

Office of the Solicitor
United States Department of Labor
September 14, 1940

LEGAL FIELD LETTER

NO. 29

SUBJECT: RESPONSIBILITY OF FIELD ATTORNEYS CONCERNING LEGAL FIELD LETTERS, ADMINISTRATIVE FIELD LETTERS, LITIGATION MANUAL, ETC.

From time to time field attorneys inquire concerning policy or procedure in matters which could be completely resolved in the field by reference to existing instructions in Legal Field Letters, Administrative Field Letters, Litigation Manual, etc. In addition to causing unnecessary work in the field offices and in the central office, these inquiries are disturbing since they indicate failure of responsibility of field attorneys to familiarize themselves with existing instructions.

It is expected when these instructions and references are distributed to field attorneys, that they will be carefully read by each attorney and then kept in an orderly fashion together with indices which will make them readily available for use. The legal policy and procedure set forth in Legal and Administrative Field Letters is very carefully considered for the express purpose of providing a coordinated guide for future action. The references in the Litigation Manual are prepared with painstaking effort to afford field attorneys the benefit of work already done, thus to avoid duplication of effort.

It is recognized that many problems will arise which are beyond the purview of existing instructions or references and correspondence with the central office will then become necessary. However, attorneys will be held strictly accountable for referring to Field Letters and the Litigation Manual before presenting the matter to Washington.

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