

What is Muster Duty?

You are being ordered to Muster with your local Army Reserve Career Counselor on your order which will last approximately 2-4 hours during the month indicated on your order. **You will not be mobilized at this muster.** Conflicts or request for excusal from muster duty **MUST** be coordinated directly with Human Resources Command (HRC) Muster Task Force at **1-877-303-2400**.

YOU MUST BRING THE FOLLOWING TO THE MUSTER:

- Copy of Muster Order
- Direct Deposit Sign-up Form (included) with a voided check
- Two forms of picture identification (e.g. at least one government issued: military ID, driver's license, passport, employment ID)
- AHRC 3924 Certificate of Performance
- Completion certificate for the Individual Warrior Virtual Screening Portal questionnaire (if completed prior to muster)
- Medical and disability rating documents provided by Department of Veterans Affairs

(More information on the back)

PACKET 9B



DEPARTMENT OF THE ARMY
U.S. ARMY HUMAN RESOURCES COMMAND
1 RESERVE WAY
ST. LOUIS, MO 63132-5200

AHRC-PLM-P-0000
ORDERS

EXAMPLE

26 APR 2010

CPT
USAR CONTROL GROUP (REINF)

YOU ARE ORDERED TO MUSTER DUTY (PERSONNEL ACCOUNTABILITY) FOR THE PERIOD INDICATED. UPON COMPLETION OF THE PERIOD OF DUTY YOU WILL RETURN TO THE PLACE WHERE YOU ENTERED DUTY.

PERIOD: 1 DAY
REPORT TO: MUSTER STATION
401 E. ALEXANDER AVE PIER 23 TACOMA WA 98421
PHONE: 253-680-4567 ALT: 206-579-1895 CELL: 253-495-5917
EMAIL: JAMIE.BOSEQUETT@US.ARMY.MIL
REPORTING DATE: 01 JUN 2010 - 30 JUN 2010 (SCHEDULE ONE DAY DURING THIS TIME PERIOD WITH THE MUSTER STATION LISTED ABOVE)
ATTACHED TO: ARMY HUM RES CMD 1 RESERVE WAY ST LOUIS MO 63132 5200
PURPOSE: MUSTER DUTY

ADDITIONAL INSTRUCTIONS: UPON RECEIPT OF NOTIFICATION, YOU ARE REQUIRED TO CALL THE MUSTER STATION PHONE NUMBER PROVIDED ABOVE DURING NORMAL BUSINESS HOURS TO CONFIRM RECEIPT OF YOUR ORDER AND TO SCHEDULE YOUR MUSTER DUTY APPOINTMENT. YOU ARE ON MUSTER DUTY FOR ONE DAY ONLY ACCORDING TO YOUR SCHEDULED DATE AND TIME OF APPOINTMENT AND WILL BE PAID A MUSTER STIPEND OF \$205 (SUBJECT TO APPLICABLE TAXES). MEMBER NOT AUTHORIZED ANY ADDITIONAL MILITARY PAY OR TRAVEL ENTITLEMENTS. RENTAL CAR NOT AUTH. IF THE MUSTER STATION DESIGNATED ABOVE IS IN EXCESS OF 70 MILES OF YOUR HOME OF RECORD, IF YOUR CURRENT ADDRESS IS DIFFERENT THAN SHOWN ABOVE OR YOU ARE UNABLE TO COMPLY WITH THESE ORDERS CALL HRC ST LOUIS TOLLFREE AT 1-877-303-2400 OR AT HRCSIRRMUSTERMAILBOX@CONUS.ARMY.MIL TO RECEIVE AN AMENDMENT OR AN EXCUSAL. MUSTER DUTY MUST BE COMPLETED WITHIN THE TIME PERIOD INDICATED ABOVE. FOR ASSISTANCE REGARDING THE REPORTING OR TO OBTAIN DIRECTIONS CALL THE MUSTER STATION PHONE NUMBER PROVIDED ABOVE. SM IS AUTHORIZED TO CALL COLLECT. ADDITIONAL REPORTING INSTRUCTIONS ARE PROVIDED ON THE REVERSE SIDE OF THIS ORDER. MILITARY PAY PROCESSING BY HRC-STL RESERVE PAY OFFICE.

FOR ARMY USE: AUTH: 10 USC SECTION 12319
ACCT CLAS: 2102070 22-2010 P1K11.T3000 19190304720/(R8ND74) S23185
ESTIMATE ONLY: (1198-) (1199- \$205) (1210-) (1250-)
(2578-) (21T1-) (21T2-) (22NZ-) (22NL-)
DOR: PPN: COMP: USAR SEX: TYTR: MUS SECCLR:
PEBD: HOR: SAME AS SNL

FORMAT: 260

* AHRC *
* OFFICIAL *

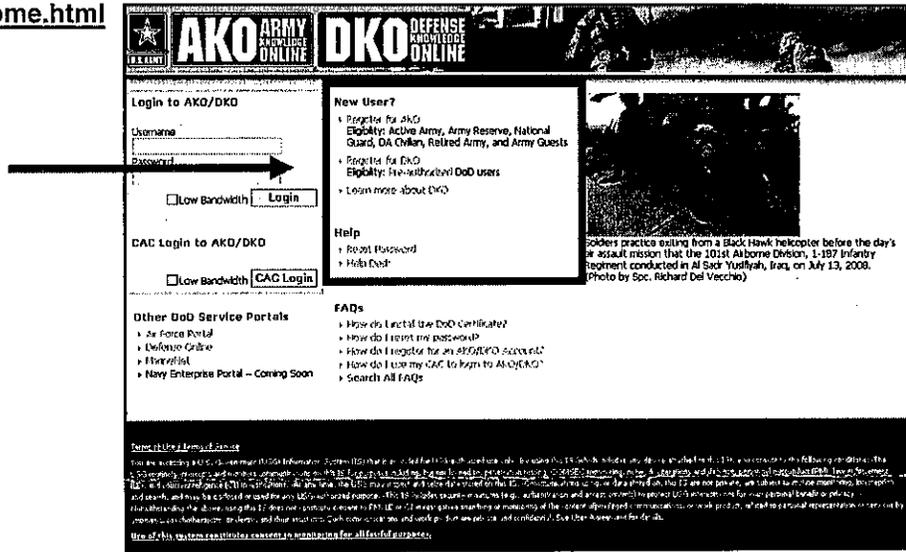
LOUIS B. WINGATE
COL, FA
COMMANDING

DISTRIBUTION: 1A PACKET: 9B

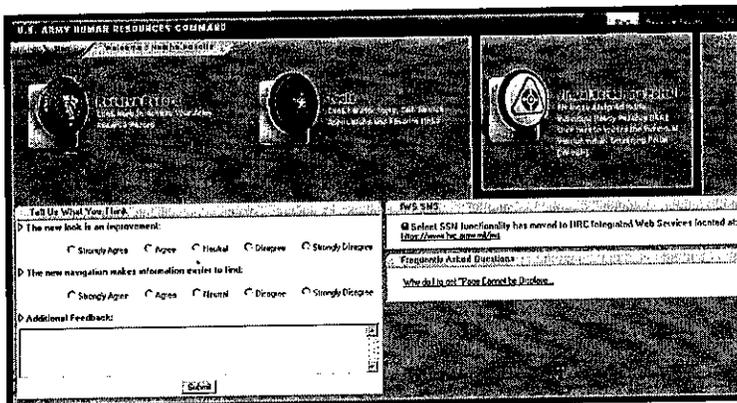
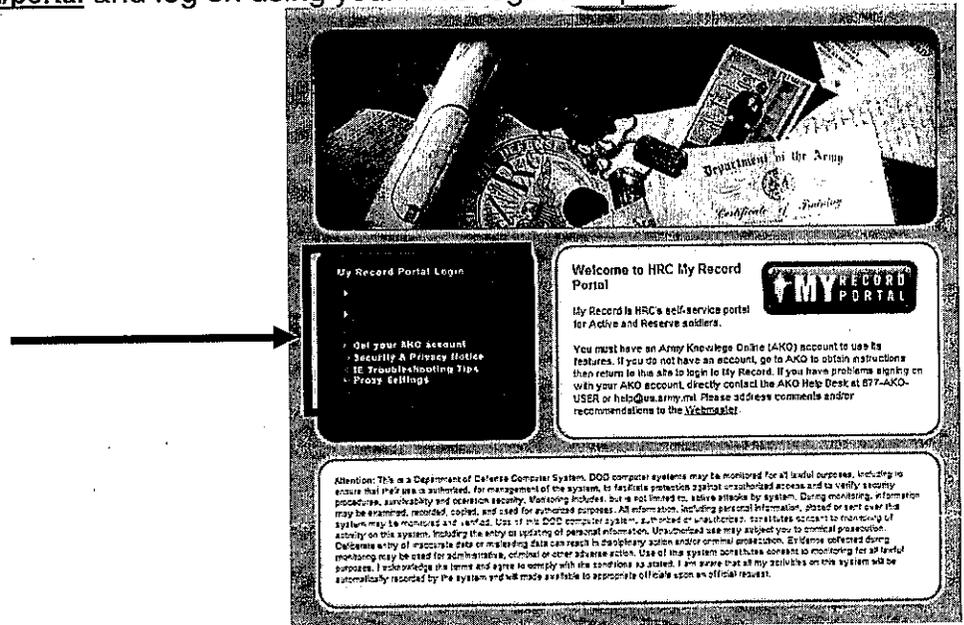
Individual Warrior Virtual Screening Portal (IW-VSP) Instructions

1. You will first need to register for an Army Knowledge Online (AKO) login and password if you do not already have one at

<https://www.us.army.mil/suite/login/welcome.html>



2. Once you have an AKO login and password established, go to <http://www.hrc.army.mil/portal> and log on using your AKO login and password.



3. Click on the link to the IW-VSP and follow the instructions to complete the virtual screening. You must fill out each question.

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 - _____

HQ, U.S. Army Human Resources Command - St. Louis, 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).