

## Change No. 4

1. Material transmitted. This Change No. 4 consists of a revised chapter heading, three new CEFR documents, one revised CEFR document, and two amendments to EFR Doc. 32-1.

2. Filing instructions.

REMOVE

Table of Contents page.

Title page for Chapter 3.

EFR Doc. 12A-2, pages 12A-2-1 through 12A-2-13.

Pages 32-1-3 through 32-1-6.

INSERT

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EFR Doc. 12A-2, pages 12A-2-1 through 12A-2-7.

EFR Doc. 12A-3, pages 12A-3-1 through 12A-3-29.

EFR Doc. 12A-4, pages 12A-4-1 and 12A-4-2.

Pages 32-1-3 through 32-1-6.

EFR Doc. 38-2, pages 38-2-1 through 38-2-10.

June 1, 1969.

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June 1, 1969

CODE OF EMERGENCY FEDERAL REGULATIONS

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## Chapter 3

### Office of Emergency Preparedness

[EFR Doc. 12A-2]

EMERGENCY STANDBY INSTRUCTIONS AND AUTHORIZATIONS  
TO FEDERAL RESERVE BANKS AND BOARD OF  
GOVERNORS, FEDERAL RESERVE SYSTEM

Federal Reserve Banks, as Fiscal Agents of the United States, are hereby authorized to perform the functions and duties outlined hereunder in the event of an attack on the United States.

Each Federal Reserve Bank may do all things necessary hereunder subject to modification or suspension of all or any part of these instructions by the Secretary of the Treasury or other Treasury officials empowered to issue instructions to Federal Reserve Banks.

Each Federal Reserve Bank, as Fiscal Agent of the United States, will continue to perform, after the happening of the contingency referred to in paragraph one hereof and until instructed otherwise by appropriate Treasury authority, any function it is performing at the inception of such emergency period whether or not specifically referred to herein, in such manner as it deems appropriate and necessary, in the light of the situation then obtaining to protect the interests of the United States.

The authorizations and instructions contained herein shall be exercised except to the extent they may be inconsistent with or not permitted by any Proclamations and Executive Orders of the President of the United States, or other orders or directions issued by appropriate authority. The Federal Reserve Banks shall not be liable for any act done or omitted to be done pursuant hereto unless due to their negligence in carrying out, or failing to carry out, the functions and duties outlined herein.

Each Federal Reserve Bank has been supplied copies of Treasury orders containing the titles of officials who will succeed to key operating positions in the Fiscal Service in the event of the happening of the contingency referred to herein.

### Definitions

The term "Federal Reserve Banks" as used herein includes branches of Federal Reserve Banks. The term "Treasurer" means the Treasurer of the United States. The term "Treasury" means the Department of the Treasury.

### General

Federal Reserve Banks will suspend shipments of currency, securities, checks, Federal tax deposit forms, bond and note stubs, other valuables, correspondence, and reports to the Treasury, until such time as they are advised that shipments may be resumed, or are furnished new instructions governing such shipments.

### Transcripts of the Treasurer's Account

Daily transcripts will be prepared of all transactions in the Treasurer's account with the respective Federal Reserve Banks and held by the said banks pending receipt of instructions from the Treasury.

### Currency and Coins

Federal Reserve Banks will immediately suspend the destruction of currency of the United States normally considered unfit for further circulation, and will to the greatest extent possible continue such currency in circulation.

Federal Reserve Banks may requisition United States coins from any available Mint and all such coins received from the Mints will be credited to the account of the Treasurer.

Federal Reserve Banks may take such steps as are necessary to maintain an equitable distribution of available coins and currency in their respective districts, and will transfer coins and currency between Federal Reserve Banks, in such amounts and in such manner as may be mutually agreed to by the banks concerned. Such transfers of coins may be made through the Treasurer's account with the Federal Reserve Banks and at the expense of the Treasury.

Treasurer's General Account

Federal Reserve Banks will continue to receive deposits for credit in the account of the Treasurer and will make payments from the account in accordance with established procedures.

At the close of business each day, or as soon as physically possible, each Federal Reserve Bank will notify the Board of Governors of the Federal Reserve System of the net debit or net credit in the account of the Treasurer on its books, and the Board of Governors of the Federal Reserve System may authorize Federal Reserve Banks having credit balances in the Treasurer's account to transfer such amounts as may be necessary to Federal Reserve Banks having debit balances so as to establish a credit balance on the books of each Federal Reserve Bank.

In the event there is not sufficient balance in the Treasurer's account with all Federal Reserve Banks to establish a credit balance with each of such banks, the Board of Governors may, in such manner as it may deem appropriate, authorize any Federal Reserve Bank which may be operating to issue, as Fiscal Agent of the United States, special Treasury certificates of indebtedness at rates not to exceed the average rate at which 91-day Treasury bills were awarded in the most recent weekly auction, to mature sixty days from date of issue, and to sell such certificates at par to the Federal Reserve System's Open Market Account, or to any particular Federal Reserve Bank for its account. The proceeds of sales of such certificates would be deposited in the Treasurer's account with the Federal Reserve Bank issuing them, and would be available for its use or for transfer to other Federal Reserve Banks pursuant to the immediately preceding paragraph. Stocks of special Treasury certificates held by the Federal Reserve Banks for the Treasury may be released for this purpose. In the event of failure of communications, any Federal Reserve Bank is authorized to issue special Treasury certificates on its own initiative to cover overdrafts in the Treasurer's account on its books. The aggregate amount of such special certificates outstanding at any time and sold directly to the Federal Reserve System's Open Market Account, or to Federal Reserve Banks shall not exceed \$5,000,000,000. Emergency plans provide for suspension of this limitation at the first opportunity for Congressional action after declaration of an emergency. In the event that it is

impossible for a Reserve bank to communicate with all other Reserve banks and be apprised of the total amount of certificates held, it will be assumed that the aggregate amount outstanding has not exceeded the limit.

At the discretion of the management, any operating Federal Reserve Bank is authorized to sell special certificates from its portfolio to member and nonmember banks, with rates and maturities as described above.

#### Payment of Checks

Each Federal Reserve Bank will, as agent and in behalf of the Treasurer of the United States, pay all Government checks cashed or received from or for the account of its depositors by cashing or giving its depositors immediate credit therefor and by charging the amounts thereof in the account of the Treasurer. Payment of Government checks will be made by each bank in accordance with instructions contained in the document entitled "Instructions Governing Payment in Emergencies of Checks Drawn on the Treasurer of the United States," signed by the Acting Secretary of the Treasury on September 26, 1955. A copy of this document has been furnished each bank.

Each Federal Reserve Bank may cash checks for the general public if emergency conditions warrant such action and the Federal Reserve Bank is reasonably satisfied as to the identity of the payees. The instructions dated September 26, 1955, referred to above, and the restrictions on cash withdrawals, as set forth in Chapter V, Section 1 of the Treasury's Emergency Banking Regulations No. 1, will cover and apply to such checks.

#### Advances to Federal Agencies

When authorized by law the Treasury will undertake to supply the need for funds by Federal agencies, including Government-owned corporations and Government-sponsored enterprises, and will honor checks drawn on the Treasurer of the United States by such agencies and corporations.

### Federal Taxes

Each Federal Reserve Bank will continue to receive directly from employers deposits of Federal taxes for credit in the account of the Treasurer, and from depositaries remittances and Federal tax deposit forms relating to tax deposits made with depositaries by employers, and to perform the necessary functions to provide for crediting the deposits of such taxes in Treasury Tax and Loan Accounts of depositary banks and for completing the Federal tax deposit forms for shipment to the Treasurer of the United States.

Each Federal Reserve Bank is also authorized in its discretion to modify, revise, or discontinue any part of the present Federal tax deposit operating procedure in order to meet conditions that may prevail in its area of operations.

### Depositaries - Treasury Tax and Loan

Each Federal Reserve Bank is authorized in its discretion to make withdrawals from Treasury tax and loan depositaries in its district, in such amounts and at such times as it considers necessary for the purpose of obtaining funds to meet payments from the Treasurer's account on its books, or as may be needed to meet payments in other Federal Reserve districts. The amounts of such withdrawals shall be credited to the account of the Treasurer with the Federal Reserve Bank carrying the respective tax and loan accounts.

### Public Debt Transactions

Federal Reserve Banks shall continue to effect transactions in public debt and guaranteed issues, including redemptions of securities and interest coupons, in accordance with regulations and procedures current at the time these instructions become operative, subject to the availability of stocks of securities and, in the case of the retirement of unmatured registered securities, to the ability of the Treasury to adjust the interest accounts. CPD transfers may be processed insofar as facilities and securities are available.



Federal Reserve Banks are authorized to pay matured and called obligations and interest coupons of Federal agencies which are payable at the Federal Reserve Banks or by the Treasurer of the United States. The Treasury waives the customary requirement for specific notice that funds have been deposited with the Treasury to make such payments.

The transfer of unissued stocks of securities between Federal Reserve offices or between Federal Reserve Banks and any storage points designated by the Federal Reserve System is authorized. Records of stock transfers will be maintained by loan, denomination, and serial numbers. Prior to any emergency the Treasury may, upon specific request of any Federal Reserve Bank, authorize transfer of unissued stocks of securities to another Federal Reserve office or to selected storage points.

Federal Reserve Banks are authorized to enter into agreements, in their discretion, with paying agents to hold paid savings bonds and savings notes until the Federal Reserve Banks can process them, and to make payments to the paying agents subject to adjustment upon receipt and audit of the paid bonds and notes.

#### Restricted Cash Payments

It is the intent of the Treasury's Emergency Banking Regulation No. 1 that the restrictions on cash withdrawals as set forth in Chapter V, Section 1, apply to payments for obligations of the United States, including checks drawn on the Treasurer of the United States, as well as for guaranteed and nonguaranteed obligations of Federal agencies and corporations.

#### Depositories - General

Each Federal Reserve Bank, as Fiscal Agent of the United States, is authorized in its discretion to designate any bank within its district whose deposits are insured by the Federal Deposit Insurance Corporation, as a Depositary and Financial Agent of the Government with authority (1) as an active general

depository to maintain on its books an account in the name of the Treasurer of the United States and to accept deposits from Government officers for credit in that account; or (2) as a limited depository to maintain official checking accounts of Government officers and to accept deposits from such officers for credit in such accounts, subject to the provisions of Treasury Circular No. 176.

Each Federal Reserve Bank, as Fiscal Agent of the United States, is authorized in its discretion to waive the requirements for the pledge of collateral security by any depository of the United States, to revoke the designation of any bank as a depository, and to modify or make changes in the operating procedures followed by depositories.

Each Federal Reserve Bank is authorized to utilize any Depository and Financial Agent of the Government designated as an active general depository to perform any of its fiscal agency functions under such terms as the Federal Reserve Bank may deem appropriate.

#### Applicability

This authorization replaces the authorization dated July 17, 1962 to Federal Reserve Banks, as Fiscal Agents of the United States, to perform certain functions and duties in the event of an attack on the United States.

Fiscal Assistant Secretary

[EFR Doc. 12A-3]

## EMERGENCY DISBURSING PLAN

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ADVICE TO DEPARTMENTS AND AGENCIES WITH REGARD TO PLANS  
OF THE TREASURY DEPARTMENT FOR PROVIDING CONTINUITY OF  
DISBURSING FOR CIVILIAN AGENCIES OF THE GOVERNMENT  
IN THE EVENT OF AN EMERGENCY

SECTION I - PURPOSE AND BACKGROUND

A. General

1. The purpose of this document is to set forth plans of the Treasury Department for continuing disbursements for civilian agencies in the event of an emergency. The plans enable the agencies affected to coordinate their related emergency plans at both departmental and field levels with those of the Division of Disbursement, Bureau of Accounts, Treasury Department.

2. The Division of Disbursement is responsible for issuing the checks in payment of benefits, services, supplies, etc., for the civilian departments and agencies of the Government, excluding the postal service, the U. S. Marshals, and certain Government corporations (5 U.S.C. 132). The Division is also responsible for issuing U. S. Savings Bonds for departments and agencies pursuant to the Payroll Savings Plan (31 U.S.C. 757). The check and bond issuing functions of the Division are handled in twelve regional offices (one of which maintains a branch office) under the general supervision of the headquarters office in Washington.

3. The plan contains essential information regarding the present location of regional offices serving Government agencies and identifies sites selected for relocation of emergency disbursing activities. This document also describes the coordinating measures and basic requirements necessary between the agencies and the Division of Disbursement to place the emergency plans into effect. Finally, it provides Treasury instructions for the continuance of financial reporting and the deposit of collection under emergency conditions.

B. Features of Emergency Disbursing Plans

1. The Treasury emergency disbursing plan is designed to provide a large degree of flexibility in the event operations of the Division of Disbursement or those of administrative agencies in a given location are made inoperable, so that the disbursing relations may be resumed at other locations. To this end, the following arrangements have been consummated:

Designations have been made to provide a line of successors to the position of Regional Disbursing Officer as well as other key positions. Disbursing officers and their successors have been granted full authority to perform emergency functions independently and without direction of higher Treasury authority if circumstances so dictate. As soon as communication is possible, the regional disbursing officer or officer-in-charge will contact the Chief Disbursing Officer and advise him of the actions taken to restore disbursing service to the agencies.

2. To amplify the delegated authority granted regional disbursing officers or their successors, there are set out below some of the authorities which have been delegated:

a. To hold at their personal risk in the custody of bonded assistants selected from officers and/or employees of the Division of Disbursement and/or employees of other agencies who are bonded as assistant disbursing officers, sufficient cash to meet urgent on-the-spot payments on obligations of administrative agencies when such agencies relocate at points where regular disbursing facilities are not immediately available.

b. Designate cashiers and approve cash authorization for advances of funds.

c. Represent the Division of Disbursement as a witness in postal and check violations.

d. Accept designation of a certifying officer made by the ranking surviving official of the agency at any given location.

e. Issue substitute checks under 31 U.S.C. 528.

f. Upon receipt of a properly certified voucher, issue checks drawn against deposit accounts of the Secretary of the Treasury, which checks shall be signed, "Secretary of the Treasury,  
By \_\_\_\_\_."

3. Procedures have been developed to cover the certification of vouchers and the bonding of Certifying Officers by administrative agencies under emergency conditions.

4. Provision has been made for the relocation of other essential activities of the Bureau of Accounts, including the system of central accounts of the Government maintained by the Division of Central Accounts and Reports, for providing continuity of such functions; and for correlating the accountability accounts of disbursing officers with the central accounts.

5. Regional disbursing officers have made arrangements with local depositaries, at the relocation sites, for the cashing of checks of the disbursing officers and employees designated as assistant disbursing officers.

6. Emergency stockpiles of currency have been established.

## SECTION II - EMERGENCY RELOCATION SITES

A. General

1. The Division of Disbursement Central Office and the respective regional offices have selected relocation sites strategically located in the United States. These sites are identified as Primary Emergency Relocation Sites, Emergency Branch Disbursing Sites and Alternate Relocation Sites. Upon notification of certain DEFCON conditions, each regional disbursing office will activate its respective primary emergency relocation site and where designated, the emergency branch disbursing sites. However, Central Office and the regional disbursing offices will continue to perform their functions at the present locations as long as conditions permit.

2. Accordingly, in the event of an emergency agencies should first endeavor to establish contact with regional disbursing offices at their present locations. In the event that present locations are inoperable, contact should be made at the primary emergency, or if necessary, the emergency branch disbursing site, and finally the alternate relocation site.

3. Instructions have been issued to all designated personnel of the Division of Disbursement relative to relocation plans including such matters as proceeding to relocation sites and re-establishing and realigning disbursing functions as required.

4. Agencies who desire to contact the Chief Disbursing Officer or his top staff to make arrangements for moving disbursements can do so through the Treasury Department relocation site or Treasury Bureau Headquarters relocation site.

B. Regional Disbursing Office Relocation Sites

1. Attachment No. 1 provides a listing of Division of Disbursement Regional Offices which may be needed by administrative agencies in formulating or implementing their emergency plans.

2. Attachment No. 2 outlines the location of regional offices geographically according to the eight regions of the Office of Emergency Planning. It will be noted that, for the most part, each regional disbursing office serves the adjacent territory in which it is located. The Treasury Department generally leaves to the discretion of the administrative agencies the selection of the particular regional office from which payments will be made unless such selection would result in prohibitive costs or would, for other reasons, be detrimental to the Government.

3. Attachment No. 3 provides a listing of the Division of Disbursement Central Office and regional offices primary emergency, emergency branch disbursing and alternate relocation sites. The activation of each site would be accomplished by the existing present regional office and would be dependent on local conditions in these areas.



## SECTION III - PLANS FOR CONTINUED DISBURSEMENTS

A. General

1. Regional disbursing office key personnel have been designated for relocation and have continuing travel orders to proceed to such locations when certain DEFCONS are declared. If an emergency should develop, the primary emergency, emergency branch disbursing, or alternate relocation sites, as necessary, will be activated to resume disbursing operations, particularly payrolls and urgent miscellaneous payments.

2. In the case of large volume payments, it is planned that if the volume of payments cannot be accommodated at the relocation site(s), the workload will be shifted to other regional disbursing offices still in operation. In the event it is impossible to shift the workload to other regional offices, the regional disbursing officer will take whatever action is necessary to re-establish the disbursing function.

B. Emergency Disbursing Kits

1. To provide for an emergency supply of card check stock to resume payments under the regular disbursing account symbol, one month's supply of card checks is stored at each primary emergency relocation site.

2. In addition to the card checks stored only at primary emergency relocation sites, there is stored at each primary, emergency branch and most alternate relocation sites (see Attachment No. 3) an emergency disbursing kit. The kits contain a supply of Treasury Department paper checks assigned emergency disbursing symbols, plus certain pieces of essential equipment such as typewriters, adding machines, check signers, etc. The emergency disbursing symbols will be operated in connection with the disbursing kits and are to be used only in an emergency for on-the-spot payments to meet the requirements of administrative agencies. These symbols will be operated only for the period necessary to enable the Division of Disbursement to re-establish regular disbursing service. Attachment No. 4 lists the emergency disbursing symbols and the applicable relocation site.

3. If necessary, a small portable disbursing kit can be assembled by the regional office from the large kit to enable short runs to specified locations for the purpose of meeting cash payrolls and other conditions necessitating emergency disbursing operations.

C. Availability of Check Stock Production Facilities

1. There are stored at appropriate locations positive films of eight different face plates for use with card checks, as well as the front tint plate, the back tint plate and the back plate. The storage locations are in proximity to plants of the IBM Supply Division. These plants can be adapted to print Treasury card checks should the emergency cripple the source of normal supply.

2. The Division of Disbursement also stores two sets of positive films of face plates for printing continuous form paper Treasury checks under security control. Along with these positive films is kept a listing of printing establishments in non-critical target areas having plants capable of printing continuous form paper checks with whom prior arrangements have been made.

D. EDP Disbursements

1. The Division of Disbursement has six regional disbursing offices equipped with compatible electronic data processing systems. The offices are located in Austin, Birmingham, Chicago, Kansas City, Philadelphia, San Francisco, and Washington. Each of these offices has provided for emergency storage of prior month's magnetic tapes of all master payment records together with operational program cards, corresponding console instructions and program assembly listings. Each month the stored tape records are replaced with current tape records.

2. Accordingly, after an emergency occurs, the Chief Disbursing Officer (or Acting Chief Disbursing Officer, in the line of succession) will ascertain which computerized regional disbursing office facilities are available and will notify the other regional offices. Tape records of offices which have been knocked out will be shipped to the regional offices having computer systems still in operation. If all computerized offices are out of commission, the Chief Disbursing Officer will determine if backup computers capable of printing card checks for which prior arrangements have been made are operable. There will also be determined from the catalog of the National Resources Evaluation Center and other material available the location of other compatible computer equipment that is operable. If compatible equipment having card check capability is available, arrangements will be made with the agency having jurisdiction over such equipment for the use thereof for check production purposes. Thereupon, blank card check stock and tape records, together with other disbursing supplies, signing equipment, etc., will be transported to the facility to re-establish mass production check writing operations.

3. As mentioned above, the National Resources Evaluation Center, Office of Emergency Planning (OEP), will maintain a catalog of all electronic data processing equipment throughout the United States, whether in federal, state or other Government agencies or in private industry. This catalog will contain names of agencies or firms which own or rent the equipment, the locations and descriptions of such equipment, its capability, etc.

4. If compatible computer equipment is not available with card handling equipment but is available with continuous form printing, the positive films of check face plates will be transported to the nearest printing plant for execution of orders for continuous form paper checks. The paper checks will be transported to the computer site, along with the tape records, etc., for the re-establishment of disbursing activity using paper checks.

5. If no EDP facilities are available for the payment of recurring obligations, other actions can be taken. If computers with punching but not printing facilities are available, punch cards can be created from the stored magnetic tape records.

6. Presently, microfilm records of checks issued are maintained by each regional disbursing office. Further, agencies responsible for large volume payment programs are periodically furnished duplicate microfilm records of such payments, or have independent basic records which are updated periodically. Under emergent conditions and if necessary, it is planned that disbursing office copies, the duplicate copies retained by the agency, or the agency's own basic records will be used to reconstruct such records.

7. If hand keypunching is necessary, there are many large keypunch installations in Government agencies, such as the Internal Revenue Service Centers in Lawrence, Massachusetts; Kansas City, Missouri; and Ogden, Utah, as well as private industries that can be used, if necessary, for punching from print-outs of stored microfilm records to re-establish the payment files.

#### E. Non-EDP Payrolls

The name-and-amount-payroll-listings developed by administrative agencies or sent to agencies by regional disbursing offices may be used as a medium for the typing of payroll checks. When agencies have microfilm copies of their administrative records, such documents could be used to develop payment authorization documents from which typed checks can be prepared, if photographic paper and microfilm reader-printers are available for reconstruction of the roll by this process. In any case the roll or voucher should be certified in the usual manner by the agency's certifying officer.

#### F. Miscellaneous Administrative Payments

Re-establishment of service for payment of miscellaneous administrative obligations will be largely self-effectuating since the preparation and submission of vouchers to the disbursing office by administrative authority is required to effect payment. Cashiers can also be established as needed to take care of payments of an emergency nature until more normal communication facilities, including postal service, are restored.

#### G. Savings Bonds

The Federal Government urges its employees to use the payroll savings plan to buy savings bonds. In an emergency the importance of bond purchases is increased. However, it is not contemplated that United States Savings Bonds under the Payroll Savings Plan will be issued initially under emergency disbursing operations. The issuance will be reinstated as promptly as possible after the re-establishment of normal disbursing arrangements, either with another regional disbursing office or upon reactivation of the regional disbursing office regularly serving the agencies concerned.

#### H. Post Office Department Plans for Delivery of Mail in an Emergency

The Post Office Department's Defense Planning Manual for the Field Postal Service describes the Postal Registration and Information Program. Copies of this manual are stored at the regional disbursing offices' primary relocation sites. Under the Post Office Emergency System all first class mail, including checks, would be funneled through Postal Concentration Centers. Checks addressed to payees in non-damaged areas will be processed straight through for delivery. Those addressed to payees bearing addresses in areas which have suffered damage will be processed against the directory service to obtain the new addresses of the payees. Emergency Change of Address Cards (POD Form 809) are the basis for the establishment of the Directory Service. These cards are available in all post offices and will be made available to welfare agencies, reception centers, hospitals and so forth. The cards will be completed by evacuated individuals and by the welfare agencies, hospitals and so forth and turned into local post offices for transmittal to the Postal Concentration Centers.

Under the plan checks need not be withheld from the mails because of doubt as to the delivery of the checks to addressees who formerly lived in areas where serious damage is reported. Checks which can not be delivered by the Post Office will be returned to the regional disbursing office. The Records Service is to be established in each of some 87 Postal Concentration Centers serving all areas of the country.

## SECTION IV - ADMINISTRATIVE AGENCY RESPONSIBILITIES

A. Certifying Officers' Signature Cards

1. The Act of December 29, 1941, as amended (31 U.S.C. 82c and 82f), provides that disbursing officers of the Executive Branch of the Government shall make payments only upon vouchers duly certified by the head of the department or agency or by an official or employee thereof duly authorized in writing to certify such vouchers. The Act further provides that persons designated as certifying officers must give bond to the United States in such amount as may be determined by the head of the department or agency under standards prescribed by the Secretary of the Treasury. Unless revoked by the Congress, the provisions of the Act are applicable during an emergency.

2. Accordingly, in order that there may be no interruption in disbursing services, agencies should arrange in advance to provide facilities for certifying vouchers at points of relocation and at such points as may be required. This may be accomplished in several ways as explained below.

3. Probably the safest method of providing for certifying officers in the event of attack would be for the head of the agency to make such delegations at this time as necessary in order that the ranking surviving officials at existing points of operation or agency relocation centers would have the authority to designate certifying officers. A certified copy of such delegations or re-delegations of the person to whom authority to designate certifying officers has been delegated or redelegated should be forwarded to the Chief Disbursing Officer for current emergency planning. Under this method, if a relocated agency or any field office of such agency found itself faced with the problem of providing certifying officers to re-establish or continue submission of vouchers for payments, the ranking official of the administrative office concerned would need only to select employees under his jurisdiction, designate such employees as certifying officers, have such employees sign the Signature Card for Certifying Officer, Standard Form 210 (Attachment No. 7), and submit the cards to the disbursing officer to whom vouchers will be certified for payment. A copy of the delegation to designate certifying officers should accompany the Standard Form 210. Copies of the delegation and a supply of Standard Form 210 should be stored by each agency at its relocation site.

4. Another method would be for agencies, at this time, to designate individuals to act as authorized certifying officers only in case of emergency conditions brought about by an attack. In such event, the agency head or other person designated by such head for

this purpose would have the person designated as certifying officer sign the Signature Card for Certifying Officer, Standard Form 210, and complete the certification as required by Treasury Department Circular No. 680, Revised. If desired, SF 210 could be prepared to show as place of payment, the normal point or office where disbursements would be made, followed by the words "and elsewhere." This would permit certifying officers to submit vouchers to any of the Division of Disbursement offices or emergency relocation sites, provided a signature card is furnished for each office. Likewise, agencies may amend signature cards of certifying officers now on file in the Division to permit payment of vouchers by any disbursing office. In such case it will be necessary to submit a signature card to all regional offices of the Division of Disbursement.

5. When records and signature cards are not available to indicate who is an authorized certifying officer, regional disbursing officers may accept and act upon a properly completed Standard Form No. 210, Signature Card for Certifying Officer. The regional disbursing officer should satisfy himself that the person making the designation is the ranking surviving official or that such person has been delegated authority to designate certifying officers.

6. If the certifying officer designated under emergency conditions is covered by a blanket or position schedule bond procured by the agency in accordance with Treasury Department Circular No. 969 of November 1, 1955, the Standard Form 210 will carry the appropriate certification and bond information. If such certifying officer is not already covered by a blanket or position schedule bond, a bond will be necessary (Attachment No. 7). If emergency conditions preclude certifying officers from obtaining bonds with sureties, the Treasury will accept as a temporary measure, at the time, bonds of the certifying officers without sureties (Attachment No. 8).

## SECTION V - ACCOUNTING AND FINANCIAL REPORTING

A. Accounting for Disbursing Functions

1. The central system of accounts of the Government to be maintained at the relocation site of the Bureau of Accounts, Division of Central Accounts and Reports, will, to the extent possible, continue to disclose the receipts of the Government identified by source, and the expenditures according to each appropriation or other fund, together with corresponding cash operations of the Treasurer of the United States. These accounts will be based on periodic (monthly if possible) summaries of classified receipts and disbursements and related cash transactions representing deposits into the Treasurer's accounts and checks drawn on the Treasurer of the United States, and all other transactions contained in the official accounts of accountable officers and reports of administrative agencies.

2. As a basis for reconstruction of records, cumulative transactions, including balances according to appropriations or other funds, and receipt accounts, which relate to the second or third month preceding the current month (dependent upon the date of the month) will be available at the relocation site of the Division of Central Accounts and Reports.

3. Consistent with available manpower and equipment, monthly accounting statements, including transactions and balances according to appropriations or other funds, and miscellaneous, special, and trust receipts will be made available upon request of the central fiscal offices of the several departments and independent establishments of the Government.

B. Financial Reports

In a national emergency, the need for financial information will assume increasing importance. The Treasury plans initially to secure such data through the Federal Reserve System and its own disbursing and collecting system. As soon as possible, however, normal processes of collecting such data will be renewed. The Treasury policy in this regard is explained in Attachment No. 9, entitled "Advice to Departments and Agencies with Regard to Continuance of Financial Reporting and Deposits of Collections in the Event of an Emergency."

Commissioner of Accounts

Attachments

## ATTACHMENT NO. 1

REGIONAL AND ASSISTANT  
REGIONAL DISBURSING  
OFFICERS AND ASSISTANT  
DISBURSING OFFICERS IN  
BRANCH OFFICES

LOCATION	D. O. OFFICE NO.	OFFICE TELEPHONE NUMBER	
<u>Austin, Texas 78741</u> Temporary address c/o VA Data Processing Center 1615 E. Woodward St.	220	Area Code 205 512-475-7411	George Clark
<u>Birmingham, Alabama 35203</u> 2225 Third Avenue North Room 201	349	Area Code 205 325-3503 or 3504	Randolph Mobbs John Ronilo
<u>Chicago, Illinois 60680</u> Rm. 803, Rand McNally Bldg. 536 S. Clark St. Mailing address: P.O. Box 8670	307	Area Code 312 353-6740 353-6741 353-6742	Robert Pacheco Robert Langdon
<u>Denver, Colorado 80225</u> Building 20 Denver Federal Center	313	Area Code 303 233-3611 Ext. 8703	G. Lewis Frazer Sidney Dodge
<u>Honolulu, Hawaii 96813</u> 225 Federal Building 335 South King Street	324	Area Code 808 588-645 or 646	Erling Pedersen Elsie H. Chang 1/
<u>Juneau, Alaska 99801</u> 613 Federal Office Bldg. Mailing address: P.O. Box 929	343	Area Code 907 586-7313	Arthur Adams Audrey I. Copenhaver 1/
<u>Kansas City, Missouri 64142</u> 301 U.S. Court House 811 Grand Avenue Mailing address: P.O. Box 2509	310	Area Code 816 374-3623	Robert L. Larson Walter D. Plumly
<u>Manila, Philippines 96528</u> 200 New Office Bldg. American Embassy, Roxas Blvd. (See footnotes 2/ for mailing instructions)	328	59-80-11 Ext. 550-551	Richard W. Homer Milton Julson

1/ Special Assistant

2/ The mailing address for all communications (except telegrams) and shipments for the Regional Disbursing Office at Manila is: Mr. R. W. Homer, Regional Disbursing Officer, Division of Disbursement, Treasury Department, APO, San Francisco, California 96528. Address for telegrams: Homer, Treasury, Manila. In address-ing certified mail, the name of the Regional Disbursing Officer should be omitted.



June 1, 1969

## CODE OF EMERGENCY FEDERAL REGULATIONS

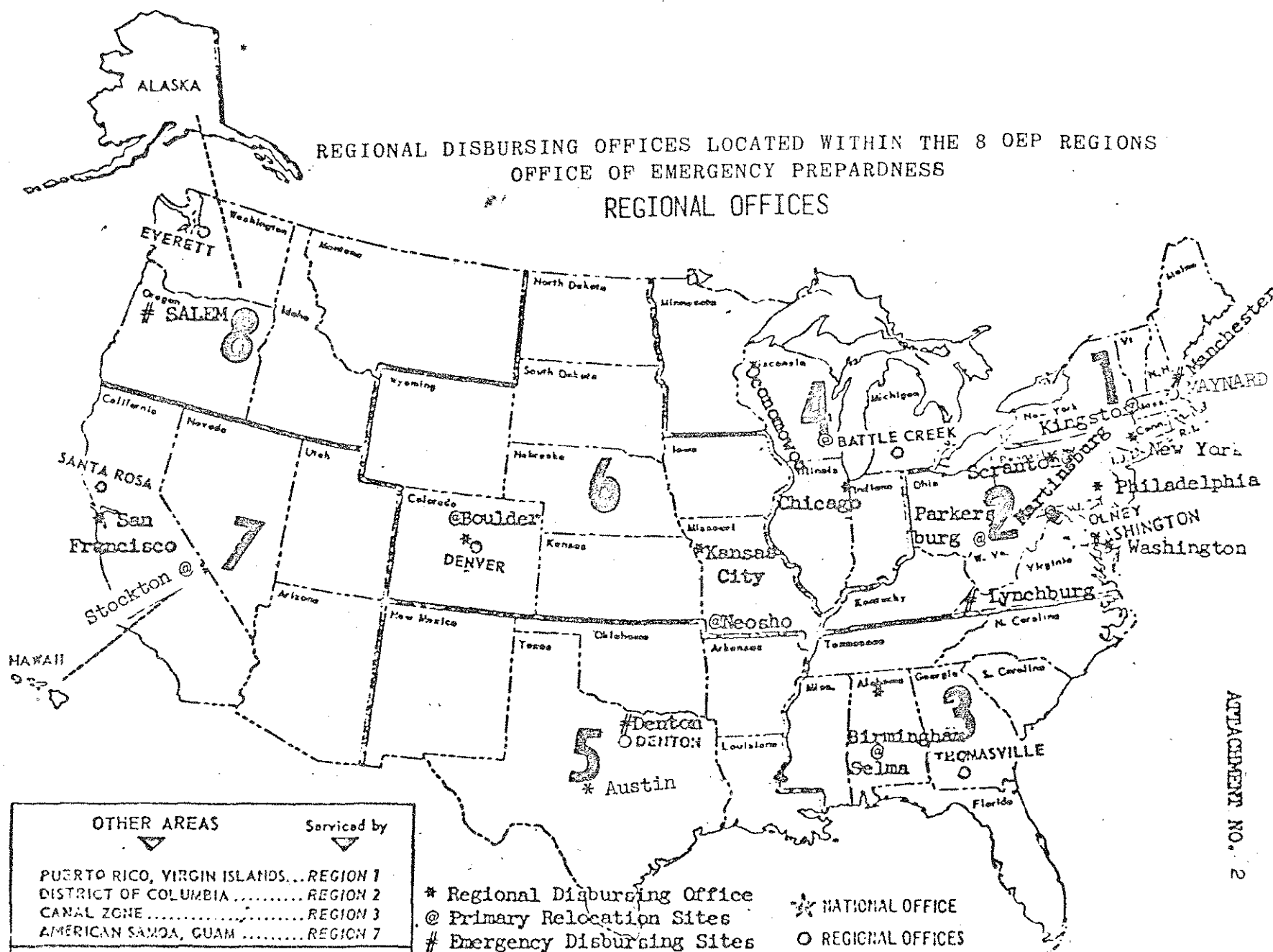
12A-3-1

ATTACHMENT NO. 1

PAGE 2

LOCATION	D. O. OFFICE NO.	OFFICE TELEPHONE NUMBER	REGIONAL AND ASSISTANT REGIONAL DISBURSING OFFICERS AND ASSISTANT DISBURSING OFFICERS IN BRANCH OFFICES
<u>New York, New York 10001</u> Parcel Post Bldg. 341 Ninth Avenue	302	Area Code 212 971-7405	S. J. Wolicki George F. Egler
<u>New York Branch Office</u> Court House & P.O. Bldg. P.O. Box 3709 Recinto Sur & San Justo Sts. San Juan, Puerto Rico	302	772-4407 or 4408	Carlos W. Santiago
<u>Philadelphia, Pennsylvania 19101</u> 5000 Wissahickon Bldg. P.O. Box 7838	303	Area Code 215 438-5671 or 5672 After 5:00 p.m. 438-5207	James C. Abbott Robert Segal
<u>San Francisco, California 94105</u> 390 Main Street Mailing address: P.O. Box 3858 Rincon Annex 94119	312	Area Code 415 556-6299 or 4346 After 4:30 p.m. 556-4190	P. Edward Frowd Marvin B. Rognlie
<u>Washington, D. C. 20226</u> 1201 E St., N. W.	300	Area Code 202 Worth 4-4905 or 4912	Henry H. Eades C. B. Herrell John D. Horn

REGIONAL DISBURSING OFFICES LOCATED WITHIN THE 8 OEP REGIONS  
OFFICE OF EMERGENCY PREPAREDNESS  
REGIONAL OFFICES



June 1, 1969

## CODE OF EMERGENCY FEDERAL REGULATIONS

12A-3-17

ATTACHMENT NO. 3

DIVISION OF DISBURSEMENT  
RELOCATION SITES OF CENTRAL OFFICE AND REGIONAL OFFICES 1/

<u>Office</u>	<u>Primary Emergency Site</u>	<u>Alternate Site</u>
Central Office	Treasury Department Bureaus Relocation site (also referred to as Treasury Department Alternate Headquarters Site)	Bureau of the Public Debt 214 - 7th Street Parkersburg, West Va. 2610 Area Code 304 422-855 (day time) 422-783 Or 8783 (night) (Working Site)
Austin, Texas		
Birmingham, Alabama	Social Security Administration District Office Manager 908 Alabama Avenue Federal Building Selma, Alabama 36701 Area Code 205-872-3418 or 3419	Veterans Admin. Hospital Tuscaloosa, Alabama 35401 Area Code 205-553-3760
Chicago, Illinois	Archives Building 453 West 2nd Street Oconomowoc, Wisconsin 53066 FT Operator, Milwaukee, Wisc. 414-272-8600 and ask for 567-5538	Post Office Bldg. Kankakee, Illinois* 60901 Area Code 815-933-5721
Denver, Colorado	Post Office Building 1905 15th Street, Room 5 Boulder, Colorado, 80301 Area Code 303-442-8411	Post Office Building North 3rd & Poplar Sts. Sterling, Colorado* 80751 Area Code 303-522-1105
Honolulu, Hawaii	Secured Site in Area	
Kansas City, Missouri	Vital Records Section Federal Records Center Annex c/o Ozark Terminal Neosho, Missouri 64850 FTS-417-624-2256	U. S. Post Office and Court House 817 Booneville Springfield, Missouri* 65800 FTS-417-865-3784

## ATTACHMENT NO. 3

Page 2

Alternate Site

<u>Office</u>	<u>Primary Emergency Site</u>	<u>Alternate Site</u>
New York, N.Y.	Internal Revenue Service 59 North Front Street Kingston, New York 12401 Area Code 914-331-2067 914-331-4556 914-331-0674	Post Office Building 6 Park Place Hudson, New York 12534 Area Code 518-TA8-3010
Philadelphia, Pa.	Post Office Building Scranton, Pennsylvania 18503 Area Code 717 - Diamond 4-7111	Post Office Building Stroudsburg, Penna* 18360 Area Code 717 Hamilton 1-1820
San Francisco, Calif.	Federal Building Joaquin and Lindsay Sts. Room 22 Stockton, California 95205 Area Code 209-466-2333	Post Office Building Yuba City, California 95991 Area Code 916 SHerwood 2-6537
Washington, D. C.	Veterans Administration Center Building No. 306B Martinsburg, West Virginia Area Code 304-263-0080	c/o Postmaster Lynchburg, Virginia*

EMERGENCY BRANCH DISBURSING SITES 2/

Kansas City, Missouri	c/o Mr. William B. Wolfe, Jr. Denton Federal Center P. O. Box 2935 TWU Station 76204 Denton, Texas* Area Code 817-748-2747
New York, New York	Post Office Building Manchester, New Hampshire* 03105 Area Code 603-669-7753
San Francisco, California	Post Office Building Salem, Oregon 97301 Area Code 503-585-1243 or 1244

\* Disbursing supplies are stored at these locations in addition to the primary site.

1/ Emergency relocation sites have not been established for the Manila and Juneau Regional Disbursing Offices.

2/ These sites will be automatically activated in an emergency.

## ATTACHMENT NO. 4

## EMERGENCY DISBURSING SYMBOLS

<u>Regional Disbursing Office to Which Symbol No. is Assigned</u>	<u>Symbol No.</u>
Central Office	1164
Central Office	1170
Central Office	1172
Austin, Texas	1165
Birmingham, Alabama	1151
Birmingham, Alabama	1166
Chicago, Illinois	1159
Chicago, Illinois	1163
Denver, Colorado	1156
Denver, Colorado	1157
Kansas City, Missouri	1153
Kansas City, Missouri	1154
Kansas City, Missouri	1158
New York, New York	1161
New York, New York	1162
Philadelphia, Pennsylvania	1152
Philadelphia, Pennsylvania	1167
San Francisco, California	1168
San Francisco, California	1169
Washington, D. C.	1150
Washington, D. C.	1155
Washington, D. C.	1160
Washington, D. C.	1171

ATTACHMENT NO. 5

## OEP REGIONAL OFFICES

Regions	Address	Commercial Number
REGION 1	Maynard, Massachusetts 01754	Area Code 617-897-9381
REGION 2	Olney, Maryland 20832	Government Code 1269 Area Code 301-921-5521
REGION 3	P. O. Box 108 Thomasville, Georgia 31792	Area Code 912-226-1761
REGION 4	Federal Center Battle Creek, Michigan 49016	Area Code 616-968-8142
REGION 5	Denton Federal Center Denton, Texas 76202	Area Code 817-387-5811
REGION 6	Denver Federal Center Building 50 Denver 25, Colorado 80225	Area Code 303-233-4418
REGION 7	Santa Rosa, California 95401	Area Code 707-544-1334
REGION 8	Everett, Washington 98201	Area Code 206-259-7191

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12A-3-21

ATTACHMENT NO. 6

FACE

STANDARD FORM NO. 210-Rev. TREASURY DEPARTMENT CIRCULAR NO. 680-Rev.		SIGNATURE CARD FOR CERTIFYING OFFICER	
_____ (Department, establishment, or agency)		_____ (Bureau of office)	
_____ (Manual official signature of certifying officer)			
_____ (Class of vouchers to be certified)		_____ (Place of payment--City and State)	
I certify that the above is the official signature of _____ (Full name of certifying officer)			
who is (hereby) designated (in writing) as a certifying officer to certify vouchers of the class or classes indicated and is properly bonded for the term shown on the reverse in accordance with Treasury Department Circular No. 988 (31 CFR 226).			
Signature of head of agency or his designee _____			
Title _____		Date _____	

REVERSE

Amount of bond penalty applicable to certifying officer \$ _____	
Office address of certifying officer:	
Street and Number _____	
City and State _____	
Surety _____	
Term of Bond Beginning _____	Ending _____
(Space reserved for use of Treasury Department)	
Surety _____	
Term of Bond Beginning _____	Ending _____
Surety _____	
Term of Bond Beginning _____	Ending _____
Surety _____	
Term of Bond Beginning _____	Ending _____

FORM 1884  
TREASURY DEPARTMENT  
BUREAU OF ACCOUNTS

ATTACHMENT NO. 7

## POSITION SCHEDULE BOND

IN CONSIDERATION OF AN AGREED PREMIUM:

A corporation organized under the laws of \_\_\_\_\_  
(hereinafter called the Surety) hereby agrees to indemnify the United States of America (hereinafter called the Obligee) against any loss or losses which any individual now or hereafter filling a position named in the Schedule hereto attached, or in any endorsement hereof, may directly or by collusion with others, cause to the Obligee through the failure of such individual while filling such position to effect the faithful performance of the duties thereof during the term of this bond, not exceeding, however, for each individual the amount or amounts set opposite, in such Schedule or endorsement, the title of the positions filled by him.

SUBJECT, HOWEVER, TO THE FOLLOWING CONDITIONS AND LIMITATIONS:

Section 1. TERM OF BOND.--The term of this bond shall begin with the \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_, and shall end at 12:00 o'clock midnight on the \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_ except that if a position is added the term of this bond with respect to such position shall begin with the date specified in the endorsement covering the addition of the new position.

Section 2. FAITHFUL PERFORMANCE OF THE DUTIES.--The term "faithful performance of the duties" shall include the proper accounting for all funds or property received by reason of the position or employment of the individual or individuals bonded hereby and all duties and responsibilities now or hereafter imposed upon such individual or individuals by law or by regulation issued pursuant to law. The term "regulation" shall include any written rule, order or instruction issued pursuant to law.

Section 3. INDIVIDUALS COVERED.--It is understood and agreed that this bond covers only individuals filling positions in the Bureau of Accounts Treasury Department, and does not cover employees of other agencies to whom the functions of disbursement have been or may be delegated by the Treasury Department under Section 4 of Executive Order 6166 of June 10, 1933, as amended.



Section 4. VACANCY IN OFFICE OF CHIEF DISBURSING OFFICER OR REGIONAL DISBURSING OFFICER.--It is further understood and agreed that whenever an individual filling the position of assistant chief disbursing officer or assistant regional disbursing officer acts in the name of the chief disbursing officer or a regional disbursing officer, as the case may be, pursuant to 5 USC 249b, the individual and the surety shall have the duties and responsibilities set forth in said 5 USC 249b, and the bond penalty applicable shall be the bond penalty set forth in the schedule for the chief disbursing officer or the regional disbursing officer as the case may be.

Section 5. FILLING A POSITION.--An individual will be deemed to be filling a position when he is assigned the duties of the position permanently or is temporarily detailed thereto.

Section 6. LIABILITY ON INDIVIDUAL IN TWO OR MORE POSITIONS.--In the event that any individual shall fill, at the same time or at different times, two or more positions covered hereunder, the Surety shall be liable under this bond for losses attributable to such individual while filling each position in an amount not exceeding the amount set opposite the title of such position in the Schedule hereto attached or in any endorsement hereof.

Section 7. LOSS CAUSED BY MORE THAN ONE INDIVIDUAL.--In the event a loss is caused through the failure of more than one individual to effect the faithful performance of the duties of their respective positions the limitation on recovery shall be the aggregate of the penalties applicable to each such individual by virtue of the position filled by each.

Section 8. ADDITIONAL LOSS CAUSED BY ANOTHER INDIVIDUAL IN SAME POSITION.--Loss caused by any individual shall not affect the liability of the surety for additional losses caused by any other individual.

Section 9. CHANGES IN PERSONNEL REQUIREMENTS.--It is understood and agreed that this bond covers without adjustment of premium all individuals now or hereafter filling a position named in the Schedule or in any endorsement, regardless of the number of individuals who may from time to time fill such position.

Section 10. NINETY-DAY AUTOMATIC COVERAGE.--Automatic coverage is given for the first ninety days of employment in any newly created position in the amount of One Thousand Dollars (\$1,000.00). This automatic coverage shall be void from the beginning unless within the ninety-day period the Obligee either (a) has made request for the addition of such newly created position to the said Schedule or (b) has given notice of loss.

Section 11. CANCELLATION.--This bond shall not be cancelled by the Surety in whole or in part prior to the expiration of its term.

ATTACHMENT 7

PAGE 3

Section 12. LIMITATION ON RECOVERY.--There shall be no limitation upon the time in which a loss must be discovered in order to be recoverable under this bond nor any limitation upon the time in which recovery may be made on account of any loss arising hereunder except as may be provided by federal statute.

Signed and sealed this \_\_\_\_\_ day of \_\_\_\_\_,  
in the City of \_\_\_\_\_ State of \_\_\_\_\_.

\_\_\_\_\_  
(Surety)

By \_\_\_\_\_

(Attorney-in-fact)

TREASURY DEPARTMENT  
BUREAU OF ACCOUNTS

POSITION SCHEDULE BOND

OF

This bond procured in accordance  
with the provisions of Treasury  
Department Circular No. 969  
dated November 1, 1965

\_\_\_\_\_  
AT

Dated \_\_\_\_\_, 19\_\_\_\_

\_\_\_\_\_  
Commissioner of Accounts

\_\_\_\_\_  
(Date)

ATTACHMENT 7  
PAGE 4

#### INSTRUCTIONS FOR EXECUTING BOND

1. SURETY.--Bond must be executed in duplicate. The surety must be a corporate surety company authorized by the Secretary of the Treasury as an acceptable surety on Federal bonds. The full corporate name without abbreviations and the name of the State in which incorporated, must be given in the first paragraph of the bond. The full corporate name without abbreviations also must be given at the line for execution followed by the signature and title of the person or persons authorized to execute the bond on behalf of the surety. The corporate seal must be impressed. No attesting witness will be required for the signature of the executing officer unless required by a rule of the corporation.

2. ERASURES, INTERLINEATIONS OR ALTERATIONS.--Bonds in which erasures, interlineations or alterations occur must have placed upon them the statement by the executing officer of the surety company impressed with the corporate seal that such erasures, interlineations or alterations were made with the full knowledge and consent of the surety.

## ATTACHMENT NO. 8

SAMPLE  
BOND — CERTIFYING OFFICER

(Read carefully and follow strictly rules and instructions on reverse side)

## KNOW ALL MEN BY THESE PRESENTS:

1 That I, John A. Doe, of 3710 Central Avenue  
2 (FIRST NAME)(MIDDLE INITIAL(S))(SURNAME) (RESIDENCE: NUMBER & STREET  
3 Kansas City, Missouri, as Principal,  
4 (City) (State)  
5 am held and firmly bound unto the United States of America in the penal sum of  
6 Five thousand dollars (\$ 5,000.00), for the payment of which  
7 sum, well and truly to be made, I bind myself, my heirs, executors, administrators  
8 successors, and assigns, jointly and severally, firmly by these presents.  
9 Sealed with my seal, and dated this 20th day of April,  
10 1956. This bond shall be effective May 1, 1956.  
11 <sup>Date</sup>

12 WHEREAS, under the Act of Congress approved December 29, 1941, entitled "An  
13 Act to fix the responsibilities of disbursing and certifying officers, and for  
14 other purposes," the above-bounden principal has been duly designated and author-  
15 ized in writing by the head of the Department of Agriculture  
16 (DEPARTMENT, ESTABLISHMENT, OR AGENCY)  
17 to certify vouchers to disbursing officers under the Executive Branch of the  
18 Government; and under said Act shall be held responsible for the existence and  
19 correctness of the facts recited in the certificates, or otherwise stated on the  
20 vouchers or their supporting papers, and for the legality of proposed payments  
21 under the appropriations or funds involved; and subject to all provisions of said  
22 Act shall be held accountable for and required to make good to the United States  
23 the amount of any illegal, improper, or incorrect payment resulting from any  
24 false, inaccurate, or misleading certificate made by him, as well as for any pay-  
25 ment prohibited by law, or which did not represent a legal obligation under the  
26 appropriations or funds involved:

27 NOW, THEREFORE, THE CONDITION OF THE FOREGOING OBLIGATION IS SUCH, That  
28 if the said principal shall well and truly perform and discharge, according to the  
29 laws of the United States and rules, regulations and instructions now or hereafter  
30 enacted, prescribed or issued, the duties imposed upon him in connection with the  
31 certification of vouchers to such disbursing officers, and shall make good to the  
32 United States any amount for which he shall be held accountable pursuant to such  
33 laws, rules, regulations, and instructions; then this obligation shall be void and  
34 of no effect; otherwise it shall remain in full force and effect.

35 It is expressly agreed that this is a continuing obligation covering not only  
36 the term of the said principal under his present appointment and designation but  
37 also the term or terms of all such future appointments and designations by the head  
38 of the department, establishment, or agency referred to above, under which he shall

ATTACHMENT 8

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35 continue to exercise such duties.

Signed, sealed, and delivered in the presence of —

Witnesses to signature of principal:

Richard A. Roe  
(NAME)  
1701 Grove Avenue  
(RESIDENCE: NUMBER AND STREET)  
Kansas City, Missouri  
(CITY) (STATE)  
William R. Brown  
(NAME)  
916 Main Street  
(RESIDENCE: NUMBER AND STREET)  
Joplin, Missouri  
(CITY) (STATE)

(Signed) John A. Doe (SEAL)  
(FIRST NAME)(MIDDLE INITIAL (S))(SURNAME)  
Principal

## INSTRUCTIONS FOR EXECUTING BOND

1. Date of execution. The bond must bear date as of the day upon which it was actually executed. Effective date must be written in bond at time of execution.
2. Names and residence. The name, including first name, middle initial or initials, if any, and last name of the principal, together with his residence address, by street, number, city, and State, must be given in the first paragraph of bond. The same address should be printed or typewritten, or otherwise clearly written.
3. Signature and seal. The principal must sign the bond at the foot thereof, by first name, middle initial or initials, if any, and last name, to correspond with his name as shown in the first paragraph of bond.
4. Witnesses. The signature of the principal must be made in the presence of two witnesses. The signatures of the witnesses must appear in the appropriate places, with their full residence addresses. If the signature of a witness is illegible, the name should be indicated by printing or typewriting.
5. Errors, erasures, etc. Care should be exercised in the execution of the bond to avoid erasures and corrections. If, however, a correction should be necessary, and it is impracticable to obtain another form, a separate notation should be made on the margin of the bond, setting forth the change or correction, which statement should be signed by the principal. For example: "The change in the date, line 9, to August 18, 1945 (or recite other change), was made with full knowledge and consent of the undersigned \_\_\_\_\_ (Principal)"

## ATTACHMENT NO. 9

TREASURY DEPARTMENT  
FISCAL SERVICE

July 3, 1957

TO THE HEADS OF EXECUTIVE DEPARTMENTS,  
ESTABLISHMENTS AND AGENCIES, AND  
OTHER CONCERNED:

Subject: Advice to Departments and Agencies with regard to  
Continuance of Financial Reporting and Deposits  
of Collections in the event of an Emergency.

Financial Reports - Should a national emergency occur causing the dispersal of the Government from Washington, D. C., it will be essential that the Treasury Department have as current financial information available as is possible under the conditions which may then exist in order to cope with the many Federal fiscal problems resulting from such a situation. Much of the needed information will, as at present, have to be supplied by other Government agencies. In the initial stages, however, the Treasury Department will rely upon the Federal Reserve Bank System and its own disbursing and collecting facilities for securing the fiscal information required for the operations of the Government. As agencies are able to reestablish their own operations, and communication facilities become available, information will be requested of administrative officers by Treasury headquarters.

The Treasury Department anticipates that collecting and disbursing officers will continue to discharge their legal responsibilities in preserving and maintaining the basic documents and records of their fiscal transactions so that they will be able not only to account for funds coming within their jurisdiction but also to compile and furnish information with regard thereto when called for by the Treasury Department. Offices in areas which have not been damaged in the emergency should continue to maintain their accounts in such a manner as to be able to prepare the financial reports required under regulations in force at the time any emergency occurs, and should await further instructions as to where to transmit such reports.

All agencies of the Government will be advised currently as to any change in requirements that may be needed for emergency financial reporting covering the fiscal operations of the Federal Government.

Deposits of Collections - Collecting officers should make deposits promptly with Government depositories. If depositories are no longer

June 1, 1969

CODE OF EMERGENCY FEDERAL REGULATIONS

12A-3-2

ATTACHMENT 9

PAGE 2

available in the old vicinity, deposits should be transmitted by the best available means of transportation to the nearest Federal Reserve Bank or appropriate designated depository. In the event the Federal Reserve Bank with which the collecting officers normally do business has been relocated, mail addressed to it at the old address will be delivered by the Post Office Department to the new location.

ACTING SECRETARY OF THE TREASURY

[EFR Doc. 12A-4]

INSTRUCTIONS GOVERNING PAYMENT IN EMERGENCIES OF CHECKS  
DRAWN ON THE TREASURER OF THE UNITED STATES

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To the Treasurer of the United States, Federal Reserve Banks and Branches, Depositaries and Financial Agents of the Government, Officers, Agents or employees of the United States engaged in collecting, depositing, or transmitting public moneys, and others concerned.

1. The following instructions will govern the payment of checks drawn on the Treasurer of the United States (hereinafter referred to as "Government checks") in the event of enemy attack on the continental United States.

2. Unless instructed by the Treasury Department to the contrary, each Federal Reserve Bank will, as agent and in behalf of the Treasurer of the United States, pay all Government checks cashed or received from or for the account of its depositors by cashing or giving its depositors immediate credit therefor and by charging the amounts thereof in the account of the Treasurer. The Federal Reserve Bank will not be expected to examine such checks for genuineness of drawers' signatures or for alterations, and will not search for stop payment orders against such checks either (1) if the Federal Reserve Bank does not have specimens of the signatures of the persons authorized to draw such checks or information regarding stop payment orders affecting such checks, or (2) if having such specimens and information the Federal Reserve Bank in its sole discretion determines that circumstances will not reasonably permit it to make such examination and search at the time of payment. The Federal Reserve Bank will hold Government checks which it has paid, and daily transcripts and other supporting documents pending receipt of instructions from the Treasury.

3. In the case of items paid by a Federal Reserve Bank under the authority granted above, the Treasurer of the United States waives the right to require the Federal Reserve Bank, which has paid an item pursuant to such authorization, to credit the Treasurer's account in the amount of any item which the Treasurer may subsequently claim to have been improperly paid, unless the Federal Reserve Bank receives refund of the amount of the item from its depositor.



4. In the event of destruction of Government checks while in the possession of a Federal Reserve Bank or branch, charges made in the Treasurer's account by such Federal Reserve Bank or branch covering the amounts of checks so destroyed shall be allowed to stand. In the case of checks so destroyed prior to the making of charges therefor in the Treasurer's account, the Federal Reserve Bank is authorized to charge the Treasurer's account in the amounts of such checks upon obtaining photostatic copies thereof from its depositors and using such photostats to establish the identity and amounts of the original checks which were in possession of the Federal Reserve Bank at the time of their destruction.

5. These instructions supersede the instructions dated August 6, 1952, and any other instructions to the extent that they may be inconsistent with these instructions.

Acting Secretary of the Treasury

Section 6. Performance of Functions of One Federal Reserve Bank by Another. Any Federal Reserve Bank or branch, either as agent or in its own right, is authorized to perform temporarily any or all operations and functions of any other Federal Reserve Bank or branch which is unable to perform its operations and functions effectively as a result of an attack; provided, that the Board of Governors shall be notified as soon as practicable of any action taken pursuant to this Section; provided further, that such temporary performance of operations and functions shall cease when the cause of disability has been removed.

Section 7. Distribution of Currency and Coin. Each Federal Reserve Bank is authorized and directed to impose such restrictions and to take such measures as it may deem necessary to assure the effective and equitable use in the public interest of all available supplies of currency and coin. Each Federal Reserve Bank is authorized to designate selected commercial banks to act as emergency Cash Agents for the distribution of currency and coin.

Section 8. Collection of Cash Items and Noncash Items.  
(a) Each Federal Reserve Bank is authorized and directed to prescribe such emergency rules and instructions as it may deem necessary to facilitate the receipt and collection of checks, other cash items, and noncash items, including those which cannot be presented due to transportation difficulties and those drawn on destroyed or inoperable banks. Each Federal Reserve Bank is authorized to designate selected commercial banks, clearing house associations, or other facilities to act as emergency Check Agents for the receipt and collection of checks, other cash items, and noncash items.

(b) The provisions of the Board's Regulation J shall continue to apply to the receipt and collection of checks, other cash items, and noncash items received by or on behalf of any Federal Reserve Bank, except to the extent that any Federal Reserve Bank by such emergency rules and instructions may otherwise provide as necessary or desirable in the circumstances then existing.

Section 9. Discounts and Advances. (a) The provisions of the Board's Regulation A, Advances and Discounts by Federal Reserve Banks, shall continue to apply to the making of discounts or advances immediately following an attack; except to the extent and for the period that the results of an attack make necessary or desirable the use of the emergency measures described in this Section for the continuance of banking operations in the national interest.

(b) Federal Reserve Banks will make credit available to both member and nonmember banks; provided, that Federal Reserve Banks are authorized to restrict credit to any bank which willfully

violates the Emergency Banking Regulations of the Secretary of the Treasury. In making credit available as authorized in this Regulation, considerations of formality of contract, security, and maturity of advances should be regarded as secondary to the problem of meeting the obvious essential needs of banks operating in conformance with the Treasury's Emergency Banking Regulation. Federal Reserve Banks are authorized to make credit available to individuals, partnerships, and corporations when credit for essential purposes is not otherwise available on reasonable terms.

(c) Federal Reserve Banks are authorized to make advances to any member or nonmember bank and to nonbank customers for such period or periods as the Reserve Bank may deem appropriate, (1) on the secured or unsecured promissory note of the borrower, or (2) in accordance with the general terms (other than amount) of lines of credit established with the borrower either preattack or postattack, or (3) by honoring overdrafts on the reserve accounts of member banks, or (4) by honoring overdrafts on the clearing accounts of nonmember banks.

(d) Federal Reserve Banks are authorized to rely on the borrower's statement that it owns identified unencumbered assets acceptable for discount or as security for advances, that such assets are physically unavailable as a result of an attack, and that the borrower will hold such assets in trust for the Reserve Bank pending the physical delivery of such assets to the Reserve Bank.

(e) Credit extended by Reserve Banks to banks in the immediate postattack period should carry the same discount rate that prevailed preattack; credit extended to nonbank customers should be at rates deemed appropriate under the circumstances by Reserve Banks.

Section 10. Purchases, Sales, and Pledges. (a) Federal Reserve Banks are authorized, subject to the provisions of Section 12A of the Federal Reserve Act, and the provisions of Resolution of Federal Open Market Committee Authorizing Certain Actions by Federal Reserve Banks during an Emergency, (1) to purchase, at prices slightly below those on comparable maturities of securities just prior to the attack, and to sell U. S. Government securities on their own account and to make such transactions with bank and nonbank customers, (2) to buy and sell due bills for direct obligations of the United States, and (3) to pledge such due bills or notes secured by such due bills as collateral for Federal Reserve notes.

(b) Federal Reserve Banks are authorized to rely on the seller's or pledgor's statement that it owns identified unencumbered assets which are the subject of purchase, repurchase, sale, or pledge, that such assets are physically unavailable as a result of an attack,

and that the seller or pledgor will hold assets in trust for the Reserve Bank pending the physical delivery of such assets to the Reserve Bank.

Section 11. Reserves. Federal Reserve Banks are authorized (1) to raise or lower reserve requirements for member banks without regard for provisions of existing statutes and regulations, and requirements may be varied according to regions or types of banks in the light of changes in reserve balances; (2) to require reports from nonmember banks for the purpose of determining whether conditions warrant the extension of reserve requirements to nonmember banks; and (3) to extend reserve requirements when conditions warrant to nonmember banks: Provided, That authority under this section shall terminate as soon as postattack conditions permit the Board to resume such authority.

Section 12. Fiscal Agency Operations. Each Federal Reserve Bank is authorized to take such action as fiscal agent of the United States as authorized by the Secretary of the Treasury, and to take such action as fiscal agent of any other agency as may be authorized by such agency.

Section 13. Temporary Appointments. (a) The president or officer in charge of any Federal Reserve Bank is authorized to make temporary appointments of officers without regard to the standing policy on outside business connections, when necessary as a result of an attack, and to pay them salaries consistent with the established salary scale of such Reserve Bank.

(b) The Federal Reserve Agent or an Assistant Federal Reserve Agent is authorized to make temporary appointments of Acting Assistant Federal Reserve Agents when necessary as a result of an attack. In the event neither the Federal Reserve Agent nor an Assistant Federal Reserve Agent is available, the board of directors of the Reserve Bank is authorized to make such appointments, and, if the board is unavailable, the president or officer in charge of the Reserve Bank is authorized to make such appointments. Each Reserve Bank is authorized to pay such Acting Assistant Federal Reserve Agents salaries consistent with the salary scale for the Assistant Federal Reserve Agent and Alternate Assistant Federal Reserve Agent at that Reserve Bank.

Section 14. Authorization to Directors, Officers, and Employees. (a) Any action authorized or required to be taken by a

Federal Reserve Bank or other banking institution or its management pursuant to this Regulation may, in the absence of persons authorized by delegation or otherwise to take such action, be taken by any director, officer, or employee of such institution at the time conducting that part of the affairs of the institution to which such action relates.

(b) Notwithstanding any other provision of law, no banking institution, nor any director, officer, or employee thereof, nor any employee of the Board of Governors of the Federal Reserve System shall be subject to any liability on account of any action taken or omitted to be taken in good faith pursuant to this Regulation; provided, that this exculpation shall not apply to any liability on account of any contractual obligation undertaken pursuant to any provision of this Regulation.

BOARD OF GOVERNORS OF THE FEDERAL RESERVE SYSTEM

Secretary

[EFR Doc. 38-2]

AIR TRANSPORT MOBILIZATION ORDER ATM-2  
INTERIM AIR PRIORITIES AUTHORIZATIONS AND OPERATIONS

Executive Order 11090 dated February 26, 1963, (28 F.R. 1841), directs the Board to prepare emergency plans and to develop preparedness programs covering, inter alia, the establishment of a War Air Service Program (WASP) and the economic regulation of the domestic and international aspects of United States air carrier operations in all conditions of national emergency. The Board has accordingly developed a comprehensive CAB-WASP Air Priorities System. In the event of a declared national emergency, it may not be possible to implement immediately that system and an interim emergency plan is needed.

Hence, the Board has concluded that at the onset and during the initial period of a declared national emergency each certificated air carrier should be directed to grant a priority to passengers, cargo and U. S. mail vital to the national interest.<sup>1/</sup>

In the formulation of this Order, consultations with national government representatives, and industry representatives have been held and consideration has been given to their recommendations.<sup>2/</sup>

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<sup>1/</sup> When the Board directs that the provisions of the CAB-WASP Air Priorities Manual be implemented, the CAB-WASP Priorities System will replace the interim system specified in this Order.

<sup>2/</sup> The development of this Order has been coordinated with the Office of Emergency Planning, the Office of Emergency Transportation (Department of Transportation), and the CAB Industry Advisory Committee on Aviation Mobilization.

Under Section 6 of Executive Order 11090, the power to put emergency plans and programs into effect is reserved by the President. This document is a standby planning Order which will become effective by direction of the President or his designee in the exercise of such reserved power. Once this Order becomes effective, each certificated air carrier shall grant the following preferences and priorities until otherwise directed by the Civil Aeronautics Board:

Section 1 - Applicability

(a) In its transportation of persons, each certificated air carrier shall give preference and priority to the transportation of priority passengers over all other passengers, and where necessary to accord such preference and priority, shall limit or restrict the numbers of other passengers transported on a non-priority status; provided, however, that any such air carrier certificated for the carriage of United States mail in connection with its transportation of passengers shall likewise give preference and priority to such priority mail over all other non-priority cargo, except baggage of priority passengers.

(b) In its transportation of cargo on any of its combination or all-cargo aircraft, each certificated air carrier shall give preference and priority over all other cargo traffic to the transportation of (1) United States priority mail, and (2) priority cargo. When necessary to accord such preference and priority each certificated air carrier shall limit, restrict or remove non-priority cargo.

## Section 2 - Authorized Priority Traffic

### (a) General

Transportation of priority passengers and cargo provided by this Section is authorized under documents issued and/or signed by officials of a Federal, State, County, Municipal or U. S. territory government agency who are designated to certify and issue travel and shipping documents. There is no significance in the order of the following listing as all are considered of equal priority and importance.

### (b) Priority Passengers:

- (1) Military personnel having transportation requests that state "travel by air authorized."
- (2) Military personnel having military orders (these may be in the form of a telegram) that state "travel by air authorized."
- (3) Federal, State, and other civil personnel having transportation requests or official orders that state "travel by air authorized."

### (c) Priority Cargo:

- (1) Cargo of the Armed Forces of the United States which is certified on its bill of lading as "shipment by air authorized."
- (2) Cargo of government agencies which is certified on its bill of lading as "shipment by air authorized."
- (3) Cargo of industry establishments which is certified by governmental authorities on its bill of lading as "shipment by air authorized."



(d) Priority Mail:

Mail which is presented by the U. S. Post Office Department to air carriers for air movement in accordance with the appropriate emergency rules, regulations and/or orders issued by the U. S. Postmaster General.

Section 3 - Self Certification for Priority Passenger Travel and Shipment of Priority Cargo

(a) General

Under the provisions of this Section, air carriers will grant priority preference to passengers and shippers presenting the certificates as provided by this Order. The carriers are not required to verify the entries made by the customers in Part 1 of the certificates. Carriers will be required to retain the original copy of each completed certificate for the submission of data to the Civil Aeronautics Board when requested.

(b) Procedure:

Passengers and shippers who do not possess or have the documents or certifications specified in Section 2 above, may execute a certificate attesting that priority preference for air transportation is in support of the national emergency. To assist such persons who certify requests for priority preference by the execution of the certificates shown in

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Attachments A and B to this Order, the following sub-paragraph (c) to this Section lists the priority activities essential to the national emergency. Passengers and shippers presenting a self certification for priority preference will indicate on the certificate the priority activity or activities which the travel or shipment is supporting. Passengers and shippers executing the certificates shown in Attachments A and B will be granted priority preference. The certificates will be presented in duplicate by passengers to carrier ticket agents (Attachment A) and by shippers to carrier cargo agents (Attachment B). In executing the certificates, all required information will be entered in Part I by the passenger or shipper and Part II by the carrier ticket or cargo agent.

(c) Priority Activities Essential to the National Emergency

Passengers and shippers will indicate the purpose(s) of travel or shipment supporting one or more of the following activities and shown on the reverse side of each certificate. There is no significance in the order of the listing as all are considered of equal priority and importance.

- (1) Military personnel assigned or ordered to military units for immediate defense and retaliatory combat operations.
- (2) Military material, equipment and supplies needed for immediate defense and retaliatory combat operations.
- (3) Law enforcement/police protection.
- (4) Firefighting, rescue and debris clearance.
- (5) Restoration and repair of communications installations, systems networks, and equipment.
- (6) Radiological detection, monitoring and decontamination.

- (7) Shelter/building construction and repair.
- (8) Production, distribution, processing and storage of food.
- (9) Feeding, clothing, lodging and other welfare services.
- (10) Emergency housing and community services.
- (11) Emergency health services including medical care, public health and sanitation.
- (12) Operation, repair or restoration of facilities essential to water, fuel and power supplies.
- (13) Operation, repair and restoration of air, water, rail, pipeline and highway transportation systems, networks and services.
- (14) Production, and distribution of supplies, equipment and repair parts to carry out the above activities.

ACCORDINGLY, it is ordered:

1. That each United States certificated air carrier be and it hereby is directed to provide air transportation of persons, property and U. S. mail (as provided for in its certificate) on a priority basis.
2. That this Order shall become effective upon order of the President or his designee; and
3. That this Order may be revoked at any time without prior notice.

Acting Secretary

June 1, 1969

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PART I

ATTACHMENT A

TO AIR TICKET AGENT \_\_\_\_\_  
(carrier)

ADDRESS \_\_\_\_\_  
(city) (state)

The following application for air priority is hereby made to

\_\_\_\_\_ at \_\_\_\_\_  
(name of air carrier) (location)

for the support of Category \_\_\_\_\_ Activity which is essential to the  
(enter category of the activity listed on reverse side)

national emergency.

Travel from \_\_\_\_\_ to \_\_\_\_\_  
(origin) (destination)

Weight of Excess Baggage \_\_\_\_\_

I understand that the knowing and willful making of any false statement or representation in this certificate or the use of any false writing or document in connection therewith may subject me to a fine not in excess of \$10,000 or to imprisonment not longer than five years or both as provided in 18 U.S.C. § 1001.

Applicant \_\_\_\_\_

Address \_\_\_\_\_

Date \_\_\_\_\_

PART II

Air Transportation provided by \_\_\_\_\_ on flight no. \_\_\_\_\_  
(carrier)

No. \_\_\_\_\_  
(ticket number)

Issued by \_\_\_\_\_  
(air ticket agent name)

Distribution:

Original copy retained by  
issuing agent.

Duplicate copy retained by  
passenger.

Station \_\_\_\_\_  
(location)

Date \_\_\_\_\_  
(date of issue)

## ATTACHMENT A

CATEGORYACTIVITY

- A    ●    Military personnel assigned or ordered to military units for immediate defense and retaliatory combat operations.
- B    ●    Military material, equipment and supplies needed for immediate defense and retaliatory combat operations.
- C    ●    Law enforcement/police protection.
- D    ●    Firefighting, rescue and debris clearance.
- E    ●    Restoration and repair of communications installations, systems networks, and equipment.
- F    ●    Radiological detection, monitoring and decontamination.
- G    ●    Shelter/building construction and repair.
- H    ●    Production, distribution, processing and storage of food.
- I    ●    Feeding, clothing, lodging and other welfare services.
- J    ●    Emergency housing and community services.
- K    ●    Emergency health services including medical care, public health and sanitation.
- L    ●    Operation, repair or restoration of facilities essential to water, fuel and power supplies.
- M    ●    Operation, repair and restoration of air, water, rail, pipeline and highway transportation systems, networks and services.
- N    ●    Production and distribution of supplies, equipment, and repair parts to carry out the above activities.

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38-2-9

PART I

NO. \_\_\_\_\_

ATTACHMENT B

(bill of lading no.)

TO AIR FREIGHT AGENT \_\_\_\_\_

(carrier)

ADDRESS \_\_\_\_\_

(city)

(state)

The following application for air priority is hereby made to

at \_\_\_\_\_

(name of air carrier)

(location)

for the support of Category \_\_\_\_\_ Activity which is essential to the  
(enter category of the activity listed on reverse side)  
national emergency.

Commodity \_\_\_\_\_

Shipper \_\_\_\_\_

(name)

(address)

(country)

Origin Airport \_\_\_\_\_

Consignee \_\_\_\_\_

(name)

(address)

(state or country)

I understand that the knowing and willful making of any false statement or representation in this certificate or the use of any false writing or document in connection therewith may subject me to a fine not in excess of \$10,000 or to imprisonment not longer than five years or both as provided in 18 U.S.C. § 1001.

Applicant \_\_\_\_\_

(signature)

Address \_\_\_\_\_

Date \_\_\_\_\_

PART II

Air Transportation provided by \_\_\_\_\_ on flight no. \_\_\_\_\_  
(carrier)

Date \_\_\_\_\_

Miscellaneous Comments: \_\_\_\_\_

Issued by \_\_\_\_\_

(air freight agent name)

Distribution:

Original copy retained by  
issuing agent.

Station \_\_\_\_\_

(location)

Duplicate copy retained by  
shipper.

Date \_\_\_\_\_

(date of issue)

## ATTACHMENT B

CATEGORYACTIVITY

- A    Military personnel assigned or ordered to military units for immediate defense and retaliatory combat operations.
- B    Military material, equipment and supplies needed for immediate defense and retaliatory combat operations.
- C    Law enforcement/police protection.
- D    Firefighting, rescue and debris clearance.
- E    Restoration and repair of communications installations, systems networks, and equipment.
- F    Radiological detection, monitoring and decontamination.
- G    Shelter/building construction and repair.
- H    Production, distribution, processing and storage of food.
- I    Feeding, clothing, lodging and other welfare services.
- J    Emergency housing and community services.
- K    Emergency health services including medical care, public health and sanitation.
- L    Operation, repair or restoration of facilities essential to water, fuel and power supplies.
- M    Operation, repair and restoration of air, water, rail, pipeline and highway transportation systems, networks and services.
- N    Production and distribution of supplies, equipment and repair parts to carry out the above activities.