



# Navy Cash Bulletin

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# Disbursing News

## FROM THE NAVYCASH PROGRAM OFFICE

As we continue to execute our mission on a conditions-based approach to both HPCON and changes to other restrictions, we must still ensure the health and safety of the force and guarantee mission assurance. We are leveraging the operational environment and observing the guidance provided by regional and installation commanders regarding use of on-installation services. The NAVSUP Navy Cash Team is continually working with its partners to utilize platforms that allow distance support such as Go-to-Assist (G2A), CSU support via helpdesk and email, and contacting the FLC waterfront support teams. Though COVID-19 has produced a few challenges in our ways of doing business, the Navy Cash Team and its partners have and will continue to evolve and encourage the ingenuity to solve issues that may arise in the future.

## FROM THE DDS PROGRAM MANAGER

The DFAS and NAVSUP team have finalized DDS User/Admin Guides, Training Modules and Implementation tasks & timelines. Starting in October 2020, instructor led “web based” virtual training will be available for all Navy disbursing stakeholders to attend. US Naval Academy, will pilot DDS in December 2020 and the other remaining shore sites will follow through April 2021. The afloat community will follow shore deployments, estimated to start summer 2021.

**Training is offered monthly and will include hands on entries/demos. *\*\*Plan for 4 hour sessions\*\****

- 1<sup>st</sup> Wednesday of each month 8:00 (EST)
- 3<sup>rd</sup> Wednesday of each month 12:30 (EST)

**Shore Site Deployment Schedule *\*\*Deployment planning should START 60 Days Prior to Go Live date\*\****

- DEC2020 USNA DSSN 5197
- FEB2021 CBPO Singapore DSSN 7053
- JAN2021 NSWDC DSSN 8552
- MAR2021 MSC Norfolk DSSN 5207
- Feb2021 CBPO Naples DSSN 8754
- APR2021 NPPSC DSSN 6870/8371

### **DDS Training Modules and Agenda Topics**

- Opening a Business Day
- Disbursements
- Collections
- Deposits and Debit Vouchers
- Print Checks
- Close out Process
- DD1081 Statement of Agent
- DD2665 Daily Agent Accountability
- DD2657 Daily Statement of Accountability
- SF1219 Statement of Accountability

To prepare for the Navy DDS implementation, visit the DDS Training websites for training resources; including videos and tutorials. (See links on Additional Resources Page)

## Disbursing News Cont.

### Fleet Logistic Center News, Reminders & Recommendations

#### NAVY CASH ENROLLMENT FORM REQUIREMENT (FS FORM 2887)

Enrollment forms are a critical element in the Navy Cash program. A signed enrollment form must be on file for every Navy Cash cardholder. By signing the 2887, cardholders acknowledge the program's Privacy Act statement, authorize debits and credits to their bank and credit union account, consent to immediate collection from pay for any negative balances that may result from use of the Navy Cash card, and authorize the Government to initiate debt collection procedures for amounts that remain or become due and owing. The signed 2887 is the enforceable agreement between the individual cardholder and the Navy Cash program.

Retention. Electronic enrollment forms will be retained on the Navy Cash server on the ship for three years. Copies of any hardcopy enrollment forms shall be maintained on board ship for reference for three years from the date of signature. Enrollment forms can be purged three years from the date of signature, unless the individual is still on the ship. Because the FS 2887 contains sensitive personal information, the forms must be kept in the safe.

Monthly Reports on Missing Enrollment Forms. Each month, the Disbursing Officer must ensure the Ship Navy Cash missing 2887 Report is reviewed each month and verify a signed enrollment form (2887) has been or will be forwarded to the Treasury Agent for every cardholder whose name is listed on the report.

ENROLLMENT FORM 2887 UPLOAD. This feature is only available to the Navy Disbursing or Marine Disbursing role within the Navy Cash application. A 'Forms' option has been added to the left navigation menu. This feature allows searches for cardholders by either SSN or first/last name. Matching cardholders will show in the results. Use the 'Browse' button to navigate to the .pdf Form 2887 file located on your computer. If the upload is successful, user will see a green pop-up message indicating that the upload was received. Uploaded forms are available to disbursing and the CSU immediately upon upload completion.

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#### AUDIT TIPS

1. Ensure you balance to the penny, count, recount your cash on hand. (Blue E disqualifier if off)
2. Ensure ALL DD2657's signed and Section V completed.
3. Ensure you have a Deputy assigned, you designate on DD577
4. Bulk checks inventoried every 90 days, sign bulk check log
5. Change combo every 6 months, record it
6. Ensure all required signatures on retained 1359.
7. Certifying Officer not designated, should be SUPPO
8. No funds on unused Private Merchant Navy Cash cards, strip and chip zeroed out.

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#### New SOPs

New SOPs are available for download from the Treasury Web Site. DISBOs are encouraged to download the new SOPs to replace the version you may have in your offices.

## Disbursing News Cont.

### Fleet Logistic Center News, Reminders & Recommendations

#### Incomplete Forms for Civilian, Contract Riders and Merchants

A completed 2887/2888/2889 form is vital to the navy cash program in order to perform to its operational peak. Without completed banking information, the transfer of funds from the Civ/Contractors/Merchants home account to and from the Navy Cash card will not take place. The Civ/Contractor will not be able to receive unused funds back to their home account and reciprocally the DISBO will not be able to collect any negative balances from the rider if they overdraft. Although this does not happen often, it is still an issue that we would like to have corrected in the future; by following the guidelines of having, the correct forms filled out correctly and in future. Some points to keep in mind are 1. A cardholder mostly can only go negative if they have previously provided a bank account. If they have a negative balance, then they should bring cash to Disbursing on the ship to clear the negative balance. 2. Without bank account information, cardholders would have to visit Disbursing with cash. The Navy Cash program is trying to reduce the amount of cash being presented to Disbursing. 3. A FS Form 2889 is only required for DoD Contractors and the FS Form 2888 is only for merchants.

**All forms must be completely filled out. The Disbursing Officer should return all incomplete forms without completing enrollment if given an incomplete form.**

The Navy Cash Program Office and the Offices of the FLC's appreciate all the effort and assistance in this matter.

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**Attention: Food Service Officers (FSO), Sales Officers (SALESO), CS Personnel, and RS Personnel**

**In Summary: FSOs and SALESOs MUST have the NAVSUP 1359 and DD Form 1149 match the Navy Cash EOM Summary Report. Navy Cash does NOT match the NAVSUP 1359 or the DD Form 1149.**

The Navy Cash Manager (NCM-DISBO) should inform the FSO and SALESO the date and time that Navy Cash EOM is planned to be indicated/completed. After Navy Cash EOM is completed, transactions can no longer be added for the current month. Any Food Service transactions not completed and downloaded before Navy Cash EOM is completed, will show as Un-deposited Sales for the current month. Any Retail Operations transactions not completed and downloaded before Navy Cash EOM is finished, will be included in the next month's EOM. FSO and SALESO should verify that all Navy Cash devices have been downloaded, especially before Navy Cash EOM. They are responsible for all of their Navy Cash transactions and the NCM/DISBO is not.

Once that the Navy Cash EOM Summary Report is provided by the NCM/DISBO to the FSO and SALESO, the NAVSUP 1359 should be printed out of FSM and DD Form 1149 should be printed out of ROM and MUST match the Navy Cash EOM Summary Report. Again, remember that the NAVSUP 1359 and DD Form 1149 must match Navy Cash EOM Summary and not the other way around.

If the FSO and SALESO, refuse to match the Navy Cash EOM Summary Report to include any other cash deposited with the DISBO, the NCM/DISBO shall not sign the certification block of the NAVSUP 1359 confirming cash deposited if that statement is inaccurate. This also applies to the DISBO signature on the DD 1149. Incorrect vouchers must be returned for correction. To ensure timely submission of the Statement of Accountability, in lieu of those vouchers, the DISBO shall prepare a DD Form 1131 (Collection Voucher), matching the Navy Cash EOM Summary Report totals to include cash deposited and provide a copy to the FSO and SALESO.

If there are any questions or concerns, please contact your supporting FLC Navy Cash Team.

# Sailor of the Month

## July 2020



LT William L. Burch of the USS CURTIS WILBUR (DDG 54), home-ported in Yokosuka, Japan, has been selected as the Navy Cash Sailor of the Month for July 2020. Since reporting onboard in May 2020, LT Burch has been filling a gapped Disbursing and Sales Officer billet as well as performing all duties and responsibilities as Supply Officer onboard DDG 54. He provided outstanding customer service and flawless Navy Cash and disbursing support to a crew of over 300 Sailors. During his tenure he has maintained zero negative balance accounts by mentoring junior Sailors in the proper management of their personal and Navy Cash accounts. Additionally, he spent numerous off duty hours troubleshooting faulty Navy Cash equipment and system malfunctions to minimize downtime and keep the Navy Cash system fully operational to prevent any lapse in services for the crew. He has processed over 50 new enrollments during the short period of time that he has been onboard. To perform the duties of a Disbursing Officer as well as the duties of a Department Head at sea onboard a Forward Deployed Naval Forces (FDFN) ship is nothing short of remarkable. Bravo Zulu to LT Burch for excelling as Disbursing Officer in this highly demanding and dynamic FDFN environment.

*From the Office of FLC Yokosuka*

# Sailor of the Month

## August 2020



ENS Briana Mickelson has served as Disbursing Officer onboard USS SHOUP since April 2019. She manages and troubleshoots the Navy Cash server onboard and did so with dedication throughout a challenging CANES migration. Beyond her disbursing acumen, she oversees a Sales division that transferred profits of \$6,500 to MWR over the past four accounting cycles. During her tenure, she has overseen 150 navy cash transactions worth over \$4000. Her knowledge and work ethic in the S-4 division have helped ensure increased crew morale during a difficult 18-month availability. She serves as the Postal Officer, one of two Helicopter Control Officers and ATTWO. Congratulations to ENS Mickelson on this well-deserved recognition.

*From the Office of FLC San Diego*

## **NEW MAILING ADDRESS FOR FOREIGN EXCHANGE CHECK DEPOSITS FOR CLEARING**

We would like to take this opportunity to thank you for using OTCnet. This letter is to officially inform you about the new mailing address for foreign exchange check deposits for Clearing\*.

**Effective immediately, all foreign exchange check deposits for Clearing\* should be sent to the following new mailing address:**

**Bank of America  
Attn: Foreign Transit Items  
GA 4-004-02-02  
6000 Feldwood Rd  
College Park, GA 30349**

\*Note:

Checks drawn on foreign banks and made payable in foreign currency, and where the name of the Country of Deposit is listed in the dropdown within OTCnet will be processed in OTCnet as **foreign check items**.

Checks drawn on foreign banks and made payable in US Dollars will be processed in OTCnet as foreign check items and users should select 'Other' for the Country of Deposit.

These items will be treated as cash letter items. Cash letter items are immediately cleared and granted provisional credit within two business days, following the day the financial agent receives the check. A separate deposit must be created for each type of foreign currency.

**Please continue to send foreign exchange check deposits for Collections\*\* to the following address:**

**Bank of America  
Attn: Foreign Collections  
Mail Code: TX1-160-06-18  
1950 N. Stemmons Fwy Ste. 6001  
Dallas, TX 75207**

\*\*Note: Checks drawn on foreign banks and made payable in foreign currency, and where the name of the Country of Deposit is not listed in the dropdown within OTCnet, will be treated as **collection items**. Users should select 'Other' for items where the Country of Deposit is not listed. Collection items are forwarded to the foreign banks where the checks are drawn on for clearance, prior to credit being granted. This collection process takes approximately six to eight weeks to complete.

Thank you again for your support of OTCnet. If you have any questions, please feel free to contact the OTCnet Team.

Thank you,

The OTCnet Team

Toll free phone: 866-945-7920

DSN phone: 510-428-6824, Options 1, 3, 4

Email: [FiscalService.OTCChannel@citi.com](mailto:FiscalService.OTCChannel@citi.com)



# Navy Cash Card Replacement Guidance

The Disbursing Officer is responsible to ensure replacement card inventory remains at standard levels and expiration dates exceed 12 month on current card stock inventory.

**1.7.1. SPARE NAVY CASH CARD STOCK.** Navy Cash instant issue stock are identified by ship types in the table below. These standard recommendations support operational readiness and should support ship needs for up to 6 months.

**1.7.1.1 VISITOR CARD STOCK.** Visitor card stock should be managed carefully, these card types are provided to ships on an as needed basis, and orders must be approved by your Navy Cash FLC representative. Visitor cards are reusable, when issued they should be returned at the conclusion of the cardholders time onboard ship, any remaining balance refunded and the card then secured until needed again.

**1.7.1.2 NAVY CASH CARD STOCK: MARINES.** MEUs that require Navy Cash cards to issue their cardholders for upcoming activities will place their orders with their Stored Value Card Program Management Office or their Marine Disbursing representative (Camp Pendleton, Camp Lejeune, and Camp Foster). Ship board Navy Disbursing Officers manage their card inventory based on ship size but may assist with card inventory for Marine Disbursing Officers if needed.

**1.7.2. REORDER POINT.** The Disbursing Officer will place an order when instant Issue cards inventory drops near or below the reorder-point indicated in parenthesis in the table below, or when a ship is about to change status. Cards are shipped within two to three weeks after the order has been approved.

Card Stock Reorder Points				
	DDG/CG	LPD/LSD/ AS/LCC	LHA/LHD	CVN
<b>Instant Issue Cards</b> (Navy Cardholder Cards)				
1. Pre-Deployment/Pre-Surge	200	200	1,000	2,000
2. Deployed/Surge Homeport/Local Ops	100 (50)	100 (50)	500 (200)	1,000 (500)

**TO ORDER INSTANT ISSUE REPLENISHMENT STOCK.** To order replacement instant issue cards, the Disbursing Officer should send an email request to the CSU at [navycashcenter@frb.org](mailto:navycashcenter@frb.org) to obtain a case number. The email request should include the following information:

- Current inventory on hand?
- Number of cards ordering?
- Ships status: Please indicate #1 for Pre-Deployment/Pre-Surge and #2 for Deployed, Surge, Pier side, Local Ops.
- If requesting cards above established SOP inventory levels please provide a brief justification or special circumstances reason.

# Additional Resources



Navy Cash, DDS & OTCnet tech docs are available on SAILOR 2.1  
<https://sailor.navy.mil/sailor/home.cfm>

## Navy Cash Treasury Website

[Navycash.gov](http://Navycash.gov)

Or

<https://www.fiscal.treasury.gov>

## NAVSUP News and Media

<https://www.navsup.navy.mil/navsup/news>

## Deployable Disbursing System (DDS)

DDS Training Database: [https://dds-test.dfas.mil/forms/frmservlet?config=dds-test-sqt\\_a](https://dds-test.dfas.mil/forms/frmservlet?config=dds-test-sqt_a)

Tutorials: <https://www.milsuite.mil/book/community/spaces/disbursing-systems-support/deployable-disbursing-system-dds>

# Fleet Events & Training Dates

## Meet the Fleet

With the continued COVID travel and gathering restrictions in place, we will continue to suspend Navy Cash Meet the Fleet meetings with DISBOs, program office, NIWC, Treasury, SAIC and the Federal Reserve Bank until such time it is safe to hold these events. Until then, please continue to communicate to the program office through your local FLC Navy Cash Representative.

## Refresher Training

<b>Location</b>	<b>Dates</b>
San Diego, CA	28 Sept 2020 - 2 Oct 2020
Norfolk, VA	20 Oct 2020 - 23 Oct 2020
San Diego, CA	30 Nov 2020 - 4 Dec 2020

# Points of Contact

## Federal Reserve Bank Customer Service Center (CSC)

### Customer Service Center (CSC)

Cardholders: (866) 3NAVYCASH or (866) 362-8922

Website: [www.navycash.com](http://www.navycash.com)

E-mail: [navycashcenter@frb.org](mailto:navycashcenter@frb.org)

Disbursing Offices: (866) 6NAVYCASH or (866) 662-8922

Website: [www.navycashcenter.com](http://www.navycashcenter.com)

Email: [navycashcenter@frb.org](mailto:navycashcenter@frb.org)

### Others:

FAX: 1-(813)-533-5711 or 1-(866)280-5807

Enrollment Forms Shipping Address: FRB-KC  
Attention: Forms  
2201 Farnam St  
Omaha, NE 68102  
(866) 662-8922

## NAVSUPHQ Navy Cash Program Office

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