

graph, an allotment is considered registered upon receipt of the allotment authorization form by the finance and accounting officer having custody of the member's pay account.

b. Minimum Amount and Period. Allotments to the Army Emergency Relief, the American Red Cross, or for repayment of indebtedness to the United States or for payment of delinquent Federal income taxes will not be accepted in amounts less than \$5 or for periods of less than 3 months. The commencement and discontinuance dates will be stated on the authorization forms.

SECTION B—CLASS Q ALLOTMENTS

20311. Allottee. A class Q allotment must be made payable to or on behalf of the dependents for whom a member in pay grade E-1, E-2, E-3, or E-4 (4 years' service or less) has claimed BAQ. Separate class Q allotments are required for each category of dependent shown in paragraph 20112c, but are not required for each dependent in the same category.

a. Guardians, etc. A member may make the allotment payable to a guardian, custodian, or

committee legally appointed for one or more of his dependents. If he leaves a child in the actual custody of some other person who has not been appointed a legal guardian, he may make the allotment payable to the actual custodian.

b. Banks or Members. A class Q allotment may not be made payable to banks, fiduciaries, insurance companies, or to a member unless there is no other method to distribute the allotment. When a member has a child in his own custody, or when he is required to reimburse a State or other jurisdiction for support of a wife or child confined in an institution, he may—

- (1) Name himself as payee, or
- (2) Name a bank as payee, with the amount to be credited to the member's account.

20312. Amount of Class Q Allotment. *a. Authority.* For provisions of the Dependents Assistance Act of 1950, as amended, see paragraph 20102.

b. Normal Accounts. Effective 1 January 1963, normal amounts of class Q allotments are—

Pay grade	Number of dependents	BAQ	Member's contribution	Class Q allotment
E-4 (4 years' or less service)	1	\$ 83.10	\$40	\$123.10
	2	83.10	40	123.10
	3 or more	105.00	40	145.00
E-3, E-2, and E-1	1	55.20	40	95.20
	2	83.10	40	123.10
	3 or more	105.00	40	145.00

c. Minimum. Except where reduced allotments are specifically permitted (para. 20313), the following applies:

- (1) A member's total class Q allotments may not be less than the total shown in *b* above.
- (2) An allotment may not be reduced below this amount even though, when converted to foreign currency, it exceeds the actual requirements of the dependent.

d. Allotment More Than Required. If an enlisted member desires to allot more than the amount required herein to the same payee or payees, he will do so by increasing his class Q allotment to the amount he desires, not to ex-

ceed his basic pay plus the amount of basic allowance for quarters. The applicable rate of basic allowance for quarters will not be changed.

e. Support of Children. When a member is permitted to stop or reduce a class Q allotment on behalf of his wife, he must continue or establish a class Q allotment on behalf of children born of the marriage, or adopted, except as provided in paragraph 20314. This does not apply to stepchildren.

20313. Reduced Class Q Allotment. *a.* A class Q allotment for support of a child (children) in the custody of a divorced wife or other

Coast Guard—
Commandant (FTP),
U.S. Coast Guard,
Washington, D.C. 20591.

Marine Corps—
Commanding Officer,
Marine Corps Finance Center,
1500 East Bannister Road,
Kansas City, Mo. 64197.

Navy—
Officer-in-Charge,
Family Allowance Activity,
Navy Finance Center,
Cleveland, Ohio 44114.

By Order of the Secretary of the
Army:

Official: **HAROLD K. JOHNSON,**
General, United States Army,
Chief of Staff.
KENNETH G. WICKHAM,
Major General, United States Army,
The Adjutant General.

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CLASS Q

ALLOTMENT

FOR DEPENDENTS
OF ENLISTED MEMBERS
OF THE ARMY
IN PAY GRADES

- E-4 CORPORAL SPECIALIST
FOUR (4 years or less
service)
- E-3 PRIVATE FIRST CLASS
- E-2 PRIVATE
- E-1 PRIVATE

PUBLICATIONS REFERENCE

pamphlet; therefore it is suggested that you keep this pamphlet in a handy place at all times for ready reference.

2. What is a Class Q Allotment?

The Government is required to furnish either adequate living quarters or a monetary allowance in place of such quarters for enlisted members and their dependents. If the Government is unable to furnish suitable living quarters or when for military reasons dependents are prevented from occupying the quarters furnished, the enlisted member is entitled to receive basic allowance for quarters for his dependents, provided that he has in effect the required class Q allotment for his dependents. This allotment consists of the applicable basic allowance for quarters from the Government plus the required \$40 (or more if the enlisted member desires to over-allot) from the member's pay. The class Q allotment is paid monthly by check to the dependent or dependents of the enlisted member. A table of rates showing the different amounts of the class Q allotment is shown in paragraph 9.

Section II. ELIGIBILITY

3. Who May Receive a Class Q Allotment?

Before reading this pamphlet any further, you may ask yourself "Do I meet the requirements necessary to be entitled to payment of a class Q allotment?" Payment of this allotment is

restricted to a certain group of dependent relatives. Those persons who are eligible to receive the allotment are members of the enlisted member's immediate family; that is, those most closely related to the member and dependent on him for support. These dependents are—

a. The lawful wife, including a valid common-law relationship.

b. Unmarried legitimate child under 21 years of age. (A lawful wife and unmarried legitimate child under 21 years of age are not required to show dependency on the enlisted member.)

c. Unmarried legitimate child over 21 years of age if, because of a mental or physical condition, the child is incapable of self-support and is dependent on the member for over one-half of his support.

d. An adopted child or stepchild under 21 years of age who is dependent on the member for at least 30 percent of his support. The stepchild must not be claimed by his natural father if the natural father is also a service member. If the service member is divorced from the stepchild's natural parent, the stepchild is not entitled to receive the allotment, since their relationship is considered to be ended. However, the relationship between the enlisted member and the stepchild does not end upon the death of the stepchild's natural parent.

e. The husband and children of a female enlisted member may be entitled

to receive the allotment only when such persons are dependent on the member for over one-half of their support.

f. Parents must be dependent on the member for over one-half of their support in order to be entitled to receive a class Q allotment. Parents include—

- (1) Natural father and mother.
- (2) Father and mother by adoption.
- (3) Stepparent. If the stepparent is divorced from the natural parent, the stepparent may not receive a class Q allotment. However, the relationship between the enlisted member and the stepparent does not end upon the death of the blood parent.
- (4) Any person who has stood in place of a parent to the enlisted member for a continuous period of at least 5 years before the member reached the age of 21 or prior to his marriage or entry into service, whichever is earlier.

g. The following conditions must be considered in determining whether or not parents are dependent on the enlisted member:

- (1) *Parent owning property.* A parent is not required to sell or rid himself of his property to prove dependency on the enlisted member.
- (2) *Parent receiving charity.* Contributions received by a parent

from charitable organizations are not considered as income for dependency purposes.

- (3) *Parent in a charitable institution.* If the enlisted member claims a parent as a dependent and all conditions proving dependency have been met, the fact that the parent lives in a charitable institution may not prevent such person from receiving a class Q allotment.
- (4) *Parent receiving social security payments, pension, or unemployment compensation.* Social security payments, pension, or unemployment compensation received by a parent is considered as income. If this income alone or plus other income is more than one-half of the expenses required for the support of the parent, a class Q allotment will not be paid.
- (5) *Combined income of parents.* Where the father and mother are living together in the same household, the dependency of either must be decided on the basis of their combined income and expenses. If the father provides over one-half of the expenses of the home, the mother cannot be considered a dependent of the enlisted member even though the care pro-

vided by her husband is not completely sufficient for her needs.

4. Persons Not Eligible To Receive a Class Q Allotment

A person listed below will not be paid a class Q allotment even though such person may be dependent on the service member for support.

a. A former wife—regardless of whether she was awarded alimony in the divorce decree.

b. An illegitimate child (a child born out of wedlock). However, if the blood parents of an illegitimate child marry and the father acknowledges the child to be his, the child will be considered to be a legitimate child and entitled to receive payment of the allotment.

c. A child whom the member has cared for in place of a parent without a legal adoption.

d. Stepchild, when the service member has been divorced from the child's natural parent.

e. A member's child who has been adopted by another party.

f. Mother-in-law or father-in-law.

g. Grandparents.

h. Brothers and sisters.

i. Stepparent, after the divorce from a blood parent.

j. Any person being claimed as a dependent by another service member.

k. Dependents, who because of their employment or training, are given liv-

ing accommodations at the expense of the Government.

l. A veteran receiving full-time training and a subsistence allowance under the GI bill of rights.

5. Who May Apply for a Class Q Allotment?

a. *Enlisted Member.* It is the responsibility of the enlisted member to make application for a class Q allotment for his dependent. However, if the member does not apply for the class Q allotment, the dependent should ask him to do so.

b. *Dependent of Enlisted Member.* If the enlisted member has neglected, refused, or is unable to make application for a class Q allotment for his lawful wife and/or children, a claim for the class Q allotment may be filed with the Finance Center, U.S. Army, ATTN: Director, Allotments and Deposits Operations, Indianapolis, Ind. 46249. The following are authorized to make such claims: the lawful wife; legal guardian or custodian of the children; or representatives for the lawful wife and/or children, such as an attorney, veterans' service officer, welfare agency or a local Red Cross chapter. A parent should file a claim for a class Q allotment through the enlisted member's commanding officer because the authorization of a class Q allotment for a parent is voluntary on the part of an enlisted member. However, if a court order has been issued, stipulating that the enlisted

member provide support for the parent and the member has refused to support the parent, then the parent or his authorized representative may file a claim for the class Q allotment with the Commanding General, Finance Center, U.S. Army, ATTN: Director, Allotments and Deposits Operations, Indianapolis, Ind. 46249.

Section III. INSTRUCTIONS FOR PREPARATION OF APPLICATION AND TABLE OF RATES

6. How To Make Application for a Class Q Allotment

a. The service member should contact his finance and accounting officer who will assist him in completing the application.

b. When a dependent or a person acting in behalf of a dependent makes application for the allotment, the following information must be included:

- (1) Name of the person for whom the allotment is needed and the relationship to the enlisted member.
- (2) The member's name, grade, service number, and military address.
- (3) The number and ages of children, if any.
- (4) Any other information which may help in getting the allotment should also be included.
- (5) The person asking for the allotment must sign his name

clearly. A wife should state her given name and not her husband's given name, for example: Mrs. Mary Jones, not Mrs. Harry Jones.

- (6) A statement that a request for a class Q allotment is being made should be included in the application. (A letter merely asking for information about the allotment will not be accepted as an application for support.)

Any assistance needed in preparing the application may be obtained without cost from any local Red Cross chapter or veterans' service organization. The completed application should be addressed and mailed to—

Commanding General,
Finance Center, U.S. Army,
ATTN: Director, Allotments and
Deposits Operations,
Indianapolis, Ind. 46249.

c. It will aid in expediting the processing of the application if documentary evidence is submitted with the claim to establish the relationship of wives and children. For example, if a wife of an enlisted member is applying for a class Q allotment, she should submit the certificate of marriage to the enlisted member, and any decree of divorce, annulment, or death certificate, showing termination of her prior marriages, if applicable. If children are claimed, their birth certificates should be submitted. Photostatic or certified

ment check in an amount desired by the member.

For example:

If Cpl. Dow married while in service and claimed his wife and mother, he would be entitled to a total class Q allotment in the amount of \$130.60. Cpl. Dow may divide the total allotment in the following manner if he wished to do so:

Mother	\$40.00
Wife	90.60
Total	\$130.60

b. If the enlisted member cannot or will not divide the allotment between his dependents, then the dependents may agree on the amount themselves.

c. If the enlisted member refuses to divide the allotment and the dependents cannot agree on amounts, the Finance Center, U.S. Army, will divide the allotment so that a wife and/or child will receive 80 percent of the total amount and the parent 20 percent. If separate allotments are made between the wife and child or children by a previous marriage, the present wife will receive twice as much as any one child.

11. Allotment to Person When Relationship and Dependency Have Not Been Established

If an enlisted member makes application for a class Q allotment and there is some doubt as to the relationship and dependency of the person on whose behalf the allotment is claimed, the allotment to such person will be only in the amount taken from the member's pay

each month until the claim is approved by the Finance Center, U.S. Army.

For example:

Cpl. Dow makes a claim for his mother—she will receive only \$40 a month, which is the amount taken from Cpl. Dow's pay each month as her class Q allotment. If the claim is approved, the mother's allotment will be increased to \$130.60 a month. The \$130.60 equals the \$40 taken from Cpl. Dow's monthly pay and \$90.60 the Government gives for the support of the dependent mother. If the claim is disapproved, the mother will continue to receive Government checks in the amount of \$40 a month taken from Cpl. Dow's pay, unless the corporal decides to discontinue the allotment.

Section IV. ACCEPTABLE FORMS OF MARRIAGE

12. General

It is important to know whether or not you are legally married for the purpose of receiving a class Q allotment for a wife, since not all types of marriages are considered legal. Regardless of what kind of marriage ceremony was performed or whatever marriage agreement you may have entered into, there must be furnished certain papers to prove that you are legally married. A mere statement that "I am the wife (husband) of John (Jane) Doe" is not sufficient.

13. Types of Marriages and Evidence Required To Be Furnished as Proof

a. *Ceremonial Marriage.* This type of marriage is normally performed by a