



**DEPARTMENT OF THE ARMY
UNITED STATES ARMY STUDENT DETACHMENT
5450 STROM THURMOND BOULEVARD ROOM 244
FORT JACKSON, SOUTH CAROLINA 29207**

ATMT-LTB-SD

25 October 2017

MEMORANDUM FOR All personnel permanently assigned and/or attached to the United States Army Student Detachment (USASD)

SUBJECT: Policy Memorandum #17 – **Accountability Requirements**

1. References:

- a. AR 600-8-6, Personnel Accounting and Strength Reporting
- b. AR 600-8-104, Army Military Human Resource Records Management
- c. AR 600-8-2, Suspension of Favorable Personnel Actions (Flag)
- d. AR 600-9, The Army Body Composition Program
- f. FM 7-22, Army Physical Readiness Training
- g. Department of the Army Personnel Policy Guidance (PPG), URL <http://www.armyg1.army.mil/MilitaryPersonnel/ppg.asp>

2. The intent of the US Army Student Detachment accountability program is to ensure all students are properly accounted for and are not in violation of UCMJ Art 86 Absence without Leave (AWOL). The two methods that the U.S. Army Student Detachment will use to ensure proper accountability are monthly Personnel Status report (PERSTAT) and Personnel Accountability Inventory (PAI).

3. Monthly PERSTAT. The status of all personnel assigned or attached to the USASD will be reported NLT the first of each month. If the first of the month falls on the weekend, then the status is due NLT the Friday prior.

a. The Senior Liaison Officer or Senior Advisor (SLO/SA) for each school is responsible for reporting the status of all students assigned to the USASD. If a student is located in a region without a senior advisor, then that student is individually responsible for reporting their status to the USASD.

b. The following information is required:

- (1) Complete name of each student.

ATMT-LTB-SD

SUBJECT: Policy Memorandum #17 – **Accountability Requirements**

(2) Status for the month, including anticipated leaves, passes, and TDY dates.

(3) POC information, including current phone numbers and email addresses.

c. The status must be e-mailed, mailed, or faxed to the Student Detachment. Phone calls for accountability will not be accepted.

4. Semi-Annual PAI. The semi-annual PAI occurs in March and November of each year. 100% participation by the students of USASD is required. During the PAI, you will be required to verify your current address, POC information, and other personnel/ training requirements as specified by the memorandum of instruction (MOI). The semi-annual MOI will be sent via email and posted to the USASD website at least 10 days prior to the beginning of the PAI.

5. Depending upon the circumstances, failure to provide an accountability status or participate in the PAI will result in appropriate corrective action, either administrative or UCMJ.

6. The point of contact for this memorandum is the undersigned at (803) 751-5305.

ALEJANDRA D. PEACH
CPT, AG
Commanding