



DEPARTMENT OF THE ARMY
UNITED STATES ARMY STUDENT DETACHMENT
5450 STROM THURMOND BOULEVARD
FORT JACKSON, SOUTH CAROLINA 29207

ATZJ-DBI-SD

28 August 2015

MEMORANDUM FOR United States Army Student Detachment (USASD) Personnel

SUBJECT: Memorandum of Instruction (MOI) for the Fall FY16 Personnel Asset Inventory (PAI) and Army Physical Fitness Test (APFT)

1. **References:**

- a. AR 600-8-6, Personnel Accounting and Strength Reporting, dtd 1 April 2015
- b. AR 600-8-104, Army Military Human Resource Records Management, dtd 7 April 2014
- c. Department of the Army Personnel Policy Guidance (PPG), URL <http://www.armyg1.army.mil/MilitaryPersonnel/ppg.asp>
- d. AR 600-9, The Army Body Composition Program, dtd 28 June 2013
- e. FM 7-22, Army Physical Readiness Training, October 2012, CH 1 date 3 May 2013
- f. AR 600-8-2, Suspension of Favorable Personnel Actions (FLAG), dtd 23 October 2012

2. **General.** In accordance with the Department of the Army Directive, the USASD will conduct a Personnel Asset Inventory (PAI) and Army Physical Fitness Test (APFT) from **1 October 2015 to 15 November 2015** to verify accuracy of Soldier military pay and personnel records, validate personnel accountability, and ensure overall Soldier readiness for the Students and permanent party assigned to the USASD. All Students who will PCS between the dates of **1 October 2015 thru 31 December 2015** are exempted from conducting the PAI.

3. **Requirements.** The purpose of the Fall PAI is to validate personnel accountability and completion of all annual training requirements which includes:

- a. Basic personnel information
- b. Current physical address and point of contact information
- c. Graduation/Completion date

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d. Army APFT and Height/Weight standards

e. Mandatory Annual Training: Security Training—Initial Security Orientation, AT Level-1, Cyber Awareness Challenge, U.S. Army Threat Awareness and Report Program (TARP), Sexual Harassment/Assault Responses & Prevention (SHARP), and Combating Trafficking in Persons General Awareness Course. All training can be accessed by utilizing the following link: <http://usasd.armylive.dodlive.mil/personnel-asset-inventory-pai/>.

f. Verify and update information in the Army Disaster Personnel Accountability and Assessment System (CAC login required) <https://adpaas.army.mil>. Send a screen shot of the update with other PAI documents. If further assistance is needed contact the ADPAAS Help Desk at 1-800-833-6622 and/or adpaas@spawar.navy.mil.

4. **Guidelines.** Given the global dispersion of our student population, PAI is to be completed in the student's local area. It is the student's responsibility to ensure completion and receipt of PAI requirements. **Responses to PAI will only be accepted from 1 October 2015 to 15 November 2015.** Failure to respond by the required date may result in administrative or punitive action.

a. A complete submission of PAI must include:

1. Completed data sheet entry in SharePoint
2. Completed and signed DA form 705 (APFT Card)
3. Completed and signed DA 5500 or DA 5501 (Body Fat Content worksheet); if applicable.
4. Medical profile or appropriate documentation from your medical provider; if applicable. Profiles issued by a civilian provider must be validated by a physician at a military facility.
5. Completed and signed training certificates.

b. APFTs taken on or after 1 May 2015 or later are acceptable for submission for this PAI.

c. Personnel with permanent profiles are required to complete the APFT within the limitations of their profiles. Personnel with temporary profiles are expected to complete an APFT upon completion of their recovery period (2 days for each day on profile not to exceed 90 days). If that timeframe does not fall within the PAI timeframe, students are still required to conduct an APFT at a later date. Profiles do not preclude students from adhering to or forwarding evidence that you meet the Height/Weight standards.

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d. Links to all mandatory training are found on the USASD website at <http://usasd.armylive.dodlive.mil/personnel-accet-inventory-pai/>. Training certificates are auto-generated upon completion of each session. Certificates for training conducted between **15 May 2015 and 15 November 2015** are acceptable for validation of annual training requirements for this PAI.

e. Students at Senior Service Schools and ROTC will conduct the APFT in accordance with the guidelines outlined by the Senior Cadre or PMS. Submission of APFT and PAI requirements may be arranged through your school. However, it is the individual student's responsibility to ensure that they are in compliance with the requirements of this PAI. Students who are in independent programs are authorized to use the assistance of the local Recruiting Battalion, ROTC, Service School, or military unit (RA, NG, or RC) if necessary.

5. **PAI Submission.** Completed PAI documents must be sent by the student to the PAI Team via SharePoint at <https://hq.tradoc.army.mil/sites/USASD/default.aspx>.

6. **Verification of Requirements.** You will receive an auto reply email response verifying receipt of your PAI packet. You will receive a second email to identify any missing or additional documents needed to complete your PAI or an action complete email. **Requested items must be forwarded prior to 15 November 2015.**

7. Students are not authorized to transmit PII with unauthorized email accounts. Use only official email accounts when contacting the United States Army Student Detachment. Utilize your Enterprise account or an email account provided by military, government, training sites, or school organization. USASD will neither recognize nor acknowledge emails sent from **Gmail, Yahoo, Hotmail** or other private accounts.

8. The point of contact for this memorandum is 1LT Quinzel E. Chestnut II at (803)751-3795 or quinzel.e.chestnut2.mil@mail.mil.



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Commanding