



**DEPARTMENT OF THE ARMY**  
**UNITED STATES ARMY COMBINED ARMS SUPPORT COMMAND**  
**2221 ADAMS AVENUE**  
**FORT LEE, VA 23801**

CASCOM Policy 22-O4

31 January 2022

ATCL-CG (100)

**MEMORANDUM FOR SEE DISTRIBUTION**

**SUBJECT: CASCOM Policy Letter, Determination and Reporting of Missing, Absent-Unknown, Absent Without Leave, and Duty Status-Whereabouts Unknown Soldiers**

**1. References:**

- a. Department of Defense Instruction (DoDI) 1300-18 (Department of Defense (DoD) Personnel Casualty Matters, Policies and Procedures, 8 January 2008, Incorporating Change 1, effective 14 August 2009.
- b. DoDI 1325.02 (Desertion and Unauthorized Absence), 16 November 2012.
- c. Army Directive 2020-16 (Determination and Reporting of Missing, Absent-Unknown, Absent Without Leave, and Duty Status-Whereabouts Unknown Soldiers), 17 November 2020.
- d. Army Regulation (AR) 190-9 (Absentee Deserter Apprehension and Surrender of Military Personnel to Civilian Law Enforcement Agencies) 28 September 2015.
- e. AR 600-8-6 (Personnel Accounting and Strength Reporting), 1 April 2015.
- f. AR 630-10 (Absence Without Leave, Desertion, and Administration of Personnel Involved in Civilian Court Proceedings, 13 January 2006.
- g. AR 638-8 (The Army Casualty Program), 7 June 2019.
- h. Department of the Army Pamphlet 600-8 (Military Human Resources Management Administration Procedures), 20 May 2019.
- i. MILPER Message 20-412, Absent Unknown (AUN) Duty Status Code, 9 December 2020.
- j. CASCOM Absentee Missing Soldier Battle Drill, 18 October 2021.

**2. Purpose: To establish procedures for responding to and reporting absent or missing Soldier events. A missing Soldier is a commander's business and CASCOM's #1 priority.**

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**3. Applicability: This policy implements Army Directive 2020-16 and applies to all Soldiers assigned or attached to CASCOM, Fort Lee, VA.**

**4. Policy: See Enclosure 1 for definitions and terms used in this policy letter.**

**a. The foundation of this policy is the importance of knowing and caring for our Soldiers, Civilians, and Families. When a Soldier reports to your unit, and with the Soldier's consent, the first line supervisor will contact the primary next of kin listed on the Soldiers' DD Form 93 (Record of Emergency Data) via phone, e-mail or letter and introduce him/herself. The purpose is to let the Family member know his/her Soldier is important and part of the CASCOM team. Additionally, it validates the contact information provided by the Soldier on the DD Form 93. After the first contact, with the Soldier's consent, the first line supervisor will reach out to the primary next of kin on an annual basis at a minimum.**

**b. For Initial Military Training/Professional Military Education Soldiers (IMT/PME), Company Commanders will have absence prevention techniques in place to include SOPs; an active Comprehensive Soldier Fitness/Ready and Resilient Program; and certified master resilience trainers to include drill sergeants, senior group leaders, instructors, and support personnel. Cadre throughout our organizations will be trained and empowered to assist IMT/PME students in developing readiness skills. IMT units will continue to use other measures such as the battle-buddy system, after-hour leader checks in the barracks IAW TR 350-6, and frequent IMT accountability formations. IMT units will closely monitor the holdover population to identify any at-risk Soldiers to prevent a loss of accountability.**

**c. Effective immediately, when a Soldier fails to report for duty, commanders will change the duty status of such Soldier determined to be absent from the place of duty to "absent-unknown" (AUN) IAW reference Enclosure 5, CASCOM Absentee Missing Soldier Battle Drill. This duty status change must occur within three hours of discovering the Soldier's whereabouts are unknown. Commanders will follow guidance for AUN duty status reporting IAW reference 1i for eMILPO duty status input. Soldiers will not be carried in this duty status for longer than 48 hours.**

**d. During the time the Soldier is listed as AUN, unit leaders and Army law enforcement officials will make every effort to locate the Soldier. Unit commanders will report the Soldier's status to Provost Marshall Office (PMO) within three (3) hours of discovering the Soldier is absent. Within eight hours of discovering the Soldier is absent, the unit commanders will:**

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(1) Call and text the Soldier's phone.

(2) Conduct checks of barracks or residence and local area. If the residence is off post or in on-post family housing, the command should consult with his/her unit judge advocate prior to conducting check. Checks of the local off post area may be coordinated with local civilian law enforcement.

(3) Ask peers/friends if they know where the Soldier is, if they have been in contact with the Soldier, if they know who had last contact with the Soldier, and if they are aware of any reason the Soldier may be absent from duty.

(4) Check Soldier's social media for publicly accessible information that may help determine the Soldier's whereabouts.

(5) Call local medical facilities to check if Soldier has been admitted. However, commanders should be aware that civilian medical facilities may be prohibited by law, regulation, or hospital privacy from providing protected health information, to include confirming admission status.

(6) Call the MP station to determine if the Soldier has been apprehended.

(7) Coordinate with PMO by providing any necessary information to assist in performing tasks IAW reference 1c, paragraph 4c.

(8) Notify the primary next of kin designated on the DD Form 93. The company commander will ask Family members to help determine the absentee's whereabouts and information related to the absence.

e. If the Soldier cannot be located within 48 hours, commanders will make a determination as to whether the Soldier's absence is voluntary or involuntary. See Enclosure 2 for a checklist to help facilitate this determination. If the commander determines, by a preponderance of evidence, the Soldier's absence is voluntary, the duty status will be reported as AWOL. An AWOL determination can occur at any time once the Soldier is discovered absent for the place of duty, there is no time requirement to wait 48 hours. If there is creditable evidence to determine the absence is involuntary, or there is insufficient evidence to conclude the absence is voluntary, Soldiers will be reported as missing (MIS). A determination the Soldier is missing can occur at any time once the Soldier is discovered as absent from the place of duty; there is no requirement to wait 48 hours. Commanders will report as missing any Soldier who indicates the potential for self-harm and is not located within the initial 48 hours.

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f. Soldier's reported as missing are classified as duty status-whereabouts unknown (DUSTWUN) casualties, and the Army will execute casualty operations IAW reference 1g.

(1) AWOL Soldiers.

(a) Within 24 hours after the Soldier is determined to be AWOL, commanders must submit to their local PMO a DA Form 4187 (Personnel Action) annotating the duty status change from AUN to AWOL. Commanders will also update the duty status in eMILPO IAW reference 1i.

(b) Within three (3) hours of receiving the DA Form 4187 submitted by the commander, the installation PMO will complete a blotter entry, submit an LER and BOLO into the ALERTS, enter pertinent information into the Missing Persons File of the NCIC database, and request an ATL from local civilian LE agencies.

(2) DUSTWUN Soldiers.

(a) As soon as there is credible evidence that a Soldier's absence is involuntary, regardless of duty status, commanders will submit to the servicing Casualty Assistance Center (CAC) a DA Form 1156 (Casualty Feeder Card) signed by the commander with Special Court Martial Convening Authority, requesting the Soldier be declared as DUSTWUN. Commanders and LE personnel must use Enclosure 2 of this policy letter as a checklist for additional responsibilities for missing persons cases.

(b) Within 24 hours after Casualty and Mortuary Affairs Operations Division (CMAOD) approves the Soldier's status as DUSTWUN, commanders will submit to their local PMO a DA Form 4187 annotating the duty status change from AUN to MIS. Once approved, CMAOD will coordinate accordingly for follow-on documents and investigations as prescribed in AR 638-8, paragraph 11-3.

(c) A Soldier is typically retained in DUSTWUN status for a maximum of 10 days. The unit commander will submit a DD Form 2812 (Commander's Preliminary Assessment and Recommendation Regarding Missing Person) and an informal investigation to the U.S. Army Human Resources Command (HRC) via CMAOD within 10 days of the incident. If commanders require additional time to complete the investigation, or request to continue categorizing the Soldier's casualty status as DUSTWUN, commanders will submit a request to CMAOD. Only the Secretary of the Army or Secretary's designee can approve a request to extend DUSTWUN casualty status beyond 10 days.

(3) Status change. In the event the Soldier returns to military control or the Soldier is deemed AWOL, after being declared DUSTWUN, the commander will

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coordinate the status change with the servicing CAC and CMAOD and forward the completed investigation to CMAOD within 10 days. Commanders will update eMILPO with the duty status change IAW reference 1i.

(4) Desertion. At any time, if a preponderance of the evidence suggests that the Soldier committed desertion as defined in reference 1d, within 3 hours, commanders will submit to their local DES a DD Form 553 (Deserter/Absentee Wanted by the Armed Forces). Commanders and LE personnel must use Enclosure 3 of this policy letter as a checklist for additional deserter responsibilities. Commanders will follow Dropped From Rolls administrative processing and reporting IAW ref 1f and forward the DFR packet to HRC the day the Soldier is deemed DFR. Commanders will update the Soldiers duty status in eMILPO, IAW reference 1i, the day the Soldier's duty status changes from AWOL to DFR.

g. CASCOM unit commander responsibilities. In addition to paragraph 4d above, when a commander determines a Soldier is AUN he/she will:

(1) Conduct a preliminary inquiry to determine the Soldier's location and possible reasons for absence. Inquiry will assess any life threatening indicators to include if the Soldier is currently struggling with any personal, legal, relationship, or financial challenges. This assessment includes determining if there is a history of substance abuse; behavioral health concerns; any recent SHARP or EO incidents; recent changes in the Soldier's support network (Family, friends, leadership); any pending legal action (civilian or military). Inquiry should also assess if Soldier is a threat to him/herself or others and if the Soldier has access to lethal means, such as access to a firearm. Commanders cannot collect information from their Soldier's about off-post firearms, but may make use of any knowledge they possess about a Soldier's access to firearms (i.e. on post registration, unit arms room inventories, and unrestricted information provided by the family/friends).

(2) Maintain daily contact with the primary next of kin in attempt to locate the Soldier for return to military control. Commanders must keep a daily log of contact or attempts made and a record of information shared. Any written correspondence via e-mail or text messages should be preserved.

h. Units will provide a weekly report NLT 1400 on Thursdays to the G1 MIL Team using the Duty Status Report spreadsheet Enclosure 4.

5. The procedures in this policy are in addition to current Army regulations/policies listed in paragraph one.

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6. Point of contact for this memorandum is as follows: CASCOM G1 Military Division at 804-765-7016/7019 or 804-734-O310.

7. This policy letter is effective until superseded or rescinded.

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5 Encls

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Major General, U.S. Army  
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