

CHAPTER 1-130
NOMINATION AND FUNCTIONING OF DESIGNATED AGENTS

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1-130-00 PURPOSE

This chapter establishes policies and procedures for designating employees to serve as designated agents for the Treasury Department to receive and distribute Treasury checks and United States Savings Bonds.

1-130-10 DEFINITION

With respect to DHEW, a designated agent is an employee of the Department who has been delegated authority to act for the Division of Disbursement, Treasury Department for the purpose of receiving and distributing checks and savings bonds.

1-130-20 POLICIES

- A. Heads of installations or their designees are to recommend designated agents by position title to the Director of the Servicing U.S. Treasury Disbursing Center for approval. Alternate agents may be recommended where needed.
- B. The number of designated agents to serve a given organization, or a group of organizations, should be restricted to the fewest required to distribute checks and/or bonds. In the field, this generally means one designated agent at one physical location.
- C. Designated agents as a minimum are to be section heads, administrative officers, or other persons of equivalent status. However, the actual physical distribution of checks to individual employees may be performed by one or more responsible employees in an installation or an organizational unit.

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- D. In the interest of internal control, no person or position having duties of a certifying officer or otherwise directly or indirectly involved (as timekeepers are) in the preparation of payrolls or voucher schedules may be designated as an agent to distribute checks and bonds. The Director of the Treasury Disbursing Office will consider waiver of this requirement in unusual circumstances where the separation of duties may not be feasible. When a waiver is requested, a memorandum citing the reason must be submitted with the SF 1195.

1-130-30 RESPONSIBILITIES

- A. The Division of Central Payroll is the official Department contact point for matters dealing with the designation of agents for salary checks and savings bonds.
- B. On matters dealing with the designation of agents for payments (other than salary checks and savings bonds) disbursed by a Treasury Regional Disbursing Office, DHEW offices should forward communications through normal administrative channels to the Treasury Regional Disbursing Office for their immediate area.
- C. The responsibilities of a designated agent are set forth in the notification of delegation received from the Treasury Disbursing Office.

1-130-40 PROCEDURES

A. Preparation of Treasury Department SF 1195

SF 1195, "Recommendation and Designation of Agent to Receive and Deliver Salary Checks and Savings Bonds," is required in all cases of: (1) designation or revocation of designated agents, (2) changes in position title of a designated agent, and (3) changes in timekeeper numbers applicable to a designated agent.

The recommending office is to prepare Section I (see Exhibit X 1-130-1) as follows:

1. Title and complete address of the Treasury Disbursing Office. All notifications of actions for salary checks and bonds should be addressed to the Director, Washington Disbursing Center, P.O. Box 2229, Washington, D.C. 20226.
2. Date.

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3. Position title of the designated agent or the employee nominated to be a designated agent.
4. Timekeeper number (and/or designated agent number for commissioned personnel).
5. Organizational unit of the designated agent.
6. Address of designated agent. Care should be taken to state the mailing address as clearly and concisely as possible. A mailing address should never include both a Post Office box number and a street address. It must always include the zip code. Use organizational titles familiar to local postal authorities.
7. Position title of designated agent.
8. Items to be received and distributed by the designated agent, such as salary, travel, stipend or cashier checks, and/or savings bonds.
9. Address of designated agent.
10. Position title of designated agent.
11. Signature of designated agent. Required for payments other than salary (such as travel, cashier, or stipend checks), or when checks are to be picked up direct from the disbursing office by the designated agent or a messenger on his behalf.
12. Position title and applicable timekeeper number of designated agent being revoked.
13. Signature of Recommending Officer
14. Title of Recommending Officer.
15. Address of Recommending Officer.

Note: The Division of Central Payroll will complete Items 13, 14 and 15 for all recommendation and designation of agents to receive salary checks and savings bonds.

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B. Submission of SF 1195 and Form Letters

1. The recommending officer should send all SF 1195s for salary checks and bonds with a cover letter (see Exhibit X 1-130-2) to the Director, Washington Disbursing Center, through the Director, Division of Central Payroll (DCP), P.O. Box 2229, Washington, D.C. 20013. The Director of DCP or his designee will sign the SF 1195s and forward them to the Washington Disbursing Center.
2. If the SF 1195 is to go to a Treasury Regional Disbursing Office for payments other than salary, it should be sent directly to the appropriate Treasury Regional Disbursing Office.
3. Whenever any of the actions cited below in Paragraphs D, E, or F involve designated agents for salary checks and bonds, a form letter should be prepared and forwarded with the SF 1195 to Director, Division of Central Payroll, DHEW, P.O. Box 2229, Washington, D.C. 20013.

C. Notification by Treasury Department of Acceptance or Disapproval of Agent

The Director of the Disbursing Center will designate or/and revoke the agent by title on Section II of the SF 1195 and will forward a copy to the agent for his files.

D. Notification of Cancellation by Recommending Officers

1. When there is an addition or deletion to be made in a group of timekeeper numbers applicable to a designated agent for salary checks, the complete designation must be cancelled and then redesignated for the corrected timekeeper numbers. The same holds true when the position title of a designated agent changes.
2. For a cancellation, the position title of the designated agent or the alternate agent, and applicable timekeeper numbers should be included (see Exhibit X 1-130-3).

E. Notification of Changes in Designated Agents

Delegation by position title allows personnel changes to be made in this function without notification to the Treasury Department. Therefore, the position recommended should be one in which frequent changes are not expected (see Exhibit X 1-130-4).

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F. Notification of Change in Mailing Address Only

The submission of a SF 1195 is not required. A letter will suffice (see Exhibit X-1-130-5).

1-130-50 PICK UP OF DISBURSEMENTS BY THE DESIGNATED AGENT OR MESSENGER

- A. If it is the practice of an organization to have the designated agent or a messenger pick up checks and bonds at the Treasury Disbursing Office, the signature of the designated agent must appear on the SF 1195, Item 11, when it is submitted by the Treasury Disbursing Center.
- B. When an agent sends a messenger to the Treasury Disbursing Office to pick up checks and/or bonds, the designated agent must prepare a written request bearing his signature and that of the messenger (see Exhibit X-1-130-6). An authorized messenger can continue to pick up checks and bonds until the request is withdrawn.
- C. Prompt cancellation of authority must be requested when an individual is no longer authorized to pick up checks and bonds.

1-130-60 PERIODIC REVIEW

Each office which has a designated agent should make an annual review during the second quarter of each fiscal year to assure that the assignment is proper and that the data regarding position title, timekeeper number, etc., are current. It also should make such review whenever the function has been significantly affected by moves of large groups of employees, reorganization, or other circumstances.

1-130-70 FORM SUPPLY

Standard Form 1195, "Recommendation and Designation of Agent to Receive and Deliver Checks and Savings Bonds," may be purchased through normal requisitioning procedures or from General Services Administration, Federal Supply Division, Region 3, 7th and D Streets, S.W., Washington, D.C. 20407. GSA stock number is 7540-935-5886.

Standard Form 1195
TREASURY DEPARTMENT
Bureau of Accounts
Division of Disbursement
Circular No. 143 (Revised)

RECOMMENDATION AND DESIGNATION OF AGENT
TO RECEIVE AND DELIVER CHECKS
AND SAVINGS BONDS

SECTION I (to be completed by agency)

- 1. NAME AND LOCATION OF DISBURSING OFFICER
Director, Washington Disbursing Center
P.O. Box 2229, Washington, D.C. 20226
 - 2. September 30, 1978
(Date)
 - 3. NAME OF INDIVIDUAL OR POSITION TITLE
Administrative Officer
 - 4. Principal for TK# 00065
 - 5. AGENCY DHEW
Branch
 - 6. ADDRESS Post Office Box Number or Street Address
City and State with Zip Code
 - 7. It is recommended that Administrative Officer
(Position Title or Name if no Individual)
 - 8. be designated as Designated Agent for the below named disbursing officer to receive and distribute
Salary Checks and U.S. Savings Bonds
(Indicate whether Checks (and type of check) and/or Savings Bonds)
- The individual named or occupying the position named is not an authorized certifying officer and is not connected with the preparation of salary payrolls or savings bond issuance schedules. The position recommended above for designated agent is at a level no lower than the head of a section.
- The name and address of the individual or position title, and the signature (where required) of the individual named or occupying the position are shown below.
- 9. P.O. Box or Street Address
City, State and Zip Code
(Name and Address of Agent)
 - 13. (See Note on page 3 of
(Signature of Recommending Officer)
 - 10. Administrative Officer
(Name of Position Title)
 - 14. Chapter 1-130-40 for completion
(Title)
 - 11. Samuel Bowers
(Signature of Individual Designated by Name or of Incumbent of Designated Position, If Required)
 - 15. of these three items)
(Address)
 - 12. Executive Officer, Principal for TK# 00065
(Name of Individual or Position to be Revoked, If Any)

SECTION II (to be completed by disbursing officer)

In accordance with provisions of 5 U.S.C. 124-132, Note (1964 Ed.), authority is hereby delegated to the above-named employee or position title to act as agent of the disbursing officer for the purpose of receiving and distributing such checks and/or United States savings bonds as are indicated above. The Designated Agent will be guided by the instructions printed on the reverse hereof and such other instructions as may be directed to him from time to time. The checks and bonds will be forwarded without requirement of receipt, so long as the Designated Agent is employed in the administrative office or until the delegation is revoked.

DESIGNATION FOR _____ APPROVED _____
(Name of Agent or Position) (Date of Action)

DESIGNATION FOR _____ REVOKED _____
(Name of Agent or Position) (Date of Action)

(Signature of Disbursing Officer)

Originating Office

Date

Director, Division of Central Payroll
P. O. Box 1620
Washington, D.C. 20013

Dear Sir:

Enclosed is Treasury Department Form SF-1195 recommending delegation of authority to act as agent for the Treasury Department for the purpose of receiving and distributing salary checks and U. S. Savings Bonds to the following position:

Administrative Officer
Principal for T K #
DHEW Organizational Unit
Division
P. O. Box, or Street Address
City, State and Zip Code

The individual occupying the position named is not an authorized certifying officer and is not connected with the preparation of salary payrolls or savings bond issuance schedules. The position recommended above for designated agent is at a level no lower than the head of a section.

Sincerely yours,

Name of recommending officer
Title of recommending officer

Enclosure

Originating Office

Date

Director, Division of Central Payroll
P. O. Box 1620
Washington, D.C. 20013

Dear Sir:

It is requested that the delegation of the following designated agent be cancelled:

Administrative Officer
Principal for T K #
DHEW Organizational Unit
Division
P. O. Box, or Street Address
City, State and Zip Code

Sincerely yours,

Name of recommending officer

Originating Office

Date

Director, Division of Central Payroll
P. O. Box 1620
Washington, D.C. 20013

Dear Sir:

It is requested that the delegation of the following designated agent be amended as shown below:

From: Administrative Officer
Principal for T K #
DHEW Organizational Unit
Division
P. O. Box, or Street Address
City, State and Zip Code

To: Staff Assistant
Principal for T K #
DHEW Organizational Unit
Division
P. O. Box, or Street Address
City, State and Zip Code

The individual occupying the position named is not an authorized certifying officer and is not connected with the preparation of salary payrolls or savings bond insurance schedules. The position recommended above for designated agent is at a level no lower than the head of a section.

Sincerely yours,

Name of recommending officer
Title of recommending officer

Enclosure SF-1195

Originating Office

Date

Director, Division of Central Payroll
P. O. Box 1620
Washington, D.C. 20013

Dear Sir:

It is requested that the mailing address of the following designated agent be corrected as shown below:

From: Administrative Office
Principal for T K #
DHEW Organizational Unit
Division
Old P. O. Box, or Street Address
City, State and Zip Code

To: Administrative Officer
Principal for T K #
DHEW Organizational Unit
Division
New P. O. Box, or Street Address
City, State and Zip Code

Sincerely yours,

Name of recommending officer

1/

United States Government

MEMORANDUM

TO : 2/FROM : 3/

SUBJECT: Authorization of Messenger to Pick Up Disbursement(s)

It is requested that 4/ whose signature appears below, be permitted to receive 5/ for delivery to me as Designated Agent.

6/7/8/9/1/ Insert date.2/ Insert location of Director, Disbursing Center.3/ Insert organizational office.4/ Insert name of messenger.5/ Insert type of payment(s)6/ Insert signature of messenger.7/ Insert signature of designated agent.8/ Insert name of designated agent.9/ Insert timekeeper and/or designated agent number(s) when applicable.

