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***Army Regulation 600–62**

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Personnel–General

U.S. Army Personnel Control Facility Procedures for Administering Assigned and Attached Personnel

By Order of the Secretary of the Army:

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History. This publication is a major revision.

Authorities. This regulation implements elements of the Military Justice Act of 2016 and updates to AR 11–2.

Applicability. This regulation applies to the Regular Army, the Army National Guard of the United States/Army National Guard, and the U.S. Army Reserve unless otherwise stated.

Proponent and exception authority. The proponent of this publication is the Provost Marshal General. The proponent has the authority to approve exceptions or waivers to this publication that are consistent with controlling law and regulations. The proponent may delegate this approval authority, in writing, to a division chief within the proponent agency or its direct reporting unit or field operating agency in the grade of colonel or the civilian equivalent. Activities may request a waiver to this publication by providing justification that includes a full analysis of the expected benefits and must include formal review by the activity's 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 requirements.

Army internal control process. This regulation contains internal control provisions in accordance with AR 11–2 and identifies key internal controls that must be evaluated (see appendix B).

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, DAPM–MPO–LE, hqda-pmg-le@army.mil.

Distribution. This publication is available in electronic media only and is intended for the Regular Army, the Army National Guard/Army National Guard of the United States, and the U.S. Army Reserve.

*This regulation supersedes AR 600–62, dated 17 November 2004.

SUMMARY of CHANGE

AR 600–62

U.S. Army Personnel Control Facility Procedures for Administering Assigned and Attached Personnel

This major revision, dated 18 March 2024—

- Changes the title from United States Army Personnel Control Facilities and Procedures for Administering Assigned and Attached Personnel, to U.S. Army Personnel Control Facility Procedures for Administering Assigned and Attached Personnel (cover).
- Updates and clarifies procedures for administrative processing of post-trial Soldiers by Personnel Control Facilities (chap 3, section IV).
- Updates gender neutrality (throughout).
- Implements the Military Justice Act of 2016 (throughout).

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Glossary of Terms

Chapter 1

General

1–1. Purpose

This regulation establishes the mission and objectives of U.S. Army Personnel Control Facilities (PCFs). It assigns responsibilities and prescribes uniform policies and standards governing the administration and operation of PCFs. This is a major revision that updates and clarifies procedures for administrative processing of post-trial Soldiers by PCF personnel as well as implements the Military Justice Act of 2016.

1–2. References, forms, and explanation of abbreviations

See appendix A. The abbreviations, brevity codes, and acronyms (ABCAs) used in this electronic publication are defined when you hover over them. All ABCAs are listed in the ABCA directory located at <https://armypubs.army.mil/>.

1–3. Associated publications

This section contains no entries.

1–4. Responsibilities

a. Deputy Chief of Staff, G–1. The Commanding General, U.S. Army Human Resources Command (CG, HRC), on behalf of DCS, G–1 will establish procedures and standards concerning personnel administration, to include—

- (1) Processing returnees.
- (2) Processing military pay for returnees.
- (3) Strength accounting of returnee personnel.
- (4) Retrieving records and/or creating temporary records.
- (5) Reassigning personnel.
- (6) Ensuring that the parent unit sends personnel files to the PCF for personnel who have received a bad conduct discharge (BCD), dishonorable discharge (DD), or dismissal.

b. Provost Marshal General. The Provost Marshal General (PMG) has Department of the Army Staff responsibility for executing policy and standards concerning the operation of PCFs.

c. Commanding General, U.S. Army Materiel Command. The CG, AMC will exercise general supervision over administration of PCFs within U.S. Army Installation Management Command's (IMCOM's) respective areas of responsibility. Senior commanders, the CG, IMCOM, and garrison commanders will provide command, administrative, military justice, and logistical support as appropriate to PCFs located on their installations.

d. Commanding Generals of Army commands, Army service component commands, and direct reporting units. The CGs of ACOMs, ASCCs, and DRUs, military police (MP) brigade- and battalion-level commanders (who may be dual-hatted as an installation Director of Emergency Services/provost marshal (DES/PM)), ACOMs/ASCCs/DRUs DRU PMs, and installation DES/PMs in charge of law enforcement (LE) operations will exercise oversight of the military absentee and deserter apprehension program.

1–5. Records management (recordkeeping) requirements

The records management requirement for all record numbers, associated forms, and reports required by this publication are addressed in the Records Retention Schedule–Army (RRS–A). Detailed information for all related record numbers, forms, and reports are located in Army Records Information Management System (ARIMS)/RRS–A at <https://www.arims.army.mil>. If any record numbers, forms, and reports are not current, addressed, and/or published correctly in ARIMS/RRS–A, see DA Pam 25–403 for guidance.

1–6. Mission

The mission of a PCF is to—

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

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

(2) Personnel reassigned to Army PCFs 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, or from the Federal Bureau of Prisons.

(4) Personnel who are in the appellate process with an approved Chapter 14–5 discharge in a suspended status in accordance with AR 635–200.

(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 AR 630–10.

(6) Other personnel as directed by DCS, G–1.

(7) Personnel who have been adjudged a BCD, DD, or a dismissal and who are on excess leave pending completion of the appellate process.

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

1–7. Objectives

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

a. Minimize the loss of military manpower in processing personnel.

b. Reduce the number of personnel in the PCF system, to operate the minimum number of PCFs required, Armywide.

Chapter 2 Management and Operation

Section I

Establishment and Organization

2–1. Establishment and disestablishment of personnel control facilities

a. Subject to Headquarters, Department of the Army (HQDA) approval, senior commanders 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 HQDA, DAPM–MPO–LE, 2800 Army Pentagon, Washington, DC 20310–2800. Requests will include any required increase or decrease in manpower and funds generated by this action.

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

c. An operational PCF is currently located at Fort Sill, OK (UIC: W6CSPR). The phone number for the Fort Sill PCF is Defense Switched Network (DSN) 639–4900; Commercial (580) 442–4900.

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).

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 trained prior to assuming their duties to ensure a thorough understanding of objectives, standards, policies, and standard operating procedures (SOPs) 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. Administrative, organizational classroom, and conference room space for PCF assigned personnel will make maximum use of reserved or shared space to optimize utilization and avoid underutilized space.

(3) 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 for/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 a returnee into pretrial confinement if the commander determines there is probable cause. Probable cause to order pretrial confinement exists when the commander holds a reasonable belief that the returnee committed an offense triable by court-martial and confinement is necessary because it is foreseeable that the returnee will not appear at trial or the returnee will engage in serious criminal misconduct, and less severe forms of restraint are inadequate. Review of pretrial confinement will be accomplished by a military magistrate in accordance with the provisions of AR 27-10. The commander ordering confinement will also take follow-on action in accordance with Rule for Courts-Martial 305; Manual for Courts-Martial (MCM), United States, 2019; and AR 27-10.

2-6. Use of guards and escorts

Armed guards and armed escorts are discouraged for daily PCF operations. The installation DES/PM whose geographical responsibility includes the parent unit will provide armed guards or escorts for returnees who are being returned to a parent unit or reassigned if required.

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 a 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. Standard operating procedure

a. Each PCF will have a written SOP. It will be issued by the commander of the PCF or a superior authority and will 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, 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 1 working day.

b. *Directors of emergency services/provost marshals.* All personnel RMC from a deserter status will be processed through the installation DES/PM in accordance with AR 190–9 and AR 630–10. This processing will include completion of a law enforcement report (LER) in Army Law Enforcement Reporting and Tracking System, fingerprinting of the absentee, and completion of DD Form 616 (Report of Return of Absentee) in accordance with AR 190–45 and AR 190–9. DES/PMs will forward a copy of the LER and DD Form 616 through the personnel's field grade commander to the unit commander in accordance with AR 190–9.

c. *Personnel control facility.* The PCF will query the Federal Bureau of Investigation's (FBI's) National Crime Information Center (NCIC) missing person database, interstate identification index, and unidentified person files for a possible match using the returnee/absentee's identifying information (social security number, date and place of birth, and physical description) to determine if a warrant has been previously entered into NCIC. The PCF will also coordinate with the Crimes Records Center (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. *Personnel control facility commander's interview.* The PCF commander or their representative will interview returnees to determine their initial disposition.

e. Debriefing by counterintelligence 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 counterintelligence 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 practicable.

(2) Returnees to be confined will have clothing issued in accordance with AR 190–47 and AR 700–84 prior to their confinement.

(3) Clothing of returnees in a non-pay 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 Servicemember. If the cost cannot be recouped from the Servicemember, it will be charged against the installation Operations and Maintenance fund, Army Base Operations, G6300.

i. Assistance and complaints. All personnel RMC from a desertion status will be briefed on their rights under the provisions of AR 20–1.

3–2. Pass and leave policy

a. Pass and leave under emergency and compassionate conditions will be granted to personnel RMC in accordance with AR 600–8–10. In normal circumstances, leave will not be authorized except as deemed appropriate by the PCF commander. Passes may be granted at the discretion of the PCF commander, with limitations on distance in accordance with the installation's pass policy.

b. Excess leave may be granted in accordance with AR 600–8–10, pending completion of discharge actions, upon request of Servicemember.

Section II

Military Pay Administration

3–3. General

Prompt action will be taken to ensure that returnees receive proper pay and allowances due to 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 supporting finance office immediately (see AR 637–1 and DA Pam 600–8).

3–4. Determination of duty status

The PCF commander is 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 Section 972, Title 10, United States Code, (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; or is convicted by court-martial and confined, then reassigned to full-time duties after release until date of discharge, is entitled to pay and allowances for both pre-confinement and post-confinement 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 sentence did not include a forfeiture of pay is entitled to pay and allowances for the period of confinement pursuant to DoD 7000.14–R, Volume 7A. However, if the member was tried by general court-martial and the member's sentence includes either (1) confinement for more than 6 months or (2) any confinement and a punitive discharge or a dismissal from the Service, the member, by operation of law, shall forfeit all pay and allowances during the period of confinement. If tried by a special court-martial, the member shall forfeit two-thirds pay during the period of confinement in accordance with 10 USC 858b (Article 58b, UCMJ).

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 non-pay 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 in accordance with DoD 7000.14–R, Volume 7A and AR 637–1.

b. Prior to action taken in paragraph 3–5c, 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 (see AR 637–1).

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 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 RMC within 48 hours into Regular Army strength under the provisions of DA Pam 600–8.

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 Soldier's branch at the U.S. Army Human Resources Command.

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. Requests for assignment instructions will be made by priority message to the CG, HRC, as follows:

(1) For enlisted, DAPC–EPD (appropriate assignment manager). Separate requests will be forwarded for individuals in basic combat training, advanced individual training, and MOS status.

(2) For officer, DAPC–OPD (appropriate career manager).

b. To be separated. Servicemembers to be separated will be reassigned to the nearest transition point for processing (see AR 635–8). Necessary strength accounting will be accomplished under the provisions of DA Pam 600–8.

Section IV

Processing of Post-Trial Soldiers

3–10. Assignment of post-trial Soldiers

a. Personnel accountability for post-trial Soldiers in confinement with an adjudged sentence of 121 days or more of confinement will be administratively transferred immediately after trial from their unit to the PCF.

b. Personnel accountability for post-trial Soldiers with an adjudged sentence of 121 days or more of confinement but who received pre-trial confinement credit or judicial credit (reducing the amount of confinement remaining) will be administratively transferred and receive permanent change of station orders immediately after their trial from their unit to the PCF.

c. Personnel accountability for post-trial Soldiers with an adjudged sentence to a punitive discharge and no confinement to be served will be placed on excess leave by the parent unit and administratively reassigned from their unit to the Fort Sill PCF immediately upon action placing them in excess leave status in accordance with AR 27–10.

3–11. Confinement of Soldiers at Army correctional facilities, other Service confinement facilities, or civilian correctional facilities

a. Soldiers who will serve 120 days (4 months) of confinement or less, without a punitive discharge, will remain assigned to their parent unit and serve their confinement at a confinement facility in accordance with AR 27–10.

b. Soldiers who will serve 121 days or more of confinement without a punitive discharge, or who are adjudged a punitive discharge, will be administratively assigned to the PCF and transferred to the regional correctional facility (RCF) as designated by U.S. Army Corrections Command for the purpose of confinement. The following documents will be forwarded to the PCF:

- (1) Statement of Trial Results (STR).
- (2) Entry of Judgment Packet including the Judgment of the Court, Convening Authority Action, and any modifications to the STR.
- (3) Plea Agreement and Stipulation of Fact if applicable, reference AR 27–10.
- (4) Assignment orders. In accordance with AR 190–47, 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 or emailed to the PCF prior to official movement.
- (5) Installation clearance record DA Form 137–2 (Installation Clearance Record).
- (6) DA Form 3645 (Organizational Clothing and Equipment Record) reflecting central issue facility turn-in.
- (7) Personnel File. The personnel file will accompany the Soldier to the RCF. The RCF will then forward the file to the PCF.

(8) Excess leave packet. If the Soldier received a BCD or DD but no confinement, the excess leave packet must be sent to the PCF. The excess leave packet will include the assignment orders, installation clearance record, DD Form 2717 (Department of Defense Voluntary/Involuntary Appellate Leave Action), voluntary excess leave approval memorandum signed by the parent unit installation's general court-martial convening authority (GCMCA) and DA Form 31 (Request and Authority for Leave). The DA Form 31 can be signed by those authorized signature authority by their respective GCMCA. If the Soldier does not voluntarily request excess leave, and the convening authority has not acted (that is, the involuntary leave cannot be processed), the Soldier will report to the PCF for duty.

c. In addition to the provisions outlined in paragraphs 3–11a and 3–11b, the following guidance is provided for Army Reserve and Army National Guard Soldiers in accordance with AR 135–200:

- (1) National Guard Soldiers require—
 - (a) Discharge orders from the Army National Guard.
 - (b) Involuntary active duty orders in accordance with AR 600–8–105 and assignment to the appropriate Regular Army installation.

- (c) Court-martial promulgating orders issued in accordance with AR 27–10.
- (2) Army Reserve Soldiers require—
 - (a) Discharge orders from the Army Reserves.
 - (b) Involuntary active duty orders in accordance with AR 600–8–105 and assignment to the appropriate Regular Army installation.
 - (c) Court-martial promulgating orders issued in accordance with AR 27–10.
- (3) If a sentence to restriction or hard labor without confinement is adjudged, the GCMCA will determine whether the Soldier will be retained on active duty at the appropriate Regular Army installation until completion of the sentence or returned to their previous Reserve status to complete the sentence, if practical.

3–12. Appellate Review and DD Form 214 (Certificate of Release or Discharge from Active Duty)

In a case where the sentence after review includes a BCD or DD, the certification of completion of appellate review and a copy of the judgment will be forwarded to the appropriate PCF where the discharge will be executed. In a case where the sentence after review includes a sentence of dismissal, the certification and a copy of the judgment will be forwarded to the Assistant Secretary of the Army (Manpower and Reserve Affairs) for approval under UCMJ, Art. 57(a)(4) in accordance with AR 27–10. The PCF will prepare and publish the DD Form 214 for those cases that include an approved BCD, DD, or dismissal.

Appendix A

References

Section I

Required Publications

Unless otherwise indicated, all Army publications are available on the Army Publishing Directorate website at <https://armypubs.army.mil>.

AR 11–2

Managers' Internal Control Program (Cited on title page.)

AR 20–1

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

AR 27–10

Military Justice (Cited in para 2–5.)

AR 135–200

Active Duty for Missions, Projects, and Training for Reserve Component Soldiers (Cited in para 3–11*c*.)

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 para 2–4*c*(3).)

AR 190–45

Law Enforcement Reporting (Cited in para 3–1*b*.)

AR 190–47

The Army Corrections System (Cited in para 3–1*g*(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*.)

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*.)

AR 600–8–104

Army Military Human Resource Records Management (Cited in para 3–8*a*.)

AR 600–8–105

Military Orders (Cited in para 3–11*c*(1)(*b*).)

AR 630–10

Absence Without Leave, Desertion, and Administration of Personnel Involved in Civilian Court Proceedings. (Cited in para 1–6*a*(5).)

AR 635–8

Separation Processing and Documents (Cited in para 3–9*b*.)

AR 635–200

Active Duty Enlisted Administrative Separations (Cited in para 1–6*a*(4).)

AR 637–1

Army Compensation and Entitlements Policy (Cited in para 3–3.)

AR 700–84

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

DA Pam 600–8

Military Human Resources Management Administrative Procedures (Cited in para 3–3.)

DoD 7000.14–R, Volume 7A

Department of Defense Financial Management Regulation: Military Pay Policy-Active Duty and Reserve Pay (Cited in para 3–4e.) (Available at <https://comptroller.defense.gov/fmr/>.)

MCM United States (2019 Edition)

Manual for Courts-Martial (Cited in para 2–5.) (Available at <https://jsc.defense.gov/>.)

10 USC 858b

Sentences: forfeiture of pay and allowances during confinement (Cited in para 3–4e.) (Available <https://uscode.house.gov/>.)

10 USC 972

Members: effect of time lost (Cited in para 3–4a.) (<https://uscode.house.gov/>.)

Section II**Prescribed Forms**

This section contains no entries.

Appendix B

Internal Control Evaluation

B–1. Function

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

B–2. Purpose

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

B–3. Instructions

Answers must be based on the actual testing of key internal 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 internal 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 (Internal Control Evaluation Certification).

B–4. Test questions

- a.* Are returning deserters processed through the installation provost marshal office?
- b.* Is DD Form 616 being processed for each returnee?
- c.* Are returnees categorized as special category absentees debriefed by counterintelligence personnel?
- d.* Are returnees informed of their rights under UCMJ, Art. 31?
- e.* Are returning deserters with a verified dropped-from-the-rolls status accessed as RMC within 48 hours?
- f.* Are parole violators properly identified in accordance with AR 190–47?

B–5. Supersession

This evaluation replaces the evaluation previously published in AR 600–62, dated 17 November 2004.

B–6. Comments

Help to make this a better tool for evaluating internal controls. Submit comments to: HQDA, Office of the Provost Marshal General, DAPM–MPO–LE, hqda-pmg-le@army.mil.

Glossary of 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

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 their release from Army Correctional Facilities, from other Services' correctional facilities, or from the Federal Bureau of Prisons.

Personnel control facility

Army activities specifically established to facilitate administrative processing of personnel categorized in paragraph 1–6a.

Returnees

U.S. Army personnel, categorized in paragraph 1–6a(1), who are returned to the control of a PCF.

Special Category Absentee

Soldiers who had access within the 5 years preceding their absence to TOP SECRET, sensitive compartmented information, special access programs, or critical nuclear weapons design information; personnel who were assigned to a special mission unit, and personnel in the Department of the Army Cryptographic Access program.

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