

**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 REQUESTED INFORMATION: 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 (AHRC 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 (AHRC 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 - _____

U.S. Army Human Resources Command - Fort Knox, KY, 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).

FACT SHEET

BASE PAY AND ALLOWANCES AND DOCUMENTATION REQUIRED FOR PER DIEM AND TRAVEL

The Defense Joint Military Pay System - Reserve Components (DJMS-RC) is the military pay system that centralizes all Reserve Pay at the Defense Finance and Accounting Service - Indianapolis (DFAS-IN).

1. Direct Deposit/Electronic Funds Transfer is mandatory for military and highly recommended for civilian travelers and requires a completed Standard Form 1199A, Direct Deposit Sign-Up Form, signed by your financial institution or a cancelled check. For more information and downloadable forms, visit the HRC-St. Louis website address, which is provided at the end of this document.

2. Casual or Advance Pay is no longer issued.

3. AHRC Form 3924, Certificate of Performance (issued by HRC-St. Louis), must be submitted on a monthly basis for Soldiers on orders longer than 30 days and upon completion of the tour. Soldiers on orders less than 30 days must submit the form upon completion of the tour to the Military Pay Office indicated in the order. Failure to file this form could result in collection action. Keep a copy with your records.

4. It is essential to verify all data contained in your Master Military Pay Account (MMPA) to ensure accuracy. Soldiers who are paid by a local Military Pay Office or through their Unit can schedule a face-to-face to verify data. Soldiers whose military pay is processed by the HRC-St. Louis Reserve Pay Support office must fill out the forms provided in the Pay Packet on an annual basis. Return all forms to HRC-St. Louis, Reserve Pay Support (AHRC-RMB-P) office, in the envelope provided. The address is not located on any of the forms.

5. Per Diem and Travel pay will be processed at the DFAS-IN, Directorate for Travel Operations-IN (TOI), for all Soldiers performing duty authorized by an HRC-St. Louis order.

DOCUMENTATION REQUIRED FOR PER DIEM AND TRAVEL

Carefully read the additional instructions on your orders to ensure you are authorized for all items in Block 18 "Reimbursable Expenses Section".

1. DD Form 1351-2 (Travel Voucher or Subvoucher) completed as prescribed in AHRC Form 907.

2. Registration fees paid at seminars, small-arms matches, etc., are reimbursable if authorized in your orders. A receipt must be included for reimbursement if \$75.00 and over. If registration fees include meals and/or quarters, show the number of meals and the dates quarters were furnished in the "Remarks Section" of DD Form 1351-2. Mark "See Remarks" in Block 10, "For D.O. USE ONLY Block, "COMPUTATIONS" Section to remind DFAS to check that section.

3. Receipts are required for hotel, rental car and all other expenses \$75.00 and over. Hotel and rental car receipts must indicate a zero balance.

4. A copy of a receipt with proof of payment (no credit card receipts) for travel by commercial air, bus, or rail that was paid out-of-pocket. **This must be authorized in the additional instructions of the order.**

5. Submit legible receipts for lodging (make sure you have a Statement of Non-Availability/Control number or a Control number from Lodging Success Program if required). The receipt must contain daily rates, tax and proof of payment (no credit card receipts). Use (1-800-GOARMY1) if directed in order. Rental Cars must have daily charge and have proof of payment (no credit card receipts). The DD Form 1351-2 represents money in your bank account. To ensure a prompt payment turn-around time, you must fill out your travel voucher correctly then submit it to Travel Operations-IN (TOI). Individuals must keep a copy of the DD Form 1351-2 and DD Form 1351 (Settlement Voucher) from DFAS for three years in the event of an audit. Mail your documents/receipts to the Travel Reimbursement address located at the bottom of this document. The completed DD Form 1351-2 with all supporting documents/receipts may also be faxed to DFAS-Indianapolis; fax and information numbers are shown at the bottom of this document.

6. It is mandatory for all military and highly recommended for civilian travelers to enroll in Electronic Funds Transfer (EFT).

7. Travel payments can be made to checking or savings accounts, as long as your name is on the account.

8. Travel advance requests must be received at least fifteen (15) days prior to the reporting date on your orders. Advances will not be processed until ten (10) days prior to departure.

9. For a travel advance submit the following documentation: a. Cover sheet containing "This is a request for a travel advance"; b. Name; c. address; d. Telephone number to contact you 0730-1630 Monday through Friday; e. One copy of your orders (with amendments if applicable); f. Include a SF 1199A or a voided check.

10. Submit your request for advance to the Travel Advance address shown below. Documents may also be faxed.

TRAVEL REIMBURSEMENT

DFAS – IN, TPS
Travel Pay Services
Department 3700
8899 East 56th Street
Indianapolis IN 46249-3700

TRAVEL ADVANCE

DFAS-IN TOI
TRAVEL OPERATIONS – IN (TOI)
Department 3700, ATTN: Advance Team
8899 East 56th Street
Indianapolis, IN 46249-3700

FAX AND INFORMATION NUMBERS

ACTIVE AND RESERVE SOLDIERS	FAX 317-510-5551 / 4124 / 4143 / 6213	DSN 699
CONTINGENCY FORCE SOLDIERS	FAX 317-510-3944 / 3961 / 3966 / 4053 / 4351	DSN 699
CUSTOMER SERVICE REPRESENTATIVE	VOICE 1-888-332-7366 or on Web Site	

<https://dfas4dod.dfas.mil/>

WEBSITE ADDRESSES

<https://www.hrc.army.mil/site/protect/Reserve/soldierservices/pay/travel.htm> - TRAVEL
<https://www.hrc.army.mil/site/protect/Reserve/soldierservices/pay/paydocsubmit.htm> - PAY