



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

ATMT-LTB-SD

31 October 2018

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

SUBJECT: Memorandum of Instruction (MOI) for Personnel Accountability (PA), Fall FY19

1. References:

- a. USASD Policy Letter #17 - Accountability Requirements
- b. AR 600-8-2, Suspension of Favorable Personnel Actions (FLAG)
- c. AR 600-8-6, Personnel Accounting and Strength Reporting
- d. AR 600-8-104, Army Military Human Resource Record Managements
- e. AR 638-8, Army Casualty Program
- f. 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, USASD will conduct 100% Personnel Accountability (PA) from **3 November 2018 to 18 November 2018**. End state is for all Students to be in USASD SharePoint and for all Students to confirm by reporting their current duty status, program, location, and issues/concerns/extenuating circumstances, CCIRs reportable to USASD Command.

3. Mandatory Requirements.

a. **USASD SharePoint Student Data Form Requirement** – all Students must be in USASD SharePoint at the close of this MOI. All Students fall into one of the four categories listed below. Find the one category that applies and only execute that one for this requirement:

(1) **CATEGORY 1** – USASD SharePoint In-Processing procedures launched in February 2018. Students who reported to USASD after February 2018 and successfully logged into USASD SharePoint to complete the **Student Data Form** and uploaded HR & FI Packets, are required to log into USASD **In-Processing** tab, **Step 4 Review Personal Data Form**, to verify current data on the **Student Data Form**. This includes

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verifying the entire form for accuracy of existing information and entering in the Remarks Box: PAI Complete Date in Day Month Year format. Click save before closing browser or window.

(2) **CATEGORY 2** – USASD SharePoint In-Processing procedures launched in February 2018. Students who reported to USASD after February 2018 and did not log into USASD SharePoint to complete the **Student Data Form**, are required to log into USASD *In-Processing* tab to complete the **Student Data Form** and entering in the Remarks Box: PAI Complete Date in Day Month Year format. Click save before closing browser or window. To confirm it saved, go back to USASD *In-Processing* tab, **Step 4 Review Personal Data Form**. If Student data line appears, then it saved. Click on data line to open the **Student Data Form** and view that all data entered was saved.

(3) **CATEGORY 3** – Students who In-Processed prior to February 2018, and have not received RFO for follow-on assignment, and did not log into USASD SharePoint to complete the **Student Data Form** in March 2018 during the Spring FY18 Personnel Accountability MOI, are required to log into USASD *In-Processing* tab to complete the **Student Data Form** and entering in the Remarks Box: PAI Complete Date in Day Month Year format. Click save before closing browser or window. To confirm it saved, go back to USASD *In-Processing* tab, **Step 4 Review Personal Data Form**. If Student data line appears, then it saved. Click on data line to open the **Student Data Form** and view that all data entered was saved.

(4) **CATEGORY 4** – USASD SharePoint *Out-Processing* procedures launched in August 2018. Students who In-Processed prior to February 2018 and have received RFOs for follow-on assignment, and did not log into USASD SharePoint to complete the **Student Data Form** in March 2018 during the Spring FY18 Personnel Accountability MOI, are required to log into USASD *Out-Processing* tab to complete the **Student Data Form** and entering in the Remarks Box: PAI Complete Date in Day Month Year format. Click save before closing browser or window. To confirm it is saved, go back to USASD *In-Processing* tab, **Step 4 Review Personal Data Form**. If Student data line appears, then it is saved. Click on data line to open the **Student Data Form** and view that all data entered was saved.

b. **Personnel Accountability (PA) Requirement.** Submit the counseling and memorandum to: **usarmy.jackson.cac.mbx.usasd-pai@mail.mil**

(1) **Counseling Statement DA Form 4856** – fill-out name, rank, with duty at school/training, city, state, read, date and sign.

(2) **Memorandum of Understanding** – read, complete the signature block, sign and date on the top right hand corner of the Memorandum.

c. **School and Training Program Statuses Update Requirement.** Submit memorandum to: **usarmy.jackson.cac.mbx.usasd-pai@mail.mil**

(1) Memorandum of Reporting School and Training Program Statuses Update for Personnel Accountability – read, circle appropriate selection as it applies, and complete the signature block, sign and date on the top right hand corner of the Memorandum. **Students who are any of the eight situations described below i-viii** are required to also report the information on the same attached Memorandum sent with this PA MOI. For Students who fall in these eight categories, failure to report this during the PA will result in further recommendation of disciplinary action under UCMJ.

- i. If graduation or training **end date changed** for any reason
- ii. If a **request** was submitted to the HRC Programs Managers for an **Extension** to complete graduate studies and **received** a final letter **whether** it was **approved** or **denied**.
- iii. If a **request** was submitted to the HRC Program Managers for a **Release from the Program** or **received** a letter of **Release from the Program** whether it was **approved** or **denied** or **not** as a result of student's request
- iv. If having **issues with** getting a **PCS assignment (RFO)** from your HRC Branch Manager for any reason, particularly if there are more than 45 days lapse between the Graduation date or Training Program end date (to include schools or training TDY enroute) and PCS report date. The time in between is required to be reported with an authorized and approved duty status – students must either be on Ordinary Leave or PCS Leave, if applies also DA Form 1610 TDY (see Out-Processing Policy Letter #11).
- v. If **Active Duty Option Green-To-Gold Student** successfully **graduated** school, but could not commission as a result of **pending** a **Security Clearance**.
- vi. Gainful Employments are reserved for extenuating circumstance (reference Policy Letter #18). If there is an extenuating circumstance, student will report the issue/concern in advance NLT 60 days from Graduation or Training Program end date or as soon as the issue/concern was made aware to the Student. Gainful Employment requests must be obtained in advance and with prior approval from the final approving authority, the USASD Commander, no exceptions.
- vii. **Personnel Without Follow-on Assignment / PCS Report Date** - If your graduation date or training end date passed and you do not have a report date for a follow-on assignment for any reason. Examples are but not limited to: Student thinks he/she is in the MEB process; HRC Branch Manager didn't provide an RFO; HRC Branch Manager forgot to place you on orders; you did not formally received approval from HRC ACS Program Manager for an extension to attend another semester and you're attending college/training on your own; you have a civilian authorities/court restrictions to not leave the state currently in; you are pending security

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clearance/renewal that prevents you from PCS to a follow-on assignment. If any of the above apply, you are required to identify yourself by reporting your situation to the USASD Commander during this PAI. Students are not authorized to stay at their current location for any reason without first obtaining prior approval formally from the USASD Commander and HRC Programs Managers.

viii. **Personnel With Follow-on Assignment / PCS Report Date** - If your graduation date or training end date has passed, and you have an extended period of time between graduation date or training end date and your PCS report date for a follow-on assignment and the time period does not include TDY enroute to attend schools/training (with or without Early Report Authorized). If any of the above apply, you are required to report this to this to USASD Command during this PA. Students are not authorized to stay at their current location for any reason without first obtaining prior approval formally from the USASD Commander and HRC Programs Managers.

5. **Guidelines.** Students are responsible for completing the Personnel Accountability 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.

6. **PA Submission.** Submit PDF version of the required documents to the following group email: usarmy.jackson.cac.mbx.usasd-pai@mail.mil

(1) Ensure title Email Subject Line as follows: **Last Name, First Name, Rank**

7. **Verification of Requirements.** Student will receive an email reply within three business days to inform you that we are in receipt of your **PA** documents. Student will receive additional email(s) requesting any missing documents IOT to be in compliance of the **PA MOI**. **Requested items must be submitted prior to 18 November 2018.**

8. Use only official military enterprise email account to send PA requirement. Gmail, Yahoo, Hotmail or other private or school accounts are not acceptable methods of communication personnel information.

9. The point of contact for this memorandum is Mrs. Therese Lowe at (803) 751-5540 or usarmy.jackson.cac.mbx.usasd-pai@mail.mil.

ALEJANDRA D. PEACH
CPT, AG
Commanding