personnel. (Cited in para 5–2.)

AR 135–200
Active Duty for Training, Annual Training and Active Duty Special Work of Individual Soldiers. (Cited in paras 5–1 and 5–3.)

AR 135–210
Order to Active Duty as Individuals During Peacetime. (Cited in para 5–3.)

AR 145–1
Senior ROTC program: Organization, Administration, and Training. (Cited in para 5–5.)

AR 190–9
Military Absentee and Deserter Apprehension Program. (Cited in para 7–3.)

AR 190–45
Military Police Law Enforcement Reporting (cited in para 3–1.)

AR 601–25
Delay in Reporting for and Exemption from Active Duty, Initial Active Duty Training, and Reserve Forces Duty. (Cited in para 5–2.)

AR 612–205
Appointment and Separation of Service Academy Attendees and Accountability of Army Personnel. (Cited in para 5–5.)

AR 635–100
Officer Personnel. (Cited in para 7–4.)

AR 635–120
Officer Resignation and discharges. (Cited in paras 2–6 and 5–8.)

AR 635–200
Enlisted Personnel. (Cited in paras 2–6, 4–2, 4–4, 4–12, 5–7, 5–8, and 7–4.)

DA Pam 600–8
Management and Administrative Procedures. (Cited in paras 2–3 and 5–8.)

DA Pam 600–8–1
SIDPERS Unit Level Procedures. (Cited in paras 4–5 and 4–10.)

DA Pam 600–8–2
Standard Installation/Division Personnel System (SIDPERS) Personnel Service Center Level Procedures. (Cited in paras 4–5 and 7–3.)

JTR Vol 1
Joint Travel Regulation Volume 1. (Cited in paras 6–6 and 7–3.)

Section II
Related Publications

A related publication is merely a source of additional information. The user does not have to read it to understand this publication.

AR 5–9
Intraservice Support Installation Area Coordination

AR 27–10
Military Justice

AR 40–66
Medical Record and Quality Assurance Administration

AR 135–18
The Active Guard/Reserve (AGR) Program

AR 190–30
Military Police Investigations

AR 190–45
Military Police Law Enforcement Reporting

AR 210–10
Administration

AR 310–10
Military Orders

AR 381–20
U.S. Army Counterintelligence Activities

AR 600–62
U.S. Army Personnel Control Facilities and Procedures for Administering Assigned and Attached Personnel

AR 614–30
Oversea Service

AR 630–5
Leave and Passes

AR 635–40
Physical Evaluation for Retention, Retirement, or Separation

AR 640–10
Individual Military Personnel Records

AR 700–84
Issue and Sale of Personal Clothing

EO 12473
Manual for Court-Martial, United States 1984 edition

Section III
Prescribed Forms

DD Form 553
Deserter/Absentee Wanted by the Armed Forces. (Prescribed in paras 1–4, 3–1, 3–2, 3–3, 3–5, 6–5, and 6–6.)

Section IV
Referenced Forms

DA Form 31
Request Authority for Leave

DA Form 201
Military Personnel Records Jacket, US Army

DA Form 2139
Military Pay Voucher

DA Form 3686
Jumps, Army Leave and Earnings Statement

DA Form 3728
SIDPERS Input and Control data—Personnel Change Expanded

DA Form 4187
Personnel Action

DD Form 139
Pay Adjustment Authorizations

DD Form 214
Certificate of Release or Discharge From Active Duty

DD Form 458
Charge Sheet

DD Form 458
Charge Sheet

DD Form 460
Provisional Pass

DD Form 616
Report of Return of Absentee

Glossary

Section I
Abbreviations

AD
active duty

ADSW
active duty for special work

ADT
active duty for training

AGR
Active Guard Reserve

APOE
aerial port of embarkation

ARNG
Army National Guard

ARNGUS
Army National Guard of the United States

ARPERCEN
U.S. Army Reserve Personnel Center

ASNG
assigned-not-joined

AT
annual training

AUS
Army of the United States

AWOL
absent without leave

BAQ
basic allowance for quarters

CAP III
Centralized Assignment Procedures III

CG
commanding general

CI
counterintelligence

CONUS
continental United States

DA
Department of the Army

DCSOPS
Deputy Chief of Staff for Operations and Plans

DCSPER
Deputy Chief of Staff for Personnel

DFR
dropped from rolls

DFS
dropped from strength

EMF
enlisted master file

FBI
Federal Bureau of Investigation

HQDA
Headquarters, Department of the Army

HSC
U.S. Army Health Services Command

IADT
initial active duty for training

IMA
Individual Mobilization Augmentee

ING
inactive National Guard

IRR
Individual Ready Reserve

JAGC
Judge Advocate General's Corps

JTR
Joint Travel Regulation

MAAG
Military Assistance Advisory Group

MACOM
major Army command

MDW
U.S. Army Military District of Washington

MEPS
Military Entrance Processing Station

MOS
military occupational specialty

MPRJ
Military Personnel Records Jacket, U.S. Army

NCIC
National Crime Information Center

NOK
next of kin

NPRC
National Personnel Records Center

OBC
officer basic course

OCONUS
outside continental United States

ODCSOPS
Office of the Deputy Chief of Staff for Operations and Plans

ODCSPER
Office of the Deputy Chief of Staff for Personnel

OMPF
Official Military Personnel File

PAP
personnel assistance point

PCF
personnel control facility

PCS
permanent change of station

PERSCOM
U.S. Army Total Personnel Command

PERSINSCOM
U.S. Army Personnel Information Systems Command

PFR
personal financial record

PSC
personnel service center

ROTC
Reserve Officers Training Corps

RMC
return to military control

SIDPERS
Standard Installation/Division Personnel System

TDY
temporary duty

TPU
troop program unit

TTAD
temporary tour of active duty

UCMJ
Uniform Code of Military Justice

UIC
unit identification code

USA
U.S. Army

USADIP
U.S. Army Deserter Information point

USAEREC
U.S. Army Enlisted Records and Evaluation Center

USAMPOA
U.S. Army Military Police Operations Agency

USAR
U.S. Army Reserve

USARC
U.S. Army Reserve Command

USDB
United States Disciplinary Barracks

VA
Veterans Administration

Section II
Terms

Absentee
Military personnel who are absent without authority from their unit, organization, or other place of duty for more than 24 hours, but have not been administratively classified as deserters.

Absent without leave
An offense in violation of Article 86, Uniform Code of Military Justice referring to a soldier who without authority—

(1) Fails to go to his or her appointed place of duty at the time prescribed.

(2) Goes from their place of duty without proper authority.

(3) Is absent or remains absent from their unit, organization, or required place of duty.

(4) Fails to report to a transportation terminal as ordered.

(5) Fails to report to his or her proper duty station as ordered.

Coordinating agent
A person who is responsible for coordinating and monitoring the absentee and deserter program within an Army Staff support agency.

Deserter
A soldier dropped from the rolls of his or her unit when—

(1) Absent without authority for 30 consecutive days.

(2) The unit commander believes the soldier voluntarily sought political asylum or is living in a foreign country apart from official duties or authorized leave.

(3) The soldier has joined the armed forces of a foreign country.

(4) There is reasonable belief that the soldier has left his or her duty station with the intent to avoid hazardous duty or important service, or intends to remain permanently absent. An expressed intention not to return to a particular unit is not enough evidence to drop the soldier from the rolls of the Army.

(5) The soldier fails to return to a unit from which he or she is AWOL after RMC at another location or departs prior to the completion of administrative, judicial, or nonjudicial action for a previous absence.

(6) He or she escapes from confinement.

(7) Identified as a special category absentee.

(8) A commissioned officer tenders his or her resignation and before notice of its acceptance, departs their post or proper duties without leave and with the intent to remain away therefrom permanently.

(9) A member of the Armed Forces goes from or remains absent from his or her unit, organization, or place of duty with intent to remain away therefrom permanently. (A violation of Article 85, UCMJ.)

Deserter control officer
A commissioned officer (normally a battalion/unit adjutant) who is appointed in dropped from roll cases to ensure that documentation cited in this regulation is provided in a timely manner.

Detainer
A written notice to civilian authorities that a person in their custody is an absentee of the Army and that military authorities desire to take custody upon release.

Dropped from rolls of a unit
An administrative action that drops an absentee from the strength accountability of a unit.

Dropped from strength
A strength accounting procedure used to exclude personnel from the operating strength of the Army.

Dropped from the rolls of the Army
An administrative action further dropping a Reserve Component absentee who has been DFR from the strength accountability of the Army (10 United States Code 1163(b)). This severs all military status.

Effective date of RMC
The date and hour that—

(1) An absentee or deserter surrenders to, is delivered to, is arrested by, or is arrested for military authorities.

(2) An absentee or deserter is available for transfer to the military after being held by civilian authorities for some reason other than at the request of the military.

(3) An absentee or deserter otherwise comes under the control of military personnel.

Installation commander
CONUS installation commanders and OCONUS commanders who have geographic area responsibility for personnel reporting and absentee apprehension.

National Crime Information Center
A computerized service established by the FBI to provide participating law enforcement agencies access to police information.

Personnel Control Facility
A facility where absentees are processed upon return to military control from an unauthorized absence. These facilities ensure proper disposition of returnees under this and other directives.

Special category absentee
An absent soldier who has had access to top secret information during the last 12 months or is currently assigned to a special mission unit.

Unavoidable absence
An unauthorized absence that happened through no fault of the absentee and no fault of the Government.

Unit
An organization, agency, or activity.

Unit Commander
The commander of an absentee's or deserter's unit of assignment or attachment.

U.S. Army Deserter Information Point
The focal point within DA for controlling, verifying, accounting and disseminating data on members administratively classified as deserters.

Section III
Special Abbreviations and Terms

This section contains no entries.

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