

**INSTRUCTIONS GOVERNING THE ISSUANCE
AND USE OF SOLDIER'S INDIVID-
UAL PAY RECORD**

When issued.—Upon enlistment. Date of issue will be endorsed in soldier's service record on page 13.

Preparation.—Carefully complete all entries on page 2.

Purpose.—To identify and authorize payments to the soldier to whom issued and is to be kept by him in his personal possession at all times except when in the hands of personnel officers for preparation of pay rolls or vouchers, or verification with service record.

Payments.—Casual payments not in excess of amount due computed from the information contained in this book are authorized by AR 345-155, the provisions of which will be fully complied with. Entry of all amounts paid will be made on pages 4, 5, 6, or 7, together with complete information called for thereon. Amount due will be computed from and not in excess of amount earned since the first of the month prior to date shown in "Casual Data" on page 3; and collection will be made for all allotments, insurance premiums, and class A pay reservations. If again paid while absent from his organization, pay will be computed from date of last payment, in which event settlement should bring soldier's account to the end of the month, unless he is being returned to his organization, in which event he may be paid a partial payment, and entry made on pages 4, 5, 6, or 7. In exceptional cases where there is no Army Finance Officer available, this pay record may be presented to Navy, Marine, or State Department disbursing officers for pay.

Changes.—Any changes in status affecting the pay due will be entered on page 3.

Lost.—If this pay record becomes lost, duplicate may be issued only by the personnel officer having custody of soldier's service record.

All entries in this book will be authenticated by the signature (name, grade, and arm or service only) of a commanding officer.

(S)

☆ U. S. GOVERNMENT PRINTING OFFICE : 1943 16-28144-1

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**SOLDIER'S INDIVIDUAL
PAY RECORD**

IMPORTANT

No payments to you will be made without this pay record if you are separated from your organization. Retain on your person at all times.

No changes or alterations will be made in this record other than as provided in instructions on page 8.

If this pay record is lost, report at once to your organization commander.

If this pay record is found and owner cannot be located, drop in U. S. mail—without postage.

(1)

W. D., A. G. O. Form No. 28
March 26, 1942

16-28144-1

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March 26, 1942

16-28144-1

Name

Army serial No.

Grade

Years of service
(On date of opening this book)

Insurance, amount and class. \$.....

Insurance premium, monthly \$.....

Allotments, amount and class \$.....

Compulsory allotments,
 amount and class..... \$.....

Pay reservation, class A..... \$.....

Technician grade

Additional pay for

Person to be notified in case of emergency:

.....

(Name)

.....

(Relationship; if friend, so state)

.....

(Number and street or rural route; if none, so state)

.....

(City, town, or post office) (State or country)

Date of opening this book.....

.....
(Signature of enlisted man. Name, grade, and arm or service only. Do not enter organization)

Witness to signature by officer preparing book:

.....
(Signature—Name, grade, and arm or service only. Do not enter organization)

(2)

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(7)

Name

Army serial No.

Grade

Years of service
(On date of opening this book)

Insurance, amount and class. \$.....

Insurance premium, monthly \$.....

Allotments, amount and class \$.....

Compulsory allotments,
 amount and class..... \$.....

Pay reservation, class A..... \$.....

Technician grade

Additional pay for

Person to be notified in case of emergency:

.....

(Name)

.....

(Relationship; if friend, so state)

.....

(Number and street or rural route; if none, so state)

.....

(City, town, or post office) (State or country)

Date of opening this book.....

.....
(Signature of enlisted man. Name, grade, and arm or service only. Do not enter organization)

Witness to signature by officer preparing book:

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(Signature—Name, grade, and arm or service only. Do not enter organization)

(2)

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(7)

DEDUCTION				DISBURSING OFFICERS			Name, grade, and arm or service only of personnel officer or detachment commander	
Date from and to--	Government insurance class --	Allotment class E	Compulsory allotment class --	Pay reservation class A	Net amount paid	Voucher No.		Month

(2)

CHANGES AFFECTING PAY STATUS

CASUAL DATA

Date reported or picked up. (Do not enter organization)	Name, grade, and arm or service only of personnel officer or commanding officer

(3)

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DEDUCTION				DISBURSING OFFICERS			Name, grade, and arm or service only of personnel officer or detachment commander	
Date from and to--	Government insurance class --	Allotment class E	Compulsory allotment class --	Pay reservation class A	Net amount paid	Voucher No.		Month

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CHANGES AFFECTING PAY STATUS

CASUAL DATA

Date reported or picked up. (Do not enter organization)	Name, grade, and arm or service only of personnel officer or commanding officer

(3)

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