

Ft. Huachuca
Personnel Asset Inventory - SOP

I. Responsible agencies are:

- Unit
- Battalion or separate company S1 (S1)
- Brigade S1
- Military Personnel Division (MPD)
- Personnel Automation Section (PAS)
- G1, AG, Military Personnel Strength Monitor (MPSM), or Chief, MPD
- Transition Center
- Gaining unit
- Installation Commander

II. References:

- AR 600-8-6, Personnel Accounting and Strength Reporting
- AR 630-10, Absence Without Leave, Desertion, and Administration of Personnel Involved in Civilian Court Proceedings

III. General guidance.

- A Personnel Asset Inventory (PAI) is conducted by organizations assigned a unique unit identification code (UIC) if they are:
 - Active-Army units.
 - Reserve component units on active duty for other than active duty for training.
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- PAI's are primarily conducted at company or battalion levels.
- It is a unit commander responsibility.

The objectives of the PAI are:

- To reconcile the eMILPO database with actual Soldiers present in the unit, whether assigned or attached.
- To synchronize the eMILPO database and the Total Army Personnel Database (TAPDB).
- To ensure servicing finance offices are informed of all changes affecting both Soldiers' accountability and pay status.
- To maintain timely, error-free personnel accounting and strength reporting.
- To involve commanders at all levels in the strength accounting and reporting process.

The terminology used for PAI procedures is defined as follows:

- Unit. For the purpose of this procedure, a unit is any team, detachment, company, battalion, U.S. Army element, activity or similar organization assigned a unique UIC.
- Unit commander. Any company commander, battalion commander, commander or senior Army person of a U.S. Army element, or Army chief of an agency or activity having a unique UIC that has assigned or attached Army personnel.
- MPSM. Military Personnel Strength Monitor (MPSM) will be in the strength management office of the G1, AG, or Chief, MPD. The MPSM will never be the PAS Chief. The MPSM serves as the principal contact for military personnel strength information for assigned units or subordinate commands. The MPSM will monitor and analyze automated strength reports for unit strength variances and resolve all issues to ensure accurate personnel strength accounting.
- A MPSM will be appointed in writing by commanders of installations, divisions or activities maintaining a PPA; commanders of installations, posts, camps and stations located on an eMILPO satellite activity for support; and commanders of field operating agencies or activities on an installation or satellite installation.
- Accountable strength. Accountable strength is the number of Soldiers assigned or attached to a unit, regardless of their duty status.
- Strength imbalance. A strength imbalance occurs when Soldiers on the AAA-162 (Personnel Accountability Report) do not exactly match the Soldiers in the unit (boots on the ground). Another cause for strength imbalance is when either unresolved Fail to Gain Report notices or Strength Deviation Report conditions exist for a UIC. Any difference in name, rank, SSN or eMILPO record status code counts as an imbalance.
- Failure to Gain Report Notice. The Human Resources Command periodically sends each PPA a monthly listing of Soldiers en route to units supported by that PPA who are 30 or more days past their report dates. The PPA is required to research these notices and require the gaining units to account properly for the Soldiers in eMILPO. A notice is unresolved when no action has been taken by the gaining unit to either arrive the Soldier or place him in an AWOL status as applicable.
- Strength Deviation Report Notice. The Human Resources Command sends a monthly listing to each PPA of records that have deviations between the data on TAPDB and eMILPO. The PPA is required to research these notices and take appropriate action to resolve the discrepancies. A notice is unresolved when no action has been taken to clear the error condition.

The rules for conducting a personnel asset inventory are as follows:

- A PAI (physical muster formation) will be conducted: (also see Appendix A)
 - **At change of command. The departing commander and the new commander will jointly conduct the PAI. The departing commander will not be allowed to depart until all assigned and attached Soldiers have been accounted for; unit personnel strength has been completely reconciled at both the eMILPO and TAPDB levels. If the commander is lost due to death, extended hospitalization (60 days or more), operational relief or a similar reason, a PAI will be completed by the acting commander or a new commander within 15 days after assuming command.**
 - **When the unit's strength imbalance between the eMILPO database and TAPDB database is two percent or more, and the differences cannot be**

reconciled without a PAI. The PAS Chief will recommend to the MPSM, or the BCT S1 to the commander, when and which UICs require a PAI.

- **Other reasons as defined in Chapter 5, AR 600-8-6.**
- Commanders at all levels will establish command PAI procedures and conduct inspections to ensure PAIs are properly completed. The PAS Chief or BCT S1 will report to the appropriate commander any recurring unit or installation strength imbalances of two percent or more which cannot be resolved. The commander will investigate the causes and direct corrective action.
- Units will account for all assigned and attached Soldiers during the PAI. This includes all Soldiers not physically present for the muster formation. Categories of such Soldiers include, but are not limited to: hospitalized, leave, TDY, AWOL, confined, pass, permissive TDY, sick in quarters, missing, and performing essential duties.
- Use the DA Form 3986-R (Personnel Asset Inventory) to document the PAI. The DA Form 3986-R can be locally reproduced on 8 ½- by 11-inch paper. The form is available at the back of AR 600-8-6, or the user may download it from the U.S. Army Publishing Agency's World Wide Web Site (<http://www.usapa.army.mil>). (See Appendix B for instructions for completing DA Form 3986-R.)
- The eMILPO AAA-162 produced by the S1 is the baseline document for conducting a PAI. Commanders will reconcile the information on the AAA-162 with an actual physical muster formation of assigned and attached Soldiers by ensuring each Soldier is present and signs the AAA-162.
- MACOM or theater commanders may exempt unit located in an area of armed conflict unless directed stated otherwise in guidance published for specifically directed PAIs.
- Conduct PAIs at the lowest and most practical administrative level. This is normally at the UIC level.
- Commanders of widely dispersed units may delegate the conduct of a PAI to the senior Army person at the dispersed location. The unit commander will receive PAIs from these locations and will process them in accordance with this procedure and local SOP.
- The S1 must obtain from the PAS a listing of the latest unresolved Human Resources Command Failure to Gain and Strength Deviation Reports pertaining to their unit. The PAS will determine which unresolved conditions are appropriate to pass to the unit; i.e., those notices they believe the unit is able to resolve. These conditions must be resolved and appropriate corrective actions must be taken to update the eMILPO database before the DA Form 3986-R is be forwarded from the unit to the PAS
- The last working day before the PAI, the S1 will print the AAA-162 and AAA-165 reports. The unit must resolve all AAA-165 entries pertaining to the unit's UIC. Commanders are responsible to research pending gain Soldiers who are past their report dates and take action in accordance with AR 600-8-6 and 630-10. Note that commanders must report all AWOLs to the servicing finance unit with 48 hours of determining a Soldier AWOL.
- S1 must entered all changes in eMILPO and annotated the PAS produced AAA-162 reflecting all changes before the Company and Battalion Commanders sign the DA Form 3986-R.
- The unit level commander will sign the DA Form 3986-R and forward it along with supporting documentation such as **DA Forms 31, DD Forms 1610, reassignment orders, AAA-160 as needed, etc.**, to the PAS within five working days of the PAI. **Memorandums and endorsements are not proper forms of documentation for the PAI.**

- The PAS will review changes annotated on the first AAA-162 to ensure that correct information appears in the eMILPO database. The PAS will also verify all Soldiers' signatures on the AAA-162 and verify that all missing signatures have source documents **(DA Form 31, DA Form 4187, DD Form 1610, quarter's slip, etc)**. The S1 is responsible for resolving the status of Soldiers on the AAA-165, the Human Resources Command Failure to Gain and Strength Deviation Reports. The PAI is not complete until all notices and conditions from these reports and the AAA-165 conditions for that UIC are resolved. For units other than BCTS, the PAI is not valid unless signed by both the unit commander and the PAS Chief.
- After the PAS has validated the PAI the PAS Chief will sign the DA Form 3986-R and return the packet to the unit. The unit will then forward it through the chain of command (through the Brigade Commander) to the MPSM.
- The MPSM is the final PAI approval authority. Tenant elements assigned to other MACOMs and Army elements of the Joint Staff and who are supported by the local PPA (PERSINS Processing Activity), will cooperate with the local commander to ensure accurate personnel accounting and strength reporting for their units. The Brigade level BCT command is the approval authority for all units within the brigade.
- The PAI packet is distributed as follows:
 - **The S1 retains complete copy until the original MPSM approves the PAI packet and returns it to the unit.**
 - **After the MPSM approves the original DA Form 3986-R and returns it, the S1 will file it IAW regulation.**
 - **The PAS retains one copy of DA Form 3986-R.**
 - **The MPSM retains one copy.**
 - **The BCT S1 retains a copy of all sub units' PAI, and each commander retains the last MPSM approval PAI.**
 - **Provide one copy to the departing commander for a change-of-command PAIs.**

Appendix A

Step	Work Center	
1	Installation/BDE Commander	Establish local SOP for PAI procedures.
2	Unit Commander	Make arrangements to conduct the PAI (date, time, place, etc.). Notify the S1.
3	S1	Coordinate with the PAS and the MPSM to determine if a representative will attend the PAI. S1 notifies the Unit Commander of the results.
4	PAS	Provide all S1s with a list of Soldiers assigned to the UIC(s) scheduled for PAI(s) whose status has not been resolved from the latest Failure to Gain and Deviations Reports. Both the PAS and the BDES1s must be prepared to assist the unit with resolution of notices.
5	S1	Research the latest Failure to Gain and Deviation Reports provided by the PAS. Print an AAA-165 report for the UIC(s) conducting PAI and work to resolve the notices by determining their status and enter data into the eMILPO database report the correct status.
		On the last working day before the PAI, print the AAA-162 and the AAA-165 from the eMILPO database and ensure each unit has a new UCFR. Review for the following: <ul style="list-style-type: none"> - If any unit Soldiers are not reflected, enter either the attachment or arrivals as needed on the eMILPO database. - If any departed Soldiers reflect on the AAA-162, submit the departure transaction to the eMILPO database. - Print the AAA-162 after attachments, arrivals, and departures are correct on the eMILPO database. - Provide the corrected printed copies of the AAA-162 and AAA-165 to the Unit Commander. Complete items 1 through 10 and item 12 of DA Form 3986-R and provide to Unit Commander. Also provide the Commander a list of Soldiers with unresolved status from the latest Fail to Gain and Deviation Reports. The Commander must determine Soldiers' correct status.
6	Unit Commander	Conduct PAI on the scheduled day. - Verify each Soldier's name, SSN, and rank with the AAA-162, the Soldier's identification card and the Soldier. <ul style="list-style-type: none"> - Annotate corrections on the AAA-162 and attach appropriate supporting documents (copy of birth certificate, approved name change, Social Security card, DA Form 4187 or promotion order for grade, etc.). Verify the duty status of each Soldier not present at the PAI. Attach DA Form 31, DD Form 1610, PCS orders or other document showing Soldier's status. Attach record of telephone conversation or email Note confirming the status of Soldiers attached to other units, hospitalized, or in confinement. - Determine status of Soldiers with unresolved status from Failure to Gain and Deviation Reports and report findings to S1. - Make all necessary corrections on the UCFR. - Complete items 11 and 13 of DA Form 3986-R. Complete and sign item 14 of DA Form 3986-R. - S1. On the day of the PAI, verify the status of each Soldier not physically present for the PAI. Enter arrival, departure, grade and duty status data into eMILPO database, based on the annotated AAA-162 and supporting documents. Coordinate with local Transition Center and PAS to ensure separation actions are reported correctly. Prepare required documents and coordinate with supporting BDES1/MPD for name, SSN, and grade corrections not permitted at the S1 level as appropriate. Verify and sign a new AAA-162 report reflecting all required changes were entered and posted into eMILPO. Return all documents to S1. - After all eMILPO data entry is completed, print a new AAA-162 reflecting the changes. Also, print a new AAA-165 to verify that all of the conditions on the previous AAA-165 have been resolved. - Attach old and new AAA-162, AAA-165, Failure to Gain, and Deviation Report to the DA Form 3986-R.
7	New Unit Commander	Conduct PAI with the Commander. Verify Soldier's name, SSN, and rank with the AAA-162, the Soldier's identification card and the Soldier. Complete and sign section II of DA Form 3986-R and return to S1.
8	S1	Verify the AAA-162, AAA-165, and DA Form 3986-R are completed and correct, and that supporting documents are correct and complete. All units but BDEs must forward to the PAS.
9	PAS	Review changes annotated on the first AAA-162 and ensure correct information appears on the eMILPO database. Enter necessary data into eMILPO to reconcile it with changes noted by the unit. Ensure the S1 resolved the status of Soldiers from the AAA-165, Failure to Gain and Deviation Reports. The PAI is not complete until all AAA-165, Failure to Gain notices and Deviation conditions for that UIC are resolved, submitted and posted to eMILPO. Verify that PAI was conducted correctly, complete, and sign DA Form 3986-R and return the complete packet to the unit.
10	S1	Forward the DA Form 3986-R with supporting documents through chain of command to MPSM in accordance with local SOP. Forward the original UCFR to the local servicing finance unit. BDES1s will forward all unit PAIs within the BDE to the brigade Commander.
11	Intermediate/BDE Commander	Review PAI results, take corrective actions, as necessary, and forward PAI packet to next addressee.
12	MPSM	Review and approve or disapprove the PAI. Take corrective actions as necessary. Return the DA Form 3986-R and associated documents to S1.
13	S1	File PAI packet under ARIMS file number 680-31a.

Appendix B

Instructions for completing DA Form 3986-R

Units will find the Personnel Asset Inventory form online at The Army Publishing Directorate site at <http://www.apd.army.mil/>. Continue to use the October 1993 edition until the revised form is available.

- **Section 1 – Commander’s Evaluation.** The S1 fills out this section and for the unit commander to verify and sign after conducting the actual PAI.
 - Item 1. Date. Enter the date the unit conducts the actual PAI muster formation.
 - Item 2. Reporting Unit. Enter the unit name.
 - Item 3. Parent Unit. Enter the next higher unit in the chain of command.
 - Item 4. Command. Enter the appropriate MACOM.
 - Item 5. Permanent Station Location. Enter the reporting unit station and location.
 - Item 6. Unit Processing Code. Enter the complete UIC of the unit. (The revised edition of DA Form 3986 will state UIC and not UPC.)
 - Item 7. Personnel Strength Zero Balance Report as of (Cycle/date). Prior to the PAI, the unit will take all measures to balance their AAA-162, Unit Personnel Accountability Report. Enter the date of the AAA-162 in block 7. Enter the aggregate numbers and the total for assigned and attached personnel as reflected on the report.
 - Item 8. Gains. Enter aggregate numbers and the total of all additional assigned or attached unit Soldiers not reflected on the AAA-162 in blocks c through f.
 - Item 9. Losses. Do the same for any Soldiers erroneously reflected on the AAA-162.
 - Item 10. Adjusted Strength as of (date). Combine all totals from lines 7, 8, and 9. The key point here is that unit must enter all changes into eMILPO to fix strength discrepancies found in the Unit Strength before the PAI muster formation.
 - Item 11. Personnel Asset Inventory (Muster Formation). Enter the number of Soldiers in the unit based on the actual unit muster formation.
 - Item 12. Type Personnel Asset Inventory. Select the type of PAI conducted. Use ‘other’ for command directed PAIs.
 - Item 13. Remarks. The commander must remark on any strength discrepancies. He can also prepare a separate sheet and/or continue on another page, but must enter “See attached sheet” in block 13.
 - Item 14. The commander, or the outgoing commander during a change of command PAI, signs and dates.

- **Section II – Authentication by New Commander.**
 - Items 15 and 16. Only use these blocks during change of command PAIs. The incoming commander authenticates and PAI and either concurs or nonconcurr.

- Section III – Personnel Automation Section Coordination.
 - Items 17 and 18. Remarks. **For all units other than BCTS**, the PAS Chief either concurs or nonconcur with the unit's PAI. Concurrence constitutes a recommendation for approval by the MPSM. The PAS chief must explain any nonoccurrence that could be not resolved by the PAS and the unit commander in block 17 for MPSM resolution. If needed, the PAS chief will continue on a separate sheet as an attachment. The PAS chief only checks the block for the Personnel Zero Balance Report Reconciled (read as "Unit Personnel Accountability Report, AAA-162").
 - The BCT S1 will recommend approval by the BCT brigade level commander, or explain why approval is not recommended. The BCT S1 only checks the block for the Personnel Zero Balance Report Reconciled (read as "Unit Personnel Accountability Report, AAA-162") when the unit inputs all needed data changes into eMILPO based on discrepancies found during the PAI, and then attaches a fresh AAA-162 reflecting the changes.

- Section IV – Authentication by Commander (Chain of Command).
 - Items 19 to 33. Authentication of Immediate Commanders. Forward through command channels according to local procedures. Check with Brigade Commander to verify necessity of Brigade approval.

- Section V – Military Personnel Strength Monitor Certification. The MPSM fills out this section. Section V is not applicable to BCTs and is left blank.
 - Item 34. To. Enter the unit commander that conducted the PAI.
 - Item 35. From. Make no entry.
 - Item 36. Date. Enter the date the MPSM makes the determination to concur or nonconcur with the PAI results.
 - Item 37. The MPSM will not approve a PAI until the personnel strength is reconciled and the unit entered all necessary changes in eMILPO.
 - Item 39. The MPSM will sign both approvals and disapprovals.