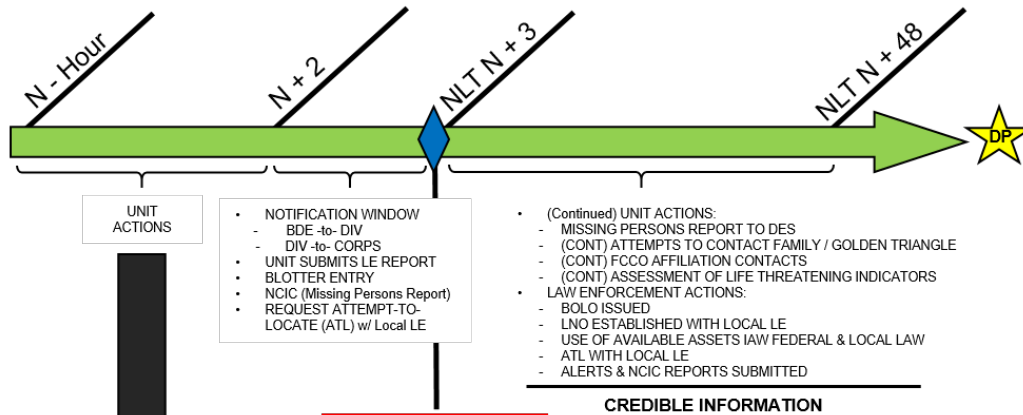
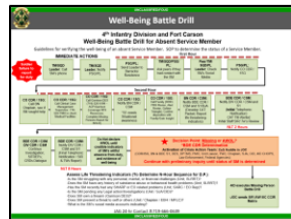




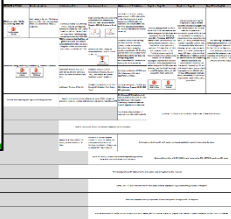
4ID Absent Soldier Flowchart



Duty status changed to "Absent Unknown"



WELL BEING BATTLE DRILL



MISSING SM EXMAT

DUSTWUN →

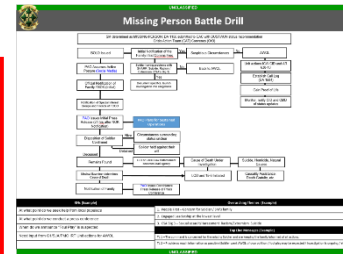
- Soldier absence appears **involuntary**
- Commanders submit **DA 1156 Casualty Feeder Card** requesting DUSTWUN status
- Reference **Enclosure 2 (Responsibilities Checklist for Missing Persons)** of Directive 2020-16
- Submit **HQDA CCIR #50**
- Maximum of 10 days for SM in this status; Commander will submit a **DD Form 2812 (Commander's Preliminary Assessment and Recommendation Regarding Missing Persons)** AND an informal investigation

AWOL →

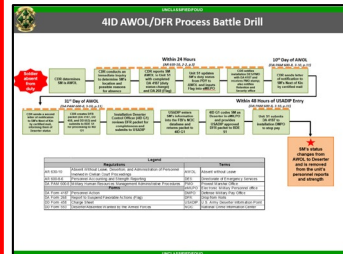
- Soldier absence appears **voluntary**
- Reference **Enclosure 3 (Responsibilities Checklist for Desertion Cases)** of Directive 2020-16

SM LOCATED →

- SM returned to **military control**
- Unit updates duty status to PDY
- Absent Soldier battle drill terminated
- Requisite closeout tasks with "Who Else Needs to know"?



MISSING PERSONS BATTLE DRILL

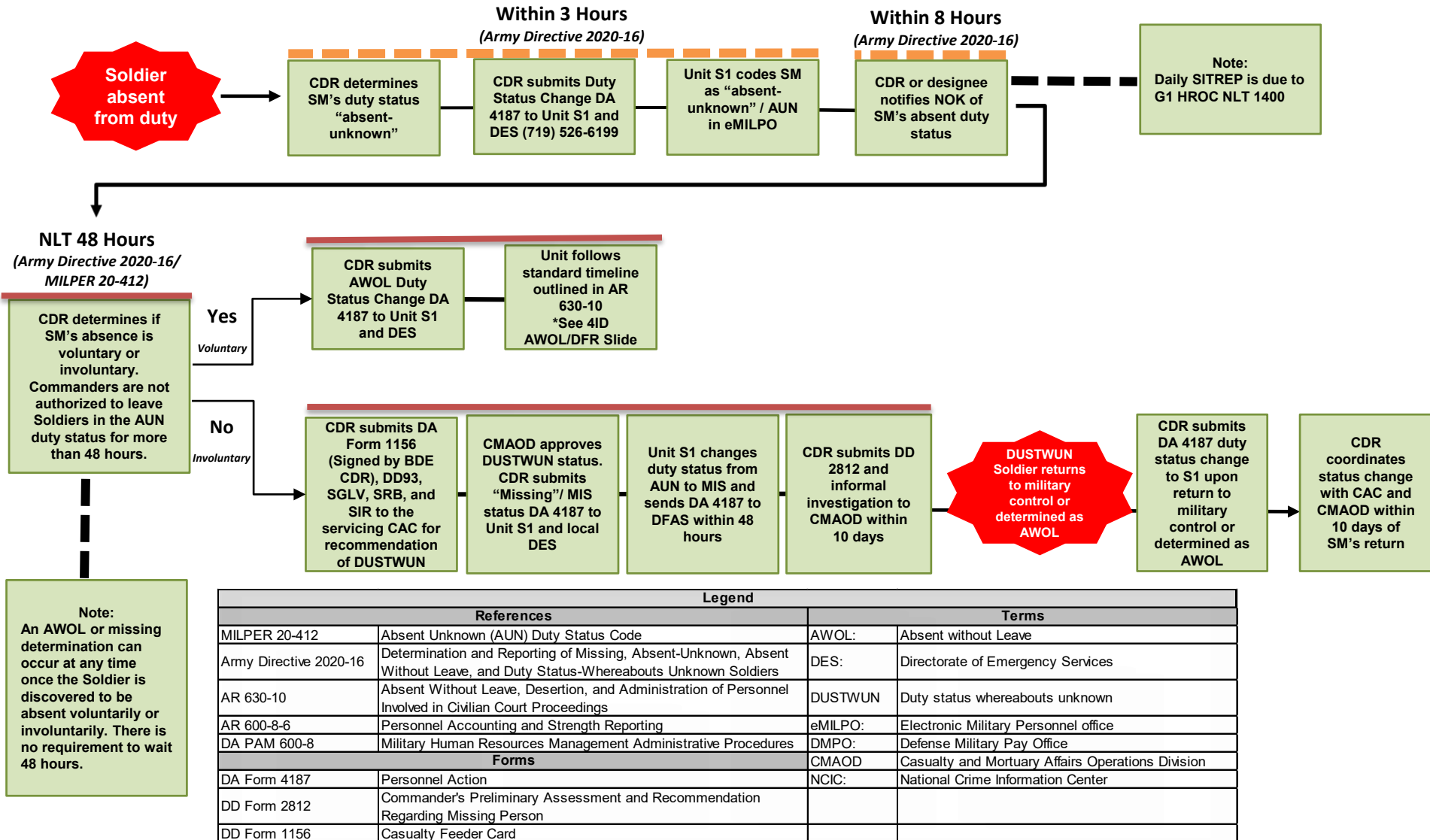


AWOL / DFR PROCESS BATTLE DRILL

Transition to actions based upon SM found alive, detained, or deceased.



4ID Absent Soldier Flowchart (Personnel Status Reporting)



References		Legend	
MILPER 20-412	Absent Unknown (AUN) Duty Status Code	AWOL:	Absent without Leave
Army Directive 2020-16	Determination and Reporting of Missing, Absent-Unknown, Absent Without Leave, and Duty Status-Whereabouts Unknown Soldiers	DES:	Directorate of Emergency Services
AR 630-10	Absent Without Leave, Desertion, and Administration of Personnel Involved in Civilian Court Proceedings	DUSTWUN	Duty status whereabouts unknown
AR 600-8-6	Personnel Accounting and Strength Reporting	eMILPO:	Electronic Military Personnel office
DA PAM 600-8	Military Human Resources Management Administrative Procedures	DMPO:	Defense Military Pay Office
Forms		CMAOD	Casualty and Mortuary Affairs Operations Division
DA Form 4187	Personnel Action	NCIC:	National Crime Information Center
DD Form 2812	Commander's Preliminary Assessment and Recommendation Regarding Missing Person		
DD Form 1156	Casualty Feeder Card		



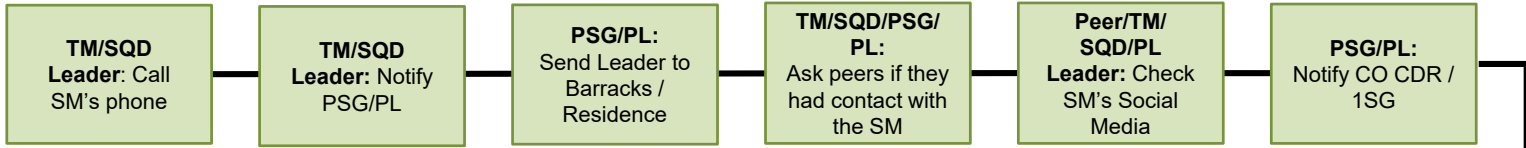
Well-Being Battle Drill

4th Infantry Division and Fort Carson Well-Being Battle Drill for Absent Service Member

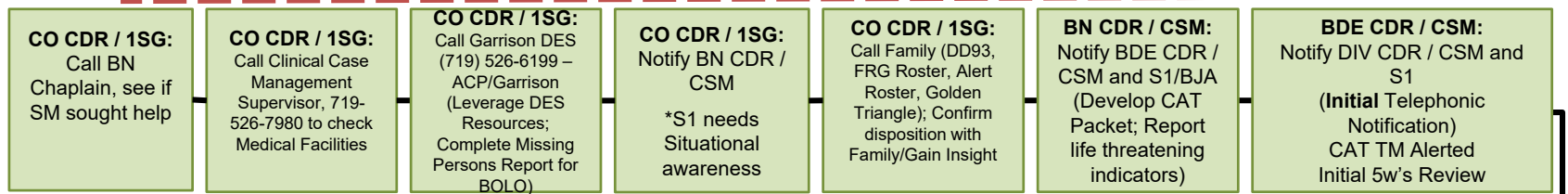
Guidelines for verifying the well-being of an absent Service Member. SOP to determine the status of a Service Member.

IMMEDIATE ACTIONS

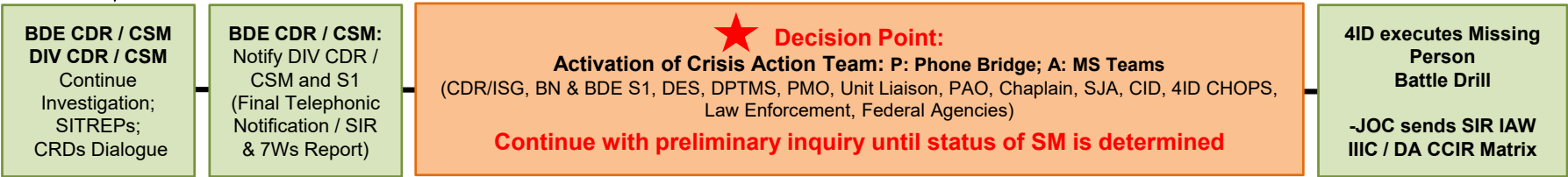
Soldier failure to report for duty



Second Hour



NLT 2 Hours



NLT 3 Hours

Third Hour











Assess Life Threatening Indicators (To Determine N-Hour Sequence for D.P.)

- Is the SM struggling with any personal, marital, or financial challenges (Unit; SLRRT)?
- Does the SM have any history of substance abuse or behavioral health problems (Unit; SLRRT)?
- Has the SM recently had any SHARP or EO related problems (Unit; SARC / EO Rep)?
- Is the SM pending any Legal action/Investigations (Unit / SJA/CID)?
- Does SM own a firearm (Garrison DES)?
- Does SM present a threat to self or others (Unit / Chaplain / EBH / MFLC)?
- What is the SM's social media accounts indicating?

JAG 24-hr Contact #:719-666-0639

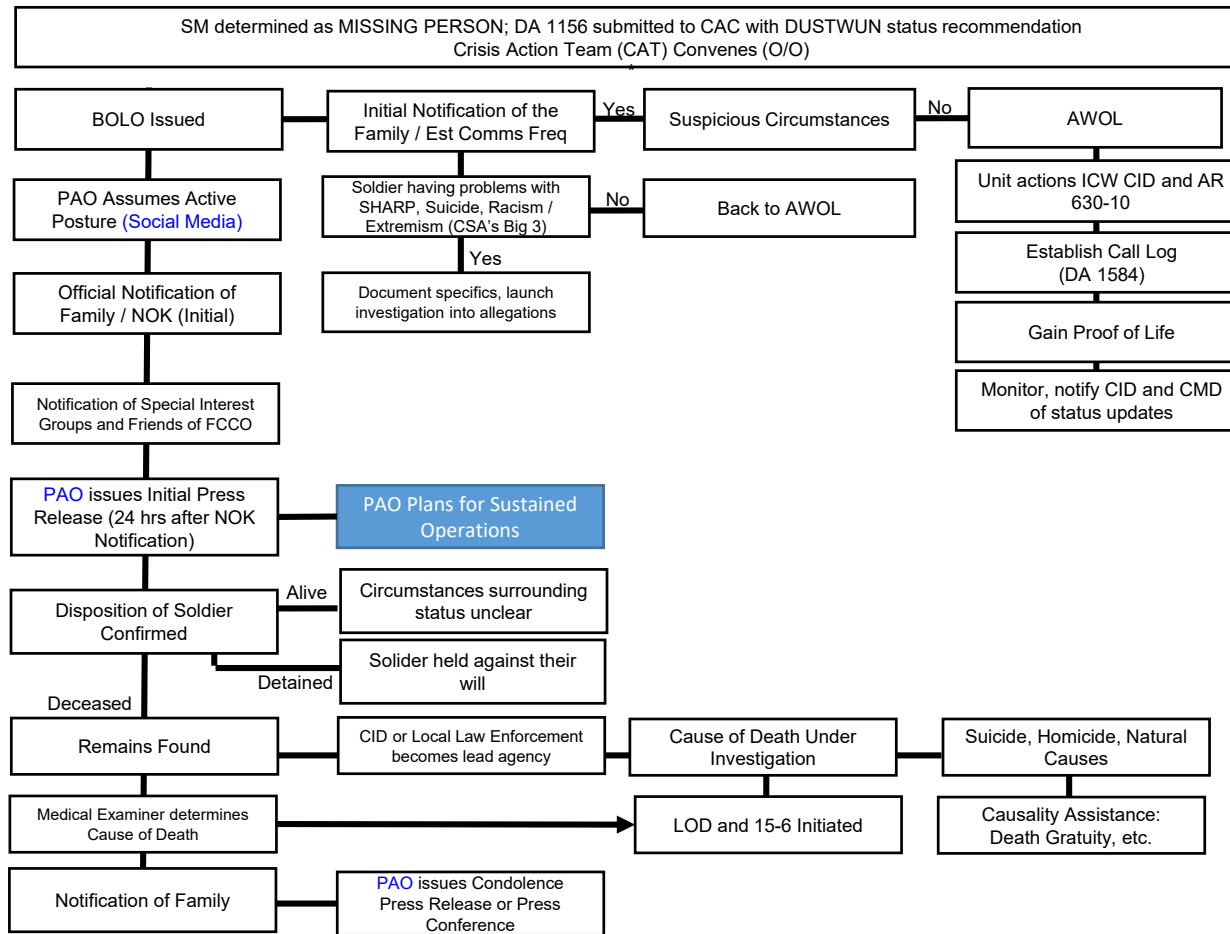


Missing SM EXMAT

N-HOUR SEQUENCE (SM FAILURE TO REPORT)		IMMEDIATE ACTIONS	Notification+1 hr	Notification+2 hrs	Notification+3 hrs	N+4 hrs to NLT N+48 hrs	Day+3 to Day+10	Day+11 to Day+31	Day+32 to Day+34
UNIT LEADERSHIP ACTIONS	SQD Level Leadership	Call SMs Phone, notify POC/PL. Execute well being battle drill 	Send Leader to Barracks / Residence (as seen if they had recent contact, check SMs social media, notify CO leadership)	Call golden triangle to confirm disposition and gain insight, and begin filling out missing persons information sheet 	Begin building CAT packet answering assessment of life threatening indicators (well being battle drill, Directive 2020-36 Enclosure 2 and 3)  	Continued unit actions - missing persons report to DES, attempts to contact family / golden triangle, assessment of life threatening indicators, and contact of the NLT N+8; Make recommendation NLT N+8 on SM status (DUSTWUN or AWOL)	Execute Missing Person or AWOL Battle Drill; If the preponderance of evidence suggests the SM absence is involuntary then the SM will be placed in a "missing / DUSTWUN" status and the unit will execute the missing person battle drill. The SM may remain in this status for a maximum of 10 days. The Unit CDR will prepare a DD 2812 (CDRs Preliminary Assessment and Recommendation Regarding Missing Persons AND an Informal Investigation for SMs that remain in this status. If the preponderance of evidence suggests the SM absence is voluntary then the SM will be placed in an AWOL status and the unit will execute the AWOL battle drill.  	Unit commanders will submit completed DD 2812s AND the completed informal investigation to HRC via the CMAOD NLT 10 days after SM disappearance. If commanders require additional time to complete the investigation, or request to continue categorizing the SM as DUSTWUN, commanders will submit a request to CMAOD. Only the Secretary of the Army or his designee can approve a request to extend DUSTWUN casualty status beyond 10 days. In the event that the SM returns to military control or the SM is deemed AWOL after being declared DUSTWUN, the Commander will coordinate the change with the servicing CAC and CMAOD and forward the completed investigation to the CMAOD within 10 days. SMs assessed to remain absent voluntarily, will continue to be processed under normal AWOL procedures.	Units assessing SMs absence remaining involuntary will continue the missing person battle drill (MIBD) the DIV Crisis Action Team pursuant to SECARMY approval. Units assessing SMs absence to remain voluntary will continue to process the SM under DA PAM 600-6 from AWOL to a Deceased status.
	CO Level Leadership			Unit reports missing Soldier to DES and submits Missing Person Information Sheet, check local incarceration with DES, and Requests Attempts-To-Locate w/ Local LE (719-326-6399), call BN Chaplain (see if SM sought help), call clinical case management supervisor (719-526-7900) to check medical facilities, notify BN CDR / CSM	Initiate Duty Status Change to Absent Unknown; DA 4187 to Unit S1 and DES 	Determine whether SM is having problems with the CSA's Big 3 (SHARP, Suicide, or Racism or Extremism); Begin answering questions contained in DA Directive 2020-36 Enclosure 2 and 3; Prepare DA 1156 Casualty Reader Card and SR reporting; Make recommendation NLT N+8 on SM status (DUSTWUN or AWOL)			
	BN / BDE Level Leadership	Execute Well Being Battle Drill; Familiarize w/ Potential Outcomes  		Notification Window BDE CDR / CSM BDE S1, SIA, DIV CDR / CSM (Initial Telephonic Notification and SWs)	Notify DIV CDR / CSM (Final telephonic notification, SR, and TWA); Code Soldier as "Absent Unknown or AUN" in AMIPO 	Continue investigation, STREPs, and CDRs Dialogue on SM status (DUSTWUN or AWOL)			
	DIV Level Leadership			Notification Window DIV to IIC	CS telephonically informs IIC CDR; Decision Pt: Establish Crisis Action Team?	Continue investigation, STREPs, and CDRs Dialogue; Prepare HQDA CDR #50 submission			
LAW ENFORCEMENT / INSTALATION ACTIONS	DES / CID Contact #: 719-244-3360 or 719-338-1905	Receive initial reporting and begin coordinating response		Receive unit reports, inputs blotter entry, issues BOLO, requests an attempt to locate w/ local law enforcement, and submits report to ALESTS		BOLO issued, LNO Established with local LE, Attempts to Locate w/ Local LE, ALESTS and NOIC Reports Submitted; Continued work with local LE Agencies in DIV response			
	LAW ENFORCEMENT AGENCIES ICW DES - CoS PD: 719-444-7000, Fountain PD: 719-382-8555, El Paso Co. Sheriff: 719-390-5555					Coordinate and expand search / response in an attempt to locate SM	Continued coordination and expansion of resources to determine SM status		
	DPTMS Contact #: 719-330-8575			Work in conjunction with DES to facilitate operations on the installation					
DIV STAFF ACTIONS	CHOPS FCOO 24-hr Contact Number: 719-526-5500			Review Initial SWs and BDE TWA report, provide WARNO to CAT team	Receive BDE TWs and prepare submission to Cat for review and subsequent submission to IIC; Continue coordination of resources as appropriate / upon request	Continued coordination with staff, leaders, and assets available to assist in determining SM status			
	G1 Contact Number: 719-503-0127 or 719-237-7684				Assist BN / BDE S1s as the subject matter expert for appropriate paperwork submission based upon SM status		Continued interaction with BN / BDE S1s and the servicing CAC / CMAOD based upon SM status		
	PMO Contact #: 716-868-0730 or 850-384-3947				Work in conjunction with DES; Advise the crisis action team throughout the DIV response				
	SJA JAG 24-hr Contact Number: 719-666-0639				Advise CMO TMs at all levels and the DIV crisis action team on appropriate legal actions throughout the DIV response				
	CHAPLAIN Contact #: 719-440-9390 or 803-687-3755				Advise and prepare necessary response to all associated parties throughout the DIV response				
	PAO Contact #: 719-331-0305 or 910-992-1468				Assume an active social media posture, prepare initial press release, plan for sustained operations, prepare press releases or press conferences, and BPT issue condolences				



Missing Person Battle Drill



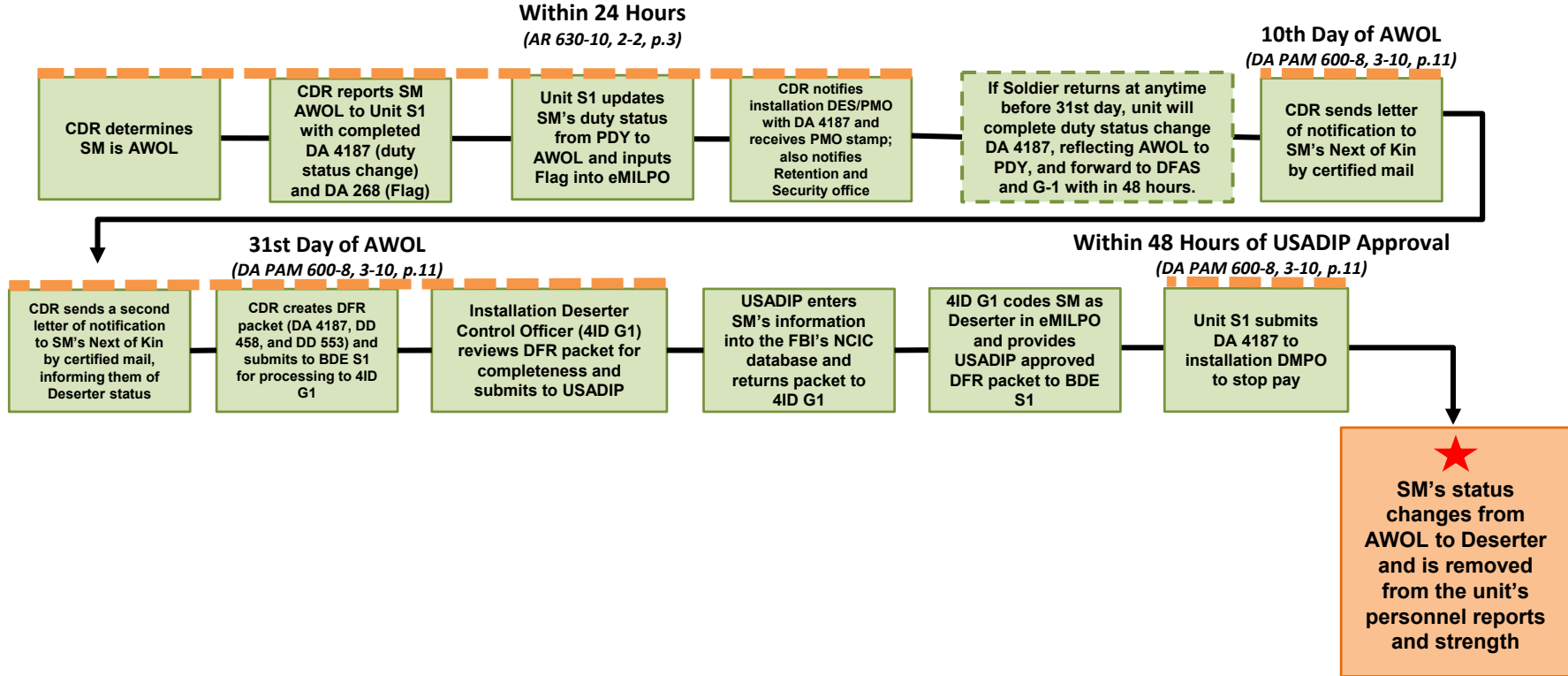
RFIs (Example)

Overarching Themes (Example)

At what point do we seek help from local populace	1. People First – Concern for Soldier / SM’s family
At what point do we conduct a press conference	2. Engaged Leadership at the lowest level
When do we announce “Foul Play” is suspected	3. CSA Big 3 – Sexual assault/Harassment Racism/Extremism Suicide
Need input from G1/SJA/PMO IRT Unit actions for AWOL	Top Line Messages (Example)
	TL 1 – The command is concerned for the missing Soldier and are keeping the family informed of all actions.
	TL 2 – Provide as much information as possible (Soldier went AWOL of own volition / foul play may be expected / investigation is ongoing / etc.



4ID AWOL/DFR Process



Legend			
Regulations		Terms	
AR 630-10	Absent Without Leave, Desertion, and Administration of Personnel Involved in Civilian Court Proceedings	AWOL:	Absent without Leave
AR 600-8-6	Personnel Accounting and Strength Reporting	DES:	Directorate of Emergency Services
DA PAM 600-8	Military Human Resources Management Administrative Procedures	PMO:	Provost Marshal Office
Forms			
DA Form 4187	Personnel Action	eMILPO:	Electronic Military Personnel office
DA Form 268	Report to Suspend Favorable Actions (Flag)	DMPO:	Defense Military Pay Office
DD Form 458	Charge Sheet	DFR:	Drop from Rolls
DD Form 553	Deserter/Absentee Wanted by the Armed Forces	USADIP:	U.S. Army Deserter Information Point
		NCIC:	National Crime Information Center