

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
17 November 2004

UNCLASSIFIED

SUMMARY of CHANGE

AR 600-62

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

This major revision, dated 17 November 2004--

- o Changes proponentcy of the regulation from ODCS, G-1 to the Office of the Provost Marshal General (para 1-4a).
- o Eliminates requirement for "expeditors" from the U.S. Army Training and Doctrine Command and the U.S. Forces Command to be assigned to United States Army Enlisted Records and Evaluation Center (para 2-3c).
- o Updates and clarifies procedures for administrative processing of confinees by personnel control facility personnel (chap 3).
- o Adds procedures for post-trial soldiers in confinement or on excess leave (para 3-11).
- o Adds management control procedures (app B).

Personnel—General

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

By Order of the Secretary of the Army:

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Guard, and the U.S. Army Reserve unless otherwise stated.

Proponent and exception authority.

The proponent of this regulation is the Office of the Provost Marshal General. The Office of the Provost Marshal General has the authority to approve exceptions or waivers to this regulation that are consistent with controlling laws and regulations. The Office of the Provost Marshal General may delegate this approval authority, in writing, to a division chief within the proponent agency in the grade of colonel or the civilian equivalent. Activities may request a waiver to this regulation by providing justification that includes a full analysis of the expected benefits, and must include formal review by the activities senior legal officer. All waiver requests will be endorsed by the commander or senior leader of the requesting activity, and forwarded through their higher headquarters to the policy proponent. Refer to AR 25–30 for specific guidance.

Army management control process.

This regulation contains management control provisions, and identifies key management controls that must be evaluated.

Supplementation. Supplementation of this regulation and establishment of local and command forms are prohibited without prior approval from Headquarters, Department of the Army, Office of the Provost Marshal General, ATTN: DAPM–MPD–LE, 2800 Army Pentagon, Washington, DC 20310–2800.

Suggested improvements. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to Headquarters, Department of the Army, Office of the Provost Marshal General, ATTN: DAPM–MPD–LE, 2800 Army Pentagon, Washington, DC 20310–2800.

Distribution. This publication is available in electronic media only and is intended for command levels C, D, and E for the Active Army, the Army National Guard of the United States, and the U.S. Army Reserve.

History. This is publication is a major revision.

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

Applicability. This regulation applies to the Active Army, the Army National Guard of the United States/Army National

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Glossary

Chapter 1

General

1-1. Purpose

This regulation—

- a.* Establishes the mission and objectives of U.S. Army personnel control facilities (PCFs).
- b.* Assigns responsibilities and prescribes uniform policies and standards governing the administration and operation of PCFs.

1-2. References

Required and related publications and prescribed and referenced forms are listed in appendix A.

1-3. Explanation of abbreviations and terms

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

1-4. Responsibilities

- a.* The Office of the Provost Marshal General has Department of the Army Staff responsibility for policy and standards concerning the operation of PCFs.
- b.* The Office of the Deputy Chief of Staff, G-1 and the Commanding General, Human Resources Command, 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.
 - (6) Ensuring that the Personnel Services Battalion sends personnel (201) files to the PCF on personnel who have received a bad conduct discharge (BCD), dishonorable discharge (DD), or dismissal.
- c.* The Director, Installation Management Agency (IMA) will exercise general supervision over administration of PCFs within IMA respective areas of responsibility.
- d.* Provost marshals of major Army commands (MACOMs) will exercise staff supervision over the military absentee and deserter apprehension program.
- e.* Senior mission commanders; the Director, IMA; and garrison commanders will provide command, administrative, military justice, and logistical support to PCFs located on their installations.

1-5. Mission

The mission of a PCF is to—

- a.* Supervise and coordinate administrative processings and accomplish the expeditious and proper disposition, either administrative or judicial, of the following categories of personnel:
 - (1) Personnel returned to military control from deserter status.
 - (2) Personnel reassigned to Army correctional facilities upon completion of sentences to confinement who have a punitive discharge adjudged and who are awaiting completion of appellate review.
 - (3) Personnel who are parole violators following release from Army correctional facilities, from other services' correctional facilities, and from the Federal Bureau of Prisons.
 - (4) Army personnel confined by civil authorities within the geographical area of responsibility of a PCF who are awaiting trial on civil charges or serving a sentence adjudged for civil offense(s).
 - (5) 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 Army Regulation (AR) 630-10.
 - (6) Other personnel as directed by HQDA.
 - (7) Personnel who have received a BCD, DD, or a dismissal and are on excess leave pending completion of the appellate process.
- b.* Perform command, administrative, legal, billeting, disciplinary, security, and supply functions for assigned and attached personnel.

1-6. Objectives

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

- a.* Minimize the loss of military manpower in processing personnel described in paragraph 1-2.

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

Chapter 2 Management and Operation

Section I Establishment and Organization

2-1. Establishment and disestablishment of PCFs

a. Subject to HQDA approval, commanders of MACOMs may open or close PCFs to accommodate the processing of deserters and soldiers in civilian or military confinement. Requests to open or close a PCF will be submitted to Headquarters, Department of the Army (HQDA), ATTN: DAPM-MPD-LE, 2800 Army Pentagon, Washington, DC 20310-2800. Requests will include increase or decrease in manpower and funds generated by this action.

b. Major commanders will continuously review their requirements for PCFs to ensure that only the minimum number required are established.

c. Locations of existing PCFs are displayed in table 2-1.

Station	Unit identification code	ZIP	Fax
Fort Knox, KY	W0VGPR	40121-5238	Defense switched network (DSN) 536-3760, Comm (502) 626-3760
Fort Sill, OK	W12KBO	73503-5010	DSN 639-7107, Comm (580) 442-7107

2-2. Organization

a. PCFs will be organized in accordance with AR 570-4. PCFs will be reflected as a separate paragraph on the installation table of distribution and allowances.

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 Article 23(a)(3), Uniform Code of Military Justice (UCMJ, Art. 23(a)(3)).

2-3. Personnel staffing

Only qualified personnel will be assigned to a 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 ensure a thorough understanding of objectives, standards, policies and standing operating procedures governing administration of the PCF.

c. Staffing guidance contained in AR 570-4 will be considered in determining the numbers and types of personnel required to staff PCF.

2-4. Standards

a. PCFs will be located in areas that are free of other activities that may interfere with their operations.

b. PCFs 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) A PCF will have its own dining area. Returnees will be furnished the same rations as cadre personnel.

- c. Physical enclosures for a PCF will adhere to the following guidelines:
- (1) A PCF may be enclosed by vertical fencing. When an area is enclosed 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) Enclosure will not be patrolled by armed personnel. Unarmed personnel may be used at the open gate to monitor movement of individuals to and from the enclosure. Appropriate duties to be performed by gate personnel would include requesting passes or other authority for departure by individuals seeking to leave the enclosure. Physical force will be applied only in accordance with paragraph 2-7 and AR 190-14. 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 ensuring 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. Guards or escorts for returnees who are being returned to a 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. The provisions of AR 190-14 apply to all personnel assigned as guards or escorts for a PCF.

Section III

Operation

2-8. General

Commanders of PCF will perform only those functions and administrative support that are in keeping with their assigned mission. Utilization of returnee personnel assigned to the PCF for processing will be determined by the 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

- a. Each PCF will have a written standard operating procedure (SOP). It will be issued by the commander of the PCF or authority superior to them 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 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 very significant factor in control. Each individual must be convinced that their case will be processed fairly and expeditiously.
- c. Each returnee will be kept informed of the status of their 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 ensure 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 AR 190-9, paragraph 3-5*b*, and AR 630-10. This processing will include completion of a military police report and fingerprinting of the returnee. The completed fingerprint card, along with the disposition report (DA Form 4833 (Report of Disciplinary or Administrative Action)) will be sent to the U.S. Army Crime Records Center (CRC).

c. PCF. The PCF will ensure that a National Crime Information Center wants and warrants check is completed on each returnee. PCF will also coordinate with the CRC to determine if there is any other U.S. Army interest in the returnee. The PCF will also request the CRC to perform a name check on the returnee.

d. PCF commander's interview. The PCF commander or his representative will interview returnees to determine their initial disposition.

e. Debriefing by intelligence personnel. Returnees previously declared as special category absentees under the provisions of AR 630-10 will be made available to U.S. Army counterintelligence agents for required intelligence debriefing.

f. Explanation of rights. Each returnee will be informed of their rights under UCMJ, Art. 31, before information is solicited concerning alleged offenses.

g. Required clothing.

(1) Commanders will ensure 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 AR 190-47, paragraph 10-1*b*(5), 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.

h. 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 Base Operations, G6300.

i. Assistance and complaints. All personnel returned to military control from a desertion status will be briefed on their rights under provisions of AR 20-1, paragraph 7-1.

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 600-8-10. In normal circumstances, leave will not be authorized except as deemed appropriate by the facility commander. Passes may be granted at the discretion of the facility commander, with limitations on distance in accordance with the installation's pass policy.

b. Excess leave may be granted pending completion of discharge actions (AR 600-8-10), upon request of service member.

Section II Military Pay Administration

3-3. General

Prompt action will be taken to ensure that returnees receive proper pay and allowances due them. Commanders will ensure that all documents associated with apprehension and return to military control that are chargeable to the members' pay accounts are forwarded to the Finance and Accounting Office immediately (AR 37-104-4 and DA Pamphlet (Pam) 600-8, chap 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 Title 10, United States Code, Section 972 (10 USC 972) is attained when the members

not in confinement are assigned useful and productive full-time basis duties (as opposed to duties prescribed by regulation for confinement facilities) that are not inconsistent with their grade, length of service, and military occupational specialty (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 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; or is confined and reassigned to further duties after release until date of discharge, is entitled to pay and allowances for both preconfinement and postconfinement periods of duty, because 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 their 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 (Department of Defense Pay Manual (DODPM), para 10316).

f. Paragraph 3-4 is not applicable to officer personnel. Officers are not allowed service credit for time lost. Enlisted personnel are required to make up time lost.

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 37-104-4).

b. Prior to action taken in *c* below, local pay pending receipt, verification, or reestablishment of records under Joint Uniform Military Pay System—Army will be limited by the commander to a nominal amount (for example, \$20) required for immediate needs such as health and comfort items. This guidance will not be interpreted to prevent local pay based on 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 (AR 37-104-4).

Section III

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

3-6. General

The provisions of this paragraph apply only for the purpose of determining a deserter's status. The provisions of AR 630-10, paragraph 4-6, will be applied for returning soldiers to their unit for processing. Upon verification of dropped-from-the-rolls status, a returnee will be accessed as returned to military control within 48 hours into Active Army strength under the provisions of DA Pam 600-8-2.

3-7. Strength accounting

Strength accounting will be accomplished in accordance with AR 600-8-6, AR 630-10 and DA Pam 600-8.

3-8. Records retrieval

a. Concurrent with actions required by paragraph 3-7, temporary records will be initiated in accordance with AR 600-8-104.

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

- (1) For enlisted, U.S. Army Deserter Information Point, Knox, KY 40121; DSN 536-3711/12/13.
- (2) For officers, HQDA (AHRC-MSR) 200 Stovall Street, Alexandria, VA 22332-0400; DSN 221-9612.
- (3) For chaplains, HQDA, Office of the Chief of Chaplains, ATTN: Career Manager, 2511 Jefferson Davis Highway, Arlington, VA 22202; DSN 329-1123.
- (4) For judge advocates, DAJA-PT, 1777 North Kent St., Rosslyn, VA 22209-2194; DSN 425-6711.

3-9. Disposition of personnel

a. Returned to duty. All returnee personnel being returned to duty regardless of training status (basic combat training, advanced individual training, or MOS qualified) will be reassigned in accordance with instruction issued by HQDA. Necessary strength accounting will be accomplished under the provisions of DA Pam 600-8-1. Requests for assignment instructions will be made by priority message to Commander, Human Resources Command, as follows:

(1) For enlisted, ATTN: DAPC–EPD (appropriate assignment manager). Separate requests will be forwarded on individuals in basic combat training, advanced individual training, 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 transition point for processing (AR 635–10). Necessary strength accounting will be accomplished under the provisions of DA Pam 600–8–1.

3–10. Processing and disposition of personnel who have missed overseas movement

Personnel who arrive at a PCF and have missed overseas movement will be returned to their unit in accordance with AR 630–10, chapter 4–6.

3–11. Assignment of post-trial soldiers in confinement or on excess leave

Personnel accountability for post-trial soldiers in confinement will be administratively transferred immediately after trial from their unit to the PCF. Personnel accountability for post-trial soldiers on excess leave will be administratively transferred immediately after trial from their unit to the nearest PCF, or elsewhere, based on direction from Commander, Human Resources Command.

3–12. Confinement of soldiers at Army correctional facilities, other service confinement facilities, or civilian correctional facilities

a. Soldiers who receive a sentence of 120 days (4 months) or fewer confinement, without a discharge, will remain assigned to their parent unit and serve their confinement at a confinement facility.

b. Soldiers who receive a sentence of 121 days or more confinement without a punitive discharge, or adjudged a punitive discharge, will be assigned to the appropriate PCF and transferred to the appropriate designated regional corrections facility (RCF) for the purpose of confinement. The following items will be forwarded to the PCF:

(1) Results of trial (DA Form 4430 (Department of the Army Report of Result of Trial)).

(2) Assignment order. In accordance with AR 190–47, paragraph 10–19e(6), a prisoner will not be transferred prior to issue of permanent change of station orders directing the prisoner’s official movement. Orders will be faxed to the designated PCF prior to official movement.

(3) 201 file. The 201 file will accompany the soldier to the RCF. The RCF will then forward the file to the PCF.

(4) Excess leave documents. If the soldier received a BCD or DD but no confinement, the excess leave documents must be sent to the PCF. If the soldier does not voluntarily request excess leave, and the convening authority has not acted (the involuntary leave cannot be processed), the soldier will report to the PCF for duty.

c. The following guidance is provided for Army Reserve and Army National Guard soldiers:

(1) Per AR 135–200, paragraph 7–7, National Guard soldiers require:

(a) Letter of initial active duty.

(b) Discharge orders from the National Guard.

(2) Per AR 135–200, paragraph 7–7, Army Reserve soldiers require:

(a) Letter of initial active duty.

(b) Release from Army Reserve order.

Appendix A References

Section I Required Publications

AR 20-1

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

AR 135-200

Active Duty For Missions, Projects, and Training For Reserve Component soldiers. (Cited in para 3-12*c*(1) & (2).)

AR 190-9

Absentee Deserter Apprehension Program and Surrender of Military Personnel to Civilian Law Enforcement Agencies. (Cited in para 3-1*b*.)

AR 190-14

Carrying of Firearms and Use of Force for Law Enforcement and Security Duties (Cited in paras 2-4*c*(3) and 2-7.)

AR 190-47

The Army Corrections System (Cited in para 3-1*g*(2) and 3-12*b*(2).)

AR 210-130

Laundry and Dry Cleaning Operations. (Cited in para 3-1*g*(3).)

AR 570-4

Manpower Management. (Cited in para 2-2*a* and 2-3*c*.)

AR 600-8-6

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

AR 600-8-10

Leaves and Passes. (Cited in para 3-2*a* and 3-2*b*.)

AR 600-8-104

Military Personnel Information Management/Records. (Cited in para 3-8*a*.)

AR 630-10

Absence Without Leave, Desertion, and Administration of Personnel Involved in Civilian Court Proceedings. (Cited in para 1-3*a*(6), 3-1*b*, 3-1*e*, 3-6, 3-7, 3-10, and 1-5*a*(5).)

AR 635-10

Processing Personnel for Separation. (Cited in para 3-9*b*.)

AR 700-84

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

DA Pam 600-8

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

DA Pam 600-8-1

Standard Installation/Division Personnel System (SIDPERS) Battalion S1 Level Procedures. (Cited in para 3-9*a* and 3-9*b*.)

DA Pam 600-8-2

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

Section II

Related Publications

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

AR 27–10

Military Justice

AR 37–104–4

Military Pay and Allowance Policy and Procedures- Active Component

DOD 7000.14–R

Department of Defense Financial Management Regulation, vol. 7A: Military Pay Policy and Procedures—Active Duty and Reserve Pay. (Available at www.defenselink.mil/comptroller/fmr.)

UCMJ, Art. 23(a)(3)

Who may convene special courts-martial. (Available at www.au.af.mil/au/awc/awcgate/ucmj.htm.)

UCMJ, Art. 31

Compulsory self-incrimination prohibited. (Available at www.au.af.mil/au/awc/awcgate/ucmj.htm.)

10 USC 972

Chapter 49: Members: Effect of time lost. (Available at www.gpoaccess.gov/uscode/index.html.)

Section III

Prescribed Forms

These section contains no entries.

Section IV

Referenced Forms

The following forms are available on the Army Electronic Library CD–Rom and the APD Web site (www.apd.-army.mil) unless otherwise stated.

DA Form 4430

Department of the Army Report of Result of Trial

DA Form 4833

Commander’s Report of Disciplinary or Administrative Action.

DD Form 504

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

Appendix B

Management Control Evaluation Checklist

B–1. Function

The function covered by this checklist is administering assigned and attached personnel at PCFs.

B–2. Purpose

The purpose of this checklist is to assist assessable unit managers and management control administrators in evaluating the key management controls outlined below. It is not intended to cover all controls.

B–3. Instructions

Answers must be based on the actual testing of key management controls (for example, document analysis, direct observation, sampling, and simulation). Answers that indicate deficiencies must be explained and corrective action indicated in supporting documentation. These management controls must be formally evaluated at least once every 5 years. Certification that this evaluation has been conducted must be accomplished on DA Form 11–2–R (Management Control Evaluation Certification Statement).

B-4. Test questions

- a.* Are returning deserters processed through the installation provost marshal office?
- b.* Are returnees categorized as special category absentees debriefed by intelligence personnel?
- c.* Are returnees informed of their rights under UCMJ, Art. 31?
- d.* Are returning deserters with a verified dropped-from-the-rolls status accessed as returned to military control within 48 hours?
- e.* Are parole violators properly identified in accordance with AR 190-47?

B-5. Supersession

There is no previous edition of this checklist.

B-6. Comments

Help to make this a better tool for evaluating management controls. Submit comments to: HQDA, Office of the Provost Marshal General, ATTN: DAPM-MPD-LE, 2800 Army Pentagon, Washington, DC 20310-2800.

Glossary

Section I Abbreviations

AR

Army regulation

BCD

bad conduct discharge

CONUS

continental United States

CRC

U.S. Army Crime Records Center

DD

dishonorable discharge

DOD

Department of Defense

DSN

Defense switched network

HQDA

Headquarters, Department of the Army

IMA

Installation Management Agency

MACOM

major Army command

MOS

military occupational specialty

Pam

pamphlet

PCF

personnel control facility

RCF

Regional Corrections Facility

SOP

standing operating procedure

UCMJ

Uniform Code of Military Justice

USC

United States Code

Section II

Terms

Deserter

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

Dropped from the rolls (DFR)

An administrative action where a soldier is dropped from the rolls of the Army.

Parole

The conditional release of a prisoner before the prisoner's sentence has expired.

Parole violator

A prisoner who has been conditionally released and who violates the conditions of his or her release from Army Correctional Facilities, from other Services' correctional facilities, and from the Federal Bureau of Prisons.

Returns

U.S. Army personnel, categorized in paragraph 1–2, who are returned to the control of a PCF.

Personnel control facility (PCF)

Army activities specifically established to facilitate administrative processing of personnel categorized in paragraph 1–2.

Section III

Special Abbreviations and Terms

There are no special terms.

UNCLASSIFIED

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