MILPERSMAN 1920-260

OFFICER UNAUTHORIZED ABSENCE (UA)

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<tr>
<th>Responsible Office</th>
<th>Phone: DSN COM FAX E-mail</th>
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<tr>
<td>NAVPERSCOM (PERS-834)</td>
<td>882-2090 (901) 874-2090 882-2625 <a href="mailto:PERS-834@navy.mil">PERS-834@navy.mil</a></td>
</tr>
<tr>
<td>MyNavy Career Center</td>
<td>Toll Free E-mail: <a href="mailto:askmncc@navy.mil">askmncc@navy.mil</a> MyNavy Portal: <a href="https://my.navy.mil/">https://my.navy.mil/</a></td>
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References

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

1. Unauthorized or Unexplained Absence (UA)

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

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

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

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

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

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

Note: Maximum notification to the Military Services agencies near the place where the unauthorized absence occurred should be made. In foreign ports, when the assistance of civil authorities is required, the commander should prepare and sign a descriptive report and send it to the nearest consul of the United States.
c. In case of aliens believed to be in a foreign country, send a copy of the DD 553 to the following:

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

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

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

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

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

g. After DD 553 has been issued, it will remain effective until such time as the officer’s return to naval jurisdiction.

h. When DD 553 is issued, the commander must collect, inventory, and place the absentee’s personal effects in safekeeping. Instructions for the appointment of an inventory board and detailed description of its duties are contained in reference (a). The personal effects of an absentee must be held at the absentee’s parent command for 3 months, after which they will be disposed of per reference (a). If the officer returns to naval jurisdiction within 3 months after commencement of absentee status, the officer’s personal effects will be returned to the officer at the officer’s request, should the officer so desire. If the officer returns to naval jurisdiction after 3 months following commencement of unauthorized absence, the officer’s personal effects may be forwarded, at the officer’s expense, provided the officer is still in naval custody.
3. **Service Treatment Records (STR) and Pay Accounts.** An absentee’s STR (medical and dental) will be handled per reference (b). The absentee’s pay account will be maintained per reference (c). For administrative purposes, the absentee will remain attached to the absentee’s parent command until further instructions are received from NAVPERSCOM. Officers who become absentees subsequent to detachment, but prior to reporting to a new duty station, are attached, for administrative purposes, to the first activity to which ordered to report for duty.

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

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