



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

ATMT-LTB-SD

MEMORANDUM FOR All Personnel, U.S. Army Student Detachment (USASD)

SUBJECT: Memorandum of Instruction (MOI) for the Personnel Accountability (PA)

1. References.

- a. AR 600-8-2, Suspension of Favorable Personnel Actions (FLAGS)
- b. AR 600-8-6, Personnel Accounting and Strength Reporting
- c. AR 600-8-104, Army Military Human Resources Record Management
- 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, USASD will conduct Personnel Accountability (**PA**) each month to validate accountability of all personnel assigned/attached to USASD.

3. Requirements. Soldiers are required to execute the PA during their respective birth month (birth month audit). Any documents submitted must be in clear, readable PDF. Areas covered in the PA are:

- a. Personnel Accountability
- b. Finance Entitlements Review
- c. Policy Letter Overview

4. Guidelines. It is the student's responsibility to complete PA requirements and ensure accurate and up-to-date information is reflected on the student data form. Any responses received after the last day of the student's birth month are considered non-compliance and may result in administrative or punitive action.

- a. To complete the accountability requirement, students must log into SharePoint and review their current student data form for accuracy. If you do not currently have a student data form, you are required to create one at this time. If this is your first time creating a data form, upload and attach a copy of your PCS orders assigning you to

USASD to the SharePoint student data form. Use the link below to access the USASD SharePoint and click on the In Processing tab to locate the student data form.

Link to SharePoint:

<https://ako.hq.tradoc.army.mil/sites/USASD/sitePages/USASD%20Home.aspx>

b. To complete your finance entitlements review, review your current LES and verify all military pay entitlements. If you are currently receiving inaccurate entitlements from your previous assignment, list them on a Pay Inquiry, DA Form 2142. I.E., jump pay, hardship pay, family separation pay, and etc. If you are due entitlements, but not receiving them, list your entitlement on a DA Form 2142. Ensure to email the pay inquiry with any supporting documents to the finance team's group email box for processing. usarmy.jackson.93-sig-bde.mbx.ltb-sd-finance-pay-inquiries@mail.mil

c. To complete your policy letter of understanding review, read each policy letter located on the SharePoint home page. Once complete, sign and upload the memorandum of understanding in PDF format to your SharePoint student data form.

5. **PA Submission.** All Students are required to use a CAC Card accessible computer and 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. The final step in the PA process is to click on the check box imbedded in the student data sheet for accountability in SharePoint. This will mark the student accounted for.

6. The point of contact for this action is the undersigned at usarmy.jackson.cac.mbx.usasd-pai@mail.mil.

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