INSTRUCTIONS GOVERNING THE ISSUANCE AND USE OF SOLDIER'S INDIVIDUAL 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.

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

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.

W. D., A. G. O. Form No. 28
March 26, 1942 16—28144-1

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

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

16—28144-1