



DEPARTMENTS OF THE ARMY AND THE AIR FORCE  
NATIONAL GUARD BUREAU  
1411 JEFFERSON DAVIS HIGHWAY  
ARLINGTON, VA 22202-3231

NGB-ARH

S: 30 Nov 04  
17 Nov 04

MEMORANDUM FOR: See Distribution Below

SUBJECT: Army National Guard-wide Personnel Asset Inventory (PAI) (ARH Memo 04-041)

1. References:

- a. AR 600-8-6, Personnel Accounting and Strength Reporting
- b. AR 630-10, Absence Without Leave, Desertion, and Administration of Personnel Involved in Civilian Court Proceedings
- c. NG PAM (AR) 25-10, Standard Installation/Division Personnel System, Army National Guard Bureau.

2. The Chief of Staff, Army directed an Army-wide PAI in order to update their personnel databases and record each Soldier's true status to present an accurate account of the available force. A PAI was conducted for Title 10 AGR Soldiers in Aug 04. The objectives for the PAI are to:

- a. Account for 100 percent of all Army National Guard Soldiers in a Title 32 AGR and M-Day status.
- b. Validate and/or correct selected personnel data and ensure the SIDPERS database reflects accurate information.
- c. Ensure that SIDPERS database contains a record of every mobilized ARNG Soldier.
- d. Identify and correct pay discrepancies for those Soldiers whose duty status cannot be confirmed based on NOVAL guidelines.

3. General Guidance. NGB will be utilizing the following guidelines for conducting the PAI.

- a. This PAI will cover the months of Sept, Oct, and Nov 04. SIDPERS and DJMS-RC and DJMS-AC are the baseline databases for comparing the Pay and Personnel data.
- b. NGB will require the States and Territories to reconcile the report of discrepancies of the TAPDB-G data and Military Pay file.

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c. NGB will provide as an enclosure for each State and Territory a list of personnel who fall out after the TAPDB-G data has been compared with Military Pay data using the Oct 04 NOVAL file. The SIB Chief's must reconcile each name on the list and process loss transactions for the Nov 04 COOP file to NGB-ARP NLT 30 Nov 04. SIB Chiefs will also indicate corrections/status on attached spreadsheet for each Soldier and forward to NGB-ARP NLT 30 Nov 04.

d. The corrective actions (correction/status column) indicated in the report to NGB should be inputted by a personnel transaction in SIDPERS for a Nov 04 COOP File review.

e. To clarify the meaning of correction/status in the report that will be submitted to NGB (see attached file), the states or territories will indicate in the column the actual status of the soldier. Examples given are; retaining, (AWOL) processing for separation; confined by civil authorities, medical, separated, retired, Inter-Service, Inter-Component or Inter-state Transfer, pending legal action, code change in SDIPERS, etc.

f. All strength related actions (prior service and non-prior service gains, release from attachments, release from active duty, separations, and federalization/mobilization) must be reported in SIDPERS and DJMS-RC or DJMS-AC.

g. PAI Policy compliance and related issues will be reported to NGB-ARH and PAI SIDPERS related issues /problems will be reported to NGB-ARP.

h. The success of this program cannot be emphasized enough. NGB needs your support to ensure the PAI is a success. No exemptions from the PAI are authorized.

4. Point of contact for SIDPERS actions/reporting is MAJ Shawn Edwards, NGB-ARP-S, DSN 327-9179, (703) 607-9179, [Shawn.Edwards@ngb.army.mil](mailto:Shawn.Edwards@ngb.army.mil). Point of contact for policy issues is MAJ Donna McDermott, NGB-ARH-S, DSN 327-3302, (730) 607-3302, [Donna.McDermott@ngb.army.mil](mailto:Donna.McDermott@ngb.army.mil).



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Encl: NOVAL Pay Report

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