

<p><b>Pay Document Transmittal Letter (TL)</b> [For use of this form see USAR Pam 37-1; the proponent agency is the AR G-8.]</p>	<p><i>RCS exempt per AR 335-15, paragraph 5-2b(10).</i></p> <p><b>TL NUMBER (PRN and Sequence No)</b> PRN: _____ Sequence No.: _____</p>
<p><b>TO</b> (Include Site ID)</p>	<p><b>FROM</b> (Unit Address to include PAS)</p>

**ENTER ID/DOCUMENT NAME FOR ROUTINE TRANSACTIONS**

SSN (9 digit)	LAST NAME (First 5 Letters)	DOCUMENT NAME/REMARKS

**HANDLING INFORMATION:**  
Check Only ONE. Place "X" in adjoining box. If applicable, annotate additional information in the REMARKS section.

<input type="checkbox"/> ADMINISTRATIVE	<input type="checkbox"/> BONUS	<input type="checkbox"/> CONGRESSIONAL	<input type="checkbox"/> ADARS Exceptions
<input type="checkbox"/> MOBILIZATION DATA	<input type="checkbox"/> ORGANIZATIONAL CHANGE	<input type="checkbox"/> PAY ADJUSTMENT — IDT — AD	<input type="checkbox"/> SSD EXCEPTIONS
<input type="checkbox"/> UNIT AT	<input type="checkbox"/> AT/ADT/ADOS 1-7 DAYS	<input type="checkbox"/> AT/ADT/ADOS 8-29 DAYS	<input type="checkbox"/> AT/ADT/ADOS 30 DAYS or MORE

**CERTIFICATE OF DUTY PERFORMANCE (ONLY)** **OTHER** (Explain in REMARKS)

**REMARKS**

**ATTACHED DOCUMENTS REFLECT THE TRUE STATUS OF PERSONNEL IDENTIFIED HEREIN.**

<b>POINT OF CONTACT</b>	<b>ALL APPLICABLE DOCUMENTS WERE UPLOADED TO iPERMS</b>
NAME:	<b>REVIEWER'S SIGNATURE</b>
PHONE:	DATE
EMAIL ADDRESS: _____@MAIL.MIL	

**FOR USAR Pay Center USE ONLY**

CLERK 1	DATE	CLERK 2	DATE	CLERK 3	DATE

# Instructions for USAR Form 26-R

## [Pay Document TRANSMITTAL LETTER (TL)]

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 forward and control all pay documentation from the unit to the USAR Pay Center (UPC).  
Disclosure: Voluntary; however, failure to provide the requested information may result in a delay or otherwise adversely impact upon the adjustment in pay.  
a. Prepare the TL in an original and one copy. The original with substantiating documents is forwarded to the UPC. The duplicate copy of the TL, together with a copy of the substantiating documents, should be filed in RN 1100B Finance 0-6.  
Keep in CFA by month.  
b. The UPC will reject all pay actions received from a unit which are not attached to a properly completed TL.  
c. The TLs should be separated by the type of transactions being submitted to the UPC.  
d. Use DD Form 2923, Privacy Act Data Cover Sheet, to cover this sheet when in office or faxing.

**TL NUMBER.** Enter the Unit's Payroll Number (PRN) and Sequence Number. Sequence numbers range from "001" through "999". (Example: Unit's PRN is 718. The last sequence number used was 702. The next TL Number would be 718-703.) When sequence number 999 is reached, start over with 001. When a unit is assigned a new payroll number or is newly activated, the sequence number will start with 001.

**TO.** Enter the address of your UPC (refer to Appendix C, USAR Pam 37-1, for complete address). The Site ID (Identification) must be included in the address, preferably as the last item of the "ATTN" line (2nd line). The Site ID should also be annotated on the address label on the front of the envelope.

**FROM.** Enter your unit's complete mailing address to include Personnel Accounting Symbol (PAS).

### ENTER ID/DOCUMENT NAME FOR ROUTINE TRANSACTIONS.

This section is used to identify the Soldier(s), document(s) and transaction(s) being submitted to the UPC for processing.

- SSN - as shown on the latest MMPA.
- LAST NAME - First five (5) letters of last name.
- DOCUMENT NAME/REMARKS - Identify the type

of forms/document attached and a bullet/brief comment on transaction being requested. Attached documentation must be in the same order as names are listed on the TL.

**HANDLING INFORMATION.** Mark the type of action you are submitting. Do not mix transaction types or mark more than one block. The blocks are:

- ADMINISTRATIVE. Actions to update, change/correct a Soldier's MMPA data.
- BONUS. Self-explanatory.
- CONGRESSIONAL. Transactions/documentation stemming from a congressional inquiry.
- ADARS Exceptions. Refer to Chapter 3, USAR Pam 37-1 for procedures.

(e) MOBILIZATION DATA. Documents relating to unit or individual mobilization.

(f) ORGANIZATIONAL CHANGE. Identify address change and/or phone number change in Remarks and attach order.

(g) PAY ADJUSTMENT. Documents relating to overpayments and underpayments. Mark if action(s) is for IDT or AD.

(h) SSD EXCEPTIONS. Documents relating to accessions, transfers, separations, name and SSN changes that are normally processed through Single Source Data (SSD).

(i) UNIT AT. Documents relating to the Unit AT payroll. Refer to Chapter 3, USAR Pam 37-1 and MOI for Unit AT for required documents.

(j) AT/ADT/ADOS. Active Duty payment requests (USAR Form 24-R). Submit 1-7, 8-29 and 30 day or more periods on separate TLs based on duty length (do not mix):

(k) CERTIFICATE OF DUTY PERFORMANCE. Original certificates of duty performance (USAR Form 25-R or signed copy of active duty orders) only.

(l) OTHER. Use when none of the other block entrees identify the action. Explain in the Remarks section.

(m) REMARKS. Enter any information needed to ensure accurate and timely processing.

**ALL APPLICABLE DOCUMENTS WERE UPLOADED TO iPERMS.** Reviewer must certify that all applicable documents were uploaded to iPERMS prior to submitting correspondence to the UPC.

**POINT OF CONTACT.** Enter POC name, phone, and email address. Identify if the telephone number is Digital Switch Network (DSN) or Commercial (COMM).

**REVIEWER'S SIGNATURE. REQUIRED** The reviewer must be identified on an additional duty appointment signed by the commander. Maintain the memorandum in the unit's files (see Appendix K, USAR Pam 37-1).

**DATE.** Self-explanatory.

**FOR USAR Pay Center USE ONLY.** This section is used by the UPC as part of their processing and posting system. Units will not enter anything in this block.