



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
UNITED STATES ARMY NONCOMMISSIONED OFFICER ACADEMY FORT DIX
BUILDING 5518 SEVER AVENUE
JOINT BASE MCGUIRE-DIX-LAKEHURST, NJ 08640-7226

AFRC-RTC-ND

14 May 2015

MEMORANDUM FOR Academy Personnel

SUBJECT: Policy Letter 11 Daily Personnel Status Accountability Report (PERSTAT)

1. Reference AR 600-8-6, Personnel Accounting, and Strength Reporting, dtd 1 April 2015.
2. Purpose: To establish standards of accountability for personnel assigned or attached to the Academy.
3. The Academy will conduct daily accountability for all personnel. Each section chief will provide the accountability report to the S1 no later than 0900 each day. The S1 will consolidate the report and provide the consolidated report to the command team no later than 0930. The S1 will provide the accountability report to the 83rd USARRTC daily before 0945 each day.
4. Discrepancies in personnel accountability will be taken seriously.
 - a. Section Leaders will account for Soldiers for the duration of the day, and will ensure appointments are annotated on the shared calendar for accountability.
 - b. S1 is responsible to ensure all leave and pass requests are annotated on the calendar for accountability.
 - c. When a discrepancy occurs, S1 will first address with the Section Leader. If the discrepancy is not resolved, the Command Team will be notified.
 - d. If a Soldier's status cannot be verified, the Soldier will be listed as absent without leave (AWOL) and the Commandant will be notified immediately.
5. Point of contact is the undersigned at 609-562-3619.

KIMBERLY K. KEMPER
CSM, USA
Commandant