

**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.

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**CERTIFICATION PROCEDURES**

<b>If Soldier is:</b>	<b>then submit:</b>
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 <b>Pay Processing Office cited in your order.</b>  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).