

Army Regulation 600-62

Personnel—General

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

Headquarters  
Department of the Army  
Washington, DC  
19 October 1976

**UNCLASSIFIED**

# ***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 update references, office symbols, and ZIP Codes. No new policy guidance is included in this change.

Effective 20 October 1976

Personnel—General

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

**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

**History.** 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. This publication has been reorganized to make it

compatible with the Army electronic publishing database. No content has been changed.

**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.

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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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**Glossary**

## 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

(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 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 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 oversea commands described in paragraphs 1-3a(4) and of deserters returned to military control in oversea 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), 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 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 5-6f, 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 4-3, AR 20-1, Inspector General Activities and Procedures. Public notice in accordance with paragraph 4-11, 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 5-4 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 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, 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 DA Pam 600-8-1, DA Pam 600-8-2, and DA Pam 600-8. Upon preparation of the accession transaction, 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. (*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 699-3644.

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

### 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 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 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 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

Notes:

\* \*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 2-1*b* and 2-9*d*.)

#### AR 20-1

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

#### AR 190-9

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

#### AR 210-30

Selection of Sites for Army Installations. (Cited in para 3-1*f*(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 3-2*a* and 3-2*b*.)

#### AR 630-10

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

#### AR 680-1

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

#### AR 700-84

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

#### DA Pam 570-551

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

#### DA Pam 600-8

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

#### DA Pam 600-8-1

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

#### DA Pam 600-8-2

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

### 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 3-7*a*.)

#### DA Form 3806

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

#### DD Form 504

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

## **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. There are no special terms.

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