

**INDIVIDUAL ACTIVE DUTY
CERTIFICATE OF PERFORMANCE**

(SEE ARPC 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 AR 37-104-10 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: Disclosure is voluntary. However, failure to disclose the requested information may delay the payment of compensation.

Deleted: ¶

CERTIFICATION PROCEDURES

If Soldier is:	then submit:
Performing individual AT/ADT/ADSW of less than 30 days	A Certificate of Performance (ARPC 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 (ARPC 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. AR-PERSCOM, 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).