

DEPARTMENT OF THE ARMY
1st Infantry Brigade, 5th Infantry Division (M)
APO San Francisco 96477

SUBJECT: Finance In-Processing

Welcome to Vietnam:

1. During your tour in Vietnam, your finance records will be processed and maintained by the 1st Inf Bde Finance Office. It is our objective to provide the best service possible. The attached inclosures tell you about the extra pay you will receive while in Vietnam, the special 10% savings plan available to you, and how you can establish automatic deductions (allotments) from your monthly pay for deposit to a checking or savings account, payment of life insurance premiums, support of dependents, or for the purchase of savings bonds and freedom shares.
2. The best time to make these arrangements with your pay is now. Once you are with a permanent unit, pay adjustments or changes will be difficult to make and will take a greater amount of time to process.
3. A note of caution: A locator card is being filled out for you today. If you are reassigned to a different unit or company than what has been listed, please notify the Finance Office as soon as possible. If you do this, a delay in getting your pay on the proper unit payroll will be avoided.
4. Pay inquiries and complaints will be handled through your Class A Agent, the personnel staff NCO or the Finance Office. Class A Agents are available on payday and the Finance Office is open from 0730 to 1700 hours, 7 days a week. Cashier hours are as follows:

Mon - Sat 0800 - 1200
1300 - 1600

Sunday 0900 - 1200
1300 - 1600

G.B. Tomlinson
G.B. TOMLINSON
Maj, MC
Finance Officer

6 Incl

1. Extra Pay in Vietnam
2. Allotments
3. Uniformed Services Savings Deposit Program
4. Things to Remember
5. History of Joint Uniform Military Pay System (JUMPS)
6. Your Pay and Pay Voucher

EXTRA PAY IN VIETNAM

1. Plan now, at in-processing, what you want to do with the extra pay you will receive in RVN. These extra pays result from the following:

a. Hostile Fire Pay (HFP)

Payable: For month of arrival, months in-country, and month of departure.

Rate: \$65.00

b. Foreign Duty Pay (FDP)

Payable: To all enlisted personnel each month, starting on the day of arrival for duty in Vietnam and terminating the day after date of departure from Vietnam.

Rate: Monthly rates by pay grade are:

E1 - E2	\$8.00	E5	\$16.00
E3	9.00	E6	20.00
E4	13.00	E7, E8 and E9	22.50

(Amounts are prorated for less than a full month)

c. Family Separation Allowance (FSA-R)

Payable: To members E4 with over 4 years service and above with dependents. Dependents must not be residing in government quarters, but in owned or rented quarters subject to sponsor's management and control.

Rate: \$30.00 per month (Amounts are prorated for less than a full month)

d. Federal Tax Exclusion

Enlisted members are exempt from federal taxes during any month they earn HFP in Vietnam. No income tax is taken from your pay. In CONUS, this usually amounts to approximately 20% of your base pay.

Officers are exempt from Federal income taxes on only the first \$500.00 of pay. To have federal taxes withheld service member must make a request at the Finance Office. Unless requested we deduct no taxes from your pay.

2. How much extra in RVN?

HFP	\$65.00 (all personnel)
FSA	30.00 (E4 over 4 and above with dependents)
FDP	9.00 (E3. See paragraph 1b for your rate)
Tax Excl	26.00 (approx for an E3 in CONUS)
	\$130.00 (An approx figure)

3. What to do with it?

The JUKPS-Army pay system gives you the option of being paid two times each month. The first payment occurs on the 15th of every month. This payment is referred to as your "NORM" payment. Your NORM cannot exceed the amount you have earned during the first 15 days of the month. The NORM payment will be paid in cash by Class A Agent officers.

At the end of each month you will receive your second payment. This payment will be equal to your total monthly pay less the "NORM" paid to you on the preceding 15th. This payment will not be paid to you in cash. The following options are available:

- a. Send your money home in the form of a U.S. Treasury check. The check may be sent to a bank, savings institution, or a blood relative such as your mother, father, or wife.
- b. Allow your money to "accrue" or build up and be held for you at the Finance Office. If this method is chosen you may, at any time, come to the Finance Office and obtain your money.
- c. By the use of allotments it is possible to combine the above two alternatives.

ALLOTMENTS

1. Allotments are automatic deductions from your pay. You may use allotments to insure that a monthly check will arrive on time to a person or business. For example, if you pay a premium every month for life insurance (other than SGLI), you may set up an allotment which will have the premium amount deducted from your pay and sent automatically by the Finance Center in Indianapolis to the insurance company. Also you may have a certain amount of your monthly pay sent to your checking and/or savings account in the states by Class E allotment.
2. Allotments of this nature are voluntary. They may be started, stopped, increased or decreased at your discretion. However, it does take several weeks to make an allotment change or place an allotment into effect. For this reason allotments should not be used on a short term basis and changes kept to a minimum.
3. Special Allotments Regarding Dependents

- a. If your grade is E4 under 4 years service or lower and you have dependents, an allotment for support of your dependents is mandatory. Marriage and birth certificates, or certified copies of them, must be presented to the finance officer to establish your entitlement to the additional allowances. You will receive a Basic Allowance for Quarters (BAQ) based on your grade and that amount plus \$40.00 will be deducted from your pay and sent directly to your dependents by the Finance Center. If this allotment was in effect prior to your coming to Vietnam, no action is necessary.

For Example:

	BAQ		+	\$40.00 = Amt of check to Dep
E1, 2 and 3	\$50.00 (1 Dep)		+	40.00 = \$100.00
	90.60 (2 Dep)		+	40.00 = 130.60
	105.00 (3 Dep)		+	40.00 = 145.00
E4 under 4	\$90.60 (1 or 2 Dep)	+	\$40.00 =	\$130.60
	105.00 (3 Dep)	+	40.00 =	145.00

This is known as a Class Q Allotment. The government gives you the BAQ, and you must add a minimum of \$40.00 from your own pay and the total is sent to your dependents. Note: The \$40.00 amount is a minimum. You may increase this amount if you wish your dependents to receive a greater amount.

- b. If your grade is E4 over 4 years service or higher and you have dependents, an allotment for your dependents support is optional. You have the option to send your pay to a checking account (in which case the Finance Center sends no money to your dependents) or you may start a Class E Allotment for support of your dependents. You are reminded that your obligation to support your dependents still exists even though you are not required to have an allotment in effect to your dependent(s).

4. A request to start a new allotment, change an old allotment or to stop an old allotment must be received in this office not later than the 20th of the month prior to the month in which the change is requested (i.e. an allotment to be effective in November must be received in this office by the 20th of October). A document to stop an allotment must be received in this office not later than the 20th of the month in which the stop is to be effective (i.e. a stop desired as of 1 November, with last deduction from pay on 31 October, must be received in this office by 20 October).

UNIFORMED SERVICES SAVINGS DEPOSIT PROGRAM

1. Want a bundle of cash available when you finish your tour in RVN? Then get into the "Big Ten" program! You earn 10% per annum on your savings, compounded quarterly while you serve overseas and up to 90 days after your return to the United States. If the 90 day period ends on any day other than the last day of a month, interest will accrue through the last day of the preceding month. The table shows how your money grows during a one year overseas tour.

Monthly Savings	At the end of one year you have		
	Savings	Interest	Total
\$ 50.00	\$ 600.00	\$ 33.26	\$ 633.26
75.00	900.00	49.89	949.89
100.00	1200.00	66.52	1266.52
200.00	2400.00	133.04	2533.04

2. How you can make a deposit:

a. By cash. Make cash deposits in multiples of \$5.00 each month at the Finance Office. Deposits must be made prior to the 10th of the month in order to receive interest for that month.

b. By allotment. Figure your cash needs (usually \$20 to \$50 per month), subtract from your normal expected monthly pay, and consider the balance as available for Class S (Savings) Allotment. This is automatic savings. The allotment will automatically stop with the last deduction being made the month before you DEROS.

c. Combination of allotment and cash deposits.

3. Withdrawals.

a. Withdrawals while still in-country are limited to emergencies affecting the health and welfare of you or your dependents and to members proceeding on special leave. Only amounts deposited may be withdrawn. Interest will be repaid by the Finance Center in Indianapolis. R&R is not an emergency. To withdraw, your commander must sign a DA Form 2082 (Request for Repayment of Savings Deposits) and the completed form brought to the Finance Office. Withdrawals will be limited to deposits which can be identified from Class S Allotment and/or validated deposit tickets.

b. Withdrawal is authorized for R&R to Hawaii, in that Hawaii is a state and expenditures there do not affect the international balance of payments (Gold Flow). Withdrawals for R&R to locations other than Hawaii are not authorized.

4. Thirty days prior to DEROS you may request an accelerated repayment before leaving RVN, so that the check will be waiting at your home address, or you may earn interest on your savings for up to 90 days after your return to CONUS. If you go to another overseas

command (not a U.S. possession, state or territory) you may let your deposits continue accrual of 10% interest up to the maximum amount authorized by law.

5. What may be deposited. You may deposit your unallotted pay and allowances paid in RVN. In other words, you may deposit up to the amount of your net pay after deductions for allotments, taxes, insurance, etc. This includes amounts from reenlistment bonus, travel allowances on discharge and pay and allowances for accrued leave at discharge. Advances of pay, travel on PCS, TDY travel payments, or savings accumulated prior to your arrival in RVN may not be deposited. As a general rule, the deposit is limited to the amount of money a member received on the payday immediately preceding the date of deposit.

THINGS TO REMEMBER

1. Cost of living is cheap. Plan to spend \$20 to \$50 a month exclusive of luxury item purchases (watches, stereos, cameras, etc.).
2. There is no requirement to keep large sums of money in your personal possession. There is no military banking facility available in the Quang Tri area. The Uniformed Services Savings Deposit Program and allotments provide ways to save your pay without risk of loss.
3. Checks may be cashed at the PX, up to \$50.00, or for the amount of the purchase.
4. Bank Drafts, cashiers checks, money orders, etc., will be cashed at the Finance Office upon approval by a Finance Officer. Personal checks will not be cashed at the Finance Office.
5. When you go on R&R, you will need at least \$200.00 before you will be allowed to leave.
6. If you purchase from the Vietnamese, pay them only in Piastres (118 Piastres = \$1.00US). Piastres may be obtained in \$5.00 increments from the Finance Office. However, transacting business with the Vietnamese is discouraged because of the inflationary effect it has on the local economy.
7. Money from home should be in the form of cashiers checks or money orders. Cash should never be sent through the mail, especially in Vietnam. Personal checks to you from relatives or friends in CONUS will be hard to cash.
8. If you are in the field and you have a pay complaint, obtain a pay inquiry form from the Class A Agent or contact the Personal Services NCO at your battalion. Your questions will be answered by the Finance Office and returned to you.
9. Currency control regulations prohibit continued possession of US dollar instruments (US currency, traveler's checks, bank notes). These should be converted to MPC (Military Payment Certificates) as soon as possible after entering the country.
10. Currency control regulations also limit purchase of money instruments (postal money orders, cashiers checks, bank money orders) to a maximum of \$200.00 per month unless a commander's certificate is obtained which certifies to the legitimate acquisition of the currency to be converted to a money instrument.

HISTORY OF JOINT UNIFORM MILITARY PAY SYSTEM

1. History:

While you are serving in Vietnam with the 1st Inf Bde you will be paid under the Joint Uniform Military Pay System (JUMPS). JUMPS is a test into the use of large scale computers for military pay functions.

In May 1961, the first phase of the test began at the Fort Huachuca Finance and Accounting Office where 3000 officer and enlisted accounts were put onto the system. The project then moved to the Finance Center, U.S. Army, located at Fort Benjamin Harrison, Indiana. As the test proved more successful and the implementation of this new pay system came closer to reality, more accounts were added. In February 1965 JUMPS converted some 800 members at the 5th Infantry Division (N) at Fort Carson, Colorado to its system. In the year that followed the remainder of the Fort Carson pay accounts (both division and garrison), the 1st Cavalry Division, Vietnam; Fort Harrison, Indiana; a floating Aircraft Maintenance Depot stationed off the coast of Vietnam; Fort Devens, Massachusetts; Fort Jackson, South Carolina; and 3rd Inf Div and the 14th Finance Section in Europe were placed on the system. In the spring of 1968 the 1st and 2nd Armored Divisions and the Garrison at Fort Hood, Texas were added to the system bringing to almost 100,000 the number of world wide accounts being paid under JUMPS-Army.

2. System Concept:

a. The JUMPS-Army offers the member the option of selecting two payments a month.

b. A "Large Scale Computer" located at the Finance Center is utilized to maintain a member's pay account on magnetic tape. The account contains all items of pay and allowances pertaining to the member based on pay actions processed through the field Finance and Accounting Officer to the Computer Center.

c. The current stations take into account nearly all of the operational and environmental conditions to which any pay system could be subjected. Those include basic trainees, garrison units, three CONUS based divisions, a combat division, and isolated units. It is anticipated that within 2 to 5 years the entire Army will be paid using this system.

YOUR PAY AND PAY VOUCHER

Normally you will receive your first JUMPS pay voucher at the end of your second month in Vietnam. Until that time you will receive manual vouchers from the 1st Bde Finance Office.

You are as responsible for your accurate payment as anyone else. After all, it is your pay. You should be as prepared to point out overpayments as well as underpayments. Overpayments will be detected at some point in time and collections will be made when your plans haven't included such a decrease in income. Know what your pay should be and how to read your monthly pay voucher. Then look at it each month to make sure it is correct. The Finance Section makes every effort to pay you correctly, but will appreciate your help in notifying us if it is incorrect.

Your pay voucher consists of several major areas each of which has information of importance to you. The following diagram of a JUMPS voucher highlights these areas and is keyed to comments about what you should look for.

			3	4	5	6
				8		
P A Y	14	15	1	18		22
A R I V O N	23		26			31
A R I V O N	32-39				40	
A R I V O N	42		44	45-48		49
A R I V O N	50-58					
R E C O R D			64	66		
67 REMARKS <input type="checkbox"/> NORM <input type="checkbox"/> RECORDED — <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <div style="border: 1px solid black; padding: 5px; text-align: center;"> <input type="checkbox"/> CHECK ADDRESS </div> <div style="border: 1px solid black; padding: 5px; text-align: center;"> <input type="checkbox"/> LEAVE DATA </div> </div>						

1. IDENTIFICATION DATA (Blocks 1-13)

- Item 1: Your Name
- Item 3: Your Present Rank
- Item 5: Your Social Security Number
- Item 6: Your Time in Service as of Current Month
- Item 7: Your Present Organization
- Item 8: Pay Period

VERIFY THE INFORMATION IN THE INFORMATION SECTION EACH MONTH AND IF INCORRECT NOTIFY THIS OFFICE.

2. ENTITLEMENTS (Blocks 14-22)

- Item 14: Your Basic Pay
- Item 15: Foreign Duty Pay
- Item 18: Hostile Fire Pay
- Item 22: Total of Blocks 14-21

3. ALLOWANCES (Blocks 23-31)

- Item 23: Quarters Allowance
- Item 26: Family Separation Allowance
- Item 31: Total of all Allowances

DO YOU SEE AN AMOUNT FOR EVERYTHING YOU HAVE DUE YOU? IS YOUR BASIC PAY CORRECT?

4. ALLOTMENTS (Blocks 32-40)

Items 32-39: These items show all allotments that are being deducted from your pay each month.

Item 40: Total Amount of all Allotments

ARE ALL ALLOTMENTS YOU HAVE IN EFFECT SHOWN ON THIS VOUCHER? IF NOT, NOTIFY THIS OFFICE.

5. COLLECTIONS (Blocks 41-49)

- Item 42: FICA Tax
- Item 44: Collection of Norm Payment on the 15th of the Month
- Items 45-47: Reflect Collections for SGLI, Partial Pay, Advance Payments, Overpayments, etc.
- Item 49: Total of all Collections

6. TAX (Blocks 50-58)

Items 50-58: These Blocks Reflect Current and Year to Date Tax Information

7. AMOUNT DUE (Blocks 59-66)

- Item 64: Amount Carried Forward to Next Month
- Item 66: Amount Paid

8. REMARKS: Item 67

- a. Your selection of payment will be written in the upper left corner. The amount after the word recorded shows your middle of the month payment. If you sent money home by check or to a bank the address will be noted in this area.
- b. The upper right corner tells your leave balance as of the end of the current month.
- c. The remainder of the space will be used to explain any changes in your pay status from last month.