

PERSONNEL—GENERAL

UNITED STATES ARMY PERSONNEL CONTROL FACILITIES AND PROCEDURES FOR ADMINISTERING ASSIGNED AND ATTACHED PERSONNEL

Effective 20 October 1976

This regulation assigns responsibilities and prescribes uniform policies, procedures and standards for the operation of US Army personnel control facilities (PCF) and for the administration and disposition of assigned/attached personnel. The word "he" when used in this regulation represents both the masculine and feminine genders, unless otherwise specifically stated. Local supplementation is permitted but is not required. If supplements are issued, Army Staff agencies and major Army commands will furnish one copy of each to HQDA (DAPE-HRE) WASH DC 20310; other commands will furnish one copy to the next higher headquarters.

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

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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).

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 1 personnel assistance points (PAP) and who have missed oversea 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 oversea 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 terms. In addition to the terms in AR 310-25, the following terms apply to this regulation:

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

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

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

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

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:

(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 com-

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mand, 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. 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.

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.

(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 nor-

mally 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 5-5f, 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 3-3, AR 20-1, Inspector General Activities and Procedures. Public notice in accordance with paragraph 3-10, 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 installation pass policy.

b. Excess leave may be granted pending completion of discharge actions (para 5-2, 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 confine-

ment, 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 reassigned 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. 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, and DA Pam 600-8. Upon preparation of the accession transaction, Item 32, DA Form 3805 or Item 58, 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.

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; AUTOVON 699-3052.

(2) *For officer:* HQDA (DAPC-PSR) 200 Stovall Street, Alexandria, VA 22332; AUTOVON 221-8648/8649.

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 instructions will be made by priority message to CDR, MILPERCEN. Necessary strength accounting will be accomplished under the provisions of Volume 1, SIDPERS User Manual.

(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.

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. *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-EPD (appropriate 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 com-

mander 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 the 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 member'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.

APPENDIX
ADDRESSES/UIC/UPC/ZIP CODES
CURRENT PERSONNEL CONTROL FACILITIES

Station	SVC DES	*UIC			**UPC			ZIP
		PUL	DD	MRIC	PUD	MPIC	DD	
Fort Bragg, NC	W	0U3	PR	C	0UC	C	PR	28307
Fort Carson, CO	W	0VN	02	R	0VN	R	02	80913
Fort Dix, NJ	W	1DC	13	B	1DC	B	13	08640
Fort Knox, KY	W	0UX	PR	F	0UX	F	PR	40121
Fort Ord, CA	W	0MY	1K	R	0MY	R	1K	93941
Fort Sill, OK	W	0VG	PR	B	0VG	B	PR	73503

*UIC—For SNL On Orders.

**UPC—For SIDPERS Input.

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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-CR) WASH DC 20310.

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