

COPY 2

Superseded by 17 November 2004

Army Regulation 600-62

Personnel—General

**United States Army
Personnel Control
Facilities and
Procedures for
Administering
Assigned and
Attached Personnel**

The Pentagon Library
The Pentagon
Washington, D.C. 20340

Headquarters
Department of the Army
Washington, DC
19 August 1985

What is this?

You have just opened a new type of UPDATE publication.

In the future all administrative regulations and some DA pamphlets will be converted from the standard, two-column looseleaf format to the three-column UPDATE format.

Some UPDATE publications will be published separately like this one, while others will be organized as functional handbooks -- like the Unit Supply handbook already in use in supply rooms throughout the Army. In all instances, users will not be required to post changes. They will always receive a fresh, up-to-date "posted" copy to make their jobs easier. Use of modern, computerized typography in UPDATE publishing gives the Army the ability to do this along with the potential for tremendous cost savings by freeing units from the time-consuming task of maintaining looseleaf publications.

In addition to a new format, UPDATE publications include some unique features as follows:

- o Summary of Change. Every UPDATE issue contains a Summary of Change. In the first printing of a book, the summary outlines the major topics covered by the publication. In subsequent printings, the summary outlines the major changes that have been made to the publication. Look for this summary in the front of every issue. It should help you "zero in" on areas that need your immediate attention.

- o Subscription Card and Resupply. Look for the cutout subscription card in the back of this publication. Use this card to increase or decrease the copies you receive of this UPDATE publication. Do this by completing part one of the card and routing it to your publications clerk. The publications clerk then completes part two by consolidating your unit's total requirement and places it in an envelope and mails it to the address listed at the top of the cutout page. You should do this right away in order to receive the quantity you need of the next updated issue. You can also use this card to stop receiving this publication. Just place a zero in the quantity required block on the card and mail it and you will no longer receive this publication. A limited resupply of this UPDATE issue is available from the Baltimore Publications Center by completing DA Form 4569 (USAAGPC Requisition Code Sheet) as you would for other resupply requests.

The Editors

SUMMARY of CHANGE

AR 600-62

United States Army Personnel
Control Facilities and Procedures
for Administering Assigned
and Attached Personnel

This Change 1 contains minor editorial and administrative improvements which include updated references, office symbols, and ZIP Codes. No new policy guidance is included in this change.

Supersession Notice: This UPDATE publication supersedes HQDA Letter 190-75-9, 20 October 1975, subject: US Army Personnel Control Facilities, and rescinds RCS(CSGPA-1384).

Distribution: Distribution of this issue has been made in accordance with DA Form 12-9A requirements for 600-series publications. The number of copies distributed to a given subscriber is the number of copies requested in Blocks 383 and 385 of the subscriber's DA Form 12-9A. AR 600-62 distribution is B for Active Army, D for ARNG and USAR.

Subscription Information: Valid account holders must use the cutout subscription card to either increase or decrease the present quantity received of this publication. Complete the cutout subscription card as shown in the instructions. Mail it as soon as possible to ensure that you receive the correct number of copies you need when this publication is reprinted.

Resupply: Limited copies of this UPDATE publication are available from the Baltimore Publications Center. To obtain copies, submit a completed DA Form 4569 (USAAGPC Requisition Code Sheet).

Editorial Comments: This UPDATE publication contains editorial comments that are not in the original standard version. These comments were inserted when there was a need to clarify the placement of an element of text (for example, the location of a table). These comments are set in bold italic type and enclosed in parentheses.

Placement of Tables, Figures, Appendixes, and "R" Forms:

- Full-page tables, figures, and appendixes (in that order) in UPDATE publications are located after the last chapter of the related publication. Less than full-page tables and figures will be placed nearest the first cited reference in the publication.

- All reproducible forms (R forms) included in UPDATE publications are located at the back of these publications and are in numerical sequence, beginning with DA Forms.

A Special Note About Forms and Local Reproduction:

Forms are one of the Army's basic work tools. As the successful use of forms is closely related to the effective and efficient handling of personnel actions, the following general information about locally reproducible forms may be helpful to you:

- DA locally reproducible forms are designated with the suffix "R" as in DA Form XXXX-R.

- The authority for local reproduction of DD Forms and their use is given in the directive.

- Sources for forms not authorized for local reproduction, i.e., stocked forms, are the AG publications centers or as stated in the authorizing directive. Since these forms may NOT be reproduced locally, they must be requisitioned.

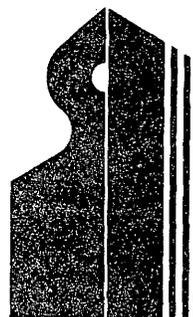
- The copies of "R" forms at the back of publications printed in UPDATE are for your use in making local reproduction. Have them printed through your Forms Management Officer (FMO). In accordance with AR 310-1, paragraphs 4-26 and 4-28, the FMO may authorize the reproduction of a form in a

modified format more convenient to local users. Those provisions permit back-to-back printing, carbon sets, and continuous construction for word processing use.

- AR 310-1, paragraph 4-28, also authorizes overprinting of locally fixed processing information. The idea behind this authorization to overprint is to reduce the amount of time a typist has to spend repeating local standardized requirements.

- The rules for procuring printing differ from place to place; therefore, your FMO may not be able to approve the printing. In such a case the decision to overprint, or not to overprint, locally required information would be made at the lowest level where printing decisions are made.

The forms and local reproduction program offers you an opportunity to reduce your administrative burden and to save precious manhours for your unit.



This is the signature of an Army UPDATE publication.

The relationship of pen and book in this mark depicts printed communications—ideas disseminated rapidly and accurately in an economically and aesthetically beneficial manner to serve and to be conveniently used by a large audience.

Effective 20 October 1976

Personnel—General

United States Army Personnel Control Facilities and Procedures for Administering
Assigned and Attached Personnel

The original form of this regulation was published on 19 October 1976.

This UPDATE printing publishes a Change 1 which is effective 19 August 1985. The portions of the text that are revised by Change 1 are highlighted in this printing.

By Order of the Secretary of the Army:

JOHN A. WICKHAM, JR.
General, United States Army
Chief of Staff

Official:

DONALD J. DELANDRO
Brigadier General, United States Army
The Adjutant General

Summary. This regulation assigns responsibilities and prescribes uniform policies, procedures and standards for the operation of U.S. Army personnel control facilities (PCF) and for the administration and disposition of assigned/attached personnel.

Applicability. This regulation is applicable to all Active Army commands. It also applies to Army National Guard and Army Reserve personnel on active duty (AD), initial active duty for training (IADT), special tours of active duty for training (special ADT) and active duty for training (ADT).

Supplementation. Local supplementation of this regulation and establishment of forms other than DA forms are prohibited without prior approval from HQDA (DAPE-HRE).

Suggested improvements. The proponent agency of this regulation is the Office of the Deputy Chief of Staff for Personnel. Users are invited to send comments and suggested improvements on DA Form 2028

(Recommended Changes to Publications and Blank Forms) direct to HQDA(DAPE-HRE) WASH DC 20310-0300.

Neutral language. The word "he" when used in this regulation represents both the masculine and feminine genders, unless otherwise specifically stated.

Distribution: Active Army, B; ARNG, D; USAR, D.

Contents (Listed by paragraph number)

Chapter 1

General

- Purpose • 1-1
- Applicability • 1-2
- Mission • 1-3
- Objectives • 1-4
- Explanation of abbreviations and terms • 1-5
- Responsibilities • 1-6

Chapter 2

Management and Operation

Section I

- Establishment and Organization*
- Establishment and disestablishment of PCF • 2-1
- Organization • 2-2
- Personnel staffing • 2-3
- Standards • 2-4

Section II

- Discipline, Security and Control*
- General • 2-5
- Use of guards and escorts • 2-6
- Use of force • 2-7

Section III

Operation

- General • 2-8
- Standing operating procedure (SOP) • 2-9
- Individual treatment • 2-10

Chapter 3

Administration

Section I

- Initial Processing of Returnees*
- Initial processing • 3-1
- Pass and leave policy • 3-2

Section II

- Military Pay Administration*
- General • 3-3
- Determination of duty status • 3-4
- Pay entitlements • 3-5

Section III

- Assignment, Strength Accounting, Records Retrieval, Processing and Disposition of Personnel*
- General • 3-6
- Strength accounting • 3-7
- Records retrieval • 3-8
- Disposition of personnel • 3-9

Section IV

- Processing and Disposition of Personnel Who Have Missed Oversea Movement*
- General • 3-10
- PCF processing • 3-11

Section V

- Processing and Disposition of Personnel Returned From Oversea Commands Without Assignment Instructions Within CONUS*
- General • 3-12
- Mode of travel • 3-13
- Transportation information • 3-14
- PCF processing • 3-15

Section VI

- Processing and Disposition of Personnel Reassigned From CHD Awaiting Completion of Appellate Review*
- General • 3-16
- Mode of travel • 3-17
- Transportation information • 3-18
- PCF processing • 3-19
- Disposition • 3-20

**Appendix A. ADDRESSES/UIC/UPC/
ZIP CODES CURRENT PCF References**

Glossary

*This regulation supersedes HQDA Letter 190-75-9, 20 October 1975, subject: US Army Personnel Control Facilities, and rescinds RCS (CSGPA 1384).

RESERVED

Chapter 1 General

1-1. Purpose

This regulation—

a. Establishes the mission and objectives of US Army Personnel Control Facilities (PCF).

b. Assigns responsibilities and prescribes uniform policies and standards governing the administration and operation of PCF.

1-2. Applicability

This regulation is applicable to all Active Army commands. It also applies to Army National Guard and Army Reserve personnel on active duty (AD), initial active duty for training (IADT), special tours of active duty for training (special ADT) and active duty for training (ADT). (Moved to title page.)

1-3. Mission

The mission of the PCF is to—

a. Supervise and coordinate administrative processing and accomplish the expeditious and proper disposition, either administrative or judicial, of the following categories of personnel:

(1) Personnel returned to military control from a deserter status.

(2) Personnel received from personnel assistance points (PAP) and who have missed overseas movement by 30 days or more.

(3) Personnel reassigned from Correctional Holding Detachments (CHD) upon completion of sentences to confinement who have a punitive discharge adjudged and who are awaiting completion of appellate review.

(4) Personnel, without assignment instructions returned from overseas commands pursuant to provisions of Status of Forces Agreements (SOFA).

(5) Army personnel confined by civil authorities within PCF geographical area of responsibility who are awaiting trial on civil charges or serving a sentence adjudged for civil offense(s).

(6) Personnel who are apprehended or turn themselves in and who are suspected of being a deserter will be attached for determination of status in accordance with AR 630-10.

(7) Other personnel as directed by HQDA.

b. Perform command, administrative, legal, billeting, disciplinary, security and supply functions for assigned and attached personnel.

1-4. Objectives

Administration and operation of PCF will be accomplished in a uniform manner to—

a. Minimize the loss of military manpower in processing deserters returned to military control.

b. Reduce the number of personnel in the PCF system, allowing for reduction of the total number of PCF to the minimum required, Army-wide.

1-5. Explanation of abbreviations and terms

Abbreviations and terms used in this regulation are explained in the glossary.

1-6. Responsibilities

a. The Deputy Chief of Staff for Personnel has Department of the Army Staff responsibility for policy and standards concerning the operation of PCF.

b. The Commanding General, MILPERCEN, will establish procedures and standards concerning personnel administration to include the following:

(1) Returnee processing.

(2) Coordination of military pay administration.

(3) Strength accounting of returnee personnel.

(4) Records retrieval and/or creation of temporary records.

(5) Reassignment of personnel.

c. Major commanders will exercise general supervision over administration of PCF within their respective areas of responsibility.

d. Provost marshals of major Army commands will exercise staff supervision over the military absentee and deserter apprehension program.

e. Installation commanders will provide command, administrative, military justice, and logistical support to PCF located on their installations.

f. PCF at Fort Dix, NJ; Fort Ord CA; and Fort Bragg, NC are responsible for accepting assignment of personnel returned from overseas commands described in paragraphs 1-3a(4) and of deserters returned to military control in overseas commands.

Chapter 2 Management and Operation

Section I Establishment and Organization

2-1. Establishment and disestablishment of PCF

a. Subject to HQDA approval, major commanders may open or close PCF to accommodate fluctuating population of deserters returned to military control. Requests to open or close PCF will be submitted to HQDA(DAPE-HRE-CR), WASH, DC 20310-0300. Requests will include increase or decrease in manpower and funds generated by this action.

b. PCF will be collocated with Army Confinement Facilities and support geographical areas in accordance with AR 5-9.

c. Major commanders will continuously review their requirements for PCF to insure that only the minimum number required are established.

d. Locations of existing PCF are displayed in Table 2-1.

2-2. Organization

a. PCF will be organized in accordance with DA Pam 570-551, Staffing Guide for US Army Garrisons. PCF will be reflected as a separate paragraph on the installation TDA.

b. A facility organized with separate holding companies may qualify as a detached battalion, or corresponding unit of the Army, so that the commander is authorized to convene special courts-martial in accordance with Art 23a(3), UCMJ.

2-3. Personnel staffing

Only qualified personnel will be assigned to PCF as permanent party.

a. Professional service support including chaplains, judge advocates, health services and mental hygiene professionals (social workers, psychologists, psychiatrists), and other qualified personnel will be detailed to perform counseling evaluation and other related services necessary for the accomplishment of the PCF mission.

b. All operating personnel assigned duties at the PCF will be fully oriented prior to assuming their duties to insure a thorough understanding of objectives, standards, policies and standing operating procedures governing administration of the PCF.

c. Commanding Generals, TRADOC and FORSCOM will maintain "records expeditors" on a full time basis at USAEREC, Fort Benjamin Harrison, IN, to support PCF in their commands (orders for expeditors should reflect assignment to MACOM with duty station at USAEREC).

d. Staffing guidance contained in DA Pam 570-551 will be considered in determining the numbers and types of personnel required to staff PCF.

2-4. Standards

a. PCF should be located in areas which are free of other activities which may interfere with their operations.

b. PCF will have adequate administrative, billeting and dining facilities to support assigned and attached personnel.

(1) Facilities should be provided from available resources. When possible, existing facilities will be modified in lieu of new construction.

(2) Buildings used for housing personnel will provide a minimum of 72 square feet of space for each individual billeted. There will be adequate heating, lighting, and air circulation to meet standards established in housing regulations. Beds, bedding, and latrine facilities comparable to those of other troops will be provided. Fire, safety, and emergency evacuation standards will conform to those for standard troop housing.

(3) PCF will have their own dining areas. Returnees will be furnished the same rations as cadre personnel.

c. Physical inclosures Physical inclosures for PCF will adhere to the following guidelines:

(1) PCF may be inclosed by vertical fencing. When an area is inclosed by a fence, a

minimum of one main gate will remain open at all times.

(2) Use of concertina wire or barbed wire substitutes on vertical fencing is discouraged.

(3) Inclosure will not be patrolled by armed or unarmed personnel. Unarmed personnel may be used at the open gate to monitor movement of individuals to and from the inclosure. Appropriate duties to be performed by gate personnel would include requesting passes or other authority for departure by individuals seeking to leave the inclosure. Physical force will be applied only in accordance with paragraph 2-7. Individuals violating exiting rules will be reported immediately to the appropriate apprehension authority.

Section II Discipline, Security, and Control

2-5. General

Enforcement of high standards of discipline will assist in insuring that returnees remain under military control until final disposition of their cases. The PCF commander, subject to local regulations pertaining to pretrial confinement, may order an accused into pretrial confinement if he determines that such action is necessary to assure the accused's presence at trial by court-martial. Review of pretrial confinement is accomplished by the military magistrate in accordance with the provisions of AR 27-10.

2-6. Use of guards and escorts

Armed guards and armed escorts are discouraged. Guard or escorts for returnees who are being returned to parent unit or reassigned, if required, will normally be furnished by the gaining or parent command.

2-7. Use of force

Use of force or physical contact by cadre personnel to obtain compliance with orders or facility rules or to prevent a breach of custody is prohibited. Use of force or physical contact is authorized only when absolutely necessary to prevent harm or injury to an individual or to prevent destruction of Government property, and then only to the degree necessary to contain the individual. In controlling or moving unruly persons, sufficient supervisory personnel must be used to preclude the necessity for striking or inflicting injury.

Section III Operation

2-8. General

Commanders of PCF will perform only those functions and administrative support which are in keeping with their assigned mission. Utilization of returnee personnel assigned to the PCF for processing will be determined by PCF commander. Such personnel will not be accounted for in the operating strength of any unit other than the PCF.

2-9. Standing operating procedure (SOP)

a. Each PCF will have a written SOP. It will be issued by the commander of the PCF or authority superior to him, and be made available to all cadre personnel and inspectors.

b. The SOP will cover subjects such as mission of the facility, designation and duties of cadre personnel, administrative and disciplinary rules and procedures, program outlines, procedures for billeting female returnees, reports required, and standards expected of cadre and returnees.

c. Operating procedures pertaining to actions and standards expected of returnees such as appearance, conduct, processing and leave or pass policies will be explained and conspicuously posted on bulletin boards.

d. The geographical area supported by the PCF in accordance with AR 5-9 will be adequately identified in the PCF SOP.

e. Time-phased goals for processing of returnees and a processing action suspense file system will be established and maintained.

2-10. Individual treatment

a. Individual treatment of each returnee is fundamental to the achievement of PCF objectives.

b. The confidence of returnees is a most significant factor in control. Each individual must be convinced that his case will be processed fairly and expeditiously.

c. Each returnee should be kept informed of the status of his case throughout the processing cycle.

Chapter 3 Administration

Section I Initial Processing of Returnees

3-1. Initial Processing

a. *General.* Returnees will be processed in an expeditious manner consistent with the individual's legal and civil rights. Commanders will insure that processing time is held to a minimum. Determination of the initial disposition of a returnee will normally be accomplished within one working day.

b. *Provost Marshal.* All personnel returned to military control from a deserter status will be processed through the office of the installation provost marshal in accordance with paragraph 3-5b, AR 190-9.

c. *PCF commander's interview.* Returnees will be interviewed by the PCF commander or his representative to determine their initial disposition.

d. *Debriefing by intelligence personnel.* Returnees previously declared as knowledgeable deserters under the provisions of paragraph 2-5b and appendix D, AR 381-20, will be made available to US Army Intelligence Command representatives for required security debriefing.

e. *Explanation of rights.* Each returnee will be informed of his or her rights under Article 31, UCMJ, and the right to counsel, before information is solicited concerning alleged offenses.

f. *Required clothing.*

(1) Commanders will insure that returnees are issued the minimum military clothing required to conform with installation uniform requirements as soon as practical.

(2) Returnees to be confined will have clothing issued in accordance with paragraph 5-5f5-6f, AR 190-47, and AR 700-84 prior to their confinement.

(3) Clothing of returnees in a nonpay status will be laundered or dry-cleaned without charge in accordance with AR 210-130.

g. *Health and comfort items.* Health and comfort items may be issued on a cost reimbursable basis utilizing DD Form 504 (Request and Receipt for Health and Comfort Supplies). The value of such issue, exclusive of postage and haircuts, will not exceed a cost of \$20 per month per service member. If the cost cannot be recouped from the service member, it will be charged against the installation Operation and Maintenance, Army (O&MA) Base Operations, G6300.

h. *Assistance and complaints.* All personnel returned to military control from a desertion status will be briefed on their rights under provisions of paragraph 3-34-3, AR 20-1, Inspector General Activities and Procedures. Public notice in accordance with paragraph 3-104-11, AR 20-1, will be posted on bulletin boards.

3-2. Pass and leave policy

a. Pass and leave under emergency and compassionate conditions will be granted to personnel returned to military control in accordance with AR 630-5. In normal circumstances, leave will not be authorized except as determined appropriate by the facility commander. Passes may be granted at the discretion of the facility commander with limitations on distance in accordance with installations pass policy.

b. Excess leave may be granted pending completion of discharge actions (para 5-2 5-4 and 5-5, AR 630-5), upon request of service member.

Section II Military Pay Administration

3-3. General

Prompt action will be taken to insure that returnees receive proper pay and allowances due them. Commanders will insure that all documents associated with apprehension and return to military control which are chargeable to the members' pay accounts are forwarded to the Finance and Accounting Office immediately (AR 37-101 and chap 8, DA Pam 600-8).

3-4. Determination of duty status

Commanders of PCF are authorized to determine that a returnee is in full-duty status for pay purposes on the day the returnee arrives, or as soon as practicable thereafter.

The following criteria will be used in making this determination:

a. Full duty for purposes of 10 USC, Section 972, is attained when the member, not in confinement, is assigned useful and productive duties (as opposed to duties prescribed by regulation for confinement facilities) on a full-time basis, which are not inconsistent with his grade, length of service and MOS. While placement in the same MOS is not essential, the decision to place a member in that MOS or to assign available duties consistent with his grade and service is a question of personnel management best left to the judgment of the appropriate commander.

b. Full-duty status, once attained, cannot be lost by virtue of restraint short of confinement; accordingly, assignment to useful and appropriate service either after release from confinement or in lieu of confinement pending trial could constitute full-duty status.

c. An enlisted member, who voluntarily returns to military control from deserter status; is assigned appropriate full-time duties in lieu of confinement pending trial; convicted by court-martial; confined and re-assigned to further duties after release until date of discharge, is entitled to pay and allowances for both pre-confinement and post-confinement periods of duty, since assignment to full-time duties consistent with member's rank and service is deemed "full duty."

d. An enlisted member who returns to military control from a desertion status and whose term of enlistment has expired prior to his or her return to duty is not entitled to pay and allowances until the member is officially restored to duty for the purpose of making good the time lost during the period covered by the contract of enlistment.

e. An enlisted member who deserted, was returned to full duty, tried by court-martial, convicted and confined but whose court-martial conviction did not include a forfeiture of pay is entitled, to pay and allowances for the period of confinement (para 10316 of the DODPM).

3-5. Pay entitlements

a. Personnel who arrive at a PCF in a nonpay status have no entitlement to a local payment. Many personnel returning from a deserter status are in an overpaid status. These overpayments must be collected (DODPM and AR 37-104-3).

b. Prior to action taken in c below, local pay pending receipt, verification, or reestablishment of records under JUMPS—Army will be limited by the commander to a nominal amount (e.g., \$20) required for immediate needs such as health and comfort items. This guidance will not be interpreted to prevent local pay based on good time while at the PCF.

c. Pay accounts of personnel assigned or attached to a PCF after an absence status will be reactivated or established, as appropriate, on the JUMPS—Army Master Military Pay File (MMPF) (AR 37-104-3).

Section III

Assignment, Strength Accounting, Records Retrieval, Processing, and Disposition of Personnel

3-6. General

Upon verification of DFR status, a returnee will be accessed as returned to military control within 72 hours into Active Army strength under the provisions of Procedure 6-1, ~~Chapter 6, Volume 2, SIDPERS User Manual~~ DA Pam 600-8-2. Basic data elements required for this accession will be obtained from appropriate sources under conditions listed below:

a. *Condition #1.* Returned to Army control (PCF) *within* the area or installation from which he absented himself, and period of absence was *less* than 90 days.

Action. If records not available, obtain information from the SIDPERS Personnel File (SPF) of local servicing SIDPERS Interface Branch (SIB) of the essential data elements in order to access individual.

b. *Condition #2.* Returned to Army control (PCF) *within* the area or installation from which he absented himself, and period of absence was *more* than 90 days.

Action. If records not available (including search at US Army Deserter Information Point, Fort Benjamin Harrison, IN), obtain information from CG, MILPERCEN, ATTN: DAPC-OPD or DAPC-EPD (appropriate career or assignment manager), of the essential data elements in order to access the individual.

c. *Condition #3.* Returned to Army control (PCF) *outside* (or different) area or installation from which he absented himself, and period of absence was *less* than 90 days.

Action. If records not available, obtain information from SPF at previous servicing SIB of the essential data elements in order to access individual.

d. *Condition #4.* Returned to Army control (PCF) *outside* (or different) area or installation from which he absented himself, and period of absence was *more* than 90 days.

Action. If records not available (including search at US Army Deserter Information Point, Fort Benjamin Harrison, IN), obtain information from CG, MILPERCEN, ATTN: DAPC-OPD or DAPC-EPD (appropriate career or assignment manager), of the essential data elements in order to access individual.

3-7. Strength accounting

a. Strength accounting will be accomplished in accordance with ~~chapter 5, AR 680-1, Volumes 1 and 2, SIDPERS User Manual~~ DA Pam 600-8-1, DA Pam 600-8-2, and DA Pam 600-8. Upon preparation of the accession transaction, ~~Item 32, DA Form 3805 or Item 58, DA Form 3806 Card 1, Item 11, DA Form 3805 or Card 1, Item 11, DA Form 3806~~, as applicable, will be annotated as follows:

(1) If physically present in the PCF—the duty status will be "PDY".

(2) If confined by military authority—the duty status will be "CMA".

(3) If confined by civil authority—the duty status will be "CCA". (Refer to note.)

Note. For the purpose of possible subsequent military legal proceedings against the returnee, this duty status will be considered as an unauthorized absence. In no instance will these individuals be continued in a duty status of AWC (Absent Without Leave, Confined Civil Authorities).

b. The processing of the accession (RMC) transaction to the automated system is critical to strength accountability and future recording of information. Close coordination must be accomplished between the SIB and PCF to insure successful processing of the transaction to the SPF. This includes inspection of the transaction for accuracy before entry into the automated system and verification of successful processing by a review of the transaction registers. To insure accuracy of input data, the microfilm research tape maintained by the SIB will be scanned prior to preparation of input. All SIB's supporting a PCF will provide this service on an unrestricted basis. Further, the SIB must carefully review Department of the Army Data Processing Activity (DA/DPA) Error Listing Notices to resolve conditions which prohibited acceptance of the transaction by the MILPERCEN master files.

c. ~~If a records officer is assigned to the PCF, the recording of the start and ending dates of tenure of command on Part I, DA Form 2475-2, Personnel Data SIDPERS, may be certified by the records officer. This is an exception to policy and procedure as stated in paragraph 5-5, AR 680-1 and Procedure 5-1, Volume 1, SIDPERS User Manual. This is applicable to PCF only. This individual will be so designated in writing and sign "FOR THE COMMANDER." His name, grade, and initials will be shown in the Commander's/Authorized Representative's Block, Part I, DA Form 2475-2. There is no need for the commander's name to be shown. (Rescinded.)~~

3-8. Records retrieval

a. Concurrent with actions required by paragraph 3-7, temporary records will be initiated in accordance with AR 640-2-1 and AR 640-10.

b. Request for the permanent or reconstructed records will be made to the following activities:

(1) *For enlisted:* Cdr, USAEREC, Ft Benjamin Harrison, IN 46249-5301; AUTOVON 699-3052699-3644.

(2) *For officer:* HQDA (DAPC-PSR) (DAPC-MSR) 200 Stovall Street, Alexandria, VA 22332-0400; AUTOVON 221-8648/8649221-9612.

3-9. Disposition of personnel

a. *Returned to duty.* All returnee personnel being returned to duty regardless of training status (BCT, AIT or MOS qualified) will be reassigned in accordance with instruction issued by HQDA. Requests for

assignment instruction will be made by priority message to CDR, MILPERCEN. Necessary strength accounting will be accomplished under the provisions of ~~Volume 1, SIDPERS User Manual~~ DA Pam 600-8-1.

(1) *For enlisted*: ATTN: DAPC-EPD (appropriate assignment manager). Separate requests will be forwarded on individuals in BCT, AIT and MOS status.

(2) *For officer*: ATTN: DAPC-OPD (appropriate career manager).

b. *To be separated*. Service member to be separated will be reassigned to the nearest Transfer Point for processing (AR 635-10). Necessary strength accounting will be accomplished under the provisions of ~~Volume 1, SIDPERS User Manual~~ DA Pam 600-8-1.

Section IV

Processing and Disposition of Personnel Who Have Missed Oversea Movement

3-10. General

Individuals missing movement 30 days or more and who report to a PAP will be reported to the area servicing Military Police Apprehension Assistance Team for transfer to the servicing PCF.

3-11. PCF processing

Upon receipt of individual described above, the PCF commander will—

a. Attach the individual to the PCF pending determination of status (AR 630-10) as prescribed in ~~Procedure 5-1, Volume 1, SIDPERS User Manual~~ Procedure 2-4, DA Pam 600-8-1. *Do not access into Active Army Strength.*

b. Following determination of actual status, administer the individual as follows:

(1) If individual is not in a DFR status, report the individual to the CG, MILPERCEN, ATTN: DAPC-OPD or DAPC-EPD (appropriate career or assignment manager), to obtain appropriate disposition instructions.

(2) If individual should have been DFR, contact the gaining commander to obtain necessary documentation to support the DFR action. Upon receipt thereof, administer in accordance with section III, this chapter.

(3) If individual has been DFR, process as provided in section III, this chapter.

Section V

Processing and Disposition of Personnel Returned From Oversea Commands Without Assignment Instructions Within CONUS

3-12. General

Personnel described in 1-3a(4), returned from oversea commands, will be attached to the following designated PCF:

a. Europe and Middle East areas—PCF, Fort Dix, NJ.

b. Caribbean area (including Panama)—PCF, Fort Bragg, NC.

c. Pacific area and Alaska—PCF, Fort Ord, CA.

3-13. Mode of travel

Travel will be via Category "B." Exceptions will be made only if Category "B" service is not available from the point of origin.

3-14. Transportation information

Losing Command Transportation Officer, or responsible Port Call Officer, as appropriate, will furnish the departure time and estimated time of arrival at the aerial port of debarkation (APOD) to the commander of the PAP at the CONUS entry terminal and the appropriate PCF by the fastest means available. Generally, this will be by telephone and confirmed by a priority message. The data provided will include name, SSN, grade, MOS and the flight number.

3-15. PCF processing

Upon receipt of service member in this category, the PCF commander will—

a. Administratively attach the service member to the PCF. (*Do not prepare SIDPERS input.*)

b. Contact MILPERCEN to obtain appropriate assignment instructions.

c. Upon receipt of assignment instructions, administratively relieve the service member from attachment.

Section VI

Processing and Disposition of Personnel Reassigned From CHD Awaiting Completion of Appellate Review

3-16. General

Service members to be assigned to the PCF from CONUS and oversea activities in this status will be assigned to the PCF located nearest the service members's home of record or current CONUS address in accordance with instructions issued by HQDA.

3-17. Mode of travel

The mode of travel will be as follows:

a. Within CONUS—via commercial transportation.

b. From overseas—via Category "B." Exceptions will be made only if Category "B" service is not available from the point of origin.

3-18. Transportation information

In the case of paragraph 3-17b above, the losing Command Transportation Officer, or responsible Port Call Officer, as appropriate, will furnish the departure time and estimated time of arrival at the APOD to the commander of the PAP at the CONUS entry terminal and the appropriate PCF by the fastest means available. Generally, this will be by priority message. The data provided will include the name, SSN, grade, MOS and flight number.

3-19. PCF processing

Upon receipt of service members in this category, the PCF commander will—

a. Administer the individual in accordance with this regulation.

b. Strength accountability will be in accordance with section III, this chapter.

3-20. Disposition

Based upon the final determination of the appellate review, the following actions apply:

a. *Returned to duty*. Service members being returned to duty will be reassigned in accordance with instructions issued by HQDA.

b. *To be separated*. Service members to be separated will be reassigned to the nearest Transfer Point for processing in accordance with AR 635-10.

Table 2-1
Addresses/UIC/UPC/Zip Codes
Current Personnel Control Facilities

Station	SVC DES	*UIC		**UPC		ZIP
		PUD	DD	PUD	DD	
Fort Bragg, NC	W	OU3	PR	OUC	PR	28307-5000
Fort Carson, CO	W	OVN	02	OVN	02	80913-5000
Fort Dix, NJ	W	1DC	13	1DC	13	08640-7225
Fort Knox, KY	W	OUX	19	OUX	19	40121-5238
Fort Ord, CA	W	OMY	1N	OMY	1N	93941-5001
Fort Sill, Ok	W	OVG	PR	OVG	PR	73503-5010

*UIC—For SNL on Orders
**UPC—For SIDPERS Input

Appendix A References

Section I

Required Publications

AR 5-9

Intracervice Support Installation Area Coordination. (Cited in para 2-1b and 2-9d.)

AR 20-1

Inspector General Activities and Procedures. (Cited in para 3-1h.)

AR 190-9

Military Absentee and Deserter Apprehension Program. (Cited in para 3-1b.)

AR 210-30

Selection of Sites for Army Installations. (Cited in para 3-1f(3).)

AR 310-25

Dictionary of United States Army Terms. (Cited in para 1-5.)

AR 630-5

Leave, Passes, Permissive Temporary Duty, and Public Holidays. (Cited in para 3-2a and 3-2b.)

AR 630-10

Absence Without Leave and Desertion. (Cited in para 1-3a(6) and 3-11a.)

AR 680-1

Unit Strength Accounting and Reporting. (Cited in para 3-7a.)

AR 700-84

Issue and Sale of Personal Clothing. (Cited in para 3-1f(2).)

DA Pam 570-551

Staffing Guide for US Army Garrisons. (Cited in para 2-1b and 2-9d.)

DA Pam 600-8

Military Personnel Management and Administrative Procedures. (Cited in para 3-3 and 3-7a.)

DA Pam 600-8-1

SIDPERS Unit Level Procedures. (Cited in para 3-7a, 3-9a, and 3-9b.)

DA Pam 600-8-2

Standard Installation/Division Personnel System (SIDPERS) Military Personnel Office Level Procedures. (Cited in para 3-6 and 3-7a.)

Section II Related Publications

A related publication is merely a source of additional information. The user does not have to read it to understand this regulation.

AR 27-10

Military Justice

AR 37-101

Organization and Functions of Finance and Accounting Offices

AR 37-104-3

Military Pay and Allowance Procedures: Joint Uniform Military Pay System Army (JUMPS-ARMY)

AR 190-47

The US Army Correctional System

AR 381-20

US Army Counterintelligence (CI) Activities

AR 600-40

Apprehension, Restraint, and Release to Civil Authorities

AR 635-10

Processing Personnel for Separation

AR 640-2-1

Personnel Qualification Records

AR 640-10

Individual Military Personnel Records

DODPM

Department of Defense Pay Manual

Section III Prescribed Forms

DA Form 3805

SIDPERS Input and Control Data—Officer Accession. (Prescribed in para 3-7a.)

DA Form 3806

SIDPERS Input and Control Data—Enlisted Accession. (Prescribed in para 3-7a.)

DD Form 504

Request and Receipt for Health and Comfort Supplies. (Prescribed in para 3-1g.)

Glossary

Section I Abbreviations

AD
active duty

ADT
active duty for training

AIT
advanced individual training

APOD
aerial port of debarkation

BCT
basic combat training

CHD
correctional holding detachment

CONUS
Continental United States

DD
descriptive designation

DFR
dropped from the rolls

DODPM
Department of Defense Pay Manual

DPA
data processing activity

FORSCOM
US Army Forces Command

IADT
initial active duty for training

JUMPS
Joint Uniform Military Pay System

MACOM
major Army command

MILPERCEN
U.S. Army Military Personnel Center

MOS
military occupational specialty

PAP
personnel assistance point

PCF
personnel control facility

PUD
parent unit designation

RMC
return to military control

SIB
SIDPERS Interface Branch

SIDPERS
Standard Installation/Division Personnel System

SNL
standard name line

SOFA
Status of Forces Agreement

SOP
standing operating procedure

SPF
SIDPERS Personnel File

TDA
Table of Distribution and Allowances

TRADOC
U.S. Army Training and Doctrine Command

UCMJ
Uniform Code of Military Justice

UIC
unit identification code

UPC
unit processing code

USAEREC
U.S. Army Enlisted Records and Evaluation Center

Section II Terms

Deserter
For administrative purposes, any military member absent without proper authority who has been dropped from the rolls of his organization.

Dropped from rolls (DFR)
An administrative action whereby an absentee is dropped as a deserter from the rolls of an organization.

Returnees
US Army personnel, categorized in paragraph 1-3a who are returned to the control of a PCF.

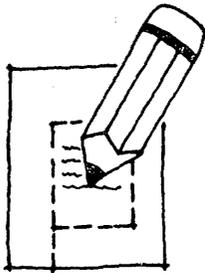
United States Army Personnel Control Facilities (PCF)
Army activities specifically established to facilitate administrative processing of personnel categorized in paragraph 1-3a.



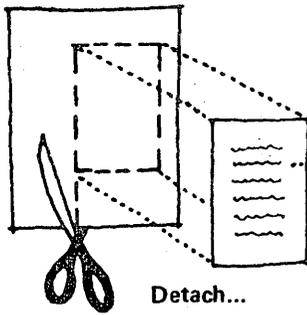
0001057533



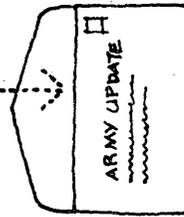
RESERVED



Fill out...



Detach...



Place in envelope and mail to...

Army UPDATE Publications
800 West Church Road
Mechanicsburg, PA 17055-3198

Instructions for completing the subscription card in this volume.

PART 1: This section is for internal use within your unit.

PART 2:
Publication Account Number
(Insert 5-digit account number. The first block will be a letter and each succeeding block will be a number.) If you do not have an established account and wish to open one, complete DA Form 12.

Quantity Required
(Insert total number of copies your unit requires.)

Name/Address of Unit
(Insert full name, address, and zip code as it appears on the labels that you receive on mailings from the Baltimore AG Publications Center.)

Subscription Information: Valid account holders must submit the enclosed subscription card if they want to either increase or decrease their present quantity.

Resupply: Limited copies of this UPDATE publication are available from the Baltimore Publications Center. Complete DA Form 4569, USAAGPC Requisition Code Sheet accordingly.

Army UPDATE Publications Subscription Card

AR 600-62

PART 1. FOR COMPLETION BY USER OF PUBLICATION
Record copy requirements for your section. Pass card to unit publication clerk for consolidation of total subscription requirement.

Name of section.

Number of copies desired for section use.

PART 2. FOR COMPLETION BY UNIT PUBLICATION CLERK
Use one of these cards to consolidate all section requirements into one unit subscription, then mail immediately.

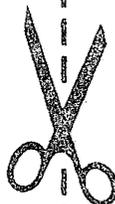
Abstract from DA Form 12 99

PUBLICATION ACCOUNT NO.		
<input type="text"/>	<input type="text"/>	<input type="text"/>
FORM NUMBER	BLOCK NUMBER	QUANTITY REQUIRED
12-14	0882	<input type="text"/>

Publications Clerk...
These blocks **MUST** be filled in.

Unit Name and Address

DA FORM 12-13, FEBRUARY 1985



PENTAGON LIBRARY



0001057533

PIN: 031684-00