

**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 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) 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 90 days or more	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 180 days or more	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 365 days or more	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.

Date 31 Jan 2014

I certify that MAJ Smith, John 123-45-xxxx
RANK NAME SSN

completed 1 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 31 Jan 2014 to 31 Jan 2014 (including travel).

Soldier's Signature _____ Date _____

One day for return travel

The date of Travel

The date of Travel

Your Section Supervisor's Signature here

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

SIGNATURE OF CERTIFYING OFFICIAL _____

RANK _____

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>

