

S/S AR 635-10, May 68

*AR 612-25

ARMY REGULATIONS

No. 612-25

HEADQUARTERS,
DEPARTMENT OF THE ARMY
WASHINGTON 25, D.C., 30 November 1962

PERSONNEL PROCESSING

PROCESSING OF NON-CONUS PERSONNEL STATIONED IN CONUS FOR RETURN TO HOME OF RECORD AREA FOR SEPARATION

Effective 1 January 1963

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1. Purpose. These regulations set forth policies and procedures for effecting the return of non-CONUS residents stationed in continental United States (CONUS) to their home of record area outside of CONUS for transfer processing.

2. Policy. Except for individuals identified in paragraph 6, active Army personnel serving on active duty in CONUS whose home of record is located outside of CONUS will be returned to their home of record area for separation.

3. Definitions. For the purpose of these regulations the following definitions apply:

a. Continental United States (CONUS). United States territory including the adjacent territorial waters located within the North American continent between Canada and Mexico.

b. Home of record. The place recorded in current personnel records as the home of the individual when commissioned, reinstated, appointed, reappointed, enlisted, reenlisted, inducted, or ordered into the tour of active duty (see paragraph 1150-3a, JTR).

c. Non-CONUS resident. A person whose home of record is in any place other than in one of the 48 States of CONUS, or District of Columbia.

d. Separation. An all inclusive term which is applied to personnel actions resulting from release from active duty, discharge, retirement, dismissal, resignation, dropped from the rolls, or death.

4. Applicability. These policies and procedures are applicable to non-CONUS male and female members of the active Army serving on active duty in CONUS who are eligible for separation.

5. Preseparation interview. *a.* Enlisted non-CONUS residents will be interviewed at least 60 days prior to expiration of term of enlistment or period for which inducted or ordered to active duty (ETS), or immediately upon final approval of separation under other criteria, as appropriate, to determine whether the individual desires:

- (1) Separation in CONUS and immediate enlistment or reenlistment (within 24 hours) for his present duty assignment (AR 601-210).
- (2) Separation in CONUS at the transfer activity serving his present unit of assignment (AR 612-22); or separation at the transfer activity outside of CONUS serving his home of record area under these regulations, if individual is not eligible for or indicates he does not desire to enlist or reenlist immediately for his present duty assignment.

b. Enlisted non-CONUS residents who have, or will have at the time of separation, more than 4 years of creditable service for basic pay purposes, and who indicate they do not desire to reenlist im-

*These regulations supersede SR 35-120-15, 3 July 1951, including C 2, 13 July 1953, and C 4, 5 January 1960, and DA message 545975, 24 February 1961.

*These regulations replace AR 612-203, 9 November 1962, subject as above, which were given a partial distribution within the Military District of Washington area only.

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Fort Amador, Canal Zone, only when the individual is qualified for movement as specified in paragraph 27, AR 612-50.

c. Non-CONUS residents whose home of record is located in an area other than those specified in b (1) through (4) above will be separated at a place to be designated by Headquarters, Department of the Army. Requests for separation instructions will be submitted to The Adjutant General, ATTN: AGPO, Department of the Army, 90 days in advance of individual's expiration of term of enlistment or period for which inducted or ordered to active duty (ETS), or by electrically transmitted message immediately upon final approval of separation under other separation criteria.

8. Reassignment orders. Orders effecting the reassignment of personnel to the oversea transfer activity serving their home of record area will be issued by authorized commanders (par. 30, AR 310-10) a minimum of 60 days in advance of the individual's expiration of term of enlistment or period for which inducted or ordered to active

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By Order of the Secretary of the Army:

Official:

J. C. LAMBERT,
Major General, United States Army,
The Adjutant General.

Distribution:

Active Army: To be distributed in accordance with DA Form 12-9 requirements for DA Regulations—Military Personnel Procedures—Officer and Enlisted—B (CONUS, USARAI, USARHAW).

duty (ETS), or immediately upon final approval of separation under other separation criteria.

9. Port call instructions. Personnel will not be permitted to depart their home stations for oversea movement to a transfer activity for separation until port call instructions have been received by the home station commander from the appropriate U.S. Army Transportation Terminal Command. Procedures, time frame, and media for obtaining port call instructions are contained in AR 612-12 for unaccompanied personnel and AR 55-46 for accompanied personnel.

10. Processing and transmittal of personnel records. a. Home station commanders will insure that all preprocessing required by paragraph 4, AR 612-22 has been effected at the home station prior to departure of any individual to an oversea transfer activity.

b. Personnel records will be thoroughly checked for accuracy and completeness and transmitted so as to insure arrival at the oversea transfer activity prior to or no later than the scheduled arrival date of the individual. Transmittal procedures will be governed by paragraph 17, AR 640-10.

EARLE G. WHEELER,
General, United States Army,
Chief of Staff.

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