



**DEPARTMENT OF THE ARMY
UNITED STATES ARMY STUDENT DETACHMENT
4TH BATTALION 10TH INFANTRY REGIMENT
5450 STROM THURMOND BOULEVARD
FORT JACKSON, SC 29207**

ATZJ-DBI-SD

12 March 2012

MEMORANDUM FOR United States Army Student Detachment (USASD) Personnel

SUBJECT: Memorandum of Instruction (MOI) for the Spring FY12 Personnel Asset Inventory (PAI) and Army Physical Fitness Test (APFT)

1. References:

- a. AR 600-8-6, Personnel Accounting and Strength Reporting, dtd 24 September 1998
- b. AR 600-8-104, Military Personnel Information Management, dtd 22 June 2004
- c. Department of the Army Personnel Policy Guidance (PPG), URL <http://www.army1.army.mil/MilitaryPersonnel/ppg.asp>
- d. AR 600-9, The Army Weight Control Program, dtd 27 November 2006
- e. FM 21-20, Physical Fitness Training, 30 September 1992
- f. AR 600-8-2, Suspension of Favorable Personnel Actions (Flags), dtd 23 December 2004

2. General. In accordance with the Department of the Army Directive, the USASD will conduct a Personnel Asset Inventory (PAI), Annual Training Requirements and Army Physical Fitness Test (APFT). The PAI, training requirements and the APFT will be conducted in two phases.

a. The first phase is the Personnel Asset Inventory from **160900 April 2012 to 301700 April 2012** using the Army Disaster Personnel Accountability and Assessment System (ADPAAS) to validate personnel accountability.

b. The second phase is records and training verification from **160900 April 2012 to 151700 June 2012** to verify accuracy of Soldier military pay and personnel records, and ensure overall Soldier readiness for the Students and permanent party assigned to the USASD.

3. Requirements. The purpose of the Spring PAI is to validate the following accountability and training requirements:

- a. Basic personnel information
- b. Current address and point of contact information
- c. Graduation/completion date
- d. Army APFT and Height/Weight standards
- e. Mandatory Annual Training: Sexual Assault Training and Suicide Prevention Training (links provided on SharePoint website).

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f. Verify and update information in the Army Disaster Personnel Accountability and Assessment System

4. **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. **Responses to PAI will only be accepted from 16 April 2012 to 15 June 2012.** Any responses received after that date are considered non-compliance and may result in administrative or punitive action.

a. A complete submission of PAI must include:

1. Update ADPAAS (AKO login required) at <HTTPS://ADPAAS.ARMY.MIL>

2. Completing of the on-line SharePoint data sheet. You may access the USASD SharePoint Site using the following link, <https://ako.tkeportal.army.mil/sites/usasd>. Use your AKO Username and Password to access the site when prompted. Select the "PAI" tab to begin.

3. Completed and signed DA form 705 (APFT Card) and upload to SharePoint.

4. Completed and signed DA 5500 or DA 5501 (Body Fat Content worksheet); if applicable) and upload to SharePoint.

5. Medical profile or appropriate documentation from your medical provider; if applicable. Profiles issued by a civilian provider must be validated by a physician at a military facility. Upload all documents to SharePoint.

6. Completed Sexual Assault Training, Suicide Prevention Training and signed training certificates and upload to SharePoint.

b. APFTs taken on or after 1 March 2012 are acceptable for submission for this PAI.

c. Personnel with permanent profiles are required to complete the APFT within the limitations of their profiles. Personnel with temporary profiles are expected to complete an APFT upon completion of their recovery period (2 days for each day on profile not to exceed 90 days). If that timeframe does not fall within the PAI timeframe, students are still required to conduct an APFT at a later date. Profiles do not preclude students from adhering to and forwarding evidence that you meet the Height/Weight standards.

d. Links to all mandatory training are located on the USASD SharePoint website at <https://ako.tkeportal.army.mil/sites/usasd> on the "PAI" tab. Training certificates are auto-generated upon completion of each session. Certificates for training conducted between 1 April 2011 and 16 May 2012 (within 1 year) are acceptable for validation of annual training requirements for this PAI.

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e. Students at Senior Service Schools and ROTC will conduct the APFT in accordance with the guidelines outlined by the Senior Cadre or PMS. Submission of APFT and PAI requirements may be arranged through your school. However, it is the individual student's responsibility to ensure that they are in compliance with the requirements of this PAI. Students in independent programs are allowed to use the assistance of the local Recruiting Battalion, ROTC, Service School, or military unit (RA, NG, or RC) if necessary, but is not required.

5. **Verification of Requirements.** You will receive an automated reply from SharePoint on your initial submission. You may check status and monitor this site for progress of your PAI packet and personnel/military finance actions.

6. The point of contact for this memorandum is Mr. Lovell Sample at (803)751-5381 or lovell.sample.civ@mail.mil.



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