



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

ATZJ-DBI-SD

18 March 2016

MEMORANDUM FOR United States Army Student Detachment (USASD) Personnel

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

1. **References:**

- a. AR 600-8-2, Suspension of Favorable Personnel Actions (FLAG), dated 23 October 2012
- b. AR 600-8-6, Personnel Accounting and Strength Reporting, dated 01 April 2015
- c. AR 600-8-104, Army Military Human Resource Record Managements, dated 07 April 2014
- d. AR 600-9, The Army Body Composition Program, dated 28 June 2013
- e. AR 638-8, Army Casualty Program, dated 23 June 2015
- f. FM 7-22, Physical Fitness Readiness Training, dated October 2012
- g. Department of the Army Personnel Policy Guidance (PPG), URL, <http://www.armyg1.army.mil/MilitaryPersonnel/ppg.asp>

2. **General.** In accordance with the Department of the Army Directive, the USASD will conduct a Personnel Asset Inventory (PAI) from **4 April through 15 April 2016** 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.

3. **Requirements.** The purpose of the Spring PAI is to validate the following accountability and training requirements:

- a. Basic personnel information
- b. Current physical address and contact information

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c. Graduation/Completion date

d. Army APFT and Height/Weight standards

4. Guidelines. Given the dispersion of our 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. Accuracy of responses is based on integrity. Any responses received after that date are considered non-compliance and may result in administrative or punitive action.

a. A complete submission of PAI must include:

1. PAI Adobe Acrobat Worksheet.
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. Submit all training certificates to verify the completion of the following online courses SHARP, Security Training-Annual Security Refresher and Equal Opportunity Program. Visit Student Detachment website for all active links to training sites.
6. Submit a "Screen Shot" of updated Army Disaster Personnel Accountability and Assessment System (ADPAAS) account at <https://adpaas.army.mil>. Everyone is required to list their Enterprise Email address as Email1.

b. APFTs taken on or after 1 March 2016 are acceptable for submission for this PAI. Self-graded APFT are not acceptable.

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.

d. 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

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individual student's responsibility to ensure that they are in compliance with the requirements of this PAI. Students in independent programs are allowed to use the assistance of the local Recruiting Battalion, ROTC, Service School, or military unit (RA, NG, or RC) if necessary, but is not required.

5. **PAI Submission.** Submit your information via email to mail box:

usarmy.jackson.cac.mbx.usasd-pai@mail.mil

Email subject Line, please put your **Last Name, First Name, MAJ and last four of SSN.**

Example: **Doe, John, MAJ – 4321**

6. **Verification of Requirements.** You will receive a reply by email during the next working day to verify the receipt of your documents. You will receive additional emails to identify any missing or additional documents needed to complete your PAI or an action complete email. **Requested items must be submitted prior to 15 April 2016.**

7. Security of Personal Information is one of our greatest concerns due to the high volume of personal information sent by email. Use only official email accounts when contacting Student Detachment. Utilize your Enterprise account or an email account provided by a military, government or school organization. We will not respond to emails sent from Gmail, Yahoo, Hotmail or other private accounts. If you cannot use your official email account fax your documents to 803-751-3514.

8. The point of contact for this memorandum is Mr. Lovell Sample at (803)751-5381 or usarmy.jackson.cac.mbx.usasd-pai@mail.mil.


E. VICTORIA NIETO
CPT, AG
Commanding