

Individual Claim for Active Duty Pay, Allowances, and Adjustments

[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: Used by Reserve Component units IAW USAR Pam 37-1 when initiating claims for compensation and internal controls.
Routine Uses: To process the action requested.
Disclosure: Voluntary; however, failure to provide the requested information may result in a delay or error in processing claim.

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

3. SSN (As shown on MMPA)

4. ORIGINAL ORDER NUMBER

CHECK THOSE ITEMS WHICH APPLY

5. ENLISTED BAS paid IAW orders. Mark only if a Statement of Non-Availability (SNA) was issued. SNA must be attached.

6. OFFICER BAS COLLECTION DA Form 4187 enclosed. Meals available at no charge.

7. BAH - This allowance will be paid IAW orders/current MMPA data unless one of the following applies. (Mark one, if applicable.)

a. Statement of Non-Availability of Quarters attached.

c. E-6 or above elects not to occupy Government Quarters. (Individual ADT/ADOS only. Not an option for Unit AT.)

b. Soldier married to Soldier. Spouse is not on active duty for period:

FROM _____ TO _____
(YYMMDD) (YYMMDD)

d. Soldier due BAH-DIFF. Weekly/monthly support amount of \$ _____ was paid by Soldier. (Amount must equal/exceed BAH-DIFF rate.)

SPOUSE'S SSN: _____

8. Mileage Only. (Duty inside commuting distance/outside corporate limits.) Enter Round Trip distance (miles):

9. Special/Incentive Pay Entitlement. Type _____ Orders must authorize this entitlement.

10. Saved Pay. Previous Grade _____ New Grade _____

11. Active Duty Pay Adjustment. (Check one) Overpayment (collect) Underpayment (pay) [Documentation required]

12. Update Accrued Leave Data on MMPA. (FI-IND field) Total days Paid Leave _____

13. Pay Accrued Leave. Soldier must complete and sign the following statement: (include a copy of certified orders)

"I accrued _____ days of military leave during the period of _____ (YYMMDD) to _____ (YYMMDD) and I used _____ days of that accrual. I am due payment for _____ days accrued military leave. I have not received payment for more than 60 days of military leave during my military career that is not exempt from leave payment limits under DODFMR 7A."

(Soldier's signature required.)

14. REMARKS

15. PREPARER'S SIGNATURE

16. DATE

Previous editions of this form are obsolete and will not be used.

Instructions for USAR Form 24-R
(Individual Claim for Active Duty Pay, Allowances and Adjustments)
All actions require substantiating documents to support them

[Use - To request payment or collection of pay and allowances for individual periods of Active Duty. Also used to update accrued leave data on a Soldier's MMPA.]

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

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

Block 4. Original Order No. Enter only the original order number. Attach original and amending orders.

Block 5. Enlisted BAS (Basic Allowance for Subsistence). Check this block only when a Statement of Non-availability of government mess (SNA) was issued. SNA must be attached to this form. Otherwise, BAS entitlement is based on the order's additional instructions.

Block 6. Officer BAS Collection. Check this block when meals are available to an officer without a charge, (regardless of whether they were consumed) and the order does not state meals were provided without charge. Attach DA Form 4187 identifying total meals available.

Block 7. BAH (Basic Allowance for Housing). BAH is paid IAW orders/current MMPA data unless one of the following items are marked (refer to Chapter 3):

(a) Statement of Non-Availability of Quarters attached.

(b) Soldier married to Soldier.

(c) E-6 or above elects not to occupy government quarters. (Individual AT, ADT or ADOS-RC. Not an option for Unit AT).

(d) Soldier due BAH-DIFF (Basic Allowance for Housing - Differential). Support amount must be annotated in blank space provided.

Block 8. Mileage Only. Check this block for Soldiers entitled to mileage for one round trip and enter the round trip mileage. Mileage is payable on this form only when duty is inside commuting distance (outside corporate limits) of the Soldier's departure point which is normally their residence.

Block 9. Special/Incentive Entitlement. Check this block when the Soldier is entitled to a special or incentive payment, such as flight or jump pay. Annotate type of special/incentive pay. All special/incentive entitlements must be authorized on the AT/ADT/ADOS-RC order.

Block 10. Saved Pay. Check this block when the Soldier is entitled to Saved Pay. Enter the Soldier's previous and new pay grade.

Block 11. Active Duty Pay Adjustment. Check this block when a Soldier has been under or overpaid for a previous period of AT/ADT/ADOS-RC; e.g., order amended to a lesser number of days. Mark either Overpayment or Underpayment (only one) and attach supporting documentation.

Block 12. Update Accrued Leave Data on MMPA. Check this block when the FI-IND (Final Indicator) field is incorrect on the Soldier's MMPA. Enter the total number of accrued leave days paid previously.

Block 13. Pay Accrued Leave. Check this block to request payment of accrued leave for Soldiers completing 30 days or more of active duty. Use when leave days were accrued and not used. You must include a certified active duty order. Refer to the DODFMR for exceptions to the 60 day limit.

Block 14. Remarks. Use to provide additional details for the blocks above.

Blocks 15 and 16. Preparer's Signature and Date. Self-explanatory.