



DEPARTMENT OF THE ARMY
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SFAE-HR

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Personnel Accountability Inventory (PAI)

The Chief of Staff, Army, has directed an Army-wide Personnel Asset Inventory (PAI). All Active Component (AC) units and mobilized/federalized Reserve Component (RC) units will conduct a PAI to account for all Soldiers serving on active duty. The PAI must be performed during April 2006.

The PAI objective is to achieve 100% accountability of the entire AC and mobilized/federalized RC, including all deployed forces, and to have this data properly represented in the personnel databases, primarily the Electronic Military Personnel Office (eMILPO). The eMILPO AAA-162 (Unit Personnel Accountability Report) will be the baseline document for this PAI. Additionally, Program Executive Officers, Project Managers, Product Managers and Directors will ensure that all Soldiers are receiving their deserved pay by initialing the Unit Commanders Finance Report.

Upon completion of your PAI, please provide a copy of the eMILPO AAA-162 to Headquarters, U.S. Army Acquisition Support Center (ASC). This report will give a true accountability of all assigned Soldiers. The reports will be used to reconcile the ASC databases and provide accurate information for the U.S. Army Human Resources Command (HRC) to update their files.

Local Mission Support Commands may issue supplemental guidance and timeframes to the Headquarters, Department of the Army (HQDA) directive. Each organization's Executive Officer or Administrative Officer must contact the supporting military personnel division or personnel automation section for specific guidance relating to your perspective location.

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CRAIG A. SPISAK
Director

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