

**Summary Report for Individual Task
805C-42B-6106
Review a Personnel Asset Inventory
Status: Approved**

DISTRIBUTION RESTRICTION: Approved for public release; distribution is unlimited.

DESTRUCTION NOTICE: None

Condition: You are assigned to an S-1 section and have just received the results of a Personnel Asset Inventory (PAI). You have access to an AAA-162 (Unit Personnel Accountability Report (UPAR)), DA Form 3986-R (Personnel Asset Inventory) and information/documentation indicating the reason that a Soldier is not physically at formation, AR 600-8-6 (Personnel Accounting and Strength Reporting), Standing Operating Procedures (SOP), and standard office supplies and equipment. This task should not be trained in MOPP.

Standard: Verify the PAI to data to ensure 100% of all assigned and attached personnel are properly accounted for and correct documentation on duty status is submitted.

Special Condition: None

Safety Level: Low

MOPP: Never

Task Statements

Cue: None

DANGER
None

WARNING
None

CAUTION
None

Remarks: None

Notes: None

Performance Steps

1. Review the DA Form 3986-R for obvious errors in unit identification blocks 1 through 6.
2. Verify the dates entered in block 1, 7, 10, and 11.
3. Compare cycle and date entry in block 7 with the cycle and "as of" date of the AAA-162 used to prepare the PAI.
4. Check columns a, c, d, e, and f of blocks 7 through 11 to make sure that the entries corresponds with the source documents and that additions and subtractions are correct.
5. Verify the proper type of inventory is checked in block 12.
6. Verify that all personnel gains and losses as well as discrepancies between blocks 10 and 11 are accounted for in block 13.
7. Verify that required copies of the AAA-162 and source documents are attached to the DA Form 3986-R.
8. Verify that any errors found are corrected.
9. Verify the authentication data for the commanders in Block 14, Section II (if applicable) and Section IV.
10. Verify the Military Personnel Strength Monitor certification is completed and endorsed in Section V.
11. Verify that complete copies of the approved PAI are filed IAW AR 600-8-6.

(Asterisks indicates a leader performance step.)

Evaluation Preparation: This task can be evaluated by use of the performance measures as listed. This method of evaluation is appropriate if the Soldier performs the task on the job. Allow the Soldier to practice until the Soldier feels qualified and prepared for the evaluation. Then have the Soldier perform the task, using the materials listed in the CONDITIONS statement above. Score the Soldier "PASS" or "FAIL" as determined by the performance.

PERFORMANCE MEASURES	GO	NO-GO	N/A
1. Reviewed the DA Form 3986-R for obvious errors in unit identification blocks 1 through 6.			
2. Verified the dates entered in block 1, 7, 10 and 11.			
3. Compared cycle and date entry in block 7 with the cycle and "as of" date of the AAA 162 used to prepare the PAI.			
4. Checked columns a, c, d, e, and f of blocks 7 through 11 to make sure that the entries corresponded with the source documents and that additions and subtractions were correct.			
5. Verified the proper type of inventory was checked in block 12.			
6. Verified that all personnel gains and losses as well as discrepancies between block 10 and 11 were accounted for in block 13.			
7. Verified that required copies of the AAA-162 and source documents were attached to the DA Form 3986-R.			
8. Verified that any errors found were corrected.			
9. Verified the authentication data for the commanders in block 14, Section II (if applicable) and Sections IV.			
10. Ensured the Military Personnel Strength Monitor certification was completed and endorsed in Section V.			
11. Verified that complete copies of the approved PAI were filed IAW AR 600-8-6.			

Supporting Reference(s):

Step Number	Reference ID	Reference Name	Required	Primary
	AR 600-8-6	Personnel Accounting and Strength Reporting (Reprinted W/Basic Incl C1-2)	Yes	Yes
	DA FORM 3986-R	PERSONNEL ASSET INVENTORY (LRA)	Yes	No

Environment: Environmental protection is not just the law but the right thing to do. It is a continual process and starts with deliberate planning. Always be alert to ways to protect our environment during training and missions. In doing so, you will contribute to the sustainment of our training resources while protecting people and the environment from harmful effects. Refer to FM 3-34.5 Environmental Considerations and GTA 05-08-002 ENVIRONMENTAL-RELATED RISK ASSESSMENT.

Safety: In a training environment, leaders must perform a risk assessment in accordance with FM 5-19, Composite Risk Management. Leaders will complete a DA Form 7566 COMPOSITE RISK MANAGEMENT WORKSHEET during the planning and completion of each task and sub-task by assessing mission, enemy, terrain and weather, troops and support available-time available and civil considerations, (METT-TC). Note: During MOPP training, leaders must ensure personnel are monitored for potential heat injury. Local policies and procedures must be followed during times of increased heat category in order to avoid heat related injury. Consider the MOPP work/rest cycles and water replacement guidelines IAW FM 3-11.4, Multiservice Tactics, Techniques, and Procedures for Nuclear, Biological, and Chemical (NBC) Protection, FM 3-11.5, Multiservice Tactics, Techniques, and Procedures for Chemical, Biological, Radiological, and Nuclear Decontamination.

Prerequisite Individual Tasks : None

Supporting Individual Tasks :

Task Number	Title	Proponent	Status
805C-42B-6102	Maintain Unit Personnel Readiness	805C - Adjutant General (Individual)	Approved
805C-42B-6103	Report Personnel Accountability	805C - Adjutant General (Individual)	Approved
805C-42B-6105	Prepare Personnel Readiness Data for USR	805C - Adjutant General (Individual)	Approved

Supported Individual Tasks : None

Supported Collective Tasks : None

ICTL Data :

ICTL Title	Personnel Type	MOS Data
420A - Human Resources Technician - WO1/CW2	Warrant Officer	MOS: 420A, Skill Level: WO1, Duty Pos: USI
420A - Human Resources Technician	Warrant Officer	MOS: 420A
42B - Human Resources Officer - LT	Officer	AOC: 42B, Rank: 2LT, Duty Pos: ACJ