

Declassified E.O. 12356 Section 3.3/NND No.

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ALLOTMENTS OF PAY
JAN. - JUNE 1944

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785015

HEADQUARTERS ARMY SERVICE FORCES
Office of the Fiscal Director

Commanding Officer, U.S. Army Forces
A.P.O. #394
c/o Postmaster, New York, New York

Attn: Disbursing Officer



Form (a) pertaining to Class D and/or N allotments-of-pay, dated 1 March 1944 or later, have been received by this Branch which were not listed on controlled letters of transmittal as required by W.D. Cir. No. 15 dated 12 January 1944. These forms should have cleared through the appropriate accountable disbursing officer in your area and become part of a numbered letter of transmittal in accordance with the procedure prescribed in the circular referred to.

These forms will be accepted in this instance under the procedure in effect prior to 1 March 1944. Future requests for action must be forwarded in accordance with W.D. Cir. No. 15, 1944.

For the Fiscal Director:

Government Insurance Allotment Branch,
Pay Allotments Division.

W.D., F.D. 1598
April 1944

243.
(5 June 44) 1st Ind. MKG/pf
HEADQUARTERS, 2675TH REGIMENT, ALLIED CONTROL COMMISSION, (PROV), APO 394,
U. S. Army, 22 June 1944.

TO: All Concerned.

Strict adherence will be made as required by WD Circular #15, dated 12 January 1944, copy of which is attached.

By order of Colonel PARKIN:

2 copies Rec'd
1 - Det Hqs to Co (plus enclosure). Action
1 - copy file

Morris K. Goldstein
MORRIS K. GOLDSTEIN
1st Lt., Infantry
Adjutant

1 Incl:
WD Circular #15, dtd 12 Jan 44.

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Washington 25, D. C.CIRCULAR)
:)
NUMBER 15)

12 January 1944.

ALLOTMENTS OF PAY

Effective 1 March 1944

	Paragraph
General.....	1
Definitions.....	2
Forms.....	3
Deductions of Pay.....	4
Responsibilities of Certifying Officers.....	5
Responsibilities of Disbursing Officers.....	6
Responsibilities of Allotment Offices.....	7
Effective Dates for Discontinuance and Decrease of Allotments.....	8
Radiograms and Correspondence.....	9
Revision of AR 35-5520.....	10

1. GENERAL

a. The purpose of this circular is to modify existing allotment-of-pay procedure, to establish control of forms and their transmittal, to fix responsibility, and to enable certifying officers to decrease or discontinue deductions for allotments without awaiting receipt of acknowledgment from the appropriate allotment office. The effective date of the provisions of this circular is 1 March 1944. On and after that date all previous instructions in conflict with this circular are rescinded.

b. As of 1 March 1944 allotment-of-pay authorizations, notices of change, and requests for discontinuance will be channeled and controlled through disbursing officers who in turn will forward such forms to the appropriate allotment offices. Officers and other individuals who certify their own pay vouchers may submit allotment forms through their unit personnel officers direct to disbursing officers normally paying their pay and allowances or where necessary, to any convenient disbursing officer. In no case will allotment forms be transmitted direct to the allotment offices. See paragraph 2d.

c. Transmittal of allotment-of-pay forms will be accomplished by numbered letters of transmittal, copies being returned to acknowledge receipt of the forms. To effect close control of forms, each letter of transmittal will be strictly accounted for by the certifying officers, disbursing officers, and appropriate allotment offices by means of numbers assigned to such letters as described herein.

d. As of 1 March 1944 deductions from the pay of the individual allotter, pertaining to allotments of pay forwarded in accordance with the procedure outlined herein, will be made in accordance with dates, amounts, etc., indicated on the allotment forms. Deductions from pay will be discontinued on dates shown on discontinuance forms without receipt of individual acknowledgments. See paragraph 4.

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Allotments of Pay

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2. DEFINITIONS

a. Allotments.

- (1) Class B. - For the purchase of United States War Bonds.
- (2) Class D. - For the payment of premiums on United States Government Life Insurance.
- (3) Class N. - For the payment of premiums on National Service Life Insurance.
- (4) Class E. - Allotments made to individuals for the support of the allottees' families, dependent relatives, banks in the United States, or commercial life insurance companies.
- (5) The above-described allotments are to be distinguished from class F deductions for family allowances.

b. Certifying Officers. - The term "certifying officer" as used herein refers to the officer charged with the preparation, certification, and forwarding of military pay rolls and individual pay vouchers of enlisted personnel.

c. Disbursing Officers. - The term "disbursing officer" as used herein refers to disbursing officers within the continental limits of the United States and to such finance officers overseas who are or have been designated by theater commanders for processing and forwarding allotment forms to appropriate allotment offices.

d. Allotment Offices. - The appropriate allotment offices referred to herein are the following three allotment payment installations:

- (1) Army War Bond Office,
366 East Adams Street,
Chicago 4, Ill. (Class B allotments)
- (2) Government Insurance Allotment Branch,
Pay Allotments Division,
Office of Fiscal Director,
Temporary Building X,
Washington 25, D. C. (Class D and N allotments.)
- (3) Office of Dependency Benefits,
Newark 2, N. J. (Class E allotments.)

3. FORMS

a. W. D., A. G. O. Form No. 29 (Authorization for Allotment of Pay)
(For class E, D, and N allotments).

b. W. D., A. G. O. Form No. 30 (Notification of Discontinuance of Allotment) (For class E, D, and N allotments).

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c. W. D., A. G. O. Form No. 29-6 (Authorization of Class B Allotment for Purchase of War Savings Bonds) (For class B allotments)

d. W. D., A. G. O. Form No. 30-6 (Request for Change in Class B Allotment for Purchase of War Savings Bonds) (For class B allotments)

e. W. D., A. G. O. Form No. 30-7 (Request for Discontinuance for Class B Allotments)

4. DEDUCTIONS OF PAY. - Commanding officers will advise all certifying officers, individuals certifying their own vouchers, and disbursing officers, that on all allotment-of-pay forms forwarded on transmittal letters dated on or after 1 March 1944.

a. Pay deductions will be started, stopped, or changed in accordance with information contained on such allotment forms without further authority.

b. The present system of sending acknowledgments on individual allotment actions from the appropriate allotment offices to commanding officers or certifying officers will be discontinued.

c. The appropriate allotment office will notify (through the proper disbursing officer) the certifying officers and individuals preparing their own pay vouchers only of exceptions to allotment requests. Upon receipt of such notice the certifying officer or individual preparing his own pay voucher will adjust pay deductions accordingly and if necessary prepare new allotment forms.

5. RESPONSIBILITIES OF CERTIFYING OFFICERS.

a. Preparation of allotment forms. - The certifying officer is directly responsible for -

- (1) Correctness and completeness of allotment forms.
- (2) Entry of all allotments on numbered letters of transmittal.
- (3) Entry of all allotments in allottees' service records.
- (4) Entry of all allotment deductions on the organization pay roll.
- (5) Holding to a minimum voluntary changes in allotments of pay.

b. Transmission of allotment forms. - Allotment forms will be submitted to the disbursing officer normally paying the allottees or, where necessary, to any convenient disbursing officer. The signed original of the allotment form will be forwarded to the disbursing officer with original and three copies of a numbered letter of transmittal, one copy being retained by the certifying officer. This numbered letter of transmittal will be prepared as shown in figure 1 on 8 inch by 10 1/2 inch sheets. Separate letters of transmittal will be prepared for each class of allotment (S, D, N, or E), listing on the numbered lines of the letter the allottees' names and serial numbers.

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All types of action on one class of allotment, that is, authorizations, changes, and discontinuances, will be listed on the same letter of transmittal. It is not necessary to group the names of the allottees by type of action desired, or to arrange names in alphabetical or other order. However, allotment forms attached to letters of transmittal will be arranged in the same order as the names of the allottees are listed on the letters. In order to avoid loss of documents and to detect delay in transmission, letters of transmittal will be consecutively numbered in the space provided in the upper left corner of the letter.

c. Acknowledgment of receipt. - To effect complete control of forms, it is the responsibility of the certifying officer to make certain that acknowledgment of receipt of each numbered letter of transmittal is obtained from the disbursing officer. When no acknowledgment is received within a reasonable time, the certifying officer will forward an inquiry to the disbursing officer, citing the number of the missing letter of transmittal.

d. Officers and individuals certifying own pay vouchers. - Personnel officers will forward allotment forms for officers and individuals certifying their own pay vouchers on letters of transmittal separate from the letters of transmittal for enlisted men.

e. Records. - Certifying officers will retain a file of letters of transmittal for such administrative purposes as may be necessary.

f. Adjustments. - Upon receipt of notice from the disbursing officer that an allotment form cannot be processed as requested, the certifying officer will make appropriate adjustments on the pay roll or pay voucher of the allottee. Where necessary, the certifying officer will initiate new allotment forms. In the case of such an exception to an allotment form submitted by an officer, the certifying officer will notify the officer of adjustments or new allotment forms required.

6. RESPONSIBILITIES OF DISBURSING OFFICERS. -

a. Forms received from certifying officers.

- (1) Disbursing officers will accept allotment forms from certifying officers only if accompanied by an original and three copies of numbered transmittal letters prepared by certifying officers as described above.
- (2) The disbursing officer will, upon receipt of allotment forms and transmittal letters, make an examination of the forms for completeness and obvious errors. Errors and omissions such as lack of serial number, unauthorized allottees, unsigned allotment forms, allotment forms with effective dates which cannot be complied with by the allotment offices, etc., should be detected.
- (3) After examination of allotment forms, disbursing officers will acknowledge promptly the receipt of the allotment forms by

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Indorsement or receipt stamp on a copy of letter of transmittal. Discrepancies found in the examination of the allotment forms as mentioned above will be red-lined from all copies of transmittal letters. Erroneous or incomplete allotment documents will be returned to the certifying officers with the acknowledgment copy of the transmittal letter, indicating reasons for rejection.

b. Forms received from officers and individuals certifying own pay vouchers.

- (1) The disbursing officers will accept allotment forms direct from officers and others certifying their own pay vouchers, or when submitted to them on numbered letters of transmittal prepared by personnel officers.
- (2) The disbursing officer will, where practicable, check all allotment forms of officers and other individuals certifying their own pay vouchers with data which may be in his possession such as officers' pay cards (M.D., P.D. Form No. 3).
- (3) When allotment forms of individuals certifying their own vouchers are submitted direct by the individuals to the disbursing officer without a letter of transmittal, the disbursing officer will examine the forms and prepare an original and two copies of a letter of transmittal for those forms which are acceptable, returning any rejected forms with proper notation to the individuals.

c. Control.

- (1) Before forwarding documents and letters of transmittal to the appropriate allotment offices, the disbursing officer will place identifying numbers in the upper right corner of all copies of the letter of transmittal and on all allotment forms. Each letter of transmittal will bear a separate disbursing officer's identifying number. This number will be made up of three symbols:
 - (a) The disbursing officer's military disbursing symbol number.
 - (b) The letter indicating the class of allotment.
 - (c) The consecutive number of that letter of transmittal of that class of allotment. (Transmittal letters for a particular class of allotments will start on 1 March 1944 with the number 1 and continue to be numbered consecutively up to 999 without regard to fiscal or calendar year.)

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Washington 25, D. C.

- (2) For example a disbursing officer with a military disbursing symbol number of 210,062 who is forwarding his 12th letter of transmittal on class E allotments to the Office of Dependency Benefits will use the following identifying number: "210,062-E-12". This number will be placed in the upper right corner of all copies of the letter of transmittal and in the upper right corner of all allotment forms being forwarded with that letter. (When a disbursing officer is transferred to a different command where he is to pay different personnel, he will notify the appropriate allotment office of the number of the final letter of transmittal forwarded by him prior to transfer, and a new series of numbers will be started at both the old and the new command)

d. Transmission. - After the above identification has been accomplished the disbursing officer will forward to the appropriate allotment office the original and one copy of the letter of transmittal and all allotment forms covered by that letter. Care will be exercised that only originals of allotment forms are forwarded, and that where a certifying officer has through error submitted allotment forms in duplicate, the duplicate will be returned to him promptly.

e. Records.

- (1) The disbursing officer will maintain in a suspense file a copy of all letters of transmittal which he has forwarded in duplicate to the appropriate allotment offices. This file will be kept by letter of transmittal number as outlined in c above. Upon return of a copy of the letter of transmittal from the appropriate allotment office, the copy in the suspense file will be withdrawn. The two documents will then be used to establish two permanent files, one by the organization of the certifying officer, and one by the number of the letter of transmittal.
- (2) To effect close control of forms and to avoid loss, it is the responsibility of the disbursing officer to make certain that acknowledgment is received from the appropriate allotment office of all forms forwarded. When a copy of a letter of transmittal remains in the suspense file of the disbursing officer and no copy is received from the appropriate allotment office within a reasonable time, or a receipted copy is returned bearing a higher number, the disbursing officer will forward an inquiry to that office, citing the number of the missing letter of transmittal.

f. Processing. - It is the responsibility of the disbursing officer to forward immediately to the appropriate certifying officers or individuals from whom allotment forms were received all notices from the appropriate allotment offices that allotment forms forwarded as prescribed cannot be processed as requested.

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7. RESPONSIBILITIES OF ALLOTMENT OFFICERS.

a. Receipt and acknowledgment. - Upon receipt of the allotment forms and copies of letters of transmittal, the appropriate allotment office will indicate receipt by stamp or indorsement on a copy of the letter of transmittal and return it promptly to the proper disbursing officer. This acknowledgment will not be construed as an acknowledgment that all forms received are acceptable and will be processed in the manner requested.

b. Unacceptable forms. - If, upon examination of allotment forms, the appropriate allotment office determines that the actions requested in the allotment forms cannot be complied with, the disbursing officer who forwarded the forms will be advised to take necessary action to insure that the proper certifying officer is instructed to modify pay deductions and to take steps, when necessary, to have new allotment forms prepared and forwarded.

c. Modified effective dates. - Where action can be taken by the appropriate allotment office but such action is not in accordance with effective dates indicated on forms, the allotment office will advise the proper disbursing officer who in turn will notify the proper certifying officer. For example, where the allotter requests that a class B allotment be discontinued effective 31 October and, because of delay in receipt, the Office of Dependency Benefits is not able to discontinue the allotment until 30 November, the Office of Dependency Benefits will so advise the disbursing officer who in turn will notify the certifying officer, and the latter will be responsible that an additional deduction is made from the allotter's pay to cover the November allotment.

d. Control. - It is the responsibility of the appropriate allotment office to maintain a file of all numbered transmittal letters received from disbursing officers, and to notify the appropriate disbursing officers whenever proper sequence of receipt is not maintained.

8. EFFECTIVE DATES FOR DISCONTINUANCE AND DECREASE OF ALLOTMENTS. - The requested date of discontinuance or decrease of allotments will be the end of the month in which request is made. For example, if a W.D., A.G.O. Form No. 30 is submitted in the month of November, the requested date of discontinuance in such case will be 30 November. Deductions on the pay roll or pay voucher will terminate with the month of November; however, this date may later be modified as stated in paragraph 7c. Exceptions may occur in case of death, discharge, separation from service, conviction by court martial, absence without leave. (See par. 9 for use of radiograms within the continental limits of the United States.)

9. RADIOGRAMS AND TELEGRAMS.

a. Radiograms. - Use of radiograms and telegrams for allotment-of-pay transactions is prohibited outside of the United States. Use of radiograms and telegrams is prohibited within the continental limits of the United States, except in cases of involuntary discontinuances (death, discharge, etc.) and then only when the forms submitted in the regular manner will arrive at the appropriate allotment office after the 25th day of the month in which action must be taken to prevent overpayment. An action radiogram or telegram will be sent by the officer first recording the request direct to the appropriate allotment office (par. 2d) and the W.D., A.G.O. Form No. 30, with copy of radiogram or

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telegram attached, must be processed and submitted on letter of transmittal in the manner provided in this circular. Forms covering involuntary discontinuances will clearly show the reasons for discontinuance, such as death, discharge, etc., so that the appropriate allotment offices may give them special attention in order to prevent overpayments.

b. Correspondence. - All correspondence from certifying or disbursing officers will be forwarded direct to the appropriate allotment offices unless accompanied by forms, in which case transmittal letter will be used as directed elsewhere in this circular. All correspondence from the appropriate allotment offices involving refunds and collections will be transmitted through the disbursing officers.

10. REVISION OF AR 35-5520. - AR 35-5520 is now being revised to incorporate procedures included in this circular.

Figure 1.

CERTIFYING OFFICER'S
TRANSMITTAL LETTER
NUMBER _____

DISBURSING OFFICER'S TRANSMITTAL NUMBER

(Disbursing symbol)(Class of allotment)(Letter No.)

TO: _____
(Central allotment office)

(Mailing address)

THROUGH DISBURSING OFFICER
AT STATION _____
(Name of station or APO)

(Mailing address)

Transmitted herewith are forms requesting action on only class _____ allotments of pay of the following (enlisted) personnel in this command:
(officer)

Army serial number

Name

1.

2.

25.

Certifying officer preparing
transmittal letter

Disbursing officer's certificate:

(Signature)

I have examined the forms forwarded herewith without reference to pay rolls and other records, and have found them to be complete, correctly executed, and suitable for processing.

(Grade, and arm or service)

APC

(Name and address of organization originating transmittal)

Signature _____

By order of the Secretary of War:

G. C. MARSHALL,
Chief of Staff.

OFFICIAL:

J. A. LEO,
Major General,
The Adjutant General.

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Ad.

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