ATZT-CS   12 Dec 19

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Maneuver Support Center of Excellence (MSCoE), Memorandum of Instruction (MOI), Personnel Asset Inventory (PAI)

1. References:

    a. AR 600-8-6 (Personnel Accounting and Strength Reporting), 1 April 2015.

    b. DA PAM 600-8 (Military Human Resources Management Administrative Procedures), 20 May 2019.

    c. AR 630-10 (Absence Without Leave, Desertion, and Administration Personnel Involved in Civilian Court Proceeding), 13 January 2006.

    d. The Electronic Military Personnel Office (eMILPO) Field User's Guide (FUG) online via the Army Human Resources (AHRS) Web Portal at https://emilpo.ahrs.army.mil.

    e. AR 25-400-2 (The Army Records Information Management System (ARIMS)), 2 October 2007.

2. Purpose. This MOI serves as standard operating procedure for conducting personnel asset inventory and defines the roles, responsibilities, and processes on Fort Leonard Wood (FLW).

3. Scope. The purpose of this MOI is to ensure accuracy, clarify the timeliness for the submission of the PAI, and to establish the required supporting documentation that will accompany the PAI for strength adjustments.

4. Applicability. This MOI applies to all units within the Maneuver Support Center of Excellence (MSCoE) and any tenant units assigned a unique unit identification code (UIC) who are serviced by the FLW Personnel Automation Section (PAS) Office, Military Personnel Division. Units and activities geographically dispersed from their parent unit will conduct a local PAI and provide information to the parent unit. Parent units will consolidate reports at the UIC-level and will process them as outlined in this MOI.

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5.   Roles and Responsibilities. PAIs are the unit commander's responsibility and will be conducted as outlined below. Any unit conducting a PAI will notify the PAS office no later than 1600 hours, 2 business days prior to conducting the muster formation.

6.   PAIs will be conducted:

     a.   At change of command. The departing and incoming commander will jointly conduct the PAI. If the incoming commander is not due to arrive until a future date, the departing commander will conduct the PAI with the interim commander. When the new commander arrives, another change of command PAI will be conducted. The departing commander will not be allowed to depart or PCS until personnel strength has been reconciled, all assigned and attached Soldiers are accounted for, and appropriate eMILPO transactions have been submitted. A copy of the completed PAI will be a part of his/her clearance papers.

          (1) For a change of command PAI, a commander is only required to conduct a PAI for the UIC(s) that do not have subordinate commanders assigned, i.e., a battalion commander is only required to complete a PAI for the HHC if the HHC is not a formal company without a UIC.

          (2) The subordinate companies that have commanders assigned are not required to conduct a PAI due to a battalion change of command.

     b.   If the commander is lost due to death, extended hospitalization (60 days or more), operational relief, or any other similar reason, the acting commander or new commander will complete a PAI within 15 days after assuming command.

     c.   14 calendar days prior to a unit move to a different duty station; a unit inactivation, discontinuance or re-designation; or a change in servicing personnel processing activity.

     d.   At the direction of the chain of command.

     e.   When the unit's strength imbalance between eMILPO and TAPDB is 2 percent or more.

          (1) The PAS Chief will notify the commander which units require a PAI.

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(2) When notified, the PAI must be conducted NLT suspense date indicated on the memorandum and submitted to the PAS by the 5th workday following the date of the muster.

f. In the absence of above conditions, a PAI will be conducted annually, at a minimum.

7. PAI process (See attached process map, Encl 1).

a. Plan:

(1) Unit commanders will make arrangements to conduct the PAI (date, time, place, etc.) no earlier than 5 working days prior to the event that requires a PAI, i.e., change of command, and notify S1.

(2) S1 will notify the PAS office no later than 1600, two working days prior to conducting the muster formation.

b. Prepare:

(1) S1s will use the DA Form 3986 (Personnel Asset Inventory) to document the PAI and it will be completed IAW reference 1d. An example of this form is provided at Encl 2.

(2) Prior to the PAI, the S1 will print the AAA-162 (Unit Personnel Accountability Report) and initiate the DA Form 3986 by recording the strength numbers. The S1 will also print the AAA-165 (Unit Personnel Accountability Notices Report), along with obtaining a deviation report pertaining to their unit from the PAS.

(3) The unit must resolve any AAA-162 errors, AAA-165 entries and deviation records pertaining to the unit. Commanders are responsible for researching Soldiers who are pending gains past their report dates and will take action IAW AR 600-8-6 and AR 630-10. Note: Commanders must report all AWOLs to the servicing Defense Military Pay Office (DMPO), Provost Marshall Office (PMO) and PAS within 48 hours of determining a Soldier AWOL.

(4) S1 must enter all required strength transactions in eMILPO and annotate those changes on the DA Form 3986.

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(5) On the day of the PAI, S1s will print a new AAA-162, ensuring all changes are reflected (this new AAA-162 is the baseline document for conducting a PAI) and provide the new AAA-162 and the DA Form 3986 to the unit commander.

c.   Conduct:

(1) At the muster formation, unit commanders or designated representatives will verify each Soldier's name, SSN, rank, assigned/attached status, current duty status, and non-deployable reason and status with the AAA-162, the Soldier's identification card, identification tags, and the Soldier giving extra attention to verifying the correct spelling of names and correct SSN. Soldiers will use pen to initial to the left of their name to verify their individual information is correct.

(2) Corrections will be neatly annotated on the AAA-162. Personnel in the muster formation that do not appear on the AAA-162 will be written in and the Soldier will initial in pen to the left of their name. For anyone not present, ensure the duty status code reflects the appropriate reason. For anyone attached to a different organization, in the right margin using pencil, write "ATCH" and specify the attached unit. For anyone that has departed the unit, in the right margin using pencil, write "RSGN" and the organization they are supposed to be assigned to.

(3) Following the AAA-162, in sequential order, attach appropriate supporting documents for anyone reported other than present for duty. Note: Memorandums are not proper forms of documentation for a PAI.

(4) Unit commanders will validate the AAA-162, document results and discrepancies on the DA Form 3986, and provide the validated AAA-162, supporting documents, and the DA Form 3986 to the S1.

d.   Reconcile:

(1) After the PAI, S1s will enter changes (arrival, departure, grade and duty status data) into the eMILPO database based on the annotated AAA-162 and supporting documents, as required; coordinate with the Military Personnel Division (MPD) to ensure separation actions are reported correctly; prepare required documents, and coordinate with MPD for name, SSN, and grade corrections not permitted at the brigade S1 level.

(2) S1s will print a reconciled AAA-162, AAA-165, verify all information on the DA Form 3986, and attach the previous two AAA-162s with all supporting documents, AAA-165s, and completed DA Form 3986 for the commander's signature. Note: Supporting documents are to be in sequential order of the AAA-162.

e. Certify:

(1) Unit commanders will verify and sign the reconciled AAA-162, which reflects required changes were entered and posted in eMILPO; sign and date the DA Form 3986; and forward all documents to the new Commander, if applicable, or return to the S1.

(2) The new Commander's signature is required if the PAI is a result of a change of command and concur, sign, and date the DA Form 3986. If the non-concur box is checked, then remarks are required to state the reasons for non-concurrence.

(3) S1s will verify there is a complete and accurate PAI packet prior to submitting it to the PAS. A complete PAI packet includes: all three original sets of AAA-162s (the AAA-162 printed prior to the PAI, the AAA-162 used when conducting the PAI, and the final reconciled AAA-162); all supporting documents, in sequential order of the AAA-162; two AAA-165s (the AAA-165 printed prior to the PAI and the one printed during reconciliation); and the DA Form 3986 with commanders signatures and forward the complete PAI packet, with a DA Form 200 (Transmittal Record), to the PAS. Note: Packets must be submitted to the PAS NLT five working days after the muster formation.

(4) The PAS Chief will validate the PAI, sign the DA Form 3986, and return the packet to the S1. Note: If corrections are needed, the PAS will notify the S1 of the errors and the S1 will have no more than 3 working days to make corrections and return the PAI packet to the PAS for continued processing.

(5) The S1s will forward the packet through the Battalion Commander to the Brigade Commander for signatures.

(6) The Brigade S-1 will forward the complete PAI packet to the PAS.

(7) The PAS will verify the packet is complete with all required signatures (the PAI is invalid if not signed by the unit Commander and PAS Chief) and forward it to the MSCoE G1 Military Personnel Strength Manager (MPSM), MSCoE G1 Strength Management Section for final PAI certification.

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     (8) MPSM will certify the DA Form 3986, marking the appropriate block and signing the form. PAIs should be returned to the PAS NLT 2 working days.

   f. File:

     (1) The PAS will file an electronic copy of the PAI and return the original packet to the S1.

     (2) S1s will distribute and file the PAI in accordance with AR 600-8-6, paragraph 5-7n-p.

8. The FLW PAS Office will monitor units for imbalances and discrepancies, provide assistance, and conduct inspections as required to validate compliance with this MOI and the references listed in paragraph 1.

9. Any PAI not validated by PAS within 20 days of date of muster will be rendered void and unit will be instructed to re-conduct muster within 14 days of notice.

10. Proponent for this MOI is the Directorate of Garrison Human Resources. Point of contact is Chief, Personnel Automation Section, telephone (573) 596-1664.

4 Encls
1-2. as
3. PAI QA Checklist
4. PAI Reference Sheet

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