EXAMPLE OF AGENT ORDERS

DEPARTMENT OF THE ARMY
YOUR UNIT
YOUR UNIT ADDRESS

YOUR UNIT OFFICE SYMBOL DATE: _____

MEMORANDUM FOR Commander, _th Finance Battalion, Unit ___, APO AE _____

SUBJECT: Paying Agent Appointment Orders

1. Request RANK and NAME, SSN, be appointed as Paying Agent to LTC _____, Finance Officer, _____ Finance Battalion.

2. Period of Appointment: From _____ To _____.

3. Duties and Responsibilities: PAYING AGENT or ESCORT OFFICER (also list the reason, ex. for Operation Condor).

4. Maximum Amount of Advance: $US VALUE OF ALL FUNDS (Must not exceed the amount listed on the PRC).

5. Types of Transactions Authorized: Information available on PR&C DA 3953.

6. Authority: DODFMR, Volume 5, Chapter 2, June 2003.

7. Special Instructions: Funds will not be entrusted to others for any purpose. Paying Agents will be familiar with the contents of FM 14-100, Appendix C, DODFMR 7000.14-R, Vol. 5, Chapter 2, DFAS-IN 37-1, Chapter 9, and the USAREUR Paying Agents Policy. The Paying Agent will receive a copy of the Paying Agent brief and practical exercise. The Paying Agent will read and understand these instructions prior to departing the finance office with funds. All public funds entrusted to the Paying Agent will be properly protected at all times as provided in DODFMR Vol. 5, Chapter 3.

SIGNATURE BLOCK OF CO
Rank, Branch
Commanding