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WAR FOOD ADMINISTRATION
Washington

Office of Labor

December 15, 1944

NOTICE NO. 98

To: Divisional Chiefs of Operations
Subject: Field Agent Instructions

Because of notice from the Treasury Department that agent-cashiers may make disbursements only on the basis of vouchers previously certified by a bonded certifying officer, it has been necessary to find an alternate method of paying in cash those expenses heretofore met by agent-cashiers. The Act of June 3, 1902, applicable only to the Department of Agriculture provides the necessary alternate method and is the basic authority for 1218.

Attached is Chapter XII, Section XVIII, which provides procedure for the designation and functioning of "field agents". Field Agents will perform the same disbursing functions heretofore performed by agent-cashiers.

In order not to burden the permanent procedure with material of only current interest and application, the steps to be taken in accomplishing the transition from agent-cashiers to field agents has been omitted from 1218 and are contained in this notice. Not later than January 31, 1945, all agent-cashiers' accounts must be closed. Where required, the persons involved may be designated as field agents as follows:

A. Designation of Present Agent-Cashiers as Field Agents

1. The steps prescribed in paragraphs 1218.1 to 1218.2 K4 may be taken immediately.
2. When steps mentioned in (1) have been completed, the person designated may apply for an advance and the advance may be approved, provided the advance checks are delivered in care of the Chief of Operations and held by him until step (3) below has been completed.