

**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.

PROCEDURES

of Performance (AHRC Form 3924), along with a copy of the orders, on the or no later than 5 days after duty performance to the

Pay Processing Office cited in your orders.

TPU members file through unit administrator.

Performing individual AT/ADT/...

Monthly Certification

Final Certification

The period shown on the orders

A Certificate of Performance (AHRC Form 3924) to arrive at the Pay Processing Office following each month of duty

A final report after to

The date of Departure from HOR

- 1. Performing AT only:**
Please put the date of Return to HOR.
- 2. Performing AT & IDT:**
Please put the AT End Date.

I certify that

completed _____ days (including travel) of the active duty period specified in order # T - _____ (attach a copy of orders)

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

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).

AHRC FORM 3924, AUG 2014

(PRIOR EDITIONS ARE OBSOLETE)

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

