INDIVIDUAL ACTIVE DUTY
CERTIFICATE OF PERFORMANCE

(SEE AHRC FORM 3925 FOR INFORMATION ON BASE PAY AND ALLOWANCES.)

DATA REQUIRED BY THE PRIVACY ACT OF 1974

AUTHORITY: U.S. Code, Title 37, Section 101 and following.
PRINCIPAL PURPOSE: To certify duty performed as ordered for compensation IAW DOD 7000-14-R, Vol 7A1 and internal controls as a Reserve Component soldier.

ROUTINE USES: To specify and certify as correct the performance of duty.
EFFECT OF FAILURE TO PROVIDE REQ Failure to disclose the requested information may delay the payment of compensation.

If IDT's are performed in conjunction with AT, this form must be completed twice. Complete one with the number of days AT performed, the other with return travel (1 day).

OCEDURES

If Sol

Perf

rmance (AHRC Form 3924) on the last duty day or no later than 5
rmance to the

e cited in your order.

rough unit administrator.

Performing Individual AT/ADT/ADSW

AHRC Form 3924) monthly to arrive at the Pay Processing
the 10th of the month following each month of duty.

e is required NLT 5 days after tour completion.

The period shown on the orders and add the travel dates to and from.

Date 16 Mar 2012

I certify that SSG (RANK) Waters, Oliver (NAME) 123-45-6789 (SSN)

completed 11 days of the active duty period specified in order # T - 12-987654

U.S. Army Human Resources Command - Fort Knox, KY, dated 10 Nov 2011

Inclusive dates of duty performed are 6 March 2012 to 16 March 2012 (including travel).

1. **Performing AT only:** Date of departure from HOR
2. **Performing AT & IDT:** Date of travel

1. **Performing AT only:** Date of return to HOR
2. **Performing AT & IDT:** Last day of AT or date of travel.

ERSONAL K
SUPPORTING THE FACT THAT THE DUTY WAS S

SIGNATURE OF CERTIFYING OFFICIAL

RANK

BRANCH OF SERVICE

Supervisor completes this section. Once completed submit to usarmy.knox.hrc.mbx.g8-reserve-pay@mail.mil

TITLE

TELEPHONE NUMBER DSN: COMMERCIAL:

PENALTY

The penalty for willfully making a false claim is: A maximum fine of $10,000 or maximum imprisonment of 5 years or both. (U. S. Code, Title 18, Sec 287).