

STATE OF WEST VIRGINIA  
ADJUTANT GENERAL'S DEPARTMENT  
CHARLESTON, WEST VIRGINIA 25311-1085

FILED

Nov 3 10 03 AM '97

WV MILITARY REGULATION  
AIR 35-1  
ARMY 37-300

OFFICE OF WEST VIRGINIA  
7 October 1997  
CLERICAL SERVICES DIVISION

Series 89

COMMAND PAY and COMPENSATION for CLERICAL SERVICES

Chapter 1.....General  
Chapter 2.....Command Pay and Payment of Compensation for Clerical Services  
Chapter 3.....Administrative Instructions

Appendices:

A-AGO Form 60, Command Pay  
B-AGO Form 60, Clerical Services

**CHAPTER 1**

**1-3 Reference**

GENERAL

West Virginia Code, Chapter 15, Article 1B,  
Section 17 as amended in 1997.

**1-1 Purpose**

The purpose of this regulation is to complement Chapter 15, Article 1B, Section 17, West Virginia Code as amended, effective 1 July 1997 to establish command pay and compensation for clerical services for units and organizations of the West Virginia Army and Air National Guard, and to serve as the principle reference document for the implementation of command pay and compensation for clerical services.

**1-4 Updates**

This regulation is to be reviewed annually, to evaluate its effectiveness and within budgetary limits. Updates, changes and revisions will be made as required. Users of this regulation are invited to send comments and suggestions to: The Adjutant General, State of West Virginia, 1703 Coonskin Drive, Charleston, West Virginia 25311-1085.

**1-2 Applicability**

This regulation is applicable to each commander in the West Virginia Army and Air National Guard. In the event that a conflict should arise between this regulation and the cited reference, the provision of this regulation which reduces the expenditures of state funds shall apply. This regulation will not apply to the United States Property and Fiscal Office, the Surface Maintenance Office, Army Aviation Support Facility, nor the Eastern Army Aviation Training Site.

**1-5 Effective Date**

The provisions of this regulation became effective 1 July 1997.

**CHAPTER 2**

COMMAND PAY AND PAYMENT OF  
COMPENSATION FOR CLERICAL  
SERVICES

**2-1 Payment of Command Pay to  
Commanders.**

The criterion for command pay is as follows:

a. There may be paid to each commander of a brigade, regiment, air wing, army group or other equivalent type organization, authorized the grade of colonel (O-6) or higher, and having an authorized military strength of 800 or above, one hundred dollars per month, payable quarterly (calendar), to be known as command pay.

b. There may be paid to each commander of a battalion, army squadron, air group, or other equivalent type organization, authorized the grade of lieutenant colonel (O-5) or above and having an authorized military strength of 200 or above, fifty dollars per month, payable quarterly (calendar), to be known as command pay.

c. There may be paid to each commander of a battalion, army squadron, air group, or other equivalent type organization, authorized the grade of lieutenant colonel (O-5) or above and having an authorized military strength of 199 or less, twenty-five dollars per month, payable quarterly (calendar), to be known as command pay.

d. There may be paid to each commander of a company, air squadron or other equivalent type organization (such as a detachment, flight) and having an authorized military strength of 45 or above, twenty-five dollars per month, payable quarterly (calendar), to be known as command pay.

e. There may be paid to each commander of a company, air squadron or other equivalent type organization (such as a detachment, flight) and having an authorized military strength of 20 or above, but less than 45, fifteen dollars per month, payable quarterly (calendar), to be known as command pay.

f. There may be paid to each commander of the West Virginia National Guard - the adjutant general, the assistant adjutant general (army) and the assistant adjutant general (air), authorized the grade of COL (O-6) or higher, one hundred dollars per month, payable quarterly (calendar), to be known as command pay.

## 2-2 Payment of Compensation for Clerical Services.

The criterion for payment of compensation for clerical services is as follows:

a. There shall be allowed to each headquarters of a brigade, regiment, air wing, army group or equivalent type organization, authorized the grade of colonel (O-6) or higher and having an authorized military strength of 800 or above, one hundred dollars per month, payable quarterly (calendar), to be known as compensation for clerical services.

b. There shall be allowed to each battalion, army squadron, air group, or other equivalent type organization, authorized the grade of lieutenant colonel (O-5) or above and having an authorized military strength of 200 or above, fifty dollars per month, payable quarterly (calendar), to be known as compensation for clerical services.

c. There shall be allowed to each battalion, army squadron, air group or other equivalent type organization, authorized the grade of lieutenant colonel (O-5) or above and having an authorized military strength of 199 or less, twenty-five dollars per month, payable quarterly (calendar), to be known as compensation for clerical services.

d. There shall be allowed to each company, air squadron, or other equivalent type organization (such as a detachment, flight), and having an authorized military strength of 45 or above, twenty-five dollars per month, payable quarterly (calendar), to be known as compensation for clerical services.

e. There shall be allowed to each company, air squadron, or other equivalent type organization (such as a detachment, flight) and having an authorized military strength of 20 or above, but less than 45, fifteen dollars per month, payable quarterly (calendar), to be known as compensation for clerical services.

f. There shall be allowed to each commander of the West Virginia National Guard - the adjutant general, the assistant adjutant general (army), and the assistant adjutant general (air), authorized the grade of COL (O-6) or higher, one hundred dollars per month, payable quarterly (calendar), to be known as compensation for clerical services.

g. There shall be allowed to the commander, who has the sole national guard unit located in an Armory and having an authorized military strength of 44 or less, the sum of twenty-five dollars per month, payable quarterly (calendar), to be know as compensation for clerical services.

h. Units (such as a detachment, flight) having an authorized military strength of 19 or less, will be supported by their next higher command.

**CHAPTER 3**

**ADMINISTRATIVE INSTRUCTIONS**

**3-1 AGO Form 60**

Administrative instructions for the preparation of AGO Form 60 for Command Pay and Payment of Compensation for Clerical Services.

a. The completion of AGO Form 60 will be as shown in sample form in Appendices A and B. Computer generated forms must have the exact format as the sample forms enclosed.

b. The quarterly period will be the calendar quarters (1 Jan - 31 Mar), (1 Apr - 30 Jun), (1 Jul - 30 Sep) and (1 Oct - 31 Dec).

The AGO Form 60 for Command Pay will be made payable to the commander and will be pro-rated when there is a change in commanders during the quarterly period. This will require a separate form for each commander showing the dates in command.

d. The AGO Form 60 for Payment of Compensation for Clerical Services will be for the

full amount regardless of change in commanders. This will not be split nor pro-rated since the payment is made to the organization in the name of the commander who is in command at the end of the calendar quarter.

e. The **authorized strength** of the organization (brigade, regiment, air wing, army group, battalion, army squadron, air group, company, air squadron, detachment, flight) will be entered as shown in sample forms. If there is a change in the authorized strength during the calendar quarter, show both the old and new strength figures with effective dates.

f. The AGO Form 60 requires the signature of the payee and the commander at the next higher level. Payments cannot be made, if forms are not properly signed as required for audit purposes.

g. Enter the unit Payroll Number (PRN) in the upper right corner of the AGO Form 60 where it says Voucher Number for both the Command and Clerical vouchers. This is a three digit number for the Army Guard. The Air National Guard will use their "Past Codes" (PC) in the Voucher Number space in the upper right corner.

**3-2 Suspense Date**

The AGO Form 60 will be due in the Office of The Adjutant General no later than the 15th of the month in which the quarterly periods end. These due dates are: **15 March; 15 June; 15 September and 15 December.**

FOR THE GOVERNOR:

*Allen E. Tackett*  
ALLEN E. TACKETT  
Major General, WVARNG  
The Adjutant General



CLERICAL PAY

FORM NO. 60 A. G. O.

STATE OF WEST VIRGINIA

Voucher No. PRN: 506

TO CPT JOSEPH S. PEAL  
3664th Maint Co  
Route 62, North  
Point Pleasant, WV 25550-9999

<u>1997</u>	DATE	DESCRIPTION OF ARTICLES OR WORK	DOLLARS	CENTS
Sep	15	Compensation for Clerical Services - 1Ju197 - 30Sep97	75.	00
		Auth Strength: 223		
<i>SAMPLE</i>				
			75.	00

The foregoing account and claim has been verified, and is hereby certified to be correct and just and that it has not heretofore been paid.

X  
Joseph S. Peal, CPT (PAYEE)  
3664th Maint Co

The foregoing account and claim has been verified and is hereby certified to be correct and just and that it has not heretofore been paid. The articles or services were ordered for the use of 3664th Maint Co; Pt Pleasant WV West Virginia <sup>Army</sup> National Guard.

X  
Commander  
1st Bn 77th Brigade IC W. V. N. G

APPROVED FOR PAYMENT:

THE ADJUTANT GENERAL

NOTE: THIS IS NOT A RECEIPT FOR PAYMENT, BUT ACKNOWLEDGMENT OF THE AMOUNT DUE, AND MUST BE SIGNED BY PAYEE



COMMAND PAY & CLERICAL AIR 96-97 AS OF SEP 8 1997												
130TH AIRLIFT WING		COMMAND	1	2	3	4	CLERICAL	1	2	3	4	STRENGTH
HQ WVANG	COL SMITH	300.00					300.00					2155
HQ 130TH AW/CC	COL WHEELER	300.00					300.00					991
130TH OPS GP/CC	COL PREECE	150.00					150.00					219
130TH OPS SPT FLT/CC	LT COL ALTIZER	0.00					0.00					19
130TH AS SQ	LT COL CRIDER	75.00					75.00					95
130TH MAPS SQ	LT COL DODRILL	75.00					75.00					99
130TH LOG GP/CC	LT COL GARLINGTON	150.00					150.00					336
130TH MXS SQ	LT COL FRANKLIN	75.00					75.00					138
130TH AGS SQ	CAPT BUCKNER	75.00					75.00					63
130TH LOG SUP FLT/CC	1LT RABEL	0.00					0.00					13
130TH LOG GP/CC	LT COL EDDY	75.00					75.00					112
130TH SUP GP/CC	LT COL CAVENDISH	150.00					150.00					296
130TH MS SPT FLT/CC	LT COL HUNTER	45.00					45.00					30
130TH COMM FLT/CC	MAJ PITZER	75.00					75.00					46
130 CE SQ	LT COL WOLFE	75.00					75.00					137
130TH SEC POL/CC	CAPT MURPHY	75.00					75.00					58
130TH SVS FLT/CC	MAJ HUFFMAN	45.00					45.00					20
130TH MED SQ/CC	LT COL CHAMBERLAIN	75.00					75.00					64
<b>167TH AIRLIFT WING</b>												
167TH AIRLIFT WING	COL LLOYD	300.00					300.00					1169
167TH OPR GROUP CC	LT COL GARRETT	150.00					150.00					399
167TH OPS SPT FLT/CC	LT COL NYE	45.00					45.00					21
167TH ALFT SQ/C	LT COL ENDERS	75.00					75.00					135
167TH AP SQ/CC	MAJ MITCHELL	75.00					75.00					99
167TH AES/CC	LT COL TAYLOR	75.00					75.00					138
167TH LOGISTICS GROUP CC	COL REUSS	150.00					150.00					390
167TH MAINT SQ	MAJ MICHAEL	75.00					75.00					175
167TH ACFT GEN SQ	MAJ SNYDER	75.00					75.00					79
167TH LOG SUP FLT/CC	MAJ SANDY	0.00					0.00					13
167TH LOGISTICS SQ	LT COL BARNES	75.00					75.00					112
167TH SUPPORT GROUP CC	LT COL TRUMAN	150.00					150.00					264
167TH MS SPT FLT/CC	LT COL BURKHART	45.00					45.00					30
167TH COMM FLT/CC	LT COL FRANKENBERRY	45.00					45.00					44
167TH CIVIL ENG SQ	LT COL CARATTINI	75.00					75.00					95
167TH SVS FLT/CC	MAJ VANMIDDLESWORTH	45.00					45.00					30
167TH SEC POL SQ	CAPT AUSERMAN	75.00					75.00					60
167TH MED SQ/CC	LT COL TOWNSEND	75.00					75.00					62
TOTAL		3,420.00					3,420.00					8206