



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

ATMT-LTB-SD

31 May 2019

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

SUBJECT: Policy Memorandum #16 – **Personnel Accountability**

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 U.S. Army Student Detachment (USASD) Personnel Accountability is to ensure all students are accounted with an authorized duty status and identify students who may be in violation of UCMJ Art 86 Absence without Leave (AWOL) or failure to obey a lawful order or USASD Policy Letter.

3. The method used to obtain accountability is thru the Fiscal Year's Personnel Accountability (PA) Memorandum of Instruction (MOI) reinforcing the USASD's policies related to accountability.

a. Students are to actively report changes in duty status to the USASD command team and the HR Supervisor.

b. Changes in duty statuses affect the accuracy of USASD Personnel Accountability as it pertains to school graduation or training program end dates and follow-on PCS assignments to include, but not limited to:

- (1) Changes in school graduation or training program end dates for any reason
- (2) Deletions or Deferments to PCS assignments for any reason

(3) Medical care that results in hospital inpatient care that require convalescent leave request

(4) Medical care that results in hospital outpatient care that required absence from school/training

(5) Arrests made by law enforcement / spending time in jail / posting bond and other restrictions applied by that State that require absence from school/training and for student to seek military TDS legal counsel.

c. Students are to proactively contact their HRC Programs Managers for anything related to their to school graduation or training program end dates.

d. Students are to proactively contact their HRC Branch Manager to seek a PCS report date as closely as possible following the end of their tour of duty with USASD (to include those who have schools or training enroute to their next assignment) to ensure minimal leave days or the amount of leave days the student chooses to take is possible. The normal amount of leave taken in between assignments is anywhere between 30-60 days.

e. 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.

f. Personnel Without Follow-on Assignment / PCS Report Date - If graduation date or training end date passed and 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 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.

g. Personnel With Follow-on Assignment / PCS Report Date - If graduation date or training end date has passed, and 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.

4. Students are required to comply with the Personnel Accountability (PA) Memorandum of Instruction (MOI).

a. Student Data Form Requirement – at a minimum, the MOI will require students to report and verify their Student Data Form on the USASD SharePoint. This includes verifying current address, phone number, email and providing School/Training Program graduation or training end dates. If changes were made, ensure to annotate what change was made on the Remarks Box of the Student Data Form in SharePoint.

b. Personnel Accountability Requirement – this will be located within USASD SharePoint, time stamped with student CAC login acknowledging that you've read all the current USASD Policy Letters, and have signed the Counseling DA Form 4856.

c. School and Training Program Statuses Update Requirement – this includes, but not limited to reporting the following:

(1) If graduation or training end date changed for any reason

(2) 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

(3) 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

(4) 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).

(5) If Active Duty Option Green-To-Gold Student successfully graduated school, but could not commission as a result of pending a Security

(6) 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

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requests must be obtained in advance and with prior approval from the final approving authority, the USASD Commander, no exceptions.

4. Other requirements that may be on the Personnel Accountability (PA) Memorandum of Instruction (MOI) are:

a. Training Requirement – Annual renewal of the SHARP, Equal Opportunity, Cyber Awareness, and Security Refresher courses

b. Human Resources Requirement – Annual renewal: SGLV online, DD Form 93 Emergency Contact (PDF fillable form), update information on ADPASS for self and dependents. Semi-Annual renewals: APFT Form and/or Body Composition Form % is over allowable per height/weight (ensure it is legible, dated/signed with rank full name of person who sign(s); one time only opportunity Blended Retirement Training (deadline to take the training is December 2018), Soldier Record Brief updates (ORB/ERB)s, or Financial Readiness Review and Personnel Readiness Review in iPERMS .

c. Financial Management Requirement – report any MILPAY entitlements that should have started or stopped as a result of current PCS Orders duty location, if any.

5. The Personnel Accountability (PA) Memorandum of Instruction (MOI) notification will be sent via email to all assigned students within five days prior to the PA start date. It will be open for 18 calendar days to allow enough time for all students to report and complete the personnel accountability requirements in SharePoint and submit required forms.

6. Only extenuating circumstances are considered for Students who fail to comply with the MOI. Submit requests for extension directly to the command team, the HR Supervisor, and POC on the MOI, if different than the HR Supervisor. Failure to provide an accountability status, submit required documents, or participate will result in corrective action, administrative or UCMJ recommendation.

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

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