



UNITED STATES MARINE CORPS
MARINE CORPS BASE
QUANTICO, VA 22134-5001

MCBO 1620.3A Ch 1
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10 Mar 11

MARINE CORPS BASE ORDER 1620.3A Ch 1

From: Commander
To: Distribution List

Subj: PROCESSING OF ABSENTEES AND DESERTERS

- * Ref: (a) MCO P1070.12K
(b) MCTFSPRIUM dtd 19 Jan 2012
(c) MCO 4050.38D
(d) MCO P5800.16A
(e) MCO P1900.16F
(f) Quantico Pre-trial Confinement SOP dtd 14 Dec 2011

1. Situation. To publish administrative instructions and guidance in the processing of absentees and deserters.

2. Cancellation. MCBO 1610.3.

3. Mission. Marine Corps Base, Quantico (MCBQ) is designated as a prisoner collection and distribution point for absentees and deserters for a major portion of the Eastern United States. As such, the Commander, MCBQ is responsible for processing absentees and deserters from other locations in addition to absentees and deserters previously assigned to MCBQ tenant Commands. The references set forth administrative procedures to be followed in the processing of absentees and deserters.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. Review of this Order is recommended for all commanders and their staffs. This Revision contains substantial changes and should be reviewed in its entirety.

(2) Concept of Operations. This Order is a dynamic document that publishes administrative instructions and guidance for the processing of absentees and deserters.

b. Tasks

(1) Absentees/Deserters. Whenever an individual of a MCBQ tenant Command enters an unauthorized absentee/deserter status, the references require accomplishment of specific administrative actions. Commanding Officers (COs) must be familiar with the references to ensure that all required actions are completed.

(2) Return of Deserters Who Were Members of a MCBQ Tenant Command

* (a) Marines who were members of a MCBQ tenant Command will be assigned by the MCBQ Assistant Chief of Staff (AC/S) G-1, Manpower Division to their former organizations for duty and appropriate disciplinary action regardless of length of absence.

(b) COs will complete administrative actions in accordance with the references.

(3) Return of Absentees and Deserters from Other Locations

* (a) Absentees and deserters from other locations who are picked up by prisoner escorts or surrender at MCBQ, will be delivered to the CO, Headquarters and Service Battalion, to await disposition or transfer under guard. Direct control is coordinated by the CO, Service Company (Svc Co), Headquarters and Service Battalion. The CO, SVC Co will execute the procedures outline in reference (f) for absentees and deserters placed in pre-trial confinement.

(b) The CO, Svc Co, will request stragglers orders from the Installation Personnel Administration Center (IPAC) for absentees who meet the conditions for reassignment contained in paragraph 5010 of reference (d).

(c) Deserters from Marine Barracks, Marine detachments, security detachments, formal interservice schools, and separate Marine Corps commands, will be assigned to and joined on the rolls of Svc Co for appropriate disciplinary and administrative action regardless of their assigned Military Occupational Specialty (MOS).

(d) Upon completion of all disciplinary and/or administrative separation action in accordance with reference (e) for personnel joined and in accordance with reference (d), 4b(3)(c), the CO, Svc Co, will report to the Commander MCBQ that all disciplinary and appropriate administrative action has been completed. The Commander MCBQ will request disposition instructions from the Commandant of the Marine Corps (CMC) (PSL). Should CMC direct the individual be joined to MCBQ for duty, the individual will be assigned to an organization based on grade/MOS and requirements.

(4) Personnel Who Fail to Report to MCBQ. The following action will be taken when personnel fail to report to MCBQ for duty or temporary duty under instruction:

- * (a) IPAC will contact the former CO to ensure that the individual did in fact detach and obtain reporting date and time. Once it has been determined that the Marine has, in fact, been transferred and has not reported to MCBQ, the MCBQ, AC/S G-1 will make an appropriate assignment for administrative purposes. The IPAC will then be directed to join the individual while in an unauthorized absence status and take appropriate administrative action in accordance with reference (b).
- * (b) Personnel who report subsequent to their directed reporting date and time prior to the lapsing of 30 days will report to the unit based on the individuals' original Permanent Change of Station (PCS) orders without regard to the unauthorized absence. Personnel who report over 30 days will be assigned by the MCBQ, AC/S, G-1 after coordination with Headquarters Marine Corps, Officer and Enlisted Assignment Branches.
- (c) Reserve Absentees/Deserters. Members of the Reserve component on active duty or inactive duty training are subject to the Uniform Code of Military Justice (UCMJ). Such members are not, by virtue of termination of a period of active duty or inactive duty training, relieved from amenability to jurisdiction of the UCMJ for offenses committed during such periods of active duty or inactive duty training and may be ordered to active duty for the sole purpose of disciplinary proceedings.

* 1. As a matter of policy, physical restraint on any service member pending non-judicial punishment (NJP) or imposed as NJP shall not extend beyond the normal time of termination of a drill or training period.

2. If the reservist fails to report from active duty as directed, the Inspector Instructor/site commander will attempt to locate the reservist and ensure the active duty orders were not modified or cancelled. When it is determined the reservist was released from active duty but failed to report to the Selected Marine Corps Reserve unit IPAC will issue straggler orders directing Subject Name Marine to report to the I-I unit to which he/she should have reported to.

(5) CO, Headquarters & Service Battalion

(a) Assign overall coordinator for the collection of prisoners as directed by the CMC in accordance with reference (e).

(b) Provide administrative support as required for the processing of prisoners for return to their parent command or retention at MCBQ.

* (c) Coordinate with the Distribution Management Office, G4 Logistics (DMO) to arrange transportation for personnel to return to their parent command. A copy of the travel arrangements will be provided to the IPAC to facilitate preparation of stragglers orders.

(d) Train and maintain a contingent of prisoner escorts in accordance with reference (d). Escorts must be made available to depart MCBQ on short notice when required.

* (6) DMO. The Distribution Officer, G4 Logistics is responsible for authorizing commercial transportation. The Distribution Management Officer, G4 Logistics shall:

(a) Maintain a commercial transportation control log indicating the control number assigned, name and grade of individual, date authorized, departure point and authorized travel point.

(b) Submit DD form 139, Pay Adjustment Authorization, to Defense Finance and Accounting Service via traceable means.

(c) Provide a copy of the DD form 139 to the IPAC for official file and accountability.

- * (d) Ensure all procedures are completed per reference (b) para. 120409.

(7) Director, IPAC

(a) IPAC PCS Section will issue stragglers orders for personnel returning to their parent command.

(b) Distribute duplicate orders and maintain command official file copies (includes copy of DD form 139) in accordance with the references.

(c) Properly join all absentees/deserters to Svc Co.

5. Command and Signal

a. Command. This Order is applicable to active duty and reserve personnel located aboard MCBQ.

b. Signal. This Order is effective the date signed.

6. Certification. Reviewed and approved this date.

/s/
D. J. CHOIKE

DISTRIBUTION: A