

Summary Report for Individual Task  
805B-79T-4601  
Coordinate the Absent Without Leave Process  
Status: Approved

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**Distribution Restriction:** Approved for public release; distribution is unlimited.

**Destruction Notice:** None

**Foreign Disclosure: FD1** - The materials contained in this course have been reviewed by the course developers in coordination with the RRS< Fort Jackson foreign disclosure authority. This course is releasable to students from all requesting foreign countries without restrictions.

**Condition:** As an IADT Manager / LNO, you have received notification of a Soldier who is AWOL. You have access to VULCAN, and the ability to interface with higher level support personnel. Standard MOPP 4 conditions do not exist for this task. See the MOPP 4 statement for specific conditions.

**Standard:** Coordinate the Absent Without Leave (AWOL) process for a Reserve Component Soldier in training in accordance with AR 630-10 and NGR 600-200.

**Special Condition:** None

**Safety Risk:** Low

**MOPP 4:** N/A

<b>Task Statements</b>
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**Cue:** None

<b>DANGER</b>
None

<b>WARNING</b>
None

<b>CAUTION</b>
None

**Remarks:** None

**Notes:** None

## Performance Steps

1. Identify AWOL Soldier
  - a. Verify with Command
  - b. Notify Reserve Component Command (RCC) and initiate DA Form 4187 to change Soldier's status
2. If Soldier is recovered or returns within 29 days or less:
  - a. Counsel Soldier
  - b. Notify Reserve Component Command (RCC)
  - c. Return to Duty with 4187 (Change of Status)
  - d. Training Commander recommends action
    - (1) Uniform Code of Military Justice (UCMJ)
    - (2) Separation
  - e. Notify Reserve Component Command of recommendations
3. If Soldier is absent for 30 days or more:
  - a. Verify with Command
  - b. Notify Reserve Component Command (RCC)
  - c. Request 4187 from 'Change of Status' to 'Dropped from Rolls'
  - d. Process a Request for Order
    - (1) For National Guard Soldiers, request a Format 510
    - (2) For Army Reserve Soldiers, request a Format 440
  - e. Return completed order to TRADOC LNO
  - f. TRADOC LNO provides a copy of the discharge order to training unit command and inserts a copy in the Student Record file.

(Asterisks indicates a leader performance step.)

**Evaluation Guidance:** Score "GO" if soldier correctly performs all performance measures. Score "NO GO" if soldier incorrectly performs one or more performance measure. Provide on-the-spot correction, should the soldier experience minor difficulty. Consider directing self-study or OJT for soldiers who experience major difficulties in task performance

**Evaluation Preparation:** is task may be evaluated by two methods: a. Self Evaluation. Perform the task on the job, using the materials listed in the Conditions statement. Evaluate yourself, using the performance measures, graded IAW the Evaluation Guidance section. b. Supervisor's Evaluation. Ensure that the soldier(s) have the material shown in the Condition statement to accomplish the task. When you feel they are able to perform the task on the job, have them do it. Grade them, using the Performance Measures, scored IAW the Evaluation Guidance section.

PERFORMANCE MEASURES	GO	NO-GO	N/A
1. Identified AWOL Soldier			
a. Verified with Command			
b. Notified Reserve Component Command (RCC) and initiated DA Form 4187 to change Soldier's status			
2. Soldier is recovered or returns within 29 days or less:			
a. Counseled Soldier			
b. Notified Reserve Component Command (RCC)			
c. Returned to Duty with 4187 (Change of Status)			
d. Training Commander recommends action			
(1) Uniform Code of Military Justice (UCMJ)			
(2) Separation			
e. Notified Reserve Component Command of recommendations			
3. Soldier is absent for 30 days or more:			
a. Verified with Command			
b. Notified Reserve Component Command (RCC)			
c. Requested 4187 from 'Change of Status' to 'Dropped from Rolls'			
d. Processed a Request for Order			
(1) For National Guard Soldiers, requested a Format 510			
(2) For Army Reserve Soldiers, requested a Format 440			
e. Returned completed order to TRADOC LNO			
f. TRADOC LNO provides a copy of the discharge order to training unit command and inserts a copy in the Student Record file.			

**Supporting Reference(s):**

Step Number	Reference ID	Reference Name	Required	Primary
	AR 135-178 (Revised)	ENLISTED ADMINISTRATIVE SEPARATIONS <a href="http://www.apd.army.mil/pdf/files/r135_178.pdf">http://www.apd.army.mil/pdf/files/r135_178.pdf</a>	No	No
	AR 27-10	Military Justice	No	No
	AR 630-10	ABSENCE WITHOUT LEAVE, DESERTION, AND ADMINISTRATION OF PERSONNEL	No	No
	AR 635-200	Active Duty Enlisted Administrative Separations	No	No
	FM 6-22	SUPERSEDED BY ADRP 6-22, 1 AUGUST 2012 (ALL EXCEPT APPENDIX B) AND SUPERSEDED BY ATP 6-22.1, 1 JULY 2014 (APPENDIX B, EXCEPT PARAGRAPH B-2)	No	No
	NGR 600-200	Enlisted Personnel Management w/Current ARNG Enlistment Criteria	No	No
	TRADOC REG 350-6 (C1)	Enlisted Initial Entry Training Policies and Administration	No	No

**Environment:** Environmental protection is not just the law but the right thing to do. It is a continual process and starts with deliberate planning. Always be alert to ways to protect our environment during training and missions. In doing so, you will contribute to the sustainment of our training resources while protecting people and the environment from harmful effects. Refer to FM 3-34.5 Environmental Considerations and GTA 05-08-002 ENVIRONMENTAL-RELATED RISK ASSESSMENT.

**Safety:** In a training environment, leaders must perform a risk assessment in accordance with ATP 5-19, Risk Management. Leaders will complete the current Deliberate Risk Assessment Worksheet in accordance with the TRADOC

Safety Officer during the planning and completion of each task and sub-task by assessing mission, enemy, terrain and weather, troops and support available-time available and civil considerations, (METT-TC). Note: During MOPP training, leaders must ensure personnel are monitored for potential heat injury. Local policies and procedures must be followed during times of increased heat category in order to avoid heat related injury. Consider the MOPP work/rest cycles and water replacement guidelines IAW FM 3-11.4, Multiservice Tactics, Techniques, and Procedures for Nuclear, Biological, and Chemical (NBC) Protection, FM 3-11.5, Multiservice Tactics, Techniques, and Procedures for Chemical, Biological, Radiological, and Nuclear Decontamination.

**Prerequisite Individual Tasks :** None

**Supporting Individual Tasks :** None

**Supported Individual Tasks :** None

**Supported Collective Tasks :** None

**ICTL Data :**

<b>ICTL Title</b>	<b>Personnel Type</b>	<b>MOS Data</b>
79T ARNG Recruiting and Retention-SL4	Enlisted	MOS: 79T, Skill Level: SL4, ASI: V7, Duty Pos: REA, SQI: 4