

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 immediately.
- 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 timeline

When developing preliminary action plan, CD must answer the following questions.

- 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 potential locations of V/T. At this point, post must ensure that someone visits the V/T site.

- 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.

If post is unable to locate V/T and has followed up on internally developed leads, post must make broader notifications.

- 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.