

Adjustment Certification Worksheet

[For use of this form see USAR Pam 37-1; the proponent agency is
the AR 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 USAR Pam 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. IDT (ADARS exception, cannot process in
RLAS) Check one)

Pay Collect

12. PAY GRADE CORRECTION

_____ (enter correct grade)

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

13. PEBD CORRECTION Explain in Remarks

7. DATE OF GAIN (DOG) CHANGE

14. SEX CODE CORRECTION M F

8. PAS CHANGE (SSD exception, UIC correct in RLAS incorrect
in DJMS-RC) New PAS

15. SSN CORRECTION (SSD exception, SSN correct in RLAS
incorrect in DJMS-RC) Correct SSN:

9. NAME CORRECTION (SSD exception, Name correct in RLAS
incorrect in DJMS-RC) New name:

16. SEPARATION (SSD exception, Soldier separated in RLAS,
still in DJMS-RC) Effective date:

10. SAVED PAY

Previous Grade _____ New Grade _____

17. OTHER Explain in Remarks

11. TERMINATE SPECIAL/INCENTIVE PAY

Entitlement Type _____ Effective Date _____

18. REMARKS

19. PREPARER'S SIGNATURE

20. DATE

Instructions for USAR Form 22-R

(Adjustment Certification Worksheet)

[Use - To make corrections to a Soldier's MMPA. Also used to initiate other non-administrative actions to the Soldier's pay account. All actions, with the exception of Blocks 4, 10, and 14, require substantiating documents to support them.]

Block 1. Enter unit address to include Personnel Accounting Symbol (PAS).

Blocks 2 and 3. Enter name and SSN as shown on the 2405 History Report (Master Military Pay Account (MMPA)).

Block 4. Mailing Address Correction. Check this block when the Soldier's pay is going to EFT and he/she wants to change his/her MMPA mailing address. The change will only affect where his/her LES and W-2 are mailed.

Block 5. IDT. Check this block to initiate an IDT payment or collection due to a previous underpayment or overpayment. Only for actions that cannot be processed in ADARS. Explain the request/action in Block 18, "Remarks."

Block 6. Non-automated Incentive or Special Pay (IDT only). Check this block to request payment for non-automated incentive or special pay entitlements. Refer to Chapter 3, USAR Pam 37-1, for information on automated and non-automated incentive and special pays.

Block 7. Date of Gain Change (DOG). Check this block to correct the DOG.

Block 8. PAS Change. Check this block to correct the Soldier's PAS. Enter correct PAS. (Two-digit Site ID and UIC; drop the "W" [first letter of UIC] and add a zero at the end. Example: Site ID is V4. UIC is W8BA10. PAS would be V48BA100.)

Block 9. Name Correction. Check this block to make a correction to the Soldier's MMPA when the name was established incorrectly. (*Single source data (SSD) exception.*)

Block 10. Saved Pay. Check this block to pay Saved Pay. Enter previous and new grades.

Block 11. Terminate Special/Incentive Pay. Check this block if Soldier is no longer entitled to an automated incentive or special pay that is established on his/her MMPA. Enter type and effective date.

Block 12. Pay Grade Correction. Check this block to correct an incorrect pay grade established on the Soldier's MMPA.

Block 13. PEBD (Pay Entry Basic Date) Correction. Check this block to correct an incorrect pay entry basic date (PEBD).

Block 14. Sex Code Correction. Check this block to make a correction when the sex code is established incorrectly on the Soldier's MMPA. Check M or F as applicable.

Block 15. SSN Correction. Check this block to make a correction to the Soldier's MMPA when the SSN was established incorrectly. Supporting documentation is required. (*Single source data (SSD) exception.*)

Block 16. Separation. Check this block to separate a Soldier when SSD fails to feed the separation to DJMS-RC. Refer to Chapter 2, USAR Pam 37-1, for information on SSD processing. (*Single source data (SSD) exception.*)

Block 17. Other. Check this block to indicate action other than one identified in any of the previous blocks. In block 18, Remarks, provide specific information and clarification of action you are requesting.

Block 18. Remarks. Use this section in conjunction with any of the above referenced blocks to provide an explanation of what is being requested. Attach substantiating documentation when required.

Blocks 19 and 20. Preparer's Signature and Date.