MISSING SM EXMAT

4ID Absent Soldier Flowchart

**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?"

Transition to actions based upon SM found alive, detained, or deceased.
4ID Absent Soldier Flowchart (Personnel Status Reporting)

**Soldier absent from duty**

CDR determines SM’s duty status “absent-unknown”

Within 3 Hours
(Army Directive 2020-16)

CDR submits Duty Status Change DA 4187 to Unit S1 and DES (719) 526-6199

Unit S1 codes SM as “absent-unknown” / AUN in eMILPO

Within 8 Hours
(Army Directive 2020-16)

CDR or designee notifies NOK of SM’s absent duty status

Note: Daily SITREP is due to G1 HROC NLT 1400

NLT 48 Hours
(Army Directive 2020-16/ MILPER 20-412)

CDR determines if SM’s absence is voluntary or involuntary. Commanders are not authorized to leave Soldiers in the AUN duty status for more than 48 hours.

Yes
Voluntary

CDR submits AWOL Duty Status Change DA 4187 to Unit S1 and DES

CMAOD approves DUSTWUN status. CDR submits “Missing” / MIS status DA 4187 to Unit S1 and local DES

Unit S1 changes duty status from AUN to MIS and sends DA 4187 to DFAS within 48 hours

CDR submits DD 2812 and informal investigation to CMAOD within 10 days

DUSTWUN Soldier returns to military control or determined as AWOL

CDR submits DA 4187 duty status change to S1 upon return to military control or determined as AWOL

CDR coordinates status change with CAC and CMAOD within 10 days of SM’s return

No
Involuntary

CDR submits DA Form 1156 (Signed by BDE CDR), DD93, SGLV, SRB, and SIR to the servicing CAC for recommendation of DUSTWUN

Unit follows standard timeline outlined in AR 630-10. *See 4ID AWOL/DFR Slide

CDR submits DD 2812 and informal investigation to CMAOD within 10 days

Note: An AWOL or missing determination can occur at any time once the Soldier is discovered to be absent voluntarily or involuntarily. There is no requirement to wait 48 hours.

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**Legend**

**References**

- MILPER 20-412: Absent Unknown (AUN) Duty Status Code
- Army Directive 2020-16: Determination and Reporting of Missing, Absent-Unknown, Absent Without Leave, and Duty Status-Whereabouts Unknown Soldiers
- AR 630-10: Absent Without Leave, Desertion, and Administration of Personnel Involved in Civilian Court Proceedings
- AR 600-8-6: Personnel Accounting and Strength Reporting
- DA PAM 600-8: Military Human Resources Management Administrative Procedures
- DA Form 4187: Personnel Action
- DD Form 2812: Commander’s Preliminary Assessment and Recommendation Regarding Missing Person
- DD Form 1156: Casualty Feeder Card

**Terms**

- AWOL: Absent Without Leave
- DES: Directorate of Emergency Services
- DUSTWUN: Duty status whereabouts unknown
- eMILPO: Electronic Military Personnel office
- DMPO: Defense Military Pay Office
- CMAOD: Casually and Mortuary Affairs Operations Division
- NCIC: National Crime Information Center

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POC: G1 / 719-503-0127

As of 14 December 2020
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**

| TM/SQD Leader: Call SM's phone |
| TM/SQD Leader: Notify PSG/PL |
| PSG/PL: Send Leader to Barracks / Residence |
| TM/SQD/PSG/PL: Ask peers if they had contact with the SM |
| Peer/TM/SQD/PL Leader: Check SM's Social Media |
| PSG/PL: Notify CO CDR / 1SG |

**First 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?

**Decision Point:**

Activation of Crisis Action Team: P: Phone Bridge; A: MS Teams
(CDR/ISG, BN & BDE S1, DES, DPTMS, PMO, Unit Liaison, PAO, Chaplain, SJA, CID, 4ID CHOPS, Law Enforcement, Federal Agencies)

Continue with preliminary inquiry until status of SM is determined

**Second Hour**

- BDE CDR / CSM: Notify DIV CDR / CSM and S1 (Initial Telephonic Notification / SIR & 7Ws Report)
- BDE CDR / CSM: Continue Investigation; STREPs; CRDs Dialogue
- CO CDR / 1SG: Call Garrison DES (719) 526-6199 – ACP/Garrison (Leverage DES Resources; Complete Missing Persons Report for BOLO)
- CO CDR / 1SG: Notify BN CDR / CSM *S1 needs Situational awareness
- BN CDR / CSM: Notify BDE CDR / CSM and S1/BJA (Develop CAT Packet; Report life threatening indicators)

**Third Hour**

- BDE CDR / CSM: Notify DIV CDR / CSM and S1 (Initial Telephonic Notification)
- CAT TM Alerted Initial 5w’s Review

**Continued Investigation**

4ID executes Missing Person Battle Drill
-JOC sends SIR IAW IIIIC / DA CCIR Matrix

JAG 24-hr Contact #: 719-666-0639
## Missing SM EXMAT

### Immediate Actions

<table>
<thead>
<tr>
<th>Sequence</th>
<th>Immediate Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>CCO Level Leadership</td>
<td>Check SOI for notification of missing SM EXMAT.</td>
</tr>
<tr>
<td>CO Level Leadership</td>
<td>Notify and assign personnel to coordinate the CCO's immediate actions.</td>
</tr>
<tr>
<td>BN / EDE Level Leadership</td>
<td>Continue coordination.</td>
</tr>
<tr>
<td>DIV Level Leadership</td>
<td></td>
</tr>
</tbody>
</table>

### Notification Action

<table>
<thead>
<tr>
<th>Days to Day - Day+3</th>
<th>Days to Day+4</th>
</tr>
</thead>
<tbody>
<tr>
<td>CCO</td>
<td>CO</td>
</tr>
<tr>
<td>BN / EDE</td>
<td>DIV</td>
</tr>
</tbody>
</table>

### Law Enforcement/Investigation Actions

<table>
<thead>
<tr>
<th>DIV Staff Actions</th>
<th>Contact</th>
<th>Days to Day - Day+3</th>
<th>Days to Day+4</th>
</tr>
</thead>
<tbody>
<tr>
<td>DOS</td>
<td>[Contact Information]</td>
<td></td>
<td></td>
</tr>
<tr>
<td>OS</td>
<td>[Contact Information]</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SAG</td>
<td>[Contact Information]</td>
<td></td>
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</tr>
<tr>
<td>CHAPLAIN</td>
<td>[Contact Information]</td>
<td></td>
<td></td>
</tr>
<tr>
<td>FCO</td>
<td>[Contact Information]</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Related Actions

- **CO**:
  - Review notification for notification of missing SM EXMAT.
  - Notify and assign personnel to coordinate the CO's immediate actions.

- **BN / EDE**:
  - Continue coordination.

- **DIV**:
  - |

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Note: The table above represents a structured outline of immediate actions, notification protocols, and related law enforcement investigation actions for a missing SM EXMAT. Each action is categorized by level of leadership and includes specific contact information and coordination periods to ensure a comprehensive response strategy.
Missing Person Battle Drill

SM determined as MISSING PERSON; DA 1156 submitted to CAC with DUSTWUN status recommendation
Crisis Action Team (CAT) Convenes (O/O)

BOLO Issued

Initial Notification of the Family / Est Comms Freq
Yes

Suspicious Circumstances
No

PAO Assumes Active Posture (Social Media)

Soldier having problems with SHARP, Suicide, Racism / Extremism (CSA’s Big 3)
No

Back to AWOL

Official Notification of Family / NOK (Initial)

Document specifics, launch investigation into allegations
Yes

PAO Plans for Sustained Operations

PAO issues Initial Press Release (24 hrs after NOK Notification)

Circumstances surrounding status unclear

Disposition of Soldier Confirmed

PAO issues Condolescence Press Release or Press Conference

Suicide, Homicide, Natural Causes

Remains Found

CID or Local Law Enforcement becomes lead agency

Causality Assistance: Death Gratuity, etc.

Notification of Special Interest Groups and Friends of FCCO

Soldier held against their will

Deceased

Dead

Medical Examiner determines Cause of Death

Cause of Death Under Investigation

LOD and 15-6 Initiated

Crisis Action Team (CAT) Convenes (O/O)

No

Unit actions ICW CID and AR 630-10

Establish Call Log (DA 1584)

Gain Proof of Life

Monitor, notify CID and CMD of status updates

At what point do we seek help from local populace

At what point do we conduct a press conference

When do we announce “Foul Play” is suspected

Need input from G1/SJA/PMO IRT Unit actions for AWOL

RFIs (Example)

Overarching Themes (Example)

1. People First – Concern for Soldier / SM’s family
2. Engaged Leadership at the lowest level
3. CSA Big 3 – Sexual assault/Harassment Racism/Extremism Suicide

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

Within 24 Hours (AR 630-10, 2-2, p.3)
- CDR determines SM is AWOL
- CDR reports SM AWOL to Unit S1 with completed DA 4187 (duty status change) and DA 268 (Flag)
- Unit S1 updates SM’s duty status from PDY to AWOL and inputs Flag into eMILPO
- CDR notifies installation DES/PMO with DA 4187 and receives PMO stamp; also notifies Retention and Security office
- If Soldier returns at anytime before 31st day, unit will complete duty status change DA 4187, reflecting AWOL to PDY, and forward to DFAS and G-1 with in 48 hours.

31st Day of AWOL (DA PAM 600-8, 3-10, p.11)
- CDR sends a second letter of notification to SM’s Next of Kin by certified mail, informing them of Deserter status
- CDR creates DFR packet (DA 4187, DD 458, and DD 553) and submits to BDE S1 for processing to 4ID G1
- Installation Deserter Control Officer (4ID G1) reviews DFR packet for completeness and submits to USADIP
- USADIP enters SM’s information into the FBI’s NCIC database and returns packet to 4ID G1
- 4ID G1 codes SM as Deserter in eMILPO and provides USADIP approved DFR packet to BDE S1
- If Soldier returns at anytime before 31st day, unit will complete duty status change DA 4187, reflecting AWOL to PDY, and forward to DFAS and G-1 within 48 hours.

Within 48 Hours of USADIP Approval (DA PAM 600-8, 3-10, p.11)
- SM’s status changes from AWOL to Deserter and is removed from the unit’s personnel reports and strength
- 4ID G1 codes SM as Deserter in eMILPO and provides USADIP approved DFR packet to BDE S1
- Unit S1 submits DA 4187 to installation DMPO to stop pay

Legend

<table>
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<tr>
<td>AR 600-8-6</td>
<td>DES: Directorate of Emergency Services</td>
</tr>
<tr>
<td>DA PAM 600-8</td>
<td>PMO: Provost Marshal Office</td>
</tr>
<tr>
<td></td>
<td>eMILPO: Electronic Military Personnel office</td>
</tr>
<tr>
<td>DA Form 4187</td>
<td>DMPO: Defense Military Pay Office</td>
</tr>
<tr>
<td>DA Form 268</td>
<td>DFR: Drop from Rolls</td>
</tr>
<tr>
<td>DD Form 458</td>
<td>USADIP: U.S. Army Deserter Information Point</td>
</tr>
<tr>
<td>DD Form 553</td>
<td>NCIC: National Crime Information Center</td>
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