



REPLY TO  
ATTENTION OF

**DEPARTMENT OF THE ARMY**  
UNITED STATES ARMY STUDENT DETACHMENT  
5450 STROM THURMOND BOULEVARD, ROOM 244  
FORT JACKSON, SC 29207-7003

ATMT-LTB-SD

26 February 2018

MEMORANDUM FOR United States Army Student Detachment (USASD) Personnel

SUBJECT: Memorandum of Instruction (MOI) for the Winter FY18 Personnel Asset Inventory (PAI) and Army Physical Fitness Test (APFT)

**1. References:**

- a. AR 600-8-2, Suspension of Favorable Personnel Actions (FLAG)
- b. AR 600-8-6, Personnel Accounting and Strength Reporting
- c. AR 600-8-104, Army Military Human Resource Record Managements
- d. Department of the Army Personnel Policy Guidance (PPG), URL, <http://www.armyg1.army.mil/MilitaryPersonnel/ppg.asp>

**2. General.** IAW the Department of the Army Directive, the USASD will conduct a Personnel Asset Inventory (**PAI**) **26 February 2018 to 15 March 2018** to validate 100% personnel accountability and verify military pay entitlements of all assigned/attached Students.

**3. Requirements.** Students who in-processed USASD in February 2018 in SharePoint are exempt from this PAI. Students who are currently on PCS Leave are exempt from this PAI. All Students are required to participate in this PAI to include those who are on PCS TDY enroute to a school/training (i.e. if currently attending school/training, not while on PCS Leave status).

- a. Personnel Accountability
- b. Finance (Military Pay) Entitlement Review
- c. Policy Letter Overview

**4. Recommended.**

- a. Like us on Facebook to receive the latest updates and assist us in increasing awareness of what consists of this unit.

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5. **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. To complete your **Personnel Accountability** requirement, log into SharePoint and complete the Personnel Data Sheet. Login at the below link and complete your SharePoint Data Sheet for PAI submission.

SharePoint Link:

<https://ako.hq.tradoc.army.mil/sites/USASD/Lists/Current%20Unit/NewForm.aspx?RootFolder=>

b. To complete the **Finance (Military Pay) Entitlements Review** requirement, review your PCS Orders that assigned you to Student Detachment for military pay entitlements. If you are currently receiving entitlements which should have been stopped upon your arrival, list them on a DA Form 2142 and in the remark box on your Data Sheet. If you are due entitlements and are not receiving them, list your entitlement on a DA Form 2142 and in the remarks box and attach supporting documents. Submit document in PDF format. If you've PCS to and from USASD multiple times without a break in service (i.e. did not PCS to a different unit outside of Student Detachment in between assignments) review all your PCS orders bringing you to USASD. Ensure to upload the Pay Inquiry DA Form 2142 with supporting documents to the Share Point. If you have no updates to make on your military pay entitlements, type in the Remarks Box: "**Military Pay Entitlements are accurate**".

c. To complete the **Policy Letter Overview** requirement, read the new Policies and sign the Memorandum of Understanding. Upload this in PDF Format to the Share Point.

d. Recommended Requirement: Like us on **Facebook** to receive the latest updates and to assist USASD increase awareness of what comprises USASD.

Facebook Link: <https://www.facebook.com/USArmyStudentDetachment/>

We want to share your accomplishments while participating in the various programs that make up USASD: Active Duty Option (ADO) Active Duty Green-to-Gold (G2G), Foreign Area Officer(FAO) In-Regional-Training (IRT), Funded Legal Education Program (FLEP), Advance Civil School (ACS): Graduate, Doctorate, and Degree Completion Programs, Joint and International Service Schools (War Colleges), Office of the Chief Legislative Liaison:Strategic Education & Development Program, Olmsted Scholarship Program, General Downing Scholarship Program, Scholars, Scholarships / Fellowships /Internships, Schools of Other Nations (SON), Training with Industry (TWI)

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Submit photos with short narrative of accomplishment, places you've visited, or activities you have had the opportunity to participate in because you were accepted into your respective program. Individual, Family or Group photos are welcome. Ensure to provide rank last name, location, and dates to the email below:

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

**Note: review photos to ensure there is no commercial business advertising.**

5. **PAI Submission.** This PAI is initiated through SharePoint. All Students are required to use a CAC Card accessible computer and the use of their Enterprise email for authentication to gain access to SharePoint. SharePoint and USASD Staff communications will be directed to your Enterprise email account upon submission of your documents. No exceptions will be made to communicate through any other non-Enterprise email accounts.

<https://ako.hq.tradoc.army.mil/sites/USASD/Lists/Current%20Unit/NewForm.aspx?RootFolder=>

6. **Verification of Requirements.** You will receive a reply on SharePoint in the Remarks box as your documents are reviewed as follows:

- a. Personnel Accountability Complete
- b. Finance (Military Pay) Review In-Progress
- c. Finance (Military Pay) Review Complete
- d. Policy Letter Overview Complete

Continue to monitor SharePoint to obtain status updates on the PAI completion. We will strive to account for all personnel within 10 working days after PAI is closed.

**Requested PAI requirements must be met prior to 15 March 2018.**

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 Enterprise email accounts when contacting USASD. We cannot respond to emails sent from Gmail, Yahoo, Hotmail or other private or school accounts with PII information.

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**.

ALEJANDRA D. PEACH  
CPT, AG  
Commanding