Attachment B

Notification Checklist for Unaccounted for V/T

Upon learning that a V/T is unaccounted for (see list of reasons to suspect that a V/T may be missing):

Staff who suspect that a V/T is missing must notify the CD immediated. CD must consult with APCD CD must consult with PCMO CD must consult with SSC CD must consult with PCVL/Warden CD must consult with local counterpart/supervisor If no one knows V/T whereabouts, CD must develop action plan and the weloping preliminary action plan, CD must answer the following When developing preliminary action plan, CD must answer the following Where was the last known location of the V/T? Who was the last person to have contact with the V/T and when? Is there any reason to suspect foul play or that the V/T is in danger? Does V/T have a history of absenteeism? What factors may influence a site absence? Who are the V/T's closest friends from PST? Once these questions are answered, Post should take steps to identify pote locations of V/T. At this point, post must ensure that someone visits the Does the V/T work or have a secondary project in a nearby community Does the V/T have other V/T friends s/he might be visiting? Has the V/T recently been on approved leave? Has the V/T recently had guests from out of town/home? Is post aware of any medical concerns related to the V/T? Is post aware of any previous security issues in her/his site? Has the V/T's PST host family been contacted? Review whereabouts log for possible locations of V/T. Check to see if the V/T account has had any recent activity.		
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☐ CD must notify RD		

CD must notify RSO
CD should notify local security forces in the absence of an RSO depending on
local situation.

Action plan should consider the resources that are offered by all interested parties. Once the V/T is located, notification must be conveyed to all parties.