

Personnel Asset Inventory Quality Assurance Checklist

Change of Command Requirements:

Change of command PAIs are required even if the gaining CDR is not due to arrive until a future date. Outgoing CDR will conduct the PAI with the Acting CDR providing Assumption of Command orders. When the new CDR arrives another change of command PAI will be conducted.

Documents Required:

- DA Form 3986, Personnel Asset Inventory, dated June 2015
- AAA-162, Unit Personnel Accountability Report
- AAA-165, Unit Personnel Accountability Notices
- AAA-160, Report of AWOLS, **Required for Soldiers in AWOL status**

S1 Requirements:

- Notify eMILPO analyst of scheduled PAI no later than 1600 Eastern Standard Time **one duty day** prior to conducting the PAI to receive most recent guidance
- Ensure all strength discrepancies and personnel accountability are updated on the AAA-162 and the AAA-165 NET one day before the scheduled PAI or NLT the day of the PAI. Failure to update duty statuses will result in disapproval.
- Complete the DA Form 3986 (see instruction sheet for guidance)
- Attach all reports and supporting documents in one attachment. DA Form 3986 **must be** in fillable format and attached separately from supporting documents.

Unit Commander Requirements:

The outgoing and incoming CDRs will jointly conduct the PAI together, if possible

- Verify all strength discrepancies and personnel accountability are accurate the day of the muster via AAA-162
- Annotate any corrections needed on the AAA-162 and provide to S1 to have corrections made **(Corrections must be made the day of the muster)**
- Sign the DA Form 3986 in either block 14 or 16, depending on the type of PAI checked in block 12

Complete PAIs will be sent to the eMILPO analyst within five working days of conducting a PAI. When requirements are not met, provide justification on the DA Form 3986 in block 13.

Retain a copy of the PAI until the PAI is signed by the Military Personnel Strength Manager

Personnel Asset Inventory Quality Assurance Checklist and eMILPO Field System Functional Guide will be reviewed and utilized throughout the PAI process. **PAI procedural training can be requested as needed.**