

# Personnel Asset Inventory (PAI)



3RD IBCT, 10TH MOUNTAIN DIVISION (LIGHT INFANTRY)

## References:

- Army Regulation 600-8-6, (Personnel Accounting and Strength Reporting), 1 April 2015
- Army Regulation 630-10, (ABSENCE WITHOUT LEAVE, DESERTION, AND ADMINISTRATION OF PERSONNEL INVOLVED IN CIVILIAN COURT PROCEEDINGS), 13 JAN 2006
- eMILPO Field User's Guide: Reports Guide, May 2016
- Field System Functional Guide, eMILPO Version 4.7.8, May 2016

PAIs are used to ensure the AAA-162 reflects those personnel present in the unit. It helps synchronize the eMILPO database and the Total Army Personnel Database (TAPDB). They ensure finance offices are informed of all changes affecting both Soldiers' accountability and pay statuses. PAIs maintains a timely, error free personnel accounting and strength reporting. Also it include commanders at all levels in the personnel strength accounting and reporting process (PASR).

## **Step-by-Step Process to conduct a PAI**

Units will conduct a PAI for the following reasons prescribed in AR 600-8-5, para 5-7(a).

Once the unit has started their PAI, they will have three working days to finish. By close of business (COB) on the third day, the unit will forward the DA Form 3986, AAA-162s, and all other supporting documents to the BDE S1 HR Tech for submission.

*The DA Form 3986 is the authenticating document for a unit's PAI.*

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.

The day before the PAI, the BN S1 will print an AAA-165 (Unit Personnel Accountability Notices) report. 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 within 48 hours of determining a Soldier AWOL IAW AR 630-10, para 1-4(j).

On the day of the PAI, units will print the AAA-162 (dirty copy) and the AAA-165 reports and ensure each unit has a new UCFR available. Soldiers will have their CAC Card on them during PAI. Soldier's present will review their information to ensure it is correct while initialing on the left hand side of their name on the AAA-162.

BN S1's will review for the following during the PAI:

- If any unit Soldiers are not reflected, enter either the attachment or arrivals as needed on the eMILPO database.

- Verify the Soldier's name, SSN, and rank with the AAA-162.

- 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 confirming the status of Soldiers attached to other units, hospitalized, or in confinement.

- If any departed Soldiers reflect on the AAA-162, submit the departure transaction to the eMILPO database.

BN S1 will provide the corrected printed copies of the AAA-162 (clean copy) and AAA-165 to the Unit Commander once PAI has been completed. All eMILPO transactions will have been completed by this time.

Training Rooms and BN S1 will complete items 1 through 12 of DA Form 3986-R and provide to Unit Commander.

The unit level Commander will sign the DA Form 3986 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 Chief within three working days of the PAI. Commander will also make all necessary corrections on the UCFR, if any.

PAS Chief will review all the entities of the PAI for its accuracy and sign on block 18(b). The PAI will then be forwarded to the unit for the BN CDR Signature. Once BN CDR has signed, it will be returned to the BDE S1 for MPSM approval. MPSM will review and sign block 39(b). The PAI will then be returned to unit for filing.

# How to fill out the DA Form 3986

<b>PERSONNEL ASSET INVENTORY</b> For use of this form, see AR 600-8-6; the proponent agency is DCS, G1		1. DATE <b>TODAY'S DATE</b>	REQUIREMENT CONTROL SYMBOL MILPC-26
<b>SECTION I - COMMANDER'S EVALUATION</b>			
2. REPORTING UNIT <b>2-30 INFANTRY BATTALION</b> <b>FORT POLK, LA 71459</b>	3. PARENT UNIT <b>3 IBCT, 10 MTN DIV (LI)</b> <b>FORT POLK, LA 71459</b>	4. COMMAND <b>FORSCOM</b>	
5. PERMANENT STATION LOCATION (City, State, APO) <b>FORT POLK, LA</b>		6. UNIT IDENTIFICATION CODE (UIC) <b>WAM1AA</b>	

*Filling out blocks 1-6:*

*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.*

**Block 1.** Date. Enter the date the unit conducts the actual PAI muster formation.

**Block 2.** Reporting Unit. Enter the unit name.

**Block 3.** Parent Unit. Enter the next higher unit in the chain of command.

**Block 4.** Command. Enter the appropriate Major Army Command (MACOM).

**Block 5.** Permanent Station Location. Enter the reporting unit station and location.

**Block 6.** Unit Identification Code (UIC). Enter the complete UIC of the unit.

ITEM <i>a</i>	PERSONNEL <i>b</i>	OFFICERS <i>c</i>	WARRANT OFFICERS <i>d</i>	ENLISTED <i>e</i>	TOTAL <i>f</i>
7. UNIT PERSONNEL ACCOUNTABILITY REPORT AS OF (AAA-162 DATE)	ASSIGNED	TOTAL ASSIGNED OFFICERS	TOTAL ASSIGNED WARRANT OFFICERS	TOTAL ASSIGNED ENLISTED	OVERALL TOTAL ASSIGNED
DATE OF PAI. THIS SHOULD MATCH YOUR AAA-162 DATE (DIRTY COPY)	ATTACHED	TOTAL ATTACHED OFFICERS	TOTAL ATTACHED WARRANT OFFICERS	TOTAL ATTACHED ENLISTED	OVERALL TOTAL ATTACHED
8. + GAINS	ASSIGNED	ASSIGNED OFFICER GAINS	ASSIGNED WARRANT OFFICER GAINS	ASSIGNED ENLISTED GAINS	OVERALL TOTAL ASSIGNED GAINS
	ATTACHED	ATTACHED OFFICER GAINS	ATTACHED WARRANT OFFICER GAINS	ATTACHED ENLISTED GAINS	OVERALL TOTAL ATTACHED GAINS
9. - LOSSES	ASSIGNED	ASSIGNED OFFICER LOSSES	ASSIGNED WARRANT OFFICER LOSSES	ASSIGNED WARRANT OFFICER LOSSES	OVERALL TOTAL ASSIGNED LOSSES
	ATTACHED	ATTACHED OFFICER LOSSES	ATTACHED WARRANT OFFICER LOSSES	ATTACHED ENLISTED LOSSES	OVERALL TOTAL ATTACHED LOSSES
10. ADJUSTED STRENGTH AS OF (Date)	ASSIGNED	TOTAL ASSIGNED OFFICERS	TOTAL ASSIGNED WARRANT OFFICERS	TOTAL ASSIGNED ENLISTED	OVERALL TOTAL ASSIGNED
ADJUSTED AAA-162 AFTER PAI (CLEAN COPY)	ATTACHED	TOTAL ATTACHED OFFICERS	TOTAL ATTACHED WARRANT OFFICERS	TOTAL ATTACHED ENLISTED	OVERALL TOTAL ATTACHED
11. PERSONNEL ASSET INVENTORY (Muster Formation)	ASSIGNED	TOTAL ASSIGNED OFFICERS AT FORMATION	TOTAL ASSIGNED WARRANT OFFICERS AT FORMATION	TOTAL ASSIGNED ENLISTED AT FORMATION	OVERALL TOTAL ASSIGNED
TOTAL NUMBER OF SOLDIERS IN FORMATION	ATTACHED	TOTAL ATTACHED OFFICERS AT FORMATION	TOTAL ATTACHED WARRANT OFFICERS AT FORMATION	TOTAL ATTACHED ENLISTED AT FORMATION	OVERALL TOTAL ATTACHED

Filling out block 7 – 11.

**Block 7.** Unit Personnel Accountability Report as of (AAA-162 Date). Prior to the PAI, the unit will take all measures to balance their AAA-162. 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.

**Block 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.

**Block 9.** Losses. Do the same for any Soldiers erroneously reflected on the AAA-162.

**Block 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.

**Block 11.** Personnel Asset Inventory (Muster Formation). Enter the number of Soldiers in the unit based on the actual unit muster formation. Also include all Soldiers accounted for with valid documentation such as leave forms, orders, etc.

12. TYPE PERSONNEL ASSET INVENTORY

CHANGE OF COMMANDER     UNIT INACTIVATION     UNIT MOVE     CHANGE IN PPA     OTHER (Specify)

13. REMARKS

14. A physical personnel asset inventory was conducted as prescribed by AR 600-8-6 on the above date and the personnel strengths existed as entered above with exceptions or corrections shown under comments or on the attached sheet.

a. TYPED NAME, GRADE, BRANCH AND TITLE <b>CURRENT COMMANDER IN CHARGE</b>	b. SIGNATURE 	c. DATE
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**SECTION II - AUTHENTICATION BY NEW COMMANDER**

*(To be completed only upon conduct of PAI as a result of change of commanders)*

15. REMARKS     CONCUR     NONCONCUR (Reasons for nonconcurrency)

16.a. TYPED NAME, GRADE, BRANCH OF NEW COMMANDER <b>IF THIS IS A CHANGE OF COMMAND PAI, THEN THE NEW COMMANDER TAKING OVER WILL SIGN HERE.</b>	b. SIGNATURE 	c. DATE
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**Block 12.** Type Personnel Asset Inventory. Select the type of PAI conducted. Use 'other' for command directed PAIs.

**Block 13.** Remarks. The Commander must remark on any strength discrepancies. He or she can also prepare a separate sheet and/or continue on another page, but must enter "See attached sheet" in block 13.

**Block 14.** The Commander, or the outgoing Commander during a change of command PAI, signs and dates.


*Section II – Authentication by New Commander.*

**Blocks 15 and 16.** Only use these blocks during change of command PAIs. The incoming Commander authenticates the PAI and either concurs or non-concurs.




**SECTION III - PERSONNEL AUTOMATION SECTION COORDINATION**

17. REMARKS     CONCUR     NONCONCUR     UNIT PERSONNEL ACCOUNT ABILITY REPORT RECONCILED



**THIS PAI IS NOT CONSIDERED VALID UNTIL YOU HAVE BOTH YOUR COMPANY COMMANDER AND YOUR PAS CHIEF SIGNATURE PER AR 600-8-6, PARA 5-7, i(1).**




18.a. TYPED NAME, GRADE, BRANCH AND TITLE	b. SIGNATURE	c. DATE
<b>YOUR BDE PAS CHIEF SIGNATURE BLOCK GOES HERE.</b>		

**SECTION IV - AUTHENTICATION BY COMMANDER (Chain of command)**

19. TO: 	20. FROM: 	21. DATE 
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22. REMARKS  


23.a. TYPED NAME, GRADE, BRANCH AND TITLE 	b. SIGNATURE 
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24. TO: 	25. FROM: 	26. DATE 
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*Section III – Personnel Automation Section Coordination.*

**Block 17 and 18.** Remarks. For all units other than BDEs, the PAS Chief either concurs or non-concurs 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 Unit Personnel Accountability report reconciled 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).*

**Block 19 to 33.** Authentication of Immediate Commanders. Forward through command channels according to local procedures.

SECTION V - MILITARY PERSONNEL STRENGTH MANAGER CERTIFICATION		
34. TO: <b>UNIT COMMANDERS INFORMATION</b>	35. FROM: <b>NOTHING NEEDED HERE</b> MILITARY PERSONNEL STRENGTH MANAGER	36. DATE
37. <input type="checkbox"/> APPROVED FOR INSTALLATION CLEARANCE ( <i>Change of command</i> ) <input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED		
38. REMARKS  <b>The MPSM will not approve a PAI until the personnel strength is reconciled and the unit entered all necessary changes in eMILPO.</b>		
39.a. TYPED NAME, GRADE, BRANCH AND TITLE	b. SIGNATURE	

REVERSE, DA FORM 3986, JUN 2015

APD LC v1.00ES

*Section V – Military Personnel Strength Manager Certification. The MPSM fills out this section. Section V is not applicable to BDEs and is left blank.*

**Block 34.** To. Enter the Unit Commander that conducted the PAI.

**Block 35.** From. Make no entry.

**Block 36.** Date. Enter the date the MPSM makes the determination to concur or non-concur with the PAI results.

**Block 37.** The MPSM will not approve a PAI until the personnel strength is reconciled and the unit entered all necessary changes in eMILPO.

**Block 39.** The MPSM will sign both approvals and disapprovals.

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.

At installation level, the 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 accounting.



# EXAMPLE PAI

<b>PERSONNEL ASSET INVENTORY</b> For use of this form, see AR 600-8-6; the proponent agency is DCS, G1	1. DATE 20170720	REQUIREMENT CONTROL SYMBOL MILPC-26
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### SECTION I - COMMANDER'S EVALUATION

2. REPORTING UNIT A CO, 2-2 IN BN	3. PARENT UNIT 2-2 IN BN 3/10 MTN	4. COMMAND FORSCOM
5. PERMANENT STATION LOCATION (City, State, APO) 2255 ALABAMA AVE ST 103 FT. POLK, LA 71459		6. UNIT IDENTIFICATION CODE (UIC) WAC4A0

ITEM <i>a</i>	PERSONNEL <i>b</i>	OFFICERS <i>c</i>	WARRANT OFFICERS <i>d</i>	ENLISTED <i>e</i>	TOTAL <i>f</i>
7. UNIT PERSONNEL ACCOUNTABILITY REPORT AS OF (AAA-162 DATE) 20170718 Needs to match dirty copy	ASSIGNED	4	0	117	121
	ATTACHED	1	0	8	9
8. + GAINS	ASSIGNED	0	0	0	
	ATTACHED	0	0	4	4
9. - LOSSES	ASSIGNED	0	0	2	2
	ATTACHED	0	0	0	
10. ADJUSTED STRENGTH AS OF (Date) Needs to match clean copy 20170720	ASSIGNED	4	0	115	119
	ATTACHED	1	0	12	13
11. PERSONNEL ASSET INVENTORY (Muster Formation) Soldiers in formation 119	ASSIGNED	4	0	106	110
	ATTACHED	1	0	8	9

Math needs to make sense

12. TYPE PERSONNEL ASSET INVENTORY

CHANGE OF COMMANDER  
  UNIT INACTIVATION  
  UNIT MOVE  
  CHANGE IN PPA  
  OTHER (Specify)

13. REMARKS  
SEE ATTACHED FORM

14. A physical personnel asset inventory was conducted as prescribed by AR 600-8-6 on the above date and the personnel strengths existed as entered above with exceptions or corrections shown under comments or on the attached sheet.

a. TYPED NAME, GRADE, BRANCH AND TITLE [REDACTED], O3, IN, COMMANDER	b. SIGNATURE 	c. DATE 20170721
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### SECTION II - AUTHENTICATION BY NEW COMMANDER

(To be completed only upon conduct of PAI as a result of change of commanders)

15. REMARKS     CONCUR     NONCONCUR (Reasons for nonconcurrency)

16.a. TYPED NAME, GRADE, BRANCH OF NEW COMMANDER	b. SIGNATURE	c. DATE
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SECTION III - PERSONNEL AUTOMATION SECTION COORDINATION

17. REMARKS  CONCUR  NONCONCUR  UNIT PERSONNEL ACCOUNT ABILITY REPORT RECONCILED

18.a. TYPED NAME, GRADE, BRANCH AND TITLE [REDACTED] ILT, BDE SI <i>on HR Test</i>	b. SIGNATURE <i>[Signature]</i>	c. DATE 20170727
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SECTION IV - AUTHENTICATION BY COMMANDER (Chain of command)

19. TO: BDE S1, 3/10 MTN, DIV, FT POLK, LA 71459	20. FROM: CDR, 2-2 IN BN, 3/10 MTN DIV, FT POLK, LA 71459	21. DATE 20170727
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22. REMARKS

23.a. TYPED NAME, GRADE, BRANCH AND TITLE [REDACTED] LTC, IN BN CMD	b. SIGNATURE <i>[Signature]</i>
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24. TO:	25. FROM:	26. DATE
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27. REMARKS

28.a. TYPED NAME, GRADE, BRANCH AND TITLE	b. SIGNATURE
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29. TO:	30. FROM:	31. DATE
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32. REMARKS

33.a. TYPED NAME, GRADE, BRANCH AND TITLE	b. SIGNATURE
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Commander who conducted PAI



SECTION V - MILITARY PERSONNEL STRENGTH MANAGER CERTIFICATION

34. TO: [REDACTED]	35. FROM: MILITARY PERSONNEL STRENGTH MANAGER	36. DATE
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37.  APPROVED FOR INSTALLATION CLEARANCE (Change of command)  APPROVED  DISAPPROVED

38. REMARKS

39.a. TYPED NAME, GRADE, BRANCH AND TITLE	b. SIGNATURE
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