



DEPARTMENT OF THE ARMY
HEADQUARTERS, U.S. ARMY GARRISON
U.S. ARMY SIGNAL CENTER AND FORT GORDON
FORT GORDON, GEORGIA 30905-5000

REPLY TO
ATTENTION OF:

IMSE-GOR-HRM-C

OCT 13 2010

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Electronic Military Personnel Office (eMILPO) MEMORANDUM
Number 11 – Management of AAA-162, Unit Personnel Accountability Report

1. This memorandum supersedes eMILPO Memorandum Number 11, subject as above, dated 3 Apr 08.
2. References:
 - a. AR 600-8-6, Personnel Accounting and Strength Reporting, 24 Sept 98.
 - b. eMILPO Functional Guidance, 14 Sept 06.
 - c. Soldier Record Data Center – functional proponent Army Human Resources Command.
3. The purpose of this memorandum is to establish procedures for validating the end of month (EOM) AAA-162, Unit Personnel Accountability Report.
4. The Personnel Automation Branch (PAB) is responsible for the following:
 - a. Completing any updates or corrections to Soldier's records submitted on trouble tickets that cannot be accomplished by the unit Work Center Supervisor.
 - b. Assembling the original reconciled AAA-162 for each unit supported and completing a cover memorandum to be filed with the report.
5. Each unit clerk is responsible for the following:
 - a. Printing and updating the EOM AAA-162 for each Unit Identification Code (UIC) with or without assigned or attached Soldiers. All gains that arrived on or before the EOM, but are not on the report must be annotated by name, rank, SSN, and arrival date. Losses that departed on or before the EOM, but are still on the report must be lined off and annotated with PCS and departure date.
 - b. Forwarding the report to the unit commander for reconciliation and validation. The unit commander must sign the EOM AAA-162.

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- c. Comparing results of commander's reconciliation with the AAA-162 unit status summary report.
 - d. Submitting appropriate transactions to correct or update any discrepancies.
 - e. This EOM report will be submitted within three workdays to the PAB System Analyst with trouble tickets for any errors that are unresolved at unit level.
6. This memorandum will be maintained on file by each Fort Gordon unit/activity.



JOHN MCINTYRE
Director of Human Resources/
Adjutant General

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