

Financial Administration
APPOINTMENT OF CLASS A AGENT OFFICERS

SUPPLEMENTATION. Local supplementation of this regulation is prohibited except upon approval of AFZF-RM-FI.

SUGGESTED IMPROVEMENTS. The proponent of this regulation is the Office of the Comptroller. Users are invited to send comments and suggested improvements to the Commander, III Corps and Fort Hood, ATTN: AFZF-RM-FI.

OVERVIEW

1

Purpose This regulation establishes procedures for appointment of Class A Agent Officers.

1a

Reference AR 37-103, Chapter 15 (Finance and Accounting for Installations Disbursing Operations)

1b

PROCEDURES

2

General Commanders of battalions and separate companies, US Army Garrison, and III Corps troop units are authorized to appoint officers as Class A Agents to the Finance and Accounting Officer, Fort Hood, Texas.

Commissioned officers or warrant officers may be appointed. Personnel officers are not appointed except under unusual circumstances, such as maneuvers.

2a

Duty Appointments

Duty appointment (appendix A) includes

- name, rank, social security number, and branch of service of designated officer
- organization the Class A Agent is authorized to pay
- category of personnel the Class A Agent is to pay
- the period for which the appointment is effective
- type of payments to be made and that funds are not entrusted to others for any purpose
- statement that agent is responsible for obtaining complete instructions from the Finance and Accounting Officer upon receipt of initial entrustment of funds.

2b

Procedures

Two copies of DA Form 2496 (Disposition Form) appointing a Class A Agent Officer are forwarded to the Finance and Accounting Officer, III Corps and Fort Hood, not later than seven days prior to pick-up.

DD Form 2A (ID Card) is presented for picking-up cash or check payrolls.

Agents

- complete enclosures upon completion of payments
- return payrolls on the same day unless arrangements are made with the Finance Officer for an extension of time.

Continued on next page

Procedures
(Continued)

III Corps and Fort Hood Finance and Accounting Officer furnishes detailed instructions to the Class A agent upon receipt of funds.

2c

FOR THE COMMANDER:



WILLIAM A. FITZGERALD, JR.
Brigadier General, USA
Chief of Staff

T. J. LEONARD
COL, AG
DOIM

1 Appendix
A - Duty Appointment

DISTRIBUTION:
IAW FH Form 1853, B
Plus: IM-AO (2)
IM-Pubs (100)
IM-ARL (1)

DISPOSITION FORM

For use of this form, see AR 340-15; the proponent agency is TAGO.

REFERENCE OR OFFICE SYMBOL	SUBJECT Appointment of Class A Agent Officers
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TO AFZF-CM-FI	FROM	(Unit)	DATE	CMT 1
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The following individual is appointed as indicated:

DOE, JOHN A.	SSAN	GRADE	BRANCH	UNIT
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Authority: AR 37-103

Designated as: NA

Certified as: NA

Appointed as: Class A Agent to Finance and Accounting Officer, Fort Hood, Texas

Period: Indefinite or specific

Purpose: To make cash payment and deliver US Treasury checks to soldiers assigned or attached to (unit)

Effective date: specific

Special Instructions: Officer will obtain complete instructions from the Finance and Accounting Officer upon initial receipt of funds and familiarize himself with contents of FM 14-7. Funds will not be entrusted to others for any purpose.

