



## DEPARTMENT OF THE NAVY

NAVY RECRUITING DISTRICT NEW YORK  
990 STEWART AVENUE  
2ND FLOOR, SUITE 220  
GARDEN CITY, NY 11530-4858

NAVCUITDISTNYINST 5800.1Q  
10  
11 Jul 13

### NAVCUITDIST NEW YORK INSTRUCTION 5800.1Q

Subj: POLICIES CONCERNING SURRENDER OF UNAUTHORIZED ABSENCE AND  
DESERTER PERSONNEL TO NAVY RECRUITING DISTRICT (NRD), NEW  
YORK FACILITIES OR PERSONNEL

Ref: (a) MILPERSMAN 1600-030  
(b) MILPERSMAN 1600-050  
(c) MILPERSMAN 1600-070

Encl: (1) Navy Recruiting Station Checklist  
(2) Memorandum of Understanding  
(3) NRD Travel Information Worksheet  
(4) Sample Return to Military Control (RMC) Message

1. Purpose. To publish policy concerning the surrender of unauthorized absentees and deserters to NRD, New York.

2. Cancellation. NAVCRUITDISTNYINST 5800.1P

3. Background

a. Individuals in either an Unauthorized Absence (UA), (more than 24 hours but less than 31 days), or Deserter status, (anyone on unauthorized absence 31 days or more), occasionally surrender to NRD New York. Reference (a) stipulates that UA personnel and deserters may be received by any military facility manned by Active Duty personnel and Navy Recruiters may not reject returning unauthorized absentees or deserters.

b. This command is not manned with trained Master-At-Arms or law enforcement personnel; as such we will only take custody of self-surrendering unauthorized absentees and deserters. Personnel surrendering unwillingly, i.e., being forced to surrender by relatives or law enforcement agencies, must be referred to the Navy Collection and Information Center (NACIC) at (847) 688-2106.

4. Action

a. NRD New York personnel shall, when an **unauthorized absentee** surrenders at any facility, accomplish the following:

(1) Navy Recruiting Station shall:

(a) Immediately contact the Command Duty Officer (CDO) at (516) 250-3656, Command Master Chief (CMC) at (516) 683-2532 or Administrative Officer (AO) at (516) 683-2518 and relay the circumstances and information on the member.

(b) Complete the Absentee Collection Checklist, enclosure (1).

(c) Muster the surrendering service member daily until orders are received to return member to his/her parent command.

(d) Have the surrendering service member sign the Memorandum of Understanding, enclosure (2), defining their responsibilities to return to his/her parent command.

(e) Take the surrendering service member to the airport to ensure they catch their flight.

(2) CDO shall: Immediately contact AO and CMC upon receipt of surrendered member.

(3) Command Master Chief shall:

(a) Contact the member's parent command and obtain confirmation of member's status and the date and time unauthorized absence began.

(b) If the member's command cannot be contacted, or questions arise concerning member's status, contact the Navy Collection and Information Center (NACIC) at (847) 688-2106.

(c) Provide parent command contact information for the AO.

(4) Administrative Officer shall:

(a) Review reference (b) to determine where to return surrendering service member.

(b) Complete enclosure (3) with the assistance of the Navy Recruiting Station where the member surrendered.

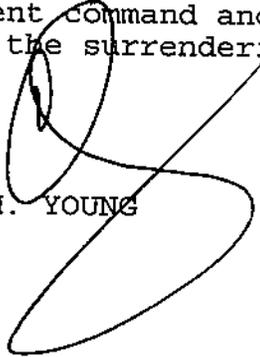
(c) Work with the PSD Groton to return them to his/her parent command.

11 Jul 13

(d) Prepare and send a Return to Military Control (RMC) message per reference (c) and enclosure (4).

(e) Once ticket is approved by PSD, provide orders and an "electronic ticket" to facilitate the member's return to his/her parent command. Contact parent command and inform them of the arrival flight information of the surrendering service member.

C. M. YOUNG



NAVY RECRUITING STATION ABSENTEE COLLECTION CHECKLIST

When a deserter or unauthorized absentee voluntary surrenders at an Navy Recruiting Station complete the following action:

1. If member is from another service (Army, Marine Corps, Air Force) make log entry of time, date, location, and name of Recruiter they surrendered to. Contact CDO, CMC and AO then contact the nearest service recruiting office to transfer custody. \_\_\_\_\_

2. If member is from U.S. Navy make log entry of time, date, location and name of Recruiter. \_\_\_\_\_

3. Contact CDO or CMC and AO to pass on pertinent data. \_\_\_\_\_

4. If after working hours use steps 2-3 and inform member to report to NRD Headquarters on the following workday. \_\_\_\_\_

\_\_\_\_\_  
Date

MEMORANDUM

From: Commanding Officer, Navy Recruiting District, New York  
To: \_\_\_\_\_  
(Name/Rate/SSN of surrendering service-member)

Subj: REPORT OF SURRENDER OF (UNAUTHORIZED ABSENTEE OR DESERTER)

1. You \_\_\_\_\_ surrendered to  
(Name/Rate/SSN)  
Navy Recruiting District, New York at \_\_\_\_\_.  
(Time/Date)

2. Your parent command has been contacted, and your UA/Deserter status has been confirmed. Permanent Duty Station point of contact and command address is as follows:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Upon receipt of Technical Arrest Orders, member named above is ordered to return by any means possible to Parent Command for duty, no later than two hours after arrival at Permanent Duty Location.

\_\_\_\_\_  
(Signature of LPO/LCPO/AO)

ACKNOWLEDGEMENT: I, \_\_\_\_\_  
(Complete Name/Rate/SSN of Absentee/Deserter)  
acknowledge receipt of this memorandum and certify that I understand thoroughly the directions contained herein.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Absentee/Deserter

Copy to:  
AO

**NRD Travel Information Worksheet**

Name: (Last, First, Middle) \_\_\_\_\_

SSN: \_\_\_\_\_ Rate/Rank/Grade: \_\_\_\_\_

Purpose of Travel: \_\_\_\_\_

Travel Mode: ( ) GMV ( ) POV ( ) GOV ( ) Air ( ) Train ( ) Taxi

Frequent Traveler Number: \_\_\_\_\_

Facilities available: ( ) GOV Messing ( ) GOV Lodging ( ) Navy Lodge

Needs: ( ) Rental Vehicle ( ) Hotel ( ) Advance Per Diem

Desired Itinerary:

	Date	Time	Location
Depart:	_____	_____	_____
Arrive:	_____	_____	_____
Depart:	_____	_____	_____
Arrive:	_____	_____	_____

Command/activity: \_\_\_\_\_

Home Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Account Type: ( ) Savings ( ) Checking

Financial Institution Name: \_\_\_\_\_

Routing Transit Number. Obtained from your financial institution or from the nine digit number on the bottom left corner of your check: \_\_\_\_\_

Account Number: \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_ Date Signed: \_\_\_\_\_

Return to Military Control  
Sample Message

ZNR UUUUU  
FM NAVCRUITDIST NEW YORK NY  
TO COMNAVPERSCOME DET NAVABSCOLLINFORCEN GREAT LAKES IL//001//  
USS GEORGE WASHINGTON//  
INFO COMNAVPERSCOM MILLINGTON TN//PERS-68/PERS-4013//  
DFAS CENTER CLEVELAND OH//JJJ//  
FISC CHEATHAM ANNEX WILLIAMSBURG VA//JJJ//  
NAVCRUITDIST NEW YORK NY//  
UNCLAS //N01626//  
MSGID/GENADMIN//  
SUBJ/REPORT CONTROL SYMBOL BUPERS 1600-2, RETURN OF DESERTER  
NAVPERSCOM(PERS-68)//  
MSGID/GENADMIN/NRD NEW YORK//  
POC/SINGH/CMDCM/516-683-2532/(917)-299-8246/HARI.SINGH@NAVY.MIL//  
RMKS/1. BMSN, JOSEPH SAILOR, USN, XXX-XX-XXXX  
2. DESERTER FROM USS GEORGE WASHINGTON (CVN 73) SINCE 0700L,  
03APR07.  
3. SURRENDER TO NAVY RECRUITING DISTRICT NEW YORK AT 1300L,  
25JUL07.  
4. RETURNED TO MIL CONTROL 1300L, 25JUL07 AT NAVY RECRUITING  
DISTRICT NEW YORK.  
5. NOK/READINESS COMMAND STAFF CHAPLAIN HAVE NOT BEEN NOTIFIED  
OF MEMBER'S RETURN TO MILITARY CONTROL. PARENT COMMAND WILL  
NOTIFY.

(CONTACT PSD PRIOR TO SENDING ANY MESSAGE)