



UNITED STATES MARINE CORPS
MARINE CORPS RECRUIT DEPOT/WESTERN RECRUITING REGION
SAN DIEGO, CALIFORNIA 92140

DepO 7220.17C
7D
4 SEP 1991

DEPOT ORDER 7220.17C

From: Commanding General
To: Distribution List

Subj: DISPOSITION AND SAFEGUARDING OF U.S. TREASURY CHECKS

Ref: (a) MCO P7220.31H, Par. 50307 (NOTAL)
(b) NAVCOMPTMAN, Vol IV, Par. 04030304.2 (NOTAL)

1. Purpose. To issue instructions for the disposition and safeguarding of U. S. Treasury Checks.
2. Cancellation. DepO 7220.17B.
3. Background. There is a tendency to retain undeliverable pay checks for extended periods of time when members are on leave, hospitalized, UA, or confined. This places the CO's delegated representative, who receipts for the payroll checks, in a position of having to provide check security for an extended period. During any prolonged check retention period, the opportunity for loss from pilferage or theft is substantially increased. Generally, the loss of payroll check prior to delivery to the designated payee imposes a financial hardship on the Marine. In most cases, once a check is issued by the Disbursing Officer, the replacement of a lost or stolen check takes from six to eight weeks, as application for reissue must be submitted to the Treasurer of the United States. The same applies to checks lost in the mail in the case where the Marine desires his check be mailed to him while on leave, confined, or hospitalized.
4. Summary of Revision. This revision updates procedures for disposition and safeguarding of U. S. Treasury checks and establishes new procedures for retention of chain of custody receipts.
5. Information. To prevent loss, several actions need to be taken to enhance security of government checks. These include:
 - a. Ensuring that only an individual designated in writing as an authorized representative of the CO receipts for payroll checks and delivers them to the payees, and that only the designated representative handles the checks (reference (a) refers). In order to facilitate investigation of lost or stolen checks, chain of custody between the Disbursing Officer, the CO authorized representative, and the payee, will be maintained for one year.
 - b. Ensuring that proper security is available to the CO's designated representative during the period the checks are not on his person. Proper security means a safe or reinforced filing

DepO 7220.17C
4 SEP 1991

cabinet to which only that designated representative has access. A locked desk drawer or filing cabinet does not suffice (reference (b) refers). In the event that a safe is not available, check will be returned to the Disbursing Officer for safekeeping.

c. Ensuring that all checks not delivered to the payee are returned, by the designated representative, to the Disbursing Officer not later than the close of business the day the checks are delivered.

6. Action. CO's will ensure compliance with the above information.



R. R. WRIGHT
Chief of Staff

DISTRIBUTION: I