

ADJUSTMENT CERTIFICATION WORKSHEET

(USARC Pam 37-1; the proponent agency is DCSCOMPT)

1. FROM (Unit Address)

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 AR 37-104-10 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, MI as shown on MMPA)

3. SSN (As shown on MMPA)

CHECK THOSE ITEMS WHICH APPLY

CHECK	ITEM		ITEM
	<i>(For use with OR without documentation)</i>		
	4. MAILING ADDRESS CORRECTION (29 SPACES) <i>(Soldier's signature required in Block 25)</i> Line 1: _____ Line 2: _____		
	5. SEX CODE M _____ F _____		6. REISSUE W-2
	7. PEC CHANGE _____		8. ST-PGMA CHANGE _____
	9. SAVED PAY Grade _____ PEBD _____		10. OTHER <i>(Explain)</i>
	11. SEPARATION <i>(Requires explanation in REMARKS, Block 25)</i> Effective Date _____		
	12. CONTRACTUAL ETS DATE CORRECTION _____		
	13. TERMINATE SPECIAL/INCENTIVE PAY <i>(Explain in REMARKS, Block 25)</i> Entitlement Code _____ Effective Date _____		
<i>(Documentation and explanation in REMARKS, Block 25, is required)</i>			
CHECK	ITEM	CHECK	ITEM
	14. PAY GRADE CORRECTION		15. ADJUST PAYMENT <i>(PAY/COLLECT)</i>
	16. PEBD CORRECTION		17. BONUS CORRECTION
	18. DATE OF GAIN CHANGE		19. PAS CHANGE _____
	20. NONAUTOMATED INCENTIVE		21. PAY STATUS CODE CHANGE
	22. SSN CORRECTION OR NAME CHANGE <i>(MMPA Only)</i>		23. CORRECT ACCRUED LEAVE DAYS PAID <i>(MMPA Only)</i>
	24. OTHER <i>(Explain)</i>		

25. REMARKS

26. REVIEWER'S SIGNATURE

27. DATE