

Attention Disbursing Officers and Supply Officers

**NAVY CASH[®]
SOP CHANGE NOTICE
NAVSUP PUB 727**

**Navy Cash Fleet Support Groups
NAVSUP Fleet Logistics Centers
Norfolk
San Diego
Yokosuka**

Navy Cash SOP Change Notice 2014-002

3 February 2014

**Subject: NAVY CASH MERCHANT ACCOUNTABLE OFFICIAL CARDS,
ENROLLMENT FORMS, AND CARD LIMITS**

Attention: Disbursing Officers/Supply Officers

1. Background

Enrollment Forms. Enrollment forms are a critical element in the Navy Cash program. Every Navy Cash cardholder must have a signed enrollment form on file. By signing the enrollment form, cardholders authorize debits and credits to bank or credit union accounts, consent to immediate collection from pay for any negative balances that may result from use of the Navy Cash cards, and authorize the government to initiate debt collection procedures for amounts that remain or become due and owing. The signed enrollment form is the enforceable agreement between the Navy Cash program and individual cardholders who use Navy Cash for personal use.

Navy Cash merchants, on the other hand, use Navy Cash in an official capacity as accountable officials as opposed to personal use. The Department of the Treasury, Bureau of the Fiscal Service, and the Navy Cash program are introducing a new enrollment form for merchant cardholders—FMS Form 2888 (09-13), Accountable Official Application Form for U.S. Department of the Treasury Stored Value Card (SVC).

Card Limits. In response to a requirement identified by the Fleet some time ago, the chip load/debit limits and the transfer limits between chip and strip will be increased for a limited number of Navy Cash merchant accountable official cards on a limited number of ships (CVNs, LHAs, LHDs)—a change enabled in part by these Navy Cash merchant accountable officials completing and signing the FMS Form 2888.

- **Standard Chip Load/Debit Limits—On CVNs, LHAs, and LHDs**, \$50,000 for accountable official cards issued to Disbursing Officers, MWR Officers, and Wardroom Mess Treasurers, and \$10,000 for all other accountable officials. **On All Other Ships**, \$10,000 for all accountable officials.
- **Standard Transfer Limits (Between Chip and Strip)—On CVNs, LHAs, and LHDs**, \$50,000 for accountable official cards issued to MWR Officers and Wardroom Mess Treasurers, and \$5,000 for all other accountable officials. **On All Other Ships**, \$10,000 for MWR Officers and Wardroom Mess Treasurers, and \$2,500 for all other accountable officials.

2. Disbursing Officer Action. Upon receipt of this Navy Cash SOP Change Notice, Disbursing Officers (DOs) must take the necessary steps to ensure that every merchant issued a Navy Cash accountable official card completes and signs an FMS Form 2888. Because of their higher card limits, the first priority must be to have the Disbursing Officer, MWR Officer, and Wardroom Mess Treasurer complete and sign the form. DOs must retain a copy of each signed FMS 2888 enrollment form in a binder on file for inspection. Since the FMS Form 2888 contains Personally Identifiable Information (PII), the binder must be kept in the safe.

Please route immediately to the Supply Officer and Disbursing Officer

DOs are required to track the individuals who have been assigned as accountable officials for each of the Navy Cash merchants activated on the ship and the accountable officials who have signed an FMS 2888 and been issued an accountable official Navy Cash merchant card. The merchants on a ship are initially set up from a standard set of Navy Cash merchants based on the size of the ship and the requirements stated by the ship. Over time, some ships request additional standard merchants be activated. As result, the set of merchants activated on each ship is somewhat unique. DOs can determine the actual merchants activated on their ship by using the Navy Cash Disbursing Web Site (*www.navycashcenter.com*). Under the “Ships” tab, after selecting the appropriate ship’s name, the “Merchants” tab displays the activated (“Enrolled Merchants”) on that particular ship (*see Appendix E in the Navy Cash SOP*).

To help DOs develop a roster to track accountable officials and determine which accountable officials must sign the FMS Form 2888, three sample rosters have been developed (*see attachments at the end of this change notice*), for CGs, DDGs, FFGs, LPDs, LSDs, and ASSs; for LHAs, LHDs, and LCCs; and for CVNs. The sample rosters indicate the Navy Cash merchants who have no need for a Navy Cash card in the course of their operations. These merchants should not be issued Navy Cash accountable official cards. If they have not been issued cards, they do not have to sign the FMS Form 2888. If DOs recover the Navy Cash merchant cards from these accountable officials, they do not have to sign the FMS Form 2888. DOs can modify the appropriate roster to reflect the actual merchants activated on the ship.

An up-to-date copy of the customized roster, indicating the Navy Cash merchants activated on the ship, the assigned accountable officials, the accountable officials who have signed an FMS 2888, and the accountable officials who have been issued an accountable official Navy Cash merchant card, must be retained in the binder of signed FMS 2888 enrollments forms on file for inspection.

Like the cardholder enrollment form, the original hardcopy FMS Form 2888, signed by the Navy Cash merchant accountable official must be sent to the Treasury Financial Agent, JPMorgan Chase (JPMC) to be scanned and stored on file electronically. The requirement is to have a signed FMS Form 2888 on file in the document storage system for every merchant who is issued a Navy Cash accountable official card.

3. Official Change to Navy Cash SOP. This Navy Cash SOP Change Notice represents an official change to the Navy Cash SOP (NAVSUP PUB 727). Each DO shall retain a copy of this Navy Cash SOP Change Notice on file for inspection with the current version of the SOP.

4. List of Effective Navy Cash SOP Change Notices.

- ~~2012-001 — Automatic EOD Now Mandatory CANCELED~~
- ~~2012-002 — Required Navy Cash Documentation in Financial Returns CANCELED~~
- 2012-003 Residual Funds on Visitor Cards
- 2012-004 Transfer Member Profile and Unsuspend Account Using Disbursing Web Site
- 2012-005 Automated Transfer of Dormant Profiles
- 2012-006 Navy Cash Depot Shipping Address Change
- 2012-007 Navy Cash, Marine Cash, and Navy Cash Visitor Card Cardholder Agreement
- 2012-008 Staff, Air Wing, Squadron, and Generic Private Merchants Settle Only to Merchant Strip Account
- 2012-009 Bank/Credit Union Account Information on Cardholder Web Site
- 2012-010 Automated EOM Spreadsheet Alternative
- 2012-011 Court Orders and Levies and Subpoenas on Navy Cash Accounts
- ~~2013-001 — Enrollment Forms Missing in Document Storage System Ashore CANCELED~~
- 2013-002 Updating Generic Private, Staff, Air Wing, and Squadron Merchant Linked Accounts at Turnover

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- 2013-003 Use of Official Mail Manager Merchant Card Now Mandatory
- 2013-004 Update to Navy Cash Cardholder Web Site
- 2013-005 Enrollment Forms Missing in Document Storage System Ashore—Revised
- 2013-006 Distribution of Ship's Store Profits to MWR and Other Miscellaneous Payments — Revised Procedures
- 2013-007 DASR and Revision to the Navy Cash Documentation Required in Financial Returns
- 2013-008 Maintaining Laptop Security Patches and Updates
- 2013-009 Before Cardholders Leave the Ship for a Pending Transfer or Discharge
- 2013-010 Navy Cash System Administration Password Changes
- 2014-001 Navy Cash Cardholder Enrollment Form—New Edition
- 2014-002 Navy Cash Accountable Official Cards, Enrollment Forms, and Card Limits
- 2014-003 Rules of Behavior for Users of Navy Cash System

5. Points of Contact. If you have any questions, please contact:

Hugh Chin at NAVSUP FLC Norfolk
 hugh.chin@navy.mil
 (757) 443-1189 DSN: 646-1189

Andy Yager at NAVSUP FLC San Diego
 andrew.yager@navy.mil
 (619) 556-6493 DSN: 526-6493

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8.2.4 Navy Cash Card Limits

(in version 1.13, associated with v1.4.6.3, and version 1.14, associated with v1.4.7.0)

a. Individual Cardholders

- (1) Standard Chip Limit. No more than \$1,000 can be loaded on or debited from the chip.
- (2) Standard ACH Transfer Limit. A \$400 daily maximum limit has been pre-set on funds transfers from a bank or credit union account to the chip and/or strip accounts.

b. Merchant Cardholders — Accountable Officials

- (1) Standard Chip Limits. No more than the following maximum amounts can be loaded on or debited from the chip.
 - (a) On CVNs, LHAs, and LHDs. \$50,000 for Disbursing Officers, MWR Officers, and Wardroom Mess Treasurers, and \$10,000 for all other accountable officials.
 - (b) On All Other Ships. \$10,000 for all accountable officials.
- (2) Standard Transfer Limits Between Chip and Strip. The following daily maximum limits have been pre-set on transfers between the chip and strip accounts.
 - (a) On CVNs, LHAs, and LHDs. \$50,000 for MWR Officers and Wardroom Mess Treasurers, and \$5,000 for all other accountable officials.
 - (b) On All Other Ships. \$10,000 for MWR Officers and Wardroom Mess Treasurers, and \$2,500 for all other accountable officials.

(3) Standard ACH Transfer Limit. For merchants who settle to bank or credit union accounts, a \$5,000 daily maximum limit has been pre-set on funds transfers from a bank or credit union account to the chip and/or strip accounts.

(4) These pre-set limits may prevent accountable officials from making large purchases on the ship in a single payment. In a situation like this, the accountable official can elect to make more than one payment with the organization's Navy Cash merchant card or simply pay by check.

c. Modifying Navy Cash Card Limits

(1) Individual Cardholders

(a) The Disbursing Officer can modify the chip load/debit limit and ACH transfer limit for individual cardholders checked in" on that ship through the Disbursing Application (see paragraph 8.4.18), but only up to the maximum chip (\$1,000) and ACH transfer (\$400 per day) limits.

(b) For individual cardholders, reducing the maximum amount that can be transferred from a bank or credit union account ashore and/or reducing the maximum amount that can be loaded on the chip are options available to discipline a cardholder who continues to have problems with negative account balances or other personal financial responsibilities (see paragraph 8.8.1).

(2) Accountable Official Merchant Cardholders. The Disbursing Officer can modify the chip load and debit limit and ACH transfer limit for merchant cardholders on that ship using the Disbursing Application (see paragraph 8.4.18, Account Information Update), but only up to a maximum of \$1,000 on the chip and a maximum of \$400 per day for ACH transfers. For any amount above the maximum limits, the Disbursing Officer must contact the CSU (see paragraph 8.14) and request that a merchant cardholder limit be modified, but only up to the standard limits listed above and in paragraph 8.5.4, Navy Cash Accountable Official Cards. Again, the Disbursing Officer cannot change the chip load and debit limit, ACH transfer limit, or the transfer limit between chip and strip accounts using the Navy Cash Disbursing Web Site, navycashcenter.com, (see paragraph 8.14 and Appendix E).

(3) Any updates to card limits done using the Disbursing Application are effective immediately on board the ship and will regulate any subsequent funds transfer requests the individual or merchant cardholder attempts at the Navy Cash Kiosk. Updates done through the CSU do not go into effect on board the ship until the CSU receives the information, processes the request, and a round trip is completed between ship and shore.

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8.5.5 Navy Cash Merchant Accountable Official Cards, Enrollment Forms, and Card Limits

(in version 1.13, associated with v1.4.6.3, and version 1.14, associated with v1.4.7.0)

a. Accountable Official Cards. Navy Cash merchant cards must only be issued to accountable officials who are authorized to use Navy Cash in an official capacity. Navy Cash accountable official cards are not for personal use. The personal funds of merchant cardholders must not be loaded onto the cards. The funds loaded onto the cards must be limited to money held by the merchant cardholders in their official capacity as accountable officials. Each merchant cardholder is responsible and accountable for all funds loaded onto her/his accountable official card and may be held pecuniarily liable for the loss or misuse of such funds. All transactions involving funds on Navy Cash accountable official cards shall be reported in appropriate accountability statements in accordance with applicable regulations, policies, and procedures.

b. Accountable Official Enrollment Form. As accountable officials, Navy Cash merchants must complete and sign an FMS Form 2888 (09-13), Accountable Official Application Form for U.S. Department

of the Treasury Stored Value Card (SVC), prior to being issued a Navy Cash merchant card. A sample form is included at Appendix F, Navy Cash Enrollment Forms. The form is also available on the U.S. Department of the Treasury, Bureau of the Fiscal Service, Navy Cash website (www.fms.treas.gov/navycash).

(1) On CVNs, LHAs, and LHDs, because of the higher card limits associated with their Navy Cash merchant cards, the accountable official enrollment form for the Disbursing Officer, MWR Officer, and Wardroom Mess Treasurer must also be signed by the ship's Commanding Officer (CO). A copy of the CO's appointment letter to the accountable official signed by the CO may be attached to the FMS Form 2888 in lieu of the CO's signature on the form.

(2) Transfer of Responsibility Upon Relief. At turnover, the relieving accountable official must complete and sign a new FMS Form 2888. The relieved and relieving accountable officials must confirm that the account balance (both chip and strip) on the Navy Cash merchant card is zero or be able to account fully for any funds remaining on the chip and strip. The Personal Identification Number (PIN) for the merchant card must be changed by the relieving accountable official at turnover.

(3) Forward Signed Accountable Official Enrollment Forms to JPMC. The Disbursing Officer must send the original hardcopy accountable official enrollment forms, signed by the accountable officials, to the Treasury Financial Agent, JPMorgan Chase (JPMC), where they will be digitally scanned and stored electronically in the document storage system ashore. All enrollment forms will be retained ashore for seven years past the termination of the U.S. Treasury Financial Agency Agreement with JPMC, the Financial Agent for Navy Cash. The electronic image shall be considered the legal equivalent of the original.

(a) Accountable official enrollment forms (2888s) shall be forwarded to JPMC at least once every 30 days. Enrollment forms for accountable officials (2888s) and individual cardholders (2887s) and rules of behavior forms must be sent in separate packages. Accountable official enrollment forms contain sensitive personal information and must be sent via traceable means, e.g., FedEx, UPS, registered mail. Do not send enrollment forms via fax, digital sender, or e-mail.

(b) Double-pack all accountable official enrollment forms, with the JPMC address below on each envelope/package, to protect against possible damage during shipping and handling.

JPMorgan Chase
Document Processing Services
Attention: Phyllis Smith
300 N King Street, Mail Stop DE 1404
Wilmington, DE 19801
(302) 282-2176 (*Please use this number only for FedEx, UPS, etc. packages*)

(c) Send E-Mail Notification to JPMC. Send an e-mail notification to the JPMC Scanning Operations Center at enrollment_forms@chase.com for each package of accountable official enrollment forms sent. This e-mail notification enables JPMC to verify that every package sent and all the enrollment forms have been received. Include the following information in the e-mail: date package was sent, number of 2888 enrollment forms in package, carrier name (e.g., FedEx, UPS, registered mail, etc.), tracking information, and the ship's name and Point Of Contact (POC) on the ship (phone number and e-mail address). A sample memorandum is included at paragraph 8.15.27. To report all of the required information, fill out the memorandum, and send it as an attachment to the e-mail notification. Include a copy of the memorandum in the package with the enrollment forms. *Finally, retain a copy of each e-mail and memorandum sent on file for inspection.*

(4) Retain Copies of Signed Accountable Official Enrollment Forms. Copies of signed hardcopy accountable official enrollment forms shall be maintained on board ship in a separate binder for

reference and inspection for three years from the date of signature, unless the accountable official is still on the ship. Because the FMS 2888 contains sensitive personal information, the binder must be kept in the safe.

c. Accountable Official Card Limits

(1) Standard Chip Load and Debit Limits

(a) \$50,000 for accountable official cards issued to Disbursing Officers, MWR Officers, and Wardroom Mess Treasurers on CVNs, LHAs, and LHDs.

(b) \$10,000 on all other ships and for all other accountable officials.

(2) Standard Transfer Limits Between the Chip and Strip

(a) \$50,000 for accountable official cards issued to MWR and Wardroom Mess Treasurers and \$5,000 for all other accountable officials on CVNs, LHAs, and LHDs.

(b) \$10,000 for accountable official cards issued to MWR Officers and Wardroom Mess Treasurers and \$2,500 for all other accountable officials on all other ships

(3) Standard ACH Transfer Limit. For merchants who settle to bank or credit union accounts, a \$5,000 daily maximum limit has been pre-set on funds transfers from a bank or credit union account to the chip and/or strip accounts.

(4) These transfer limits do not apply to Line Of Accounting (LOA) Navy Cash merchants (Disbursing, Sales, and Food Service), who settle through the Disbursing Officer at EOM, or to the transient merchants (Foreign Concessionaire, Husbanding Agent, College Courses, College Books, Miscellaneous Events), who settle to the Navy disbursing office merchant strip account on a daily basis.

Accountable Official Standard Card Limits

CHIP LOAD / DEBIT LIMITS

LARGE DECKS (CVNs, LHAs, LHDs)	SMALL DECKS (LPDs, LSDs, LCCs, ASs, CGs, DDGs, FFGs)
\$50,000 <ul style="list-style-type: none"> • MWR • Wardroom Mess–Food • Navy Disbursing Office 	\$10,000 <ul style="list-style-type: none"> • All Accountable Officials
\$10,000 <ul style="list-style-type: none"> • Rest of Accountable Officials 	

TRANSFER LIMITS BETWEEN CHIP AND STRIP

LARGE DECKS (CVNs, LHAs, LHDs)	SMALL DECKS (LPDs, LSDs, LCCs, ASs, CGs, DDGs, FFGs)
\$50,000 <ul style="list-style-type: none"> • MWR • Wardroom Mess–Food 	\$10,000 <ul style="list-style-type: none"> • MWR • Wardroom Mess–Food
\$5,000 <ul style="list-style-type: none"> • Rest of Accountable Officials 	\$2,500 <ul style="list-style-type: none"> • Rest of Accountable Officials

Please route immediately to the Supply Officer and Disbursing Officer

d. Track Status of Accountable Official Cards and Enrollment Form. The Disbursing Officer is required to track the individuals who have been assigned as accountable officials for each of the Navy Cash merchants activated on the ship and the accountable officials who have signed an FMS 2888 and been issued an accountable official Navy Cash merchant card.

(1) The merchants on a ship are initially set up from a standard set of Navy Cash merchants based on the size of the ship and the requirements stated by the ship. Over time, some ships request additional standard merchants be activated. As result, the set of merchants activated on each ship is somewhat unique.

(2) The Disbursing Officer can determine the actual merchants activated on the ship by using the Navy Cash Disbursing Web Site (*www.navycashcenter.com*). Under the “Ships” tab, after selecting the appropriate ship’s name, the “Merchants” tab displays the activated, or “Enrolled Merchants”, on that particular ship (see Appendix E).

(3) Generate Roster of Navy Cash Merchants Activated

(a) To help develop a roster to track accountable officials and determine which accountable officials must sign the FMS 2888, three sample rosters have been developed: for CGs, DDGs, FFGs, LPDs, LSDs, and ASs; for LHAs, LHDs, and LCCs; and for CVNs (see paragraph 8.15.29).

(b) The sample rosters indicate the Navy Cash merchants who have no need for a Navy Cash card in the course of their operations. These merchants should not be issued Navy Cash accountable official cards. If they have not been issued cards, they do not have to sign the FMS Form 2888. If the Disbursing Officer recovers the Navy Cash merchant cards from these accountable officials, they do not have to sign the FMS Form 2888.

(c) The Disbursing Officer can modify the appropriate roster to reflect the actual merchants activated on the ship.

(d) An up-to-date copy of the customized roster, indicating the Navy Cash merchants activated on the ship, the assigned accountable officials, the accountable officials who have signed an FMS 2888, and the accountable officials who have been issued an accountable official Navy Cash merchant card, must be retained in the binder of signed FMS 2888 enrollments forms on file for inspection.

e. Liability for Loss or Theft, Unauthorized Use, or Fraud. The Navy Cash funds pool backs the electronic stored value that has been issued. The money in this pool falls into one of two categories. The first represents stored value which has been received by the Navy through the Ship’s Store, vending machines, other retail operations, and Food Service. These funds constitute receipts of the United States. The second represents stored value which “belongs” to individual Sailors. This money, while belonging to the Sailors, is under the control of the government. Both categories of funds are public money. In the event of a deficit to the Navy Cash funds pool due to the loss, theft, unauthorized use, or fraudulent use of an accountable official card; the return of an ACH transaction tied to an accountable official card; or for any other reason related to an accountable official card, liability shall be apportioned as follows:

(1) Disbursing Officer. In the event of a loss of funds related to an accountable official card issued to a Disbursing Officer, liability shall be apportioned according to the rules and procedures set forth in DoD FMR, Volume 5, Chapter 6. Those rules currently provide that, when there is evidence of fraud, any loss of funds is considered a major loss, and the steps that must be taken include a formal investigation and a criminal investigation if one is warranted. The investigation must be completed and forwarded through the Commanding Officer to DFAS-NPD/IN within 90 days from discovery of the loss. DFAS-NPD/IN reviews the report of the investigation, obtains legal review from DFAS-DGC, and then forwards the report of the

investigation and makes a recommendation to the Director, Policy and Performance Management (DFAS-NP), who makes the final decision on liability for each case.

(a) When relief of liability is granted for the loss, DFAS-NPD/IN provides the Disbursing Officer instructions to remove the deficiency, including an appropriation for the funding to remove the loss of funds and reimburse the funds pool for the amount of the loss.

(b) When relief of liability is denied and losses cannot otherwise be recovered from the accountable individual, then the Navy is responsible for identifying the appropriation and funding necessary to resolve the loss. NAVSUP shall take the appropriate steps to coordinate with U.S. Fleet Forces Command to identify the correct line of accounting to reimburse the funds pool for the amount of the loss.

(2) MWR Officer, Wardroom Mess Treasurer, or Other Accountable Official. In the event of a loss of funds related to an accountable official card issued to an MWR Officer, Wardroom Mess Treasurer, or other accountable official, liability shall be apportioned according to the rules and procedures set forth in Article 0814, U.S. Navy Regulations (1990). Those rules currently require Commanding Officers to recommend or convene an investigation under the provisions of the Manual of the Judge Advocate General.

(a) For accountable officials, the ideal method for resolving a loss of funds is recovery from the beneficiary of the loss, e.g., recovery of missing cash from the finder, or, in cases where the accountable official is denied relief of liability, collection from the accountable official to reimburse the funds pool for the amount of the loss.

(b) When losses cannot otherwise be recovered, then the Navy is responsible for identifying the appropriation and funding necessary to resolve the loss. NAVSUP shall take the appropriate steps to coordinate with U.S. Fleet Forces Command to identify the correct line of accounting to reimburse the funds pool for the amount of the loss.

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8.15.27 Sample Memoranda for Forwarding Enrollment and Rules of Behavior Forms

b. Accountable Official Enrollment Forms

MEMORANDUM

From: _____
Ship's Name

To: JPMorgan Chase
Document Processing Services
Attention: Phyllis Smith
300 N King Street, Mail Stop DE 1404
Wilmington, DE 19801
(302) 282-2176 (*Phone number for FedEx, UPS, etc. packages*)
enrollment_forms@chase.com

Subject: Forwarding Accountable Official Enrollment Forms (2888s) For Scanning And Archiving

1. This memorandum and e-mail confirm the forwarding of Navy Cash enrollment forms for accountable official merchant cardholders (FMS Form 2888s) to the JPMorgan Chase Scanning Operations Center.

a. Date Package Was Sent: _____

b. Number of Enrollment Forms in Package: 2888s _____

c. Carrier Name: _____
e.g., FedEx, UPS, USPS registered mail

d. Tracking Information: _____

2. If you have any questions, please contact me at:

a. Ship's Name: _____

b. Point of Contact on the Ship: _____

Phone Number: _____

E-Mail: _____

Please route immediately to the Supply Officer and Disbursing Officer

8.15.29 Sample Rosters of Navy Cash Merchants Activated

NAVY CASH STANDARD MERCHANTS – CG, DDG, FFG, LPD, LSD, AS – ACCOUNTABLE OFFICIALS, CARDS, AND ENROLLMENT FORMS

MERCHANT	ACCOUNTABLE OFFICIAL (AO)			NAME ON ACCOUNT	ROUTING NUMBER	ACCOUNT NUMBER	AO ENROLLMENT FORM AND MERCHANT CARD
	NAME	PHONE	E-MAIL ADDRESS				
LINE OF ACCOUNTING (LOA) MERCHANTS							
NAVY DISBURSING							Settles to LOA only Yes. Signed? <input checked="" type="checkbox"/> Issued? <input checked="" type="checkbox"/>
GENERAL MESS–FOOD							Settles to LOA only Card not required–not issued
GENERAL MESS–SURCHARGES							Settles to LOA only Card not required–not issued
SHIP STORE							Settles to LOA only Card not required–not issued
VENDING SODA							Settles to LOA only Yes. Signed? <input type="checkbox"/> Issued? <input type="checkbox"/>
VENDING STORE ITEMS							Settles to LOA only Yes. Signed? <input type="checkbox"/> Issued? <input type="checkbox"/>
HANGAR BAY SALES							Settles to LOA only Card not required–not issued
PRIVATE MERCHANTS							
NAVY MWR							Yes. Signed? <input type="checkbox"/> Issued? <input type="checkbox"/>
WARDROOM MESS–FOOD							Yes. Signed? <input type="checkbox"/> Issued? <input type="checkbox"/>
WARDROOM MESS–DUES							
CPO MESS–FOOD							Yes. Signed? <input type="checkbox"/> Issued? <input type="checkbox"/>
CPO MESS–DUES							
1ST CLASS ASSN							Yes. Signed? <input type="checkbox"/> Issued? <input type="checkbox"/>
TAXI MERCHANT ⁵						No linked bank/credit union account	Yes. Signed? <input type="checkbox"/> Issued? <input type="checkbox"/>
DUTY FUND						No linked bank/credit union account	Yes. Signed? <input type="checkbox"/> Issued? <input type="checkbox"/>
OFFICIAL MAIL MANAGER						No linked bank/credit union account	Yes. Signed? <input type="checkbox"/> Issued? <input type="checkbox"/>
POST OFFICE-STAMPS						Settles to USPS PFO account only	Card not required–not issued
POST OFFICE-MONEY ORDERS						Settles to USPS PFO account only	Card not required–not issued
POST OFFICE-METERED MAIL						Settles to USPS PFO account only	Card not required–not issued
VENDING STAMPS						Settles to USPS PFO account only	Yes. Signed? <input type="checkbox"/> Issued? <input type="checkbox"/>
TRANSIENT MERCHANTS							
FOREIGN CONCESSIONAIRE						Settles to Navy Disbursing strip account only	Card not required–not issued
HUSBANDING AGENT						Settles to Navy Disbursing strip account only	Card not required–not issued
COLLEGE COURSES						Settles to Navy Disbursing strip account only	Card not required–not issued
COLLEGE BOOKS						Settles to Navy Disbursing strip account only	Card not required–not issued
MISCELLANEOUS EVENTS						Settles to Navy Disbursing strip account only	Card not required–not issued
GENERIC PRIVATE MERCHANTS							
PRIVATE ONE						Settles to strip only–bank/credit union not linked	Yes. Signed? <input type="checkbox"/> Issued? <input type="checkbox"/>
PRIVATE TWO						Settles to strip only–bank/credit union not linked	Yes. Signed? <input type="checkbox"/> Issued? <input type="checkbox"/>
PRIVATE THREE						Settles to strip only–bank/credit union not linked	Yes. Signed? <input type="checkbox"/> Issued? <input type="checkbox"/>
PRIVATE FOUR						Settles to strip only–bank/credit union not linked	Yes. Signed? <input type="checkbox"/> Issued? <input type="checkbox"/>
PRIVATE FIVE						Settles to strip only–bank/credit union not linked	Yes. Signed? <input type="checkbox"/> Issued? <input type="checkbox"/>

NAVY CASH STANDARD MERCHANTS – LHA, LHD, LCC – ACCOUNTABLE OFFICIALS, CARDS, AND ENROLLMENT FORMS

MERCHANT	ACCOUNTABLE OFFICIAL (AO)			NAME ON ACCOUNT	ROUTING NUMBER	ACCOUNT NUMBER	AO ENROLLMENT FORM AND MERCHANT CARD
	NAME	PHONE	E-MAIL ADDRESS				
LINE OF ACCOUNTING (LOA) MERCHANTS							
NAVY DISBURSING					Settles to LOA only		Yes. Signed? <input checked="" type="checkbox"/> Issued? <input checked="" type="checkbox"/>
GENERAL MESS-FOOD					Settles to LOA only		Card not required-not issued
GENERAL MESS-SURCHARGES					Settles to LOA only		Card not required-not issued
SHIP STORE #1					Settles to LOA only		Card not required-not issued
SHIP STORE #2					Settles to LOA only		Card not required-not issued
VENDING SODA					Settles to LOA only		Yes. Signed? <input type="checkbox"/> Issued? <input type="checkbox"/>
VENDING STORE ITEMS					Settles to LOA only		Yes. Signed? <input type="checkbox"/> Issued? <input type="checkbox"/>
HANGAR BAY SALES					Settles to LOA only		Card not required-not issued
PRIVATE MERCHANTS							
NAVY MWR							Yes. Signed? <input type="checkbox"/> Issued? <input type="checkbox"/>
WARDROOM MESS-FOOD							Yes. Signed? <input type="checkbox"/> Issued? <input type="checkbox"/>
WARDROOM MESS-DUES							
CPO MESS-FOOD							Yes. Signed? <input type="checkbox"/> Issued? <input type="checkbox"/>
CPO MESS-DUES							
FLAG MESS-FOOD							Yes. Signed? <input type="checkbox"/> Issued? <input type="checkbox"/>
FLAG MESS-DUES							
1ST CLASS ASSN							Yes. Signed? <input type="checkbox"/> Issued? <input type="checkbox"/>
TAXI MERCHANT					No linked bank/credit union account		Yes. Signed? <input type="checkbox"/> Issued? <input type="checkbox"/>
DUTY FUND					No linked bank/credit union account		Yes. Signed? <input type="checkbox"/> Issued? <input type="checkbox"/>
OFFICIAL MAIL MANAGER					No linked bank/credit union account		Yes. Signed? <input type="checkbox"/> Issued? <input type="checkbox"/>
POST OFFICE-STAMPS					Settles to USPS PFO account only		Card not required-not issued
POST OFFICE-MONEY ORDERS					Settles to USPS PFO account only		Card not required-not issued
POST OFFICE-METERED MAIL					Settles to USPS PFO account only		Card not required-not issued
VENDING STAMPS					Settles to USPS PFO account only		Yes. Signed? <input type="checkbox"/> Issued? <input type="checkbox"/>
TRANSIENT MERCHANTS							
FOREIGN CONCESSIONAIRE					Settles to Navy Disbursing strip account only		Card not required-not issued
HUSBANDING AGENT					Settles to Navy Disbursing strip account only		Card not required-not issued
COLLEGE COURSES					Settles to Navy Disbursing strip account only		Card not required-not issued
COLLEGE BOOKS					Settles to Navy Disbursing strip account only		Card not required-not issued
MISC EVENTS					Settles to Navy Disbursing strip account only		Card not required-not issued

MERCHANT	ACCOUNTABLE OFFICIAL (AO)			NAME ON ACCOUNT	ROUTING NUMBER	ACCOUNT NUMBER	AO ENROLLMENT FORM AND MERCHANT CARD
	NAME	PHONE	E-MAIL ADDRESS				
GENERIC PRIVATE MERCHANTS							
PRIVATE ONE				Settles to strip only–bank/credit union not linked			Yes. Signed? <input type="checkbox"/> Issued? <input type="checkbox"/>
PRIVATE TWO				Settles to strip only–bank/credit union not linked			Yes. Signed? <input type="checkbox"/> Issued? <input type="checkbox"/>
PRIVATE THREE				Settles to strip only–bank/credit union not linked			Yes. Signed? <input type="checkbox"/> Issued? <input type="checkbox"/>
PRIVATE FOUR				Settles to strip only–bank/credit union not linked			Yes. Signed? <input type="checkbox"/> Issued? <input type="checkbox"/>
PRIVATE FIVE				Settles to strip only–bank/credit union not linked			Yes. Signed? <input type="checkbox"/> Issued? <input type="checkbox"/>
PRIVATE SIX				Settles to strip only–bank/credit union not linked			Yes. Signed? <input type="checkbox"/> Issued? <input type="checkbox"/>
PRIVATE SEVEN				Settles to strip only–bank/credit union not linked			Yes. Signed? <input type="checkbox"/> Issued? <input type="checkbox"/>
PRIVATE EIGHT				Settles to strip only–bank/credit union not linked			Yes. Signed? <input type="checkbox"/> Issued? <input type="checkbox"/>
PRIVATE NINE				Settles to strip only–bank/credit union not linked			Yes. Signed? <input type="checkbox"/> Issued? <input type="checkbox"/>
PRIVATE TEN				Settles to strip only–bank/credit union not linked			Yes. Signed? <input type="checkbox"/> Issued? <input type="checkbox"/>

NAVY CASH STANDARD MERCHANTS – CVN – ACCOUNTABLE OFFICIALS, CARDS, AND ENROLLMENT FORMS

MERCHANT	ACCOUNTABLE OFFICIAL (AO)			NAME ON ACCOUNT	ROUTING NUMBER	ACCOUNT NUMBER	AO ENROLLMENT FORM AND MERCHANT CARD
	NAME	PHONE	E-MAIL ADDRESS				
LINE OF ACCOUNTING (LOA) MERCHANTS							
NAVY DISBURSING					Settles to LOA only		Yes. Signed? <input checked="" type="checkbox"/> Issued? <input checked="" type="checkbox"/>
GENERAL MESS–FOOD					Settles to LOA only		Card not required–not issued
GENERAL MESS–SURCHARGES					Settles to LOA only		Card not required–not issued
SHIP STORE #1					Settles to LOA only		Card not required–not issued
SHIP STORE #2					Settles to LOA only		Card not required–not issued
VENDING SODA					Settles to LOA only		Yes. Signed? <input type="checkbox"/> Issued? <input type="checkbox"/>
VENDING STORE ITEMS					Settles to LOA only		Yes. Signed? <input type="checkbox"/> Issued? <input type="checkbox"/>
BEVERAGE BAR					Settles to LOA only		Card not required–not issued
HANGAR BAY SALES					Settles to LOA only		Card not required–not issued
PRIVATE MERCHANTS							
NAVY MWR							Yes. Signed? <input type="checkbox"/> Issued? <input type="checkbox"/>
WARDROOM MESS–FOOD							Yes. Signed? <input type="checkbox"/> Issued? <input type="checkbox"/>
WARDROOM MESS–DUES							
CPO MESS–FOOD							Yes. Signed? <input type="checkbox"/> Issued? <input type="checkbox"/>
CPO MESS–DUES							
FLAG MESS–FOOD							Yes. Signed? <input type="checkbox"/> Issued? <input type="checkbox"/>
FLAG MESS–DUES							
1ST CLASS ASSN							Yes. Signed? <input type="checkbox"/> Issued? <input type="checkbox"/>
PROT RELIGIOUS SERVICES							Yes. Signed? <input type="checkbox"/> Issued? <input type="checkbox"/>
CATH RELIGIOUS SERVICES							Yes. Signed? <input type="checkbox"/> Issued? <input type="checkbox"/>
ORTH RELIGIOUS SERVICES							Yes. Signed? <input type="checkbox"/> Issued? <input type="checkbox"/>
TAXI MERCHANT					No linked bank/credit union account		Yes. Signed? <input type="checkbox"/> Issued? <input type="checkbox"/>
DUTY FUND					No linked bank/credit union account		Yes. Signed? <input type="checkbox"/> Issued? <input type="checkbox"/>
OFFICIAL MAIL MANAGER					No linked bank/credit union account		Yes. Signed? <input type="checkbox"/> Issued? <input type="checkbox"/>
POST OFFICE-STAMPS					Settles to USPS PFO account only		Card not required–not issued
POST OFFICE-MONEY ORDERS					Settles to USPS PFO account only		Card not required–not issued
POST OFFICE-METERED MAIL					Settles to USPS PFO account only		Card not required–not issued
VENDING STAMPS					Settles to USPS PFO account only		Yes. Signed? <input type="checkbox"/> Issued? <input type="checkbox"/>
TRANSIENT MERCHANTS							
FOREIGN CONCESSIONAIRE					Settles to Navy Disbursing strip account only		Card not required–not issued
HUSBANDING AGENT					Settles to Navy Disbursing strip account only		Card not required–not issued
COLLEGE COURSES					Settles to Navy Disbursing strip account only		Card not required–not issued

MERCHANT	ACCOUNTABLE OFFICIAL (AO)			NAME ON ACCOUNT	ROUTING NUMBER	ACCOUNT NUMBER	AO ENROLLMENT FORM AND MERCHANT CARD
	NAME	PHONE	E-MAIL ADDRESS				
COLLEGE BOOKS				Settles to Navy Disbursing strip account only			Card not required—not issued
MISC EVENTS				Settles to Navy Disbursing strip account only			Card not required—not issued
GENERIC PRIVATE MERCHANTS							
PRIVATE ONE				Settles to strip only—bank/credit union not linked			Yes. Signed? <input type="checkbox"/> Issued? <input type="checkbox"/>
PRIVATE TWO				Settles to strip only—bank/credit union not linked			Yes. Signed? <input type="checkbox"/> Issued? <input type="checkbox"/>
PRIVATE THREE				Settles to strip only—bank/credit union not linked			Yes. Signed? <input type="checkbox"/> Issued? <input type="checkbox"/>
PRIVATE FOUR				Settles to strip only—bank/credit union not linked			Yes. Signed? <input type="checkbox"/> Issued? <input type="checkbox"/>
PRIVATE FIVE				Settles to strip only—bank/credit union not linked			Yes. Signed? <input type="checkbox"/> Issued? <input type="checkbox"/>
PRIVATE SIX				Settles to strip only—bank/credit union not linked			Yes. Signed? <input type="checkbox"/> Issued? <input type="checkbox"/>
PRIVATE SEVEN				Settles to strip only—bank/credit union not linked			Yes. Signed? <input type="checkbox"/> Issued? <input type="checkbox"/>
PRIVATE EIGHT				Settles to strip only—bank/credit union not linked			Yes. Signed? <input type="checkbox"/> Issued? <input type="checkbox"/>
PRIVATE NINE				Settles to strip only—bank/credit union not linked			Yes. Signed? <input type="checkbox"/> Issued? <input type="checkbox"/>
PRIVATE TEN				Settles to strip only—bank/credit union not linked			Yes. Signed? <input type="checkbox"/> Issued? <input type="checkbox"/>
PRIVATE ELEVEN				Settles to strip only—bank/credit union not linked			Yes. Signed? <input type="checkbox"/> Issued? <input type="checkbox"/>
PRIVATE TWELVE				Settles to strip only—bank/credit union not linked			Yes. Signed? <input type="checkbox"/> Issued? <input type="checkbox"/>
PRIVATE THIRTEEN				Settles to strip only—bank/credit union not linked			Yes. Signed? <input type="checkbox"/> Issued? <input type="checkbox"/>
PRIVATE FOURTEEN				Settles to strip only—bank/credit union not linked			Yes. Signed? <input type="checkbox"/> Issued? <input type="checkbox"/>
PRIVATE FIFTEEN				Settles to strip only—bank/credit union not linked			Yes. Signed? <input type="checkbox"/> Issued? <input type="checkbox"/>
FLAG, AIR WING, SQUADRON MERCHANTS							
STAFF CPO MESS DUES				Settles to strip only—bank/credit union not linked			Yes. Signed? <input type="checkbox"/> Issued? <input type="checkbox"/>
STAFF WARDROOM DUES				Settles to strip only—bank/credit union not linked			Yes. Signed? <input type="checkbox"/> Issued? <input type="checkbox"/>
STAFF 1STCLASS DUES				Settles to strip only—bank/credit union not linked			Yes. Signed? <input type="checkbox"/> Issued? <input type="checkbox"/>
STAFF MWR FUND				Settles to strip only—bank/credit union not linked			Yes. Signed? <input type="checkbox"/> Issued? <input type="checkbox"/>
CVW CPO MESS DUES				Settles to strip only—bank/credit union not linked			Yes. Signed? <input type="checkbox"/> Issued? <input type="checkbox"/>
CVW WARDROOM DUES				Settles to strip only—bank/credit union not linked			Yes. Signed? <input type="checkbox"/> Issued? <input type="checkbox"/>
CVW 1STCLASS DUES				Settles to strip only—bank/credit union not linked			Yes. Signed? <input type="checkbox"/> Issued? <input type="checkbox"/>
CVW MWR FUND				Settles to strip only—bank/credit union not linked			Yes. Signed? <input type="checkbox"/> Issued? <input type="checkbox"/>
SQDN0 CPO MESS DUES				Settles to strip only—bank/credit union not linked			Yes. Signed? <input type="checkbox"/> Issued? <input type="checkbox"/>
SQDN0 WARDROOM DUES				Settles to strip only—bank/credit union not linked			Yes. Signed? <input type="checkbox"/> Issued? <input type="checkbox"/>
SQDN0 1STCLASS DUES				Settles to strip only—bank/credit union not linked			Yes. Signed? <input type="checkbox"/> Issued? <input type="checkbox"/>
SQDN0 MWR FUND				Settles to strip only—bank/credit union not linked			Yes. Signed? <input type="checkbox"/> Issued? <input type="checkbox"/>
SQDN1 CPO MESS DUES				Settles to strip only—bank/credit union not linked			Yes. Signed? <input type="checkbox"/> Issued? <input type="checkbox"/>
SQDN1 WARDROOM DUES				Settles to strip only—bank/credit union not linked			Yes. Signed? <input type="checkbox"/> Issued? <input type="checkbox"/>
SQDN1 1STCLASS DUES				Settles to strip only—bank/credit union not linked			Yes. Signed? <input type="checkbox"/> Issued? <input type="checkbox"/>

MERCHANT	ACCOUNTABLE OFFICIAL (AO)			NAME ON ACCOUNT	ROUTING NUMBER	ACCOUNT NUMBER	AO ENROLLMENT FORM AND MERCHANT CARD
	NAME	PHONE	E-MAIL ADDRESS				
SQDN1 MWR FUND				Settles to strip only--bank/credit union not linked			Yes. Signed? <input type="checkbox"/> Issued? <input type="checkbox"/>
SQDN2 CPO MESS DUES				Settles to strip only--bank/credit union not linked			Yes. Signed? <input type="checkbox"/> Issued? <input type="checkbox"/>
SQDN2 WARDROOM DUES				Settles to strip only--bank/credit union not linked			Yes. Signed? <input type="checkbox"/> Issued? <input type="checkbox"/>
SQDN2 1STCLASS DUES				Settles to strip only--bank/credit union not linked			Yes. Signed? <input type="checkbox"/> Issued? <input type="checkbox"/>
SQDN2 MWR FUND				Settles to strip only--bank/credit union not linked			Yes. Signed? <input type="checkbox"/> Issued? <input type="checkbox"/>
SQDN3 CPO MESS DUES				Settles to strip only--bank/credit union not linked			Yes. Signed? <input type="checkbox"/> Issued? <input type="checkbox"/>
SQDN3 WARDROOM DUES				Settles to strip only--bank/credit union not linked			Yes. Signed? <input type="checkbox"/> Issued? <input type="checkbox"/>
SQDN3 1STCLASS DUES				Settles to strip only--bank/credit union not linked			Yes. Signed? <input type="checkbox"/> Issued? <input type="checkbox"/>
SQDN3 MWR FUND				Settles to strip only--bank/credit union not linked			Yes. Signed? <input type="checkbox"/> Issued? <input type="checkbox"/>
SQDN4 CPO MESS DUES				Settles to strip only--bank/credit union not linked			Yes. Signed? <input type="checkbox"/> Issued? <input type="checkbox"/>
SQDN4 WARDROOM DUES				Settles to strip only--bank/credit union not linked			Yes. Signed? <input type="checkbox"/> Issued? <input type="checkbox"/>
SQDN4 1STCLASS DUES				Settles to strip only--bank/credit union not linked			Yes. Signed? <input type="checkbox"/> Issued? <input type="checkbox"/>
SQDN4 MWR FUND				Settles to strip only--bank/credit union not linked			Yes. Signed? <input type="checkbox"/> Issued? <input type="checkbox"/>
SQDN5 CPO MESS DUES				Settles to strip only--bank/credit union not linked			Yes. Signed? <input type="checkbox"/> Issued? <input type="checkbox"/>
SQDN5 WARDROOM DUES				Settles to strip only--bank/credit union not linked			Yes. Signed? <input type="checkbox"/> Issued? <input type="checkbox"/>
SQDN5 1STCLASS DUES				Settles to strip only--bank/credit union not linked			Yes. Signed? <input type="checkbox"/> Issued? <input type="checkbox"/>
SQDN5 MWR FUND				Settles to strip only--bank/credit union not linked			Yes. Signed? <input type="checkbox"/> Issued? <input type="checkbox"/>
SQDN6 CPO MESS DUES				Settles to strip only--bank/credit union not linked			Yes. Signed? <input type="checkbox"/> Issued? <input type="checkbox"/>
SQDN6 WARDROOM DUES				Settles to strip only--bank/credit union not linked			Yes. Signed? <input type="checkbox"/> Issued? <input type="checkbox"/>
SQDN6 1STCLASS DUES				Settles to strip only--bank/credit union not linked			Yes. Signed? <input type="checkbox"/> Issued? <input type="checkbox"/>
SQDN6 MWR FUND				Settles to strip only--bank/credit union not linked			Yes. Signed? <input type="checkbox"/> Issued? <input type="checkbox"/>
SQDN7 CPO MESS DUES				Settles to strip only--bank/credit union not linked			Yes. Signed? <input type="checkbox"/> Issued? <input type="checkbox"/>
SQDN7 WARDROOM DUES				Settles to strip only--bank/credit union not linked			Yes. Signed? <input type="checkbox"/> Issued? <input type="checkbox"/>
SQDN7 1STCLASS DUES				Settles to strip only--bank/credit union not linked			Yes. Signed? <input type="checkbox"/> Issued? <input type="checkbox"/>
SQDN7 MWR FUND				Settles to strip only--bank/credit union not linked			Yes. Signed? <input type="checkbox"/> Issued? <input type="checkbox"/>
SQDN8 CPO MESS DUES				Settles to strip only--bank/credit union not linked			Yes. Signed? <input type="checkbox"/> Issued? <input type="checkbox"/>
SQDN8 WARDROOM DUES				Settles to strip only--bank/credit union not linked			Yes. Signed? <input type="checkbox"/> Issued? <input type="checkbox"/>
SQDN8 1STCLASS DUES				Settles to strip only--bank/credit union not linked			Yes. Signed? <input type="checkbox"/> Issued? <input type="checkbox"/>
SQDN8 MWR FUND				Settles to strip only--bank/credit union not linked			Yes. Signed? <input type="checkbox"/> Issued? <input type="checkbox"/>

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Appendix F

Navy Cash Enrollment Forms

**FMS FORM 2888 (09-13),
ACCOUNTABLE OFFICIAL APPLICATION FORM FOR
U.S. DEPARTMENT OF THE TREASURY STORED VALUE CARD (SVC)**

**ACCOUNTABLE OFFICIAL APPLICATION FORM FOR U.S. DEPARTMENT OF THE TREASURY
STORED VALUE CARD (SVC)**

OMB No. 1510-0078
EXP. DATE 09/30/2016

DIRECTIONS: Submit completed form to Disbursing. Provide bank or credit union information if you are authorized to transfer funds from a U.S. government bank or credit union account to your Accountable Official Treasury SVC account at a Treasury SVC kiosk.

ACCOUNTABLE OFFICIAL PERSONAL INFORMATION

1. RATE, RANK, TITLE		2. FIRST NAME		3. MIDDLE INITIAL	4. LAST NAME	
5. SSN	6. PAY GRADE	7. MILITARY BRANCH OR COMPANY NAME <i>(Contractors)</i>		8. DATE OF BIRTH <i>(MMDD)</i>	9. MOTHER'S MAIDEN NAME OR KEYWORD <i>(Required for security purposes)</i>	
10. MILITARY DUTY ADDRESS <i>(For Navy/Marine Cash include assigned Division, Unit, etc.)</i> OR WORK ADDRESS <i>(Contractors)</i>					USMC ONLY	
					10a. MEU	10b. MLG
10c. CITY			10d. STATE	10e. ZIP CODE		10f. COUNTRY
11. RESIDENCE/PERMANENT ADDRESS						
11a. CITY			11b. STATE	11c. ZIP CODE		11d. COUNTRY
12. WORK TELEPHONE NUMBER		13. CELL PHONE NUMBER		14. E-MAIL ADDRESS		

ACCOUNTABLE OFFICIAL BANK OR CREDIT UNION INFORMATION

15. BANK OR CREDIT UNION NAME			16. CITY		17. STATE	18. ZIP CODE
19. ABA ROUTING NUMBER <i>(9-digit number)</i>			20. ACCOUNT NUMBER			
21. ACCOUNT NAME <i>(Your name as it appears on your account)</i>					22. ACCOUNT TYPE <i>(X one)</i> <input type="checkbox"/> CHECKING <input type="checkbox"/> SAVINGS	

ACCOUNTABLE OFFICIAL LIABILITY: I acknowledge that I am the Accountable Official for all funds placed on this card and may be held pecuniarily liable for the loss or misuse of such funds. I may be relieved of such liability only under the procedures detailed in DoD FMR Volume 5, Chapter 1.
EXPIRED, LOST, STOLEN, OR DAMAGED CARD: When the Accountable Official Treasury SVC card expires, any value remaining will be forwarded to the bank or credit union account specified above. If the account has been closed or if any value remaining on the Treasury SVC cannot be forwarded to the account for any other reason, I understand that the funds will be transferred to an account in the U.S. Treasury in accordance with 31 U.S.C. 1322. The agency listed in Item 21 retains the right to claim such funds. If my Accountable Official Treasury SVC is lost, stolen, or damaged, I may be charged a fee for a replacement card.
ADDITIONAL TERMS AND CONDITIONS: By using the Accountable Official Treasury SVC, I agree to accept the terms and conditions for use of the Accountable Official Treasury SVC established by the issuer of the card. This form may be imaged and kept on file electronically by the U.S. Department of the Treasury and/or its Financial or Fiscal Agent, and an electronic image shall be considered the legal equivalent of the original. I represent and warrant that the agency listed in Item 21 has authorized me to obtain this Accountable Official Treasury SVC, to link it to the bank or credit union account listed above, and to hold, collect, and disburse funds that are in the account and on this Accountable Official Treasury SVC.

PRIVACY ACT STATEMENT

AUTHORITY: Executive Order 9397, 31 CFR 210, and 31 U.S.C. 7701.
PRINCIPAL PURPOSES: To enroll individuals in the Treasury Stored Value Card (SVC) program; to obtain authorization to initiate debit and credit entries to individual's and/or U.S. government accounts; and to facilitate collection of any delinquent amounts.
ROUTINE USES: The information on this form may be disclosed as generally permitted under 5 U.S.C. Section 552a(b) of the Privacy Act of 1974, as amended. It may be disclosed outside of the U.S. Department of the Treasury, Fiscal and Financial Agents involved in providing SVC services, and their contractors or to the Department of Defense (DoD) for the purpose of administering the Treasury SVC programs. In addition, other Federal, State, or local government agencies that have identified a need to know may obtain this information for the purpose(s) identified by the Fiscal Service's Routine Uses as published in the Federal Register. Aggregate data about transactions captured both on and off the installation or ship, whether through the card's electronic purse or magnetic strip, may be used to generate summary level reports.
DISCLOSURE: Disclosure is voluntary; however, failure to furnish requested information may prevent you from participating in the Treasury SVC programs. Your SSN is being requested to verify your identify and to facilitate the collection of any amounts that may become due to the government as a result of your use of the Treasury SVC. If you do not provide your SSN, we cannot process your application for an SVC.

BURDEN ESTIMATE STATEMENT

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The time required to complete this information collection is estimated to average 10 minutes, including the time to review instructions, search existing data sources, gather and maintain the data needed, and complete and review the collection of information. Comments concerning the accuracy of the time estimate and suggestions for reducing this burden should be directed to the U.S. Department of the Treasury, Bureau of the Fiscal Service, Washington DC 20005.

AUTHORIZATION TO MAKE TREASURY SVC TRANSFERS ELECTRONICALLY TO AND FROM BANK OR CREDIT UNION ACCOUNT

I authorize the U.S. Treasury's Fiscal or Financial Agent to initiate debit and credit entries to my bank or credit union account at the financial institution specified above in order to fulfill any requests I may make to transfer funds between the bank or credit union account and this Treasury SVC account.

23. POSITION TO WHICH APPOINTED	
24. SIGNATURE	25. DATE SIGNED (YYYYMMDD)
26. SIGNATURE OF COMMANDING OFFICER <i>(may attach copy of Accountable Official's appointment letter signed by CO in lieu of CO's signature)</i>	27. DATE SIGNED (YYYYMMDD)

FOR OFFICE USE ONLY

28. ISSUED BY <i>(Disbursing Office Name/Location)</i>	29. CARD NUMBER <i>(Last six digits)</i>
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