**INSTRUCTIONS FOR PREPARING AND DISTRIBUTING DD FORM 553 (DESERTER/ABSENTEE WANTED BY THE ARMED FORCES)**

**The Unit Commander** administratively classifies an absentee as a deserter and completes DD Form 553 and promptly reports deserters to the Provost Marshal per   
AR 190-9, Para 3-1 via DD Form 553 per AR 630-10, Para 3-1a(2 & 3).

**The Installation** **Provost Marshal** ensures that the unit commander has accurately completed DD Form 553 through verification from the Federal Bureau of Investigation (FBI) National Crime Information Center (NCIC) database per AR 190-9, Para 3-2.

Prepare DD Form 553 item by item.

**Item 1 - Date Prepared:** Insert the Year/Month/Day (YYYYMMDD) (for example, 20100911) that the DD Form 553 was prepared by the Unit Commander.

**Item 2 -** **To:** DEPARTMENT OF THE ARMY

USADIP (DAPM-MPO-AD)

BLDG 298 RM 331

481 GOLD VAULT RD

FORT KNOX KY 40121-5182

**NOTE:** Drop from the Rolls (DFR) Packets are no longer sent via hard copy U.S. Postal Service to the U.S. Army Deserter Information Point (USADIP). The BDE S1 prepares the DFR Packet and electronically sends it thru their Deserter Control Officer (DCO) for quality control review prior to reaching its final destination at USADIP. The DCO will email this document along with other designated documents as identified in the USADIP Deserter Processing Checklist to   
[usarmy.knox.imcom-atlantic.mbx.usadip-admin@mail.mil](mailto:usarmy.knox.imcom-atlantic.mbx.usadip-admin@mail.mil) .

**Item 3 -** **From:** Insert the Unit, Losing Organization or Activity and place from which absentee was last assigned.

**Item 4 -** **Distribution: LEAVE BLANK.** (For USADIP Use Only).List which agencies will receive the DD Form 553. For civilian law enforcement agencies provide their Originating Agency Identification (ORI) only from the NCIC.

**Item 5 - Absentee Identification.**

**Item 5a** - Name:Insert the absentee’s last name, first name and full middle as opposed to initial only in that sequence. The primary source documents for verification/validation are the following: DD Form 1966/1 (Record of Military Processing – Armed Forces of the United States) Item 2 or the DD Form 4/1 (Enlistment/Reenlistment Document Armed Forces of the United States), Item 1.  
  
**Item 5b** - Grade/Rank/Rate:Insert the absentee’s military pay grade and rank; for example, E-2/ Private (PV2), E-3/Private First Class (PFC), E-4/Specialist (SPC), etc. The primary source document for verification/validation is the DA Form 4187 [Personnel Action) – [Absent without Leave (AWOL) to Drop from the Rolls (DFR)], Item 5.

**\*Item 5c** - Sex: Identify the absentee’s sex as Male (M) or Female (F). The primary source documents for verification/validation is the DD Form 1966/1, Item 6 or SF 86 (Questionnaire for National Security Positions), Item 7.

**\*Item 5d** - Race: Identify the appropriate box. The primary source document for verification/validation is the DDForm 1966/1, Item 7a.

**Item 5e** - Ethnicity: Identify the appropriate box. The primary source document for verification/validation is the DDForm 1966/1, Item 7b.

**Item 5f** - Place of Birth: Identify the city, state and country in that sequence. The primary source document for verification/validation is the DDForm 1966/1, Item 15 or SF 86, Item 3.

**\*Item 5g** - Date of Birth: Identify the absentee’s YYYYMMDD, in that sequence. The primary sources of document for verification/ validation are the DD Form 1966/1, Item 10 and DD Form 4/1, Item 6. A secondary source of documentation for verification/validation is the SF 86, Item 2.

**\*Item 5h** - Height: Identify the absentee’s height in feet and inches in that sequence. The primary source document for verification/validation is the DD Form 2808 (Report of Medical Examination), Item 53. A secondary source document for verification/validation is the SF 86, Item 7.

**\*Item 5i** - Weight: Identify the absentee’s weight in pounds. The primary source document for verification/validation is the DD Form 2808, Item 54. A secondary source document for verification/validation is the SF 86, Item 7.

**\*Item 5j** - Eye Color: Identify the absentee’s eye color. The primary source document for verification/validation is the SF 86, Item 7.

**\*Item 5k** - Hair Color: Identify the absentee’s hair color. The primary source document for verification/validation is the SF 86, Item 7.

**Item 5l** - Deserter Information Point (DIP) Control Number: **LEAVE BLANK**. (For USADIP Use Only).

Item 5m - Service: Indicate Service Component; Army (RA), Army National Guard (ARNG), US Army Reserves (USAR), ARNG/Active Guard and Reserve (AGR) or USAR/AGR. All Reserve Component (RC) Soldiers must have an Initial Active Duty for Training (IADT) or ADT order. The following discharge format is required for RC Soldiers whose duty status changes to AWOL while in an ADT or IADT status: ARNG uses Order Format 510. USAR uses Order Format 440. If these Soldiers are mobilized and not currently in an ADT or IADT status, then a set of Mobilization Orders must be included in the DFR Packet.

**\*Item 5n** - Social Security Number (SSN): Absentee’s SSN. The primary source *document for verification/validation is the DD Form 4/1, Item 2 or DD Form 1966/1,*Item 1.

**\*Item 5o** - Citizenship: Identify the country of which the absentee is a citizen. The primary source document for verification/validation is the DD Form 1966/1, Item 5 or SF 86, Item 9.

**\*Item 5p** - Marital Status: Identify the absentee’s marital status: Married (M), Divorced (D), or Single (S). The primary source document is the DD Form 93 (Record of Emergency Data), Item 4a. A secondary source document for verification/validation is the DDForm 1966/1, Item 8 (depending on how current each form is).

**\*Item 5q** - Military Occupation: Identify the absentee’s specific military occupational specialty (MOS) and title. Absentee’s who are in their Initial Entry Training (IET) will need to be identified. All MOS designations that deal with Military Intelligence or Classified Information must be processed as a special category absentee IAW AR 190-9, Para 3-2&3, AR 630-10, Para 3-3d and DODI 1325.02. Deserter reporting is required w/in 24/48 hours with PMO and USADIP. The primary source document is the DA Form 4187, Item 5.

**Item 5r** - Civilian Occupation: Identify the absentee’s prior civilian employment. Indicate any specific job skills. The primary source document for verification/validation is the SF 86, Item 13a.

**Item 5s** - Permanent Residence Address: Indicate the absentee’s permanent address to include their street, city, state and ZIP code. The primary source document is the DD Form 4/1, Item 3.

**Item 6 - Current Enlistment.**

**Item 6a** **-** Date: Identify most recent date absentee signed a contract: YYYYMMDD, in that sequence. The primary source document for verification/validation is the DD Form 4/1, Item 5.

**Item 6b** - Place: Identify most recent date absentee signed a contract: city and state in that sequence. The primary source document for verification/validation is the DD Form 4/1, Item 4.

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

**Item 7a** - Date:Identify date that absentee physically reported for active duty on current enlistment: YYYYMMDD in that sequence. The primary source document for verification/validation is the DD Form 4/1, Item 8a. If absentee has not enlisted into the Delayed Entry Program, then enter the date as that in Item 6a.

**Item 7b** - Place:Identify place the absentee physically reported for active duty. City and state, in that sequence. The primary source document for verification/validation is the DD Form 4/1, Item 4.

**Item 8 -** **Absentee Photograph:** Make every attempt to obtain a current, identification-quality photograph of the member. Photograph is not required to fit in the space provided. Oversized photos can be submitted as a separate item. [Way Ahead: Connectivity with the Defense Eligibility Enrollment Reporting System (DEERS) for procurement of photo is being worked].

**Item 9 - Time of absence.**

**Item 9a** - Date: Indicate the date of reported absence – YYYYMMDD, in that sequence. Actual date of AWOL must match DA Form 4187, Item 7 **[Present for Duty (PDY) to AWOL].**

**Item 9b** - Hour:Indicate the hour of the reported absence – i.e (0600, 1800, or 2330).

**Item 10 -** **Administrative Date of Desertion:** Indicate the date on which absentee was administratively classified as a deserter and DFR YYYYMMDD, in that sequence. DFR desertion date must match DA Form 4187, Item 7 **(AWOL to DFR)**.

Executed date signed in Item 18f must be the same or later than the DFR date in Item 10.

**Item 11 -** **Escaped or Sentenced Prisoner. (LEAVE BLANK)**. This item will be completed by the US Army Corrections Command (ACC).(This information will only be provided by ACC if the Soldier is a convicted felon/parole violator).

**Item 12 - Discharge Status** **(LEAVE BLANK).**

\*\***Item 13 -** **Operator's License.** DD Form 1966/1, Item 14 will provide initial information as a source document, although it may not be the most current depending upon date of completion. Provost Marshal will conduct a 50 state license search through NCIC to obtain most current information.

**Item 13a** - Number: Indicate absentee’s operator’s license number.

**Item 13b** - State: Indicate the state that licensed the absentee.

**Item 13c** - Date Operator's License Expires: YYYYMMDD in which the absentee’s license expires.

**\*\*Item 14 -** **Vehicle License.** This information may be obtained from unit vehicle inspection sheet, if available.

**Item 14a** - Plate Number: Indicate absentee’s vehicle license plate number.

**Item 14b** – State: Indicate the state that issued the absentee’s vehicle license plate.

**Item 14c** - Expiration Date:IndicatetheYYYYMMDD that absentee’s vehicle license plate expires.

**Item 14d** - Type: Identify absentee’s vehicle license plate type; for example:personalized, disabled American veteran, handicapped, government etc.

**\*\*Item 15 –** **Vehicle.** This information may be obtained from unit vehicle inspection sheet, if available.

**Item 15a** - Vehicle Identification Number (VIN): Identify the absentee’s vehicle identification number if available.

**Item 15b** - Year: Indicate the year in which absentee’s vehicle was manufactured.

**Item 15c** - Make:Indicate the manufacturer of absentee’s vehicle; for example,Ford, Porsche, Chevrolet, etc.

**Item 15d** - Model: Indicate model of absentee’s vehicle; for example, Mustang, 914, Prism, etc.

**Item 15e** - Style: Identify the style of absentee’s vehicle; for example, 2-door convertible, pickup truck, van, etc.

**Item 15f** - Color: Indicate the color of absentee’s vehicle.

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

**Item 16a** – Name: Absentee’s nearest relative, friends, and other persons most likely to know something about the absentee’s whereabouts. List additional names in Item 19, Remarks. The primary source documents for verification/validation is the DD Form 93, Items 4 through 7 and SF 86, Items 11 through 13. In parentheses describe relationship, i.e. (Mother), (Father), (Spouse), (Sister), (Brother), (Friend), (Neighbor), (Classmate), (Employer)**,** etc.

**Item 16b** - Address: Street, city, state, ZIP codes, and telephone numbers for each person listed in 16a. List additional addresses in Item 19, Remarks. The primary source documents for verification/validation is the DD Form 93, Items 4 through 7 and SF 86, Items 11 through 13.

**Item 17 –** **Certification**: Statement by Absentee’s Commander: Military and civilian law enforcement authorities may use this statement to obtain search or arrest warrants or authorizations. *Complete each line carefully: the information may determine whether law enforcement authorities can obtain a warrant.* Actual date AWOL must match DA Form 4187, Item 7 (PDY to AWOL).

**Item 18 - Commanding Officer.**

**Item 18a** – Typed Name. Identify the Commander’s Name.

**Item 18b** – Rank. Identify the Commander’s Rank.

**Item 18c** – Title. Identify the Commander’s Title if different that Commander i.e. (Acting Commander).

**Item 18d** - Organization and Installation: Indicate the commander’s organization and installation of the absentee.

**Item 18e** - Signature: All copies must be signed by the unit commander who must be a commissioned officer per AR 630-10, Para 3-1a(2).

**NOTE:** Do not use any *“For the Commander”* signatures, or signature stamps which are not authorized over the signature block; must be original signature. (Way Ahead: Digital signature capability is being worked).

**Item 18f** – Date Signed. This date must be the same or later than DFR date in Item 10.

\*\***Item 19 - Remarks:**

**The Unit Commander** lists absentee’s peculiar habits and character traits; unusual mannerisms and speech; peculiarities in appearance; clothing worn; aliases (names); allergies, marks and scars; tattoos; facial characteristics; complexion; posture, and build. If applicable Indicate here if this is a “desertion under aggravated circumstances” or a “Special Category Deserter.”

-- Provides Passport Identity Card # if applicable from source document SF 86, Item 10.2.

-- Completes DD Form 553per AR 630-10, Para 3-1a(2). The suspected reasons for the absence and information on pending investigation, Article 15, or Uniform Code of Military Justice (UMCJ) 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 into Item 19.

**The Provost Marshal** per AR 190-9, Para 3-2b(3) in the remarks section of a DD Form 553 adds other known information about the Soldier such as –

(*a) Confirmed or suspected drug abuse.*

*(b) History of violence.*

*(c) History of escapes or attempted escapes from custody.*

*(d) Suicidal tendencies.*

*(e) Suspicion of involvement in violent crimes for which there is a record of an active military police investigation being prepared and forwarded.*

*(f) History of the unauthorized absence.*

*(g) Any other information in the apprehension process or to protect the deserter or apprehending authorities.*

*(4) Initiates a DA Form 3975 (Military Police Report) (if not previously completed as an AWOL report) and assigns a USACRC crime control number to the case.*

*(5) Returns the completed DD Form 553 to the unit commander within 24 hours. The Provost Marshal retains a copy of the DD Form 553.*

-- Will conduct a criminal history check through NCIC and add additional SSNs, Operator License Number (OLN)s, DOBs, Also Known As (AKA)s, scars, marks, tattoos, and FBI Code numbers gleaned from any new intelligence gathered.

-- List known Cautions Indicators (per 2000 NCIC Manual, Wanted Person File Para 1.2 need to be as applicable to better understand the subject’s potential behavior as related to the need to provide an escort during extradition:

(1) Violent Tendencies – has history of violent behavior towards others.

(2) Suicidal – has history of suicidal ideations or tendencies.

(3) Sexually Violent Predator – has history of sexual offenses.

(4) Armed and Dangerous – is or was a registered weapons permit holder, or has history of illegally possessing or using a weapon.

(5) Martial Arts Expert –is or was a registered Martial arts expert or is known to be a trained expert in the Martial Arts.

(6) Known to Abuse Drugs - has a history of drug abuse, including alcohol.   
 (7) Escape Risk –has a history of hiding, fleeing, resisting arrest, detention or transport ~~or~~ and may have been ~~is~~ an Escaped Prisoner or Previous Absentee..

(a) Previous Absentee - have demonstrated through their historical behavior that they have the potential for failure to obey a lawful order to report to their parent unit and the instructions of officers that they may have interaction with. Previous failure to comply with a DD Form 460 (Provisional Pass) is an indication that the Soldier is unwilling to return on their own; thus presenting an Escape Risk.

(b) A Parole Violator is considered to be an Escaped Prisoner. They are a prisoner of a confinement facility who has absconded from their supervised or conditional release and thus always to be considered an Escaped Risk.

(8) Explosive Expertise - subject is known to be an expert with explosives

(9) Heart Condition – has medical history of heart or circulatory illnesses.

(10) Medication Required - has medical history requiring specific medication.

(11) Alcoholic – has been medically diagnosed as such.

(12) Allergies – has medical history indicating illness caused by specific allergies.

(13) Epilepsy – has a medical history of Epilepsy or seizures.

(14) Diabetic – has a medical history of diabetes.

(15) Hemophiliac – Has medical history of illnesses that impair the normal clotting of blood.

-- Capture Military Personnel Report number and offense from the Centralized Operational Police Suite (COPS) and Offense. Make additional applicable entries. Enter Military Police Report #, Offense Code, and Offense for AWOL, DFR, and any other serious offenses with Cautions Indicators for officer safety. These caution indicators will necessitate the use of escorts for extradition to the parent unit or Personnel Control Facility at Ft. Sill, OK.

-- When reporting High-Risk Deserters (ALARACT 366-2011) it is important to identify and examine the contributing factors and use the proper Caution Indicators to insure Officer Safety. A Soldier who may cause harm or present a danger to the public or themselves will not only have current active cautions, but probably a correlating history as well which needs to be identified at the time of initial absence, i.e. AWOL, thus potentially warranting processing as a High Risk Deserter.

-- Will conduct an NCIC 50-state vehicle license and registration query in addition to a criminal history query. In the even Criminal Information is available, a Criminal Record query should be conducted. The PMO is responsible for comparing the drivers’ license with the 553 to confirm or include items such as height, weight, hair color, etc. The PMO will provide a verification date stamp on this form to certify that all of this information has been properly updated from the NCIC data base as applicable. Include Passport information in known and available.

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

***\* If specified forms are not readily available on the integrated Personnel Enlisted Records Management System (iPERMS), you will need to consult the Enlisted Record Brief (ERB) or DA Form 4037-E [Officer Record Brief (ORB)] (as applicable) as a last resort, although they are not considered primary source documents.***

***\*\* The Provost Marshal ensures that the Unit Commander has accurately completed DD Form 553 through verification from the NCIC database per AR 190-9, Para 3-2.***