

**INDIVIDUAL ACTIVE DUTY
CERTIFICATE OF PERFORMANCE**

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

**AHRC 3924 Sample:
Annual Training Completion Certificate**
Please have this form signed by your section supervisor and submit it to the Reserve Components Office.

PRIVACY ACT OF 1974

Following:
compensation IAW DOD 7000-14-R, Vol 7A1 and internal
performance of duty.
tion 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 ... ance to the ited in your order. gh unit administra
Performing individual AT/ADT of 30 days or more	A Certificate of Performance (AHRC Form ... for NLT the 10th of certificate of performance is required

1. Performing AT only:
Please put the date of
Return to HOR.
2. Performing AT & IDT:
Please put the last date of
AT.

Date 25 Jan 2014

I certify that M/J Smith, John Q 123-45-xxxx
RANK NAME SSN

completed 19 days of the active duty period specified in order # T - 12-345XXX

U.S. Army Human Resources Command - Fort Knox, KY, dated 20 Nov 2013

Inclusive dates of duty performed are 5 Jan 2014 to 25 Jan 2014 (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 **Your Section Supervisor's Signature here**

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).

Reserve Components Office, HQ, USARJ
zamausarjrcmailboxusers@usarpac.army.mil
<http://www.usarj.army.mil/reserves/index.aspx>

