

priation, "Contingent Expenses, Foreign Service." That officer is further authorized to sign transportation requests for domestic and foreign travel.\*†

**13.4 The Chief or Acting Chief of the Division of Research and Publication; authority to contract.** The Chief or Acting Chief of the Division of Research and Publication may sign contracts for printing and binding and other supplies, materials, and/or services procured from the Government Printing Office, books, maps, periodicals, and newspapers. Only the contingent items involved in such contracts shall require the written authorization of the Assistant Secretary and Budget Officer.\*†

**13.5 The Chief or Acting Chief of the Division of Communications and Records; authority to contract.** The Chief or Acting Chief of the Division of Communications and Records may sign contracts for telephone service under the appropriation, "Contingent Expenses, Department of State."\*\*†

**13.6 The Chief or Acting Chief Clerk and Administrative Assistant; authority to contract for contingent expenses.** The Chief or Acting Chief Clerk and Administrative Assistant may sign contracts for contingent expenses under the appropriation, "Contingent Expenses, Department of State," and under appropriations for passport agencies, international commissions, conferences, congresses, conventions, meetings, and expositions, insofar as not in conflict with authority otherwise delegated for the signing of such contracts.\*†

**13.7 The Chief or Acting Chief Clerk and Administrative Assistant; miscellaneous appropriations.** The Chief Clerk and Administrative Assistant or Acting Chief Clerk and Administrative Assistant is hereby authorized to sign contracts, upon the written authorization of an Assistant Secretary of State, for expenses under miscellaneous appropriations so far as not in conflict with the provisions of Departmental Order No. 644 of May 25, 1936.\* [Dept. Order 738, Oct. 19, 1937]

## PART 16—EMPLOYEES

**Section 16.1 Employees; complaint against.** Hereafter the Department of State will take no cognizance of a complaint against an employee by an alleged creditor, so far as the complainant is concerned, beyond acknowledging receipt of his communication. Persons claiming to be creditors or collectors of debts or claims will be denied access to employees for the purpose of presenting or collecting claims during the hours set apart for the transaction of public business or while the employees concerned are on duty. (R.S. 161; 5 U.S.C. 22) [Dept. Order 23, Mar. 3, 1910]