

Adjustment Certification Worksheet

[For use of this form see USARC Pam 37-1; the proponent agency is
the DCS, G-8.]

RCS exempt per AR 335-15, paragraph 5-2b(1).

1. FROM (Unit Address to include PAS)

DATA REQUIRED BY THE PRIVACY ACT

Authority: Title 37, U.S.Code, Sec. 101 and following.
 Principal Purpose: To adjust the military compensation of a Reserve Component soldier, subject to the provisions of USARC Reg 37-1 and internal controls.
 Routine Uses: To specify and certify as correct, the details of an adjustment in pay for an individual member of the Army Reserve.
 Disclosure: Voluntary; however, failure to provide the requested information may result in a delay or otherwise adversely impact upon the adjustment in pay.

2. NAME (Last, First, Middle/MI as shown on MMPA)

3. SSN (As shown on MMPA)

CHECK THOSE ITEMS WHICH APPLY

4. MAILING ADDRESS CORRECTION (29 spaces)

Line 1: _____

Line 2: _____

5. ADJUST PAYMENT IDT (Check one)

Pay _____ Collect _____

12. CONTRACTUAL ETS DATE CORRECTION

_____ (enter correct date)

6. NONAUTOMATED INCENTIVE OR SPECIAL PAY (IDT only) Type _____

13. PAY GRADE CORRECTION
_____ (enter correct grade)

7. DATE OF GAIN CHANGE _____

14. PEBD CORRECTION } Explain in Remarks

8. PAS CHANGE _____

15. SEX CODE CORRECTION M ____ F ____

9. NAME CORRECTION (SSD Exception) } Explain in Remarks

16. SSN CORRECTION (SSD Exception)

10. SAVED PAY
Previous Grade _____ New Grade _____

17. SEPARATION (SSD Exception)
Effective Date _____

11. TERMINATE SPECIAL/INCENTIVE PAY
Entitlement Type _____ Effective Date _____

18. FUNERAL HONORS DUTY (FHD) PAYMENT (Check type)
FHD Allowance ____ Base Pay (IDT) ____

19. OTHER } Explain in Remarks

20. REMARKS

21. PREPARER'S SIGNATURE

22. DATE