

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).

PROCEDURES

Performance (AHRC Form 3924) on the last duty day or no later than 5 days after the date of departure to the next duty station. This form is required NLT 5 days after tour completion.

Performing Individual AT/ADT/ADSW

The period shown on the orders (or 1 day for return travel if in conjunction with IDT).

Performance (AHRC Form 3924) monthly to arrive at the Pay Processing Office by the 10th of the month following each month of duty. This form is required NLT 5 days after tour completion.

Date 16 Mar 2012

I certify that SSG Waters, Oliver 123-45-6789
RANK NAME 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.

SIGNATURE OF CERTIFYING OFFICIAL

RANK

TITLE

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

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).