

INDIVIDUAL ACTIVE DUTY CERTIFICATE OF PERFORMANCE

(SEE ARPC 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 AR 37-104-10 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 REQUESTED INFORMATION:	Disclosure is voluntary. However, failure to disclose the requested information may delay the payment of compensation.

CERTIFICATION PROCEDURES

If Soldier is:**then submit:**

Performing individual AT/ADT/ADSW of less than 30 days

A Certificate of Performance (ARPC Form 3924) on the last duty day or no later than 5 days after duty performance to the **Pay Processing Office** cited in your order.

TPU members file through unit administrator.

Performing individual AT/ADT/ADSW of 30 days or more

A Certificate of Performance (ARPC Form 3924) monthly to arrive at the Pay Processing Office cited in your order NLT the 10th of the month following each month of duty.

A final certificate of performance is required NLT 5 days after tour completion.

Date _____

I certify that _____

RANK**NAME****SSN**

completed _____ days of the active duty period specified in order #T - _____

HQ, U. S. AR-PERSCOM, dated _____

Inclusive dates of duty performed are _____ to _____ (including travel).

Soldier's Signature _____ Date _____

**THE CERTIFYING OFFICIAL MUST HAVE PERSONAL KNOWLEDGE OR DOCUMENTATION
SUPPORTING THE FACT THAT THE DUTY WAS SATISFACTORILY PERFORMED.**

SIGNATURE OF CERTIFYING OFFICIAL

RANK**BRANCH OF SERVICE****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).