**DES/PMO Deserter Checklist/Coversheet for DD Form 553 Processing**

List of Required Enclosures for Dropped from the Rolls (DFR) Packets

**BDE S1/DCO** **will** include this checklist as a coversheet for the DFR Packet **to email** **all Required & Optional (as applicable) documents scanned** as individual (.TIF Files) to the parent unit’s assigned servicing installation Army Directorate Emergency Services (DES)/Provost Marshal Office (PMO). **Email subject line will include the following:** DD Form 553 for (Deserter’s Last Name, First Name, Rank).

**DES/PMO will ensure** Parent Unit CDR has accurately completed the DD Form 553 IAW AR 190-9, Para 3-2. **DES/PMO will scan this cover sheet and only the DD Form 553** using same subject line as above to: [usarmy.knox.imcom-atlantic.mbx.usadip-admin@mail.mil](mailto:usarmy.knox.imcom-atlantic.mbx.usadip-admin@mail.mil)

**A Sample DFR Packet with detailed instructions identifying primary source document and additional resources is available on S1NET (milSuite)** <https://www.milsuite.mil/book/docs/DOC-53520>. **This published guidance must be followed exclusively for the completition of each required document to ensure that an accurate Deserter Arrest Warrant will be able to be entered into the FBI National Crime Information Center data base Wanted Person Files.**  
**Incomplete DD Form 553s will be returned to the BDE S1/DCO by the DES/** **PMO for completion prior to submission to USADIP.  
  
Ensure your contact information below is accurate in the event we need to contact you regarding the DD Form 553**.

Deserter’s Rank: \_\_\_\_\_\_ Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ SSN: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_  
  
Parent Unit/Installation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
  
**Indicate any instructions for processing or for when Soldier is returned to military control (examples: Soldier is trainee to be sent to Ft Sill Pers Ctrl Facility (PCF) upon RMC. Soldier is to return to Parent Unit for UCMJ action, Soldier has Top Secret clearance, etc):**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_-

MACOM :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ PPA:\_\_\_\_\_\_\_\_\_\_\_\_\_\_ PSC:\_\_\_\_\_\_\_\_\_\_\_\_\_ UIC\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ IET (Y or N)\_\_\_\_\_\_\_\_\_\_

BDE S1 Preparer \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   
  
DCO Reviewer \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DES/PMO Reviewer \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Required Documents that must be scanned to parent unit’s assigned servicing installation Army** **DES/PMO for their review to ensure accuracy of DD Form 553 IAW AR 190-9, Para 3-2 prior to email submission to USADIP:**

1. \_\_\_ - [**DD Form 553**](file:///C:\Users\robert.deckard\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\angelique.s.hunter\PROCESSING%20PACKET) (Deserter/Absentee Wanted by the Armed Forces) Note: *USADIP will return to BDE S1/DCO for upload to iPERMS. along with the DD Form 616 [Return to Military Control (RMC)] upon apprehension.*

2**. \_\_\_** - **DA Form 4187 (PDY to AWOL)** (Personnel Action) (Ensure that distribution is made to the Defense Military Pay Office ~~(~~DMPO), eMILPO transaction is completed, and Defense Enrollment Eligibility Reporting System (DEERS) updated per DA PAM 600-8, Table 9-2, Step 15e.

3. \_\_\_ - **DA Form 4187 (AWOL to DFR)** (Personnel Action); Ensure that distribution is made to DMPO within 48 hours, and DEERS updated.

4. \_\_\_ - **DD Form 458** (Charge Sheet[) [AR 630-10, Para 3-1a(4)]](http://www.army.mil/usapa/epubs/xml_pubs/r630_10/head.xml).  
5. \_\_\_ - **10-day AWOL Letter to Next-of-Kin (NOK)** [(AR 630-10, Para 2-2e; See Figure 2-1)](http://www.army.mil/usapa/epubs/xml_pubs/r630_10/head.xml) & [(AR 600-8-104, Table 6-27, Step 5)](http://www.army.mil/usapa/epubs/xml_pubs/r600_8_104/head.xml)  
  
6. \_\_\_ - **31-day DFR Letter** **to NOK** [(AR 600-8-104, Table 6-29, Step)](http://www.army.mil/usapa/epubs/xml_pubs/r600_8_104/head.xml)  
  
7. \_\_\_ - **Combined AWOL & DFR Letter** **to NOK.** Used for Soldiers qualifying for a **Less than 30 Day Drop** as previous deserters who have been RMC. The Soldier fails to return to a unit from which he or she is AWOL after RMC at another location or departs prior to the completion of administrative, judicial, or non-judicial action for a previous absence. Additionally used for **Special Category** (Top Secret Security Clearance or Military Intelligence skill set) and **High Risk Deserter** (see ALARACT 366-2011)  
  
**Primary Source Documents that need to be referenced in iPERMS by BDE S1/DCO to verify accuracy of DD Form 553 prior to submission to DES/PMO.**  
8. \_\_\_ - **DD Form 93** (Record of Emergency Data.)   
   
9. \_\_\_ - **DD Forms 4/1, 2, 3** (Enlistment/Re-enlistment Contract.) Only Delayed Entry Program needs a DD Form 4-3.   
   
10.\_\_\_ - **SF 86** (Questionnaire for National Security Positions).   
  
11. \_\_\_ - **DD Form 1966/1, 2, 3, 4, 5** (Record of Military Processing – Armed Forces of the United States).

**\*Items 12-14 are applicable for Reserve Component (RC) only. (Do not scan these document to PMO/DES or USADIP):**

\*12.\_\_\_ - ARNG/USAR Initial Active Duty for Training (IADT) or ADT Order. [AR 630-10, Para 5-1b(2a) & 5-3a(2)]. **(RC ONLY)**

\*13.\_\_\_ - ARNG Discharge Order Format 510 assigned to Title 10 Active Duty Status or MOB Order. (NGR 600-200, Para 6-38a) **(RC ONLY)**   
  
\*14. \_\_\_ - USAR Assignment Order Format 440 or MOB Order. [AR 630-10, Para 5-7a(2) & AR 600-8-105, Para 3-6. **(RC ONLY)**