

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 2014-005

12 May 2014

Subject: **APPOINTMENT OF NAVY CASH DEPUTY IS MANDATORY**

Attention: Disbursing Officers/Supply Officers

1. Background. The Navy Cash Accountable Officer must appoint a Navy Cash Deputy. If the Navy Cash Accountable Officer is not available, e.g., is attending a training class or on leave or Temporary Additional Duty (TAD), the Deputy Navy Cash Accountable Officer must be available to perform the duties of the Navy Cash Accountable Officer, primarily to operate and manage the Navy Cash program and system on board the ship.

2. Disbursing Officer Action. Upon receipt of this Navy Cash SOP Change Notice, the Disbursing Officer (DO) must take the necessary steps to appoint a Navy Cash Deputy, if one has not already been appointed. The Department of Defense Financial Management Regulation (DoDFMR), Volume 5, has replaced the Letter of Authority with the Department of Defense (DD) Form 577, Appointment/Termination Record—Authorized Signature. If the Navy Cash Deputy has already received a Letter of Authority signed by the Navy Cash Accountable Official, no action is required. If not, a DD Form 577 shall be signed by the Navy Cash Accountable Officer to the accountable official as the Deputy Navy Cash Accountable Officer, delineating what his or her responsibilities include.

The DO must ensure the Navy Cash Deputy is completely trained on Navy Cash operations and able to fully cover during any absences. The Navy Cash Deputy should have the knowledge and ability to resolve any Navy Cash technical and/or financial issues that may arise. The Navy Cash Deputy can recruit the assistance of the ship's IT personnel for technical issues as needed. Navy Cash SOPs, troubleshooting guidance, functional/system training, supporting documentation, and "how-to" maintenance videos, etc. are available on the ship's server/Intranet as part of NIAPS release 2.4.2.0. Much of this material is also available on line at <http://fms.treas.gov/navycash/index.htm>. Basic Navy Cash system training is available afloat on the Navy e-Learning (NeL) site (use catalog code CSS-NCASH-010-1.1 to find this interactive CBT). Engility Corporation (a Navy Cash contractor) provides three-day refresher training in Fleet concentration areas periodically. Contact the appropriate Navy Cash Fleet Support Group (FSG) at NAVSUP FLC Norfolk, San Diego, or Yokosuka for refresher training information and schedule. Additional training for the Navy Cash Deputy is also available on request from the FSGs.

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.

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4. List of Effective Navy Cash SOP Change Notices.

	Ver 1.13	Ver 1.14	Ver 1.15
2012-001 Automatic EOD Now Mandatory <i>CANCELED</i>			
2012-002 Required Navy Cash Documentation in Financial Returns <i>CANCELED</i>			
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 <i>CANCELED</i>			
2013-002 Updating Generic Private, Staff, Air Wing, and Squadron Merchant Linked Accounts at Turnover	✓	✓	
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	✓	✓	
2014-004 Cashing Personal Checks and Cashing Out the Chip on Navy Cash Cards	✓	✓	
2014-005 Appointment of Navy Cash Deputy Is Mandatory	✓	✓	✓

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

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Please route immediately to the Supply Officer and Disbursing Officer

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8.2 General Navy Cash Information

8.2.1 Appointment As Navy Cash Accountable Officer

(in Navy Cash SOP version 1.13, associated with Navy Cash release v1.4.6.3; version 1.14, associated with release v1.4.7.0; and version 1.15 associated with release v1.4.7.1)

a. **DD Form 577.** Because Navy Cash is a financial system, and the handling of public and private funds is inherent, a Department of Defense (DD) Form 577, Appointment/Termination Record—Authorized Signature, shall be signed by the Commanding Officer to the Disbursing Officer or other accountable official as the Navy Cash Accountable Officer, delineating what his or her responsibilities include (see DoDFMR, Volume 5, Chapters 2 and 17). Subsequent DD Form 577s from the Navy Cash Accountable Officer to his or her deputy shall also be maintained (see sample DD Form 577s at paragraphs 8.15.1 and 8.15.2).

b. **Navy Cash Deputy.** The Navy Cash Accountable Officer must appoint a Navy Cash Deputy. If the Navy Cash Accountable Officer is not available, e.g., attending training class or on leave or Temporary Additional Duty (TAD), the Deputy Navy Cash Accountable Officer must be available to perform the duties of the Navy Cash Accountable Officer, primarily to operate and manage the Navy Cash program and system on the ship. A DD Form 577 shall be signed by the Navy Cash Accountable Officer to the accountable official as the Deputy Navy Cash Accountable Officer, delineating what his or her responsibilities include.

(1) The Disbursing Officer must ensure the Navy Cash Deputy is completely trained on Navy Cash operations and able to fully cover during any absences. The Navy Cash Deputy should have the knowledge and ability to resolve any Navy Cash technical and/or financial issues that may arise. The Navy Cash Deputy can recruit the assistance of the ship's IT personnel for technical issues as needed.

(2) Navy Cash SOPs, troubleshooting guidance, functional/system training, supporting documentation, and "how-to" maintenance videos, etc. are available on the ship's server/Intranet as part of NIAPS release 2.4.2.0. Much of this material is also available on line at <http://fms.treas.gov/navycash/>. Basic Navy Cash system training is available afloat on the Navy e-Learning (NeL) site (use catalog code CSS-NCASH-010-1.1 to find this interactive CBT). Engility Corporation (a Navy Cash contractor) provides three-day refresher training in Fleet concentration areas periodically. Contact the appropriate Navy Cash Fleet Support Group (FSG) at NAVSUP FLC Norfolk, San Diego, or Yokosuka for refresher training information and schedule.

(3) Additional training for the Navy Cash Deputy is also available on request from the FSGs.

c. If a Navy Cash Accountable Officer has been previously appointed as a Disbursing Officer, Deputy Disbursing Officer, or Disbursing Agent, and the responsibilities of the Navy Cash program are covered by that appointment, then an additional DD Form 577 is not required (see DoDFMR, Volume 5, Chapters 2 and 17).

d. **Accountable Official Enrollment Form.** As accountable officials, the Navy Cash Accountable Officer and Deputy Navy Cash Accountable Officer 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/using the Disbursing Office merchant Navy Cash card (see paragraph 8.5.5). A sample form is included at Appendix F, Navy Cash Enrollment Forms and is also available on the U.S. Department of the Treasury, Bureau of the Fiscal Service, Navy Cash website (www.fms.treas.gov/navycash).

e. **Letter of Authority to Hold Cash at Personal Risk.** The Department of Defense Financial Management Regulation (DoDFMR), Volume 5, addresses the issue of accountability for cash management of public funds within the Navy. Since the electronic movement of funds within the Navy Cash system, for

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example, from the cardholder's home bank or credit union account to the strip or chip account, or from the strip account to the chip, or from the chip to the Post Office or soda vending machine, are not considered part of the Disbursing Officer's accountability, he or she would not have a pecuniary responsibility for those funds. However, certain Navy Cash transactions, for example, cash- and check-to-chip transactions, occur at the disbursing office, and the funds do become part of the Disbursing Officer's accountability. A sample letter of authority to hold cash at personal risk is included in paragraph 8.15.3. If a shortage (loss of funds/ loss of accountability) or an overage occurs, it should be handled as prescribed in Chapter 6 of DODFMR Volume 5. If it can be proved that the system, not the Disbursing Officer, made the mistake, the Disbursing Officer could not be held financially responsible for the loss.

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8.15.1 Sample Navy Cash Accountable Officer Appointment/Termination Record

APPOINTMENT/TERMINATION RECORD - AUTHORIZED SIGNATURE <i>(Read Privacy Act Statement and Instructions before completing form.)</i>		
PRIVACY ACT STATEMENT		
<p>AUTHORITY: E.O. 9397, 31 U.S.C. Sections 3325, 3528, DoDFMR, 7000.14-R, Vol. 5. PRINCIPAL PURPOSE(S): To maintain a record of certifying and accountable officers' appointments, and termination of those appointments. The information will also be used for identification purposes associated with certification of documents and/or liability of public records and funds. ROUTINE USE(S): 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 also be disclosed outside of the Department of Defense (DoD) to the the Federal Reserve banks to verify authority of the accountable individual to issue Treasury checks. In addition, other Federal, State and local government agencies, which have identified a need to know, may obtain this information for the purpose(s) identified in the DoD Blanket Routine Uses published in the Federal Register. DISCLOSURE: Voluntary; however, failure to provide the requested information may preclude appointment.</p>		
SECTION I - FROM: APPOINTING AUTHORITY		
1. NAME <i>(First, Middle Initial, Last)</i>	2. TITLE	3. DOD COMPONENT/ORGANIZATION
4. DATE <i>(YYYYMMDD)</i>	5. SIGNATURE	
SECTION II - TO: APPOINTEE		
6. NAME <i>(First, Middle Initial, Last)</i>	7. SSN	8. TITLE
9. DOD COMPONENT/ORGANIZATION	10. ADDRESS <i>(Include ZIP Code)</i>	
11. TELEPHONE NUMBER <i>(Include Area Code)</i>	12. EFFECTIVE DATE OF APPOINTMENT <i>(YYYYMMDD)</i>	
13. POSITION TO WHICH APPOINTED <i>(X as applicable (one only))</i>		
<input type="checkbox"/> DISBURSING OFFICER	<input type="checkbox"/> DEPUTY DISBURSING OFFICER	<input type="checkbox"/> DISBURSING AGENT
<input type="checkbox"/> PAYING AGENT	<input type="checkbox"/> CASHIER	<input type="checkbox"/> COLLECTION AGENT
<input type="checkbox"/> CHANGE FUND CUSTODIAN	<input type="checkbox"/> IMPREST FUND CASHIER	<input type="checkbox"/> CERTIFYING OFFICER
<input type="checkbox"/> DEPARTMENTAL ACCOUNTABLE OFFICIAL	<input checked="" type="checkbox"/> NAVY CASH ACCOUNTABLE OFFICER	
14. YOU ARE HEREBY APPOINTED TO SERVE IN THE CAPACITY IDENTIFIED IN ITEM 13. YOUR RESPONSIBILITIES INCLUDE:		
a. Operation and management of the Navy Cash program and system on the ship. b. Maintenance and custody of all Navy Cash equipment and Navy/Marine Cash cards, including accurate, up-to-date inventories. c. Daily review of Returned Items Detail and Negative Balance Reports. d. Immediate collection on any debt due the U.S. Treasury Navy Cash funds pool as a result of negative Navy/Marine account balances. e. Daily review and verification of merchant reports from ship and shore servers. f. Daily review of Automated Chip-to-Chip Corrections Report and return of any value to visitor cards listed on report. g. Weekly review with Personnel Office of personnel pending transfer or discharge within 30 days. h. Proper handling and safeguarding of Personally Identifiable Information (PII) associated with both Disbursing and Navy Cash operations. i. Adherence to rules of behavior for users of Navy Cash system.		
15. YOU ARE ADVISED TO REVIEW AND ADHERE TO THE FOLLOWING REGULATION(S) NEEDED TO ADEQUATELY PERFORM THE DUTIES TO WHICH YOU HAVE BEEN ASSIGNED:		
DoDFMR, 7000.14-R, Vol. 5, Chapter 17 NAVSUP PUB 727, Navy Cash Standard Operating Procedure		
SECTION III - ACKNOWLEDGEMENT OF APPOINTMENT		
I acknowledge and accept the position and responsibilities defined above. I understand that I am strictly liable to the United States for all public funds under my control. I have been counseled on my pecuniary liability and have been given written operating instructions. I certify that my official signature is shown in item 17 below.		
16. PRINTED NAME <i>(First, Middle Initial, Last)</i>	17. SIGNATURE	
SECTION IV - TERMINATION OF APPOINTMENT		
The appointment of the individual named above is hereby revoked.		18. DATE <i>(YYYYMMDD)</i>
20. NAME OF APPOINTING AUTHORITY		19. APPOINTEE INITIALS
21. TITLE	22. SIGNATURE	

DD FORM 577, FEB 2011

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8.15.2 Sample Deputy Accountable Officer Appointment/Termination Record

APPOINTMENT/TERMINATION RECORD - AUTHORIZED SIGNATURE <i>(Read Privacy Act Statement and Instructions before completing form.)</i>		
PRIVACY ACT STATEMENT		
<p>AUTHORITY: E.O. 9397, 31 U.S.C. Sections 3325, 3528, DoDFMR, 7000.14-R, Vol. 5. PRINCIPAL PURPOSE(S): To maintain a record of certifying and accountable officers' appointments, and termination of those appointments. The information will also be used for identification purposes associated with certification of documents and/or liability of public records and funds. ROUTINE USE(S): 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 also be disclosed outside of the Department of Defense (DoD) to the the Federal Reserve banks to verify authority of the accountable individual to issue Treasury checks. In addition, other Federal, State and local government agencies, which have identified a need to know, may obtain this information for the purpose(s) identified in the DoD Blanket Routine Uses published in the Federal Register. DISCLOSURE: Voluntary; however, failure to provide the requested information may preclude appointment.</p>		
SECTION I - FROM: APPOINTING AUTHORITY		
1. NAME <i>(First, Middle Initial, Last)</i>	2. TITLE	3. DOD COMPONENT/ORGANIZATION
4. DATE <i>(YYYYMMDD)</i>	5. SIGNATURE	
SECTION II - TO: APPOINTEE		
6. NAME <i>(First, Middle Initial, Last)</i>	7. SSN	8. TITLE
9. DOD COMPONENT/ORGANIZATION	10. ADDRESS <i>(Include ZIP Code)</i>	
11. TELEPHONE NUMBER <i>(Include Area Code)</i>	12. EFFECTIVE DATE OF APPOINTMENT <i>(YYYYMMDD)</i>	
13. POSITION TO WHICH APPOINTED <i>(X as applicable (one only))</i>		
<input type="checkbox"/> DISBURSING OFFICER	<input type="checkbox"/> DEPUTY DISBURSING OFFICER	<input type="checkbox"/> DISBURSING AGENT
<input type="checkbox"/> PAYING AGENT	<input type="checkbox"/> CASHIER	<input type="checkbox"/> COLLECTION AGENT
<input type="checkbox"/> CHANGE FUND CUSTODIAN	<input type="checkbox"/> IMPREST FUND CASHIER	<input type="checkbox"/> CERTIFYING OFFICER
<input type="checkbox"/> DEPARTMENTAL ACCOUNTABLE OFFICIAL	<input checked="" type="checkbox"/> DEPUTY NAVY CASH ACCOUNTABLE OFFICER	
14. YOU ARE HEREBY APPOINTED TO SERVE IN THE CAPACITY IDENTIFIED IN ITEM 13. YOUR RESPONSIBILITIES INCLUDE:		
<p>a. Operation and management of the Navy Cash program and system on the ship. b. Custody of working stock of Navy Cash cards. Unused working stock shall be returned to Accountable Officer weekly for audit and inventory. c. Daily review of Returned Items Detail and Negative Balance Reports. d. Immediate collection on any debt due the U.S. Treasury Navy Cash funds pool as a result of negative Navy/Marine account balances. e. Daily review and verification of merchant reports from ship and shore servers. f. Daily review of Automated Chip-to-Chip Corrections Report and return of any value to visitor cards listed on report. g. Weekly review with Personnel Office of personnel pending transfer or discharge within 30 days. h. Proper handling and safeguarding of Personally Identifiable Information (PII) associated with both Disbursing and Navy Cash operations. i. Adherence to rules of behavior for users of Navy Cash system.</p>		
15. YOU ARE ADVISED TO REVIEW AND ADHERE TO THE FOLLOWING REGULATION(S) NEEDED TO ADEQUATELY PERFORM THE DUTIES TO WHICH YOU HAVE BEEN ASSIGNED:		
<p>DoDFMR, 7000.14-R, Vol. 5, Chapter 17 NAVSUP PUB 727, Navy Cash Standard Operating Procedure</p>		
SECTION III - ACKNOWLEDGEMENT OF APPOINTMENT		
I acknowledge and accept the position and responsibilities defined above. I understand that I am strictly liable to the United States for all public funds under my control. I have been counseled on my pecuniary liability and have been given written operating instructions. I certify that my official signature is shown in item 17 below.		
16. PRINTED NAME <i>(First, Middle Initial, Last)</i>	17. SIGNATURE	
SECTION IV - TERMINATION OF APPOINTMENT		
The appointment of the individual named above is hereby revoked.		18. DATE <i>(YYYYMMDD)</i>
		19. APPOINTEE INITIALS
20. NAME OF APPOINTING AUTHORITY	21. TITLE	22. SIGNATURE

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