

Appendix 5

Standard Form 1195 Revised 11-12 1 TFM 4A-3000		RECOMMENDATION FOR DESIGNATION AND REVOCATION OF AGENT TO RECEIVE AND DELIVER CHECKS AND SAVINGS BONDS	
SECTION I (to be completed by agency)			
NAME AND LOCATION OF DISBURSING OFFICER		AGENCY LOCATION CODE	
		DATE	
NAME OF INDIVIDUAL OR POSITION TITLE			
AGENCY		ADDRESS	
<p>It is recommended that the individual or incumbent of position identified above be designated as Designated Agent for the below named disbursing officer to receive and distribute</p> <p><input type="checkbox"/> CHECKS (Indicate type) _____ <input type="checkbox"/> SAVINGS BONDS</p> <p>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 LOWER THAN THE HEAD OF A SECTION.</p>			
SIGNATURE OF INDIVIDUAL DESIGNATED BY NAME		SIGNATURE OF RECOMMENDING OFFICER	
SIGNATURE OF INCUMBENT OF DESIGNATED POSITION (If required)		TITLE	
NAME OF INDIVIDUAL OR POSITION TO BE REVOKED, IF ANY		ADDRESS	
SECTION II (to be completed by disbursing officer)			
<p>In accordance with provisions of Executive Order 6166, as amended (5 U.S.C. 901 note), 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 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.</p>			
DESIGNATION FOR (Name of Agent or Position)		APPROVED (Date of Action)	
DESIGNATION FOR (Name of Agent or Position)		REVOKED (Date of Action)	
		SIGNATURE OF DISBURSING OFFICER	

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Instructions to Designated Agent

1. Under this delegation, checks and bonds will be forwarded to you, the designated agent, for distribution in accordance with the following instructions:
 - (a) Checks and/or bonds shall not be delivered to payees prior to the issuance date appearing on them; however, they may be mailed as authorized in (b) prior to the issuance date, if it is determined that delivery will not be made that date.
 - (b) Checks shall be delivered personally by the designated agent, or by responsible personnel of the agency, to individual employees. In case of an emergency or where an employee is absent on leave, mailing requests may be honored subject to agency administrative approval. Any other mailing of checks is subject to waiver requirements outlined in I TFM 4A-3000.
 - (c) Bonds shall be delivered personally by the designated agent, or by responsible personnel of the agency, to individual employees. Bonds which are issued from non-computer generated media and which must be verified with agency records before release may be remailed, as applicable. Bonds which are issued from computer generated media may be mailed in cases of emergency or where an employee is absent on leave; however, these mailing arrangements are subject to agency administrative approval. Any other mailing of bonds is subject to waiver requirements outlined in I TFM 4A-3000.
 - (d) The insertion of an address on the face of a check or bond forwarded to the designated agent for delivery, or the correction of any data shown is not authorized.
 - (e) In those cases of emergency where an employee is absent on leave and a check is to be mailed, a check size insert should be prepared. The insert should be enclosed with the check in such manner that the name and address will appear in the window of the envelope. A duplicate of this insert or other suitable record shall be maintained to indicate the address to which the check has been mailed. When a bond is to be mailed, a mailing envelope with window should be used. When a bond is to be mailed to a person other than the owner, an insert showing the name and address should be placed in front of the bond. A records of all bonds mailed should also be maintained preferably through appropriate notations on the subscriber lists or issuance schedules. In mailing checks and bonds, disbursing check or bond envelopes should be obtained from the issuing disbursing office. It is permissible to mail checks and bonds in a bond envelope; however, where checks alone are to be mailed, they shall be mailed in a check envelope.
 - (f) No check or bond shall be delivered personally or by mail to an employee leaving the service until it has been determined that the employee is entitled to the full proceeds. If it develops that an employee is not entitled to the full proceeds of a check or bond or if any part of the information appearing on it is erroneous, the check or bond will be returned to the issuing disbursing office with a notation to that effect.
 - (g) Checks and bonds which should not, or cannot, be delivered by the designated agent in accordance with these instructions will be returned to the issuing disbursing office within 5 days after receipt. The only exception is when employees are on leave; checks and bonds may then be held for 30 days. All checks and bonds shall be kept in a combination lock safe or locked fireproofed cabinet pending distribution or return to the issuing disbursing office. Checks and bonds returned to the issuing disbursing office will be accompanied by a statement giving the reason for their return.
2. If the designated agent or an agency messenger calls at the disbursing office for checks and bonds, signature acknowledgement of receipt will be required. Before release of checks to a messenger, it will be necessary that the designated agent's written request for delivery contain both signatures and be filed with the disbursing office. The Disbursing Offices will not ordinarily require acknowledgement for receipt of checks and bonds mailed to the designated agent for distribution.