

<h2>Notice of Indebtedness</h2> <p><i>[For use of this form see USAR Pam 37-1; the proponent agency is the AR G-8.]</i></p>		<b>RCS exempt per AR 335-15, paragraph 5-2b(1).</b>		
		1. FROM (Unit Address to include PAS)		
2. SOLDIER'S NAME (Last, First, Middle/MI as shown on MMPA)		3. SSN (As shown on MMPA)	4. GRADE	5. SUSPENSE DATE
<b>SECTION I - STATEMENT OF INDEBTEDNESS (Completed by Commander or UPC)</b>				
6. The attached documents indicate you are indebted to the U.S. Government for \$_____. Please complete Section II below by the suspense date. Your reply is necessary, or we will collect the debt, at two-thirds of your statutory pay, beginning with your next pay after the suspense date, per Department of Defense Financial Management Regulation (DODFMR), Volume 7A, Chapter 52.				
7. COMMANDER'S or PAY OFFICIAL'S SIGNATURE			8. DATE	
<b>SECTION II - COLLECTION AUTHORIZATION (Completed by Soldier)</b>				
9. AGREEMENT. I agree with the validity of this debt and: (Check one)				
<p>a. Request default collection rate of 2/3 of my pay until the debt is collected in full.</p> <p>b. Request 100% collection of my pay until the debt is collected in full.</p> <p>c. Request collection of \$_____ per day (AT/ADT/ADOS and/or IDT period). (Requires statement from Soldier explaining hardship if pro-ration rate is less than 2/3 of pay).</p>				
10. DISAGREEMENT. I disagree with the validity of this debt. My explanation of why the debt is invalid is attached.				
11. REQUEST WAIVER/REMISSION. I request a waiver or remission of the debt IAW chapter 5, USAR Pam 37-1. I have attached a completed DD Form 2789 (waiver request) or DA Form 3508 (remission request).				
12. SOLDIER'S SIGNATURE			13. DATE	
<b>SECTION III - COMMANDER'S RECOMMENDATION</b>				
14. Recommend your request for prorated collection of \$_____ per day be approved.				
15. Recommend disapproval of your request for proration of the debt for the following reason(s):				
16. Recommend routine collection of two-thirds statutory pay				
17. Recommend accelerated collection				
18. Recommend approval or disapproval of waiver or remission request ( <b>circle one</b> )				
19. Disagrees with validity of the debt for the following reason(s):				
20. COMMANDER'S SIGNATURE			21. DATE	

# Instructions for USAR Form 28-R (Notice of Indebtedness)

Authority: Title 37, U.S. Code, Sec 101 and following  
Principle 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 communicate indebtedness information between the Soldier and his/her commander or USAR Pay Center and unit. Forward to the USAR Pay Center when completed  
Disclosure: Voluntary; however, failure to provide the requested information may result in requested action being delayed or not being processed

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

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

**Block 4.** Self-explanatory.

**Block 5. Suspense Date.** Enter a reasonable date for the Soldier to respond to the Notice of Indebtedness, (normally 60 days from the date the USAR 28-R is initiated).

**Block 6.** Enter the amount of the Soldier's debt.

**Blocks 7 and 8.** Self-explanatory.

**Block 9. Agreement.** Soldier will complete this block. If block 9c is checked, a dollar amount must be entered.

**Block 10. Disagreement.** If Soldier disagrees with the debt, check this block and attach a written protest.

**Block 11. Request Waiver or Remission.** Check this block to request a waiver or remission. A DD Form 2789 – Waiver/Remission of Indebtedness Application or DA Form 3508 – Application for Remission or Cancellation of Indebtedness must be completed and attached.

**Blocks 12 and 13.** Self-explanatory

## **SECTION III - COMMANDER'S RECOMMENDATION**

*The commander makes his/her recommendation as below:*

**Block 14.** Commander recommends that the debt be prorated as requested by the Soldier in item 9c, for the amount indicated.

**Block 15.** Commander recommends disapproval of the request for pro-ration. Notice of Indebtedness must still be forwarded to the USARC G-8 Pay Management Division.

**Block 16.** Commander recommends routine collection of two-thirds (2/3) statutory pay.

**Block 17.** Commander recommends accelerated collection (100% of pay).

**Block 18.** Commander recommends approval or disapproval of waiver or remission request.  
**Circle one**

**Block 19.** Commander disagrees with validity of the debt. Must provide written response. Attach additional sheet, if required.

**Blocks 20 and 21.** Self-explanatory.