

**United States Army Student Detachment  
Personnel Accountability Checklist**

---

Name: Rank: Date of Submission:  
SSN (Last 4 Digits): Email Address:  
Phone Number: Alternate Email:  
Location of Assignment: Assignment From: To:  
Branch: Current Security  
School / Program: Clearance Level

---

The items below are for your situation awareness and must be completed at your leisure - there is no submission requirement:

- (1) ADPAAS Army Disaster Personnel Accountability Assessment System <https://adpaas.army.mil>
  - (2) Blended Retirement System (BRS) Training <https://militarypay.defense.gov/BlendedRetirement/>
- 

The items below are **MANDATORY** and require submission to the PAI inbox:

---

- SharePoint Student Data Form Requirement (indicate your category below)
  - CATEGORY 1
  - CATEGORY 2
  - CATEGORY 3
  - CATEGORY 4
- Counseling Statement DA Form 4856
- Memorandum of Understanding
- Memorandum for Record of Reporting Accountability (indicate N/A or i-viii)
  - i       iv       vii
  - ii       v       viii
  - iii       vi       N/A

**Submit to the PAI group email inbox with your above listed documents in PDF format**



**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

ATMT-LTB-SD

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

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**

ATMT-LTB-SD

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

**(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

ATMT-LTB-SD

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

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](mailto: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](mailto:usarmy.jackson.cac.mbx.usasd-pai@mail.mil).

PEACH.ALEJANDRA.  
DELRELLO.12384654

58

ALEJANDRA D. PEACH  
CPT, AG  
Commanding

Digitally signed by  
PEACH.ALEJANDRA.DELRELLO.1238465458  
DN: c=US, o=U.S. Government, ou=DoD, ou=PKI,  
ou=USA,  
cn=PEACH.ALEJANDRA.DELRELLO.1238465458  
Date: 2018.11.02 16:03:41 -04'00'

## DEVELOPMENTAL COUNSELING FORM

For use of this form, see ATP 6-22.1; the proponent agency is TRADOC.

### DATA REQUIRED BY THE PRIVACY ACT OF 1974

**AUTHORITY:** 5 USC 301, Departmental Regulations; 10 USC 3013, Secretary of the Army.  
**PRINCIPAL PURPOSE:** To assist leaders in conducting and recording counseling data pertaining to subordinates.  
**ROUTINE USES:** The DoD Blanket Routine Uses set forth at the beginning of the Army's compilation of systems or records notices also apply to this system.  
**DISCLOSURE:** Disclosure is voluntary.

### PART I - ADMINISTRATIVE DATA

Name (Last, First, MI)	Rank/Grade	Date of Counseling
Organization USASD w/duty at	Name and Title of Counselor ALEJANDRA D. PEACH, CPT, AG, Commanding	

### PART II - BACKGROUND INFORMATION

**Purpose of Counseling:** (Leader states the reason for the counseling, e.g. Performance/Professional or Event-Oriented counseling, and includes the leader's facts and observations prior to the counseling.)

o Event-Oriented Counseling

### PART III - SUMMARY OF COUNSELING

**Complete this section during or immediately subsequent to counseling.**

**Key Points of Discussion:**

You reported on \_\_\_\_\_ to the U.S. Army Student Detachment (USASD) with duty at \_\_\_\_\_

On 1 November 2018, U.S. Army Student Detachment notified you by email and provided the Memorandum of Instruction (MOI) for Personnel Accountability (PA) Fall FY19. The PA opens on 3 November 2018 and closes on 18 November 2018. In addition to the MOI, the email notification also included four other attachments described below. You are required to do the following:

1. Review and complete MOI PA for FY19 Checklist attached.
2. Thoroughly read the MOI PA for FY19 and comply with requirements NLT the closing date.
3. Read the Memorandum of Understanding, fill-out, initial each line, date, complete signature block and sign.
4. Read the Memorandum of Reporting School and Training Program Statuses Update for Personnel Accountability, fill-out, initial each line, date, complete signature block and sign.
5. After reading this Counseling Statement, sign and date on the back.
6. Scan all items listed 1-5 and return to the group email box instructed on the MOI for PA Fall FY19.

This will conclude your overall requirement of MOI PA for FY19.

I am counseling you for the conduct noted above. Be advised that continued conduct of this nature may result in initiation of a bar to reenlistment, administrative action to include your separation from the service, and/or punitive action (i.e. UCMJ action). If this conduct continues, an elimination action may be initiated against you under AR 600-8-24, Para 4-2c(3) or Para 4-2b. If you receive an Honorable Discharge, you will be qualified for most benefits resulting from your military service. If you receive a General Under Honorable Conditions Discharge or an Uncharacteristic Discharge, you will be disqualified from reenlisting in to the service for some period (i.e. at least two years) and you will be ineligible for many veterans benefits to include but not limited to the Montgomery G.I. Bill. If you receive Other Than Honorable Discharge, you will be ineligible for most, if not all, veterans benefits to include but not limited to the Montgomery G.I. Bill and you will be precluded from reenlisting in the service. If a General Under Honorable Conditions, Other Than Honorable, or Uncharacteristic Discharge is given, you may face difficulty in obtaining civilian employment as employers have a low regard for less than Honorable Discharges. Although agencies exist to which you may apply to upgrade a less than Honorable Discharge, it is unlikely that such application will be successful.

### OTHER INSTRUCTIONS

This form will be destroyed upon: reassignment (*other than rehabilitative transfers*), separation at ETS, or upon retirement. For separation requirements and notification of loss of benefits/consequences see local directives and AR 635-200.

**Plan of Action** (Outlines actions that the subordinate will do after the counseling session to reach the agreed upon goal(s). The actions must be specific enough to modify or maintain the subordinate's behavior and include a specified time line for implementation and assessment (Part IV below)

1. Scan all items listed 1-5 and return to the group email instructed on the MOI for PA Fall FY19.
2. Abide by all published USASD policy letters and comply with all lawful orders in accordance with Army regulations.

**Session Closing:** (The leader summarizes the key points of the session and checks if the subordinate understands the plan of action. The subordinate agrees/disagrees and provides remarks if appropriate.)

Individual counseled:  I agree  disagree with the information above.

Individual counseled remarks:

Signature of Individual Counseled: \_\_\_\_\_

Date: \_\_\_\_\_

**Leader Responsibilities:** (Leader's responsibilities in implementing the plan of action.)

o Sign, date and return this counseling statement for your records.

Signature of Counselor: \_\_\_\_\_

Date: \_\_\_\_\_

**PART IV - ASSESSMENT OF THE PLAN OF ACTION**

**Assessment:** (Did the plan of action achieve the desired results? This section is completed by both the leader and the individual counseled and provides useful information for follow-up counseling.)

Counselor: \_\_\_\_\_

Individual Counseled: \_\_\_\_\_

Date of  
Assessment: \_\_\_\_\_

**Note: Both the counselor and the individual counseled should retain a record of the counseling.**





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

ATMT-LTB-SD

\_\_\_\_\_ Date

MEMORANDUM FOR Commander, United States Army Student Detachment, Fort Jackson, SC 29207

SUBJECT: Memorandum of Understanding

1. I have read and understand all USASD Policy Memorandums to include those updated on 31 October 2018 that are located on the USASD website. \_\_\_\_\_ initial  
<http://usasd.army.live.dodlive.mil/policy-letters/> under the Home tab

2. I understand that these Policy Memorandums are responsibilities, requirements, and guidelines that I must follow and abide by while assigned or attached to USASD. I understand that I must follow the responsibilities, requirements, and guidelines provided to me when I was accepted into my respective program: \_\_\_\_\_ initial

a. U.S. Army Human Resources Command (HRC): Foreign Area Officer Branch  
 FAO-IRT Program; Advanced Civil Schooling (ACS) Branch Manager; Broadening Opportunity Programs (BOP) Branch Manager includes Fellowships, Scholarships, and Scholars; Degree Completion Program (DCP), Cooperative Degree Program); Training With Industry (TWI).

b. Cadet Command: Active Duty Option Green To Gold (ADO G2G) Program

3. I understand it is my responsibility check the USASD website at least once a week to stay informed of changes that may occur during my tenure as a Student. \_\_\_\_\_ initial

4. I understand it is a requirement to check my enterprise email at least twice a week. I understand I am required to use my Enterprise email to send correspondence to USASD due to personal identifiable information contained in emails. \_\_\_\_\_ initial

5. I understand it is mandatory to participate/report during the 100% Personnel Accountability (PA) as many times as it is initiated by USASD during the year. I understand I will receive a Memorandum of Instruction (MOI) notification at least a week prior the start date. I understand I am to comply with all the requirements on the MOI.

6. My signature below confirms that I have read and understood this Memorandum. The point of contact for this memorandum is the undersigned at phone \_\_\_\_\_ or email \_\_\_\_\_.

\_\_\_\_\_  
 \_\_\_\_\_ Signature  
 \_\_\_\_\_ Full Name  
 \_\_\_\_\_, \_\_\_\_\_ Rank, Branch  
 Student





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

ATMT-LTB-SD

\_\_\_\_\_ Date

MEMORANDUM FOR Commander, United States Army Student Detachment, Fort Jackson, SC 29207

SUBJECT: Memorandum of Reporting School and Training Program Statuses Update for Personnel Accountability

1. I have read and understand the PA MOI for Fall FY19, mandatory requirement, paragraph 3(c), i-viii, that covers **School and Training Program Statuses Update Requirement**.

a. I **do not** fall under any of the eight categories \_\_\_\_\_. I certify that I am at my official assigned or attached duty location per my current PCS orders bringing me to USASD with duty at \_\_\_\_\_ (include school or training company, city, state or country if OCONUS) and I am still officially participating in the \_\_\_\_\_ program.

b. I **do** fall under \_\_\_\_ category. I will further elaborate / explain the circumstances surrounding why I fall into the category stated by me in the space below.

---

---

---

---

---

---

---

---

---

---

2. My signature below confirms my selection above and my statement. The point of contact for this memorandum is the undersigned at phone \_\_\_\_\_ or email \_\_\_\_\_.

\_\_\_\_\_  
 \_\_\_\_\_ Signature  
 \_\_\_\_\_ Full Name  
 \_\_\_\_\_, \_\_\_\_\_ Rank, Branch  
 Student