



**United States Army
Soldier Support Institute**

Adjutant General School

**Advanced Noncommissioned Officer
Course**

ALARACT 028-2007

ALARACT 028/2007 2007 ANNUAL ARMY-WIDE PERSONNEL ASSET INVENTORY (PAI), DTG 201955Z FEB 07. All Active Component (AC) and Federalized/Mobilized Reserve Component (RC) Army units, deployed and garrison units including Community Based Health Care Organizations (CBHCO) and Medical Retention Processing Units (MRPU), will conduct a PAI during the 9 - 22 April 2007 timeframe. This message outlines the major PAI requirements for the FY07 Army-wide PAI and is located at the following link. This PAI was previously announced on an earlier S1NET Message Summary, and instructions for the PAI for both garrison and deployed units have been posted on S1NET at the following link:

Classification: UNCLASSIFIED
Caveats: NONE

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***** THIS IS A COMBINED MESSAGE *****

SUBJ: ALARACT 028/2007

THIS MESSAGE HAS BEEN SENT BY THE PENTAGON TELECOMMUNICATIONS CENTER ON BEHALF OF DA WASHINGTON DC//HRC//

SUBJECT: FY 2007 ANNUAL ARMY-WIDE PERSONNEL ASSET INVENTORY (PAI)

A. MEMORANDUM, JOINTLY SIGNED BY ARMY G1 AND G3, SUBJECT: FISCAL YEAR (FY) 2007 ARMY-WIDE PERSONNEL ASSET INVENTORY (PAI), DATED 8 JANUARY 2007.

B. AR 600-8-6, PERSONNEL ACCOUNTING AND STRENGTH REPORTING.

C. AR 630-10, ABSENCE WITHOUT LEAVE, DESERTION, AND ADMINISTRATION OF PERSONNEL INVOLVED IN CIVILIAN COURT PROCEEDINGS.

D. AR 220-1, UNIT STATUS REPORTING.

E. ELECTRONIC MILITARY PERSONNEL OFFICE (EMILPO) FUNCTIONAL GUIDANCE AND DEPLOYED THEATER ACCOUNTABILITY SYSTEM (DTAS) FUNCTIONAL GUIDANCE ONLINE VIA THE FIELD SYSTEMS DIVISION WEBSITE,

[HTTPS://WWW.HRC.ARMY.MIL/SITE/ACTIVE/FSD/](https://www.hrc.army.mil/site/active/fsd/)

1. ALL ACTIVE COMPONENT (AC) AND FEDERALIZED/ MOBILIZED RESERVE COMPONENT (RC) ARMY UNITS, DEPLOYED AND GARRISON UNITS INCLUDING COMMUNITY BASED HEALTH CARE ORGANIZATIONS (CBHCO) AND MEDICAL RETENTION PROCESSING UNITS (MRPU), WILL CONDUCT A PAI DURING THE 9 - 22 APRIL 2007 TIMEFRAME.

2. THIS MESSAGE OUTLINES THE MAJOR PAI REQUIREMENTS FOR THE FY07 ARMY-WIDE PAI. COMMANDERS ARE RESPONSIBLE FOR THE FOLLOWING:

A. ACCOUNTING FOR 100 PERCENT OF ALL AC AND RC FORCES ON ACTIVE DUTY. (RC SOLDIERS SERVING ON ACTIVE DUTY FOR OPERATIONAL SUPPORT AND MOBILIZED/FEDERALIZED IN SUPPORT OF AN OPERATION).

B. VALIDATING THE AAA-162 REPORTED PERSONNEL DATA, AND CORRECTING AS NECESSARY, TO ENSURE THE EMILPO AND DTAS DATABASES CONTAIN AN ACCURATE RECORD FOR EVERY AC AND ACTIVATED RC SOLDIER.

C. VALIDATING AND UPDATING NON-AVAILABILITY FOR DEPLOYMENT STATUS CODES IN ACCORDANCE WITH APPENDIX D, AR 220-1, UNIT STATUS REPORTING.

D. IDENTIFYING PAY DISCREPANCIES AND INITIATING PROCEDURES TO SUSPEND OR TERMINATE SOLDIERS PAY AS APPROPRIATE.

E. RECONCILING BOOTS ON THE GROUND WITH THE ACTIVE COMPONENT DATABASES, SPECIFICALLY EMILPO AND DTAS.

3. GENERAL GUIDANCE.

A. COMMAND EMPHASIS IS ESSENTIAL TO THE SUCCESS OF THIS PAI. ARMY COMMAND (ACOM), ARMY SERVICE COMPONENT COMMAND (ASCC), AND DIRECT REPORTING UNIT (DRU) COMMANDERS MUST ESTABLISH AN ENVIRONMENT SUPPORTING THE PAI INITIATIVE, BY ALLOWING THE BCT S1/PAS CHIEFS TO ESTABLISH A PAI SCHEDULE WHICH ENSURES TIMELY COMPLETION. BCT S1S AND PAS CHIEFS WILL PROVIDE COMMANDERS WITH THE FUNCTIONAL KNOWLEDGE AND TECHNICAL EXPERTISE TO ACCOMPLISH THE PAI.

B. UNIT COMMANDERS WILL FOLLOW PAI PROCEDURES WHICH RESULT IN TIMELY AND ACCURATE UPDATES TO EMILPO AND DTAS PERSONNEL SYSTEMS. THERE ARE TWO GUIDANCE DOCUMENTS; ONE ESTABLISHES GUIDELINES FOR DEPLOYED UNITS AND THE OTHER ESTABLISHES GUIDELINES FOR UNITS IN GARRISON. EACH IS CLEARLY MARKED AND PUBLISHED ON THE FIELD SYSTEMS DIVISIONS PAI WEB SITE AT URL: [HTTPS://WWW.HRC.ARMY.MIL/SITE/ACTIVE/FSD/](https://www.hrc.army.mil/site/active/fsd/). THESE PROCEDURES ARE IN LIEU OF THOSE STATED IN AR 600-8-6, CHAPTER 5, AND ONLY APPLY TO THE FY07 ARMY-WIDE PAI INITIATIVE.

(1) UNITS WILL CONDUCT PRE-PAI ACTIONS TO INCLUDE VERIFYING CONTINUOUSLY THE ACCURACY OF ALL SOLDIERS ON THE EMILPO AAA-162 REPORT AND SUBMITTING SYSTEM UPDATES AS REQUIRED, CONSISTENT WITH CURRENT AR 220-1 GUIDANCE FOR SUBMISSION OF UNIT STATUS REPORTS.

(2) COMMANDERS WITH UNITS AWAY FROM HOMESTATION (E.G., IRAQ, AFGHANISTAN, JRTC) MAY EXEMPT UNITS FROM MUSTER FORMATIONS OR THEY MAY AUTHORIZE SEPARATE FORMATIONS FOR UNIT ELEMENTS (E.G., SECTION, PLATOON, COMPANY). EXECUTE ALL OTHER PAI REQUIREMENTS AND CONSOLIDATE REPORTS AT THE UIC-LEVEL.

(3) CAUTION: THE INSTALLATION OR APPOINTED/SUPPORTING COMMANDER WILL CAPTURE ALL SEPARATE ORGANIZATIONS, INCLUDING UNITS SUCH AS 7UT UIC SERIES ORGANIZATIONS WHICH HAVE NO UNIT COMMANDER AND DO NOT OPERATE OR REPORT AS A UNIT.

(4) BCT S1/PAS CHIEFS WILL ACCOUNT FOR ALL UICS UNDER THEIR ORGANIZATIONAL HEIRARCHY BY PERSONNEL SYSTEMS INFORMATION (PERSINS) PROCESSING ACTIVITY (PPA), DISTRIBUTION MANAGEMENT LEVEL (DML), OR DISTRIBUTION MANAGEMENT SUBLEVEL (DMSL) AND COORDINATE WITH OTHER BCT S1/PAS CHIEFS TO ENSURE ALL UICS HAVE COMPLETED PAI. BCT S1/PAS CHIEFS WILL VALIDATE EACH UNIT PAI AND REPORT COMPLETION USING THE PAI COMPLETION TRACKING WEB SITE ACCESSIBLE AT URL: [HTTPS://WWW.HRC.ARMY.MIL/SITE/ACTIVE/FSD/](https://www.hrc.army.mil/site/active/fsd/).

C. ACOM, ASCC OR DRU COMMANDERS MAY APPROVE EARLY PAI DATES BEGINNING 1 APRIL 2007 FOR UNITS WHEN MISSION AND/OR OPTEMPO REQUIREMENTS WARRANT. THIS EXCEPTION IS LIMITED TO DEPLOYING/REDEPLOYING UNITS OR UNITS ENGAGED IN ACTIONS THAT MAY PREVENT ACCOMPLISHMENT OF THE PAI DURING THE ESTABLISHED ARMY-WIDE EXECUTION PERIOD. HRC WILL NOT ACCEPT ANY PAI CONDUCTED PRIOR TO 1 APRIL 2007 WITHOUT ACOM, ASCC OR DRU EXCEPTION APPROVAL.

D. COMMANDERS WILL ANNOTATE UNIT, PAY, AND PERSONNEL DATA DISCREPANCIES ON THE MOST RECENT UNIT COMMANDERS FINANCE REPORT (UCFR) AND AUTHENTICATE THE UCFR AND UNIT COMMANDERS PAY REPORT (UCPR) ACCORDING TO SUPPORTING FINANCE OFFICE UCFR/UCPR PROCEDURES. DOCUMENT AND FORWARD ALL CORRECTIONS TO THE SERVICING FINANCE ACTIVITY TO ENSURE SOLDIERS RECEIVE THEIR AUTHORIZED ENTITLEMENTS.

E. UNIT COMMANDERS WILL PLACE SPECIAL EMPHASIS ON VALIDATING THE NON-AVAILABILITY REASON AND STATUS CODES ON THE AAA-162 AND ENSURE THE DATA IS UPDATED IN EMILPO. THESE CODES ARE CRITICAL FOR ACCURATE UNIT STATUS REPORTING, AND REFLECTING DEPLOYED SOLDIERS DWELL TIME

***** START OF SECTION 2 *****

COUNT. FOR SOLDIERS WHO ARE CURRENTLY DEPLOYED USE THE NON-AVAILABILITY FUNCTION IN EMILPO TO SET THE DWELL COUNT TO ZERO.

F. HRC POSTED A COMPLETION REPORTING APPLICATION ON THE PAI TRACKING WEB SITE FOR VARIOUS LEVELS OF COMMAND TO REVIEW COMPLETION STATUS. ACOMS, ASCCS OR DRUS WILL REVIEW COMPLETION STATUS OF ALL UNITS NLT 22 MAY 2007 AND ASSIST WITH ENFORCING PAI TURN IN UNTIL ALL ASSIGNED UNITS HAVE REPORTED PAI COMPLETION.

G. DO NOT REPORT PAI RELATED ISSUES/PROBLEMS THROUGH NORMAL HELP DESK CHANNELS. HRC ESTABLISHED A PAI TRACKING SITE FOR THE BCT S1/PAS CHIEFS OR OTHER DESIGNATED REPRESENTATIVES TO REPORT ISSUES YOU CANNOT RESOLVE AT THE UNIT/MPD/PSB/BCT/PAS LEVELS. THIS SITE WILL OPERATE THROUGH 1 JUNE 2007. PAS CHIEFS WILL USE NORMAL HELP DESK PROCEDURES TO SUBMIT TROUBLE TICKETS FOR THOSE ISSUES OUTSIDE THE PAI SCOPE. ACCESS TO THE PAI TRACKING SITE IS ON THE FIELD SYSTEMS DIVISION WEB SITE AT <HTTPS://WWW.HRC.ARMY.MIL/SITE/ACTIVE/FSD/>.

H. HRC WILL PUBLISH OFFICIAL DATA ACCURACY METRICS AND DEVIATION REPORTS. REPORTS WILL BE ACCESSIBLE THROUGHOUT THE ARMY-WIDE PAI INITIATIVE AT <HTTPS://WWW.HRC.ARMY.MIL/SITE/ACTIVE/FSD/>.

I. UNITS TRANSFORMED UNDER THE PERSONNEL SERVICES DELIVERY REDESIGN (PSDR), BRIGADE COMBAT TEAM (BCT) S1S ARE THE VALIDATION AUTHORITY AND BCT COMMANDERS ARE THE APPROVAL AUTHORITY FOR ALL SUBORDINATE UNIT PAIS WITHIN THEIR BCT. THEY WILL CONDUCT THE PAI, ENSURE ALL UNITS COMPLETE AND UPDATE EMILPO AND DTAS, AND REPORT UIC COMPLETION TO THE PAI COMPLETION TRACKING SITE IN THE SAME MANNER AS AN INSTALLATION PAS CHIEF. THE NON-DIVISIONAL PAS CHIEF WILL PROVIDE LOCAL SUPPORT TO ASSIST EACH BCT WITH PAI REQUIREMENTS. THE BCT S1 IS AUTHORIZED TO REPORT AND VALIDATE INDIVIDUAL UNIT PAI COMPLETION; ALL OTHER UNITS WILL REPORT COMPLETION THROUGH THEIR SUPPORTING INSTALLATION PAS CHIEF.

J. THE REQUIREMENT REMAINS FOR UNITS TO CONDUCT A PAI UPON CHANGE OF COMMAND, MOBILIZATION AND DEMOBILIZATION, PRIOR TO A UNIT MOVE, DISCONTINUANCE OR REDESIGNATION, ACTIVATION AND DEACTIVATION, IN ACCORDANCE WITH AR 600-8-6. IF THESE TYPES OF PAIS TAKE PLACE DURING THE ARMY-WIDE PAI TIMEFRAME, THEY WILL COUNT AS COMPLETION OF THE ARMY-WIDE FY07 PAI REQUIREMENT.

K. THE EMILPO AAA-162 (UNIT PERSONNEL ACCOUNTABILITY REPORT) IS THE BASELINE DOCUMENT FOR CONDUCTING THE PAI. DO NOT USE DA FORM 3986-R (PERSONNEL ASSET INVENTORY) TO REPORT PAI COMPLETION AND FINDINGS; THE AAA-162 WILL BE USED FOR THIS PURPOSE.

4. UNITS IN GARRISON PAI REQUIREMENTS.

A. UNIT COMMANDERS WILL RECONCILE THE INFORMATION ON THE AAA-162 AND ENSURE UPDATES ARE ENTERED INTO EMILPO. ALL STRENGTH RELATED ACTIONS (DEPARTURES, ARRIVALS, ATTACHMENTS, RELEASE FROM ATTACHMENTS, RETURN FROM DFR/DFS, RELEASE FROM ACTIVE DUTY, SEPARATIONS, MOBILIZATION, DEMOBILIZATION AND REVOCATIONS) WILL BE UPDATED IN EMILPO.

B. PERSONNEL DATA. VALIDATE THE SOLDIER'S NAME, SSN, RANK, ASSIGN/ATTACH STATUS, CURRENT DUTY STATUS, AND NON-AVAILABILITY REASON AND STATUS DURING THE PAI. UNITS WILL USE SOLDIERS COMMON ACCESS CARD (CAC) AND OTHER AVAILABLE DOCUMENTS TO VALIDATE THIS DATA. DOCUMENT ALL CORRECTIONS. EMILPO, FINANCE, AND DTAS WILL BE UPDATED TO REFLECT CHANGES. THOSE CHANGES THAT WILL NOT PROCESS EMILPO OR DTAS WILL BE REPORTED TO HRC THROUGH THE PAI TROUBLE TICKET WEB SITE <HTTPS://WWW.HRC.ARMY.MIL/SITE/ACTIVE/FSD/>.

C. EVERY UNIT WILL COORDINATE AND REPORT TO THEIR SUPPORTING BCT S1/PAS CHIEF, SYSTEM ISSUES REGARDING SOLDIERS NOT ON EMILPO. EVERY UNIT COMMANDER WILL ENSURE THE UNIT S1 COORDINATES DIRECTLY WITH THE BCT S1/PAS CHIEF TO RESOLVE ALL EMILPO ISSUES PRIOR TO SIGNING THE FINAL AAA-162. BCT S1/PAS CHIEFS WILL REPORT SYSTEM ISSUES NEEDING RESOLUTION

TO THE PAI TROUBLE TICKET SITE. HRC WILL TAKE ACTION OR PROVIDE INSTRUCTION TO RESOLVE THE ISSUE(S).

5. DEPLOYED THEATER PAI REQUIREMENTS.

A. ALL AC UNITS DEPARTING FROM THEIR HOME STATION AND RC UNITS DEPARTING FROM THEIR MOBILIZATION STATION BETWEEN 1 APRIL 2007 AND 30 APRIL 2007 WILL CONDUCT A PAI AT THEIR RESPECTIVE HOME/MOB STATION. ALL UNITS DEPARTING THEATER AND RETURNING TO HOME/MOB STATION BETWEEN 1 APRIL 2007 AND 30 APRIL 2007 WILL CONDUCT A PAI PRIOR TO DEPARTING THE THEATER. MOBILIZATION STATION COMMANDERS/MANAGERS WILL ENSURE ALL UNITS CONDUCT A PAI AND RESULTS ARE REPORTED ACCORDING TO THIS MESSAGE. COORDINATION AMONG UNITS, MOBILIZATION COORDINATORS, AND BCT S1/PAS CHIEFS IS ESSENTIAL TO ENSURE ALL CORRECTIONS AND UPDATES ARE RECORDED IN EMILPO AND DTAS PRIOR TO THE DEPARTURE OR ARRIVAL OF UNITS.

B. THE EMILPO AAA-162 (UNIT PERSONNEL ACCOUNTABILITY REPORT) AS SUPPORTED BY THE UCFR/UCPR IS THE BASELINE DOCUMENT FOR CONDUCTING THE PAI. THEATER UNITS WILL REPORT PAI COMPLETION TO THEIR SUPPORTING BCT S1/PAS CHIEF. THE THEATER PERSONNEL GROUP WILL ESTABLISH A THEATER PAS TEAM TO SERVE AS A CONDUIT BETWEEN FIELD UNITS AND SUPPORTING BCT S1/PAS CHIEFS.

6. POINTS OF CONTACT AT THIS HEADQUARTERS ARE:

A. FOR PERSONNEL ACCOUNTING INFORMATION, CONTACT THE ACCOUNTABILITY BRANCH, LTC TRUDY LEONARD, DSN 221-3863 OR COML (703) 325-3863, EMAIL TRUDY.LEONARD@US.ARMY.MIL, MS. ANGELA MORRALL, DSN 221-9404 OR COML (703) 325-9404, EMAIL ANGELA.MORRALL@US.ARMY.MIL, SHELLY BROWN, DSN 221-3775 OR COML (703) 325-3775, EMAIL SHELLY.BROWN1@US.ARMY.MIL, MR. GARY TANNER, DSN 221-5107 OR COML (703) 325-5107, EMAIL GARY.W.TANNER@US.ARMY.MIL.

B. FOR EMILPO AND DTAS SYSTEM ISSUES OR ACCESS NOT WITHIN THE BCT S1/PAS AUTHORITY, CONTACT THE FIELD SUPPORT BRANCH, MAJ LINDA EMERSON, DSN 221-5171 OR COML (703) 325-5171, EMAIL KAY.EMERSON@US.ARMY.MIL, MS. WENDY LEAKE, DSN 221-3799 OR COML (703) 325-3799, EMAIL WENDY.LEAKE@US.ARMY.MIL, MR. GERALD DOWDELL, DSN 221-3829 OR COML (703) 325-3829, EMAIL GERALD.DOWDELL@US.ARMY.MIL, MS. CAROLYN BRADDY, DSN 221-3830 OR COML (703) 325-3830, EMAIL CAROLYN.BRADDY@US.ARMY.MIL, MS. BEVERLY MEDLEY, DSN 221-9089 OR COML (703) 325-9089, EMAIL BEVERLY.MEDLEY@US.ARMY.MIL.

7. THIS MESSAGE WILL EXPIRE 31 AUGUST 2007.

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Classification: UNCLASSIFIED

Caveats: NONE