



Navy Cash Bulletin

Volume 17: Issue 4 October/November/December 2020

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Disbursing News

FROM THE NAVYCASH PROGRAM OFFICE

As we start drawing down calendar year 2020, we look forward to the upcoming year with a new appreciation for all the ways that we can continue to execute our mission. With everyone's support and continuous work on solving issues remotely has proven challenging on some fronts and encouraged some unique ingenuity on others. With Covid-19 restrictions still in place and the upcoming cold and flu seasons, 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 is still producing challenges in our ways of doing business, the Navy Cash Team and its partners have and will continue to evolve and encourage resolve to tackle issues that may arise.

FROM THE DDS PROGRAM MANAGER

In December 2020, the US Naval Academy, Annapolis has migrated their disbursing operation to the DDS system with the support of the DFAS and NAVSUP team. Instructor led "web based" virtual training is available for all Navy disbursing stakeholders. DDS will deploy to the remaining shore sites through April 2021. The afloat community will follow shore deployments, estimated to start summer 2021. 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)

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

- 1st Wednesday of each month 8:00 (EST)
- 3rd Wednesday of each month 12:30 (EST)
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Shore Site Deployment Schedule *Deployment planning should START 60 Days Prior to Go Live date*****

- DEC2020 USNA DSSN 5197
- JAN2021 NSWDC DSSN 8552
- Feb2021 CBPO Naples DSSN 8754
- FEB2021 CBPO Singapore DSSN 7053
- MAR2021 MSC Norfolk DSSN 5207
- 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

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.

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.

Where to find SOPs

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.

NAVY CASH OPEN LOOP DECLINES

Know your balance!

Navy Cash open loop transaction (Debit or strip transactions) declines are on the rise. This indicates many cardholders are unaware of their strip/Debit feature balance before using it to make retail purchases or ATM withdrawals. We encourage the use of the strip for retail purchases but also expect cardholders to take personal responsibility to ensure there are sufficient funds to conduct retail transactions when using their Navy Cash Card. Not knowing one's balance opens one to risk for a declined transaction or denied cash withdrawal at an ATM.

We are generating and will provide Plan of the Day notes for distribution and will ask they be part of your regular rotation to the crew to remind them to check their balances at the kiosk or to register for an online account by visiting www.navycash.com. We also recommend advising cardholders to load their strip/Debit fund 48 to 72 hours prior to beginning retail transactions. This will ensure the funds are properly reflected on the card; if Navy Cash and ship communications are delayed the correct balance may not be properly represented set the cardholder up for declined transactions.

Navy Cash had created a Navy Cash Cardholder User Guide with helpful information for cardholders on retail use, balance holds and withdrawals. Disbursing officers should have these available for their cardholders, please contact your Navy Cash FLC for some published user guides or an electronic copy for printing on demand.

With the holiday season in full swing we may see more declined transactions due to insufficient funds: the best prevention is to know one's balance and ensure there are sufficient funds before going shopping or making an ATM withdrawal.

Please encourage your cardholders to know their balance and help to minimize declines

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

October 2020



LTJG Daniel Sparks of the USS HOPPER (DDG 70), home-ported in Pearl Harbor, Hawaii, has been selected as the Navy Cash Sailor of the Month for October 2020. Since reporting onboard in December 2018, LTJG Sparks has flawlessly maintained Navy Cash and disbursing operations following Navy Cash migration to crew barge. His outstanding customer service and prompt system troubleshooting have positively impacted crew morale of over 260 personnel by maintaining Navy Cash services onboard at full capacity. He has been instrumental in programming seven merchant events with zero discrepancies while providing integral training to operators. His attention to detail, timely communication, and proper policy are the reason his negative balance report is currently and routinely at zero. Additionally, his persistence was instrumental in reducing missing enrollment forms from 70 when reporting onboard down to zero. His excellence was verified during recent FEG inspection whereupon his operations were graded as overall outstanding. Bravo Zulu to LTJG Sparks for being a shining example for how to properly manage and maintain Navy Cash.

From the Office of FLC San Diego

Sailor of the Month

November 2020



The Disbursing Team of the USS KEARSARGE (LHD 3) home-ported in Norfolk, VA was selected as the Navy Cash Sailors of the Month for November 2020. ENS Carol Lamichhane and PSCS Rovito Arciaga were selected for their dedicated customer service, outstanding technical knowledge, and continuous process improvements in support of over 1000 Sailors and Marines during deployment and current shipyard maintenance availability. During the Ship's maintenance period, they received a complete upgrade of the Navy Cash System but due to many unforeseen maintenance delays, which resulted in the temporary loss all Navy Cash services, it forced Disbursing, Food Service and Retail Operations to revert to full cash operations for a four-month period.

As a team, they maintained to-the-penny 100% accountability for over \$30K in cash collections, strict controls over Disbursing Operations to include equipment management, fiscal accountability, negative balances, FS2887s, FS 2888s while supporting multiple merchant organizations during this difficult period.

Team Disbursing spent countless hours troubleshooting the Navy Cash system to include transitioning from the barge back to the Ship and restoring full Navy Cash services once the LAN was restored and temporary air conditioning was made available to the Disbursing Office. Their diligent efforts ensured continuous Navy Cash and disbursing operations to support the ship and set an example of Service Second to None! KEARSARGE's disbursing team has adopted an attitude of excellence and has been the shining example of Navy Cash pride and professionalism. Their service is top notch and they are well deserving of recognition as Navy Cash Sailor of the Month!

From the Office of FLC Norfolk

Sailor of the Month

December 2020



LTJG Connor M. Gunning has been serving as Disbursing Officer and Assistant Supply Officer on board USS Mustin (DDG 89) since December 2019. Despite receiving a poor initial turnover, from paperwork to equipment, LTJG Gunning dedicated hundreds of hours re-hauling his ship's Navy Cash operation which had aged and degraded over the years prior to his arrival. He completely renovated the entire disbursing office, rebuilt and organized several years of records and returns, replaced and fixed twelve inoperable point of sale devices, five point of sale bases and both ATMs machines, coordinated the re-programming of a previously corrupt and inoperable Navy Cash server, the replacement of an aged soda vending machine with a modern Pepsi machine, and fixed the only snack vending machine on board which had been previously inoperable for over a year or more. During his last FDNF deployment from February until September 2020, LTJG Gunning provided his ship with a 99% uptime for Navy Cash ATM machines, Soda vending, Snack vending and Ship's Store equipment, issued 237 Navy Cash cards, \$280,000.00 in Ship's Store sales, and oversaw a USS Mustin record-breaking donation of \$63,000.00 in profits to MWR; all contributing to an essential increase in Mustin's crew morale during the COVID-19 pandemic which confined crewmembers to the ship for 205 straight days. Additionally, with his primary watch as a Flight IIA DDG Helicopter Control Officer (HCO), he spent many hours daily overseeing proper safety procedures of the ship's flight deck team and logged 826 deck hits from the ship's two MH-60R helicopters.

From the Office of FLC Yokosuka

OTCNET NEWS

WINDOWS 7 – JANUARY 2021

In January 2021, the Treasury Web Application Infrastructure (TWAI) where OTCnet resides will implement a security upgrade to strengthen the TWAI environment and address a security vulnerability. As a result of the upgrade to the TWAI environment, Windows 7 users will no longer be able to login to OTCnet using Internet Explorer.

Communications were sent out notifying that Windows 7 is no longer supported by OTCnet as [Microsoft](#) announced that they no longer support Windows 7 Operating Systems (OS) as of January 14, 2020.

**OTCnet deposit reporting users that ONLY have a Windows 7 workstation
MUST use the Chrome browser to access OTCnet**

Contact your local FLC representative for the proper MITGA procedures for any contingencies

SYSTEM REQUIREMENTS GUIDE:

<https://fiscal.treasury.gov/files/otcnet/OTCnet-SysReq.pdf>

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

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
Instant Issue Cards (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 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](https://navycash.gov)

Or

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

NAVSUP 727, NAVYCASH SOP, NAVY CASH SOP CHANGE NOTICE

<https://fiscal.treasury.gov/navy-cash/procedures.html>

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

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

Location	Dates
San Diego, CA	01 March - 05 March 2021
Norfolk, VA	16 March – 19 March 2021
Yokosuka, Japan	TBD

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

E-mail: navycashcenter@frb.org

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

Website: www.navycashcenter.com

Email: 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

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