



# Navy Cash Bulletin

Volume 19: Issue 3      July/Aug/Sept 2022

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# Disbursing News

## EFFECTIVE IMMEDIATELY: Updated Level 8 Reporting Procedures

**BLUF:** Treasury has implemented an updated control in which UST checks that are not processed in Form Level 8 Reporting prior to presenting to banks, will not be honored by banks and be flagged as fraudulent. Actions must be taken immediately for those commands using NFRS. \*(Procedure not applicable to ships using DDS).

- Modification to Navy Ship UST Check reporting. Navy Tactical Units will report check issue data at the time each check is issued by emailing all pertinent check information in the body of the email (see bullets below). Send emails **To** either
- DFAS.CLEVELAND-OH.JAF.MBX.LANT-FINANCIAL-RETURNS@MAIL.MIL (Atlantic Fleet) or DFAS.CLEVELAND-OH.JAF.MBX.PAC-FINANCIAL-RETURNS@MAIL.MIL (Pacific Fleet),
- **Cc** [DFAS.CLEVELAND-OH.JFM.MBX.DISBURSING-AUTOMATION@MAIL.MIL](mailto:DFAS.CLEVELAND-OH.JFM.MBX.DISBURSING-AUTOMATION@MAIL.MIL)
- Emails must be sent **in advance** of any Exchange for Check business or the **same day** for Checks issued to individuals or private parties in exchange for services or supplies when command Purchase Card or Husbanding Agent payments are NOT an option (i.e. emergency payments). DFAS Treasury Reporting will perform level 8 reporting and send confirmation back to the disbursing office by the next business day.
  - **Email Subject Line: Reporting UST Check issuance DSSN ##### on DD Mmm YYYY**
  - Pertinent information (in the body of the email):
    - Check Number
    - Date of Check Issuance (cannot be a future date)
    - Check Amount
    - Name and appointed position of Disbursing Official signing the check
    - Payees Name
    - Purpose of Payment (i.e. supplies, services, travel payment, etc.)

Modification to Navy Ship Monthly Packages Submission (uploads to DACS). Include copies of issued UST Checks immediately after the SF 1179 as part of the first Check List items scanned and retained to DACS. Omit copies of UST Checks in the second Check List items scanned and retained to DACS. This will help with monthly UST Check issuance reviews being performed by DFAS, Navy FM, NAVSUP and Fleet disbursing oversight offices for compliance with Navy policies.

# Disbursing News

## UPDATE: DSSN Consolidation and DDS Implementation

Migrations were completed for Fort Lauderdale, Paul Hamilton, Cowpens, Essex, Bunker Hill, George Washington, New York, Boxer, Carter Hall, Oak Hill and Carl Vinson. All Navy ships are expected to migrate by April 2023, unless a waiver is approved via the TYCOM.

Standard Operating Procedures for the Afloat community are available on CMP "DDS SOPS-DSSN 8851"

1. SOP for DSSN 8851 – Cash Holding Authority
2. SOP for DSSN 8851 – Appointments and Terminations
3. SOP for DSSN 8851 – Cash Replenishment and Return to Treasury
4. SOP for DSSN 8851 – Afloat Collections
5. SOP for DSSN 8851 – Afloat Disbursements
6. SOP for DSSN 8851 – Accommodation Exchanges (Cash/Chip and Chip/Cash)
7. SOP for DSSN 8851 – Afloat Daily Reporting
8. SOP for DSSN 8851 – DSSN to DSSN Transfers

**The submission of documents signed by the CO, needs to be completed a minimum of 60 days prior to migration. \*\*Forms must be received @ DFAS prior to mailing UST... current transit times are 6-8 weeks**

1. DO and DDO will submit a signed DD577 to DFAS via AMPS process
  - a. See Appointments and Terminations SOP
  - b. See Navy Access Request Guide for DDS DSSN 8851
2. Signature Specimen Form 3023 - See Appointments and Terminations SOP
3. Separation of Duties Waiver request – See Appointments and Terminations SOP
4. Authority to Hold Cash at Personal Risk (CHA memo) - See Cash Holding Authority SOP
5. Confirm connectivity to the DDS website: <https://dds.csd.disa.mil/forms/frmservlet?config=dds-8851>
  - a. See DDS Navy Centralized DSSN Connection Guide
  - b. Refer any technical issues connecting to the website to the TACNET helpdesk:

*TACTICAL NETWORKS – ISEA: 1-877-41-TOUCH (OPTIONS 2, 3, 1)*

*DSN: 510-4-2-TOUCH (OPTIONS 2, 3, 1)*

*Or email - [tacnet@navy.mil](mailto:tacnet@navy.mil) / [tacnet@navy.smil.mil](mailto:tacnet@navy.smil.mil)*

**28 Training Videos available at <https://www.milsuite.mil/video/>**

**DDS Training DATES are shown on Fleet Events & Training Page of this bulletin.**

# FLC Recommendations Reminders

## Incomplete Forms for Civilian, Contract Riders and Merchants

A completed 2887/2888/2889 form is vital to the NavyCash 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.**

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### 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.

Plan of the Day notes should 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](http://www.navycash.com). Additionally, advise cardholders to load their strip/Debit fund 48 to 72 hours prior to beginning retail transactions to ensure the funds are available on the card.

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 "NavyCash Cardholder User Guides" which are available for printing on demand.

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



APPLICATION FORM FOR U.S. DEPARTMENT OF THE TREASURY ACCOUNTABLE OFFICIAL – ORGANIZATION STORED VALUE CARD (SVC)						OMB No. 1530-0020	
<b>DIRECTIONS:</b> Submit completed form to Disbursing or Finance Office. Provide bank or credit union information if you are authorized to transfer funds from an organizational bank or credit union account to your Accountable Official (AO) Treasury Stored Value Card (SVC) account at a Treasury SVC kiosk. <i>All form dates must be entered using the DDMMYYYY format.</i>							
<b>ACCOUNTABLE ORGANIZATION BANK OR CREDIT UNION INFORMATION (Complete if applicable)</b>							
1. COMPANY/ORGANIZATION/MERCHANT ACCOUNT NAME (as it appears on your account)					2. DUTY STATION/SHIP		
3. CITY		4. STATE	5. ZIP CODE		6. BANK OR CREDIT UNION NAME		7. EIN/TIN
8. ACCOUNT TYPE (X one) <input type="checkbox"/> CHECKING <input type="checkbox"/> SAVINGS		9. ABA ROUTING NUMBER (9-digits)			10. ACCOUNT NUMBER		
<b>ACCOUNTABLE OFFICIAL PERSONAL INFORMATION</b>							
11. RATE, RANK, TITLE		12. FIRST NAME		13. MIDDLE INITIAL	14. LAST NAME		
15. MILITARY BRANCH (if applicable)					16. FULL SSN		17. DATE OF BIRTH
18a. MILITARY DUTY/WORK ADDRESS (if military, include Division, Unit, etc.)					19a. RESIDENCE/PERMANENT ADDRESS (Must not be same as 18a)		
b. CITY	c. STATE	d. ZIP CODE	e. COUNTRY		b. CITY	c. STATE	d. ZIP CODE
20. WORK TELEPHONE NUMBER		21. CELL PHONE NUMBER		22. WORK E-MAIL ADDRESS		23. PERSONAL E-MAIL ADDRESS	
<b>AUTHORIZATION TO MAKE TREASURY SVC TRANSFERS ELECTRONICALLY TO AND FROM BANK OR CREDIT UNION ACCOUNT</b> I authorize the U.S. Treasury's Fiscal or Financial Agent to initiate debit and credit entries to the 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 Accountable Official - Organization Treasury SVC account.							
<b>ACCOUNTABLE OFFICIAL LIABILITY:</b> I acknowledge that I am the Accountable Official representing the organization 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, Ch 1.							
<b>EXPIRED, LOST, STOLEN, OR DAMAGED CARD:</b> When the Accountable Official - Organization Treasury SVC card expires, any value remaining may be forwarded to the bank or credit union account specified above. If the account has been closed or if any value remaining on the card cannot be forwarded to the account for any other reason, I understand that the funds may be transferred to an account in the U.S. Treasury in accordance with 31 U.S.C. 1322 or elsewhere in accordance with applicable law. The organization listed in Items 1 and 7 retains the right to claim such funds. If my Accountable Official - Organization Treasury SVC is lost, stolen or damaged, I may be charged a fee for a replacement card.							
<b>ADDITIONAL TERMS AND CONDITIONS:</b> By using the Accountable Official - Organization 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 organization listed in Items 1 and 7 has authorized me to obtain this Accountable Official - Organization 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 - Organization Treasury SVC. I agree to return the Accountable Official - Organization Treasury SVC when I no longer hold the position as accountable officer for the funds and/or Accountable Officer - Organization Treasury SVC account.							
<b>PRIVACY ACT STATEMENT</b>							
<b>AUTHORITY:</b> Executive Order 9397, 31 CFR 210, and 31 U.S.C. 7701. <b>PRINCIPAL PURPOSES:</b> To enroll individuals acting in the capacity of Accountable Officials in the Treasury SVC program; to obtain authorization to initiate debit and credit entries to bank and credit union accounts; and to facilitate collection of any delinquent amounts. <b>ROUTINE USES:</b> 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 Bureau of the Fiscal Service (Fiscal Service) 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. <b>DISCLOSURE:</b> Disclosure is voluntary; however, failure to furnish requested information may prevent you from participating in the Treasury SVC programs. Your SSN and the organization's EIN/TIN is being requested to verify your and its identity 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 and the organization's EIN/TIN, we cannot process your application for a SVC.							
24. POSITION TO WHICH APPOINTED				25. SIGNATURE		26. DATE SIGNED	
<b>FOR OFFICE USE ONLY</b>							
27. SIGNATURE OF ISSUER:			28. PRINTED NAME		29. CARD NUMBER (Last 7 digits)	30. DATE ISSUED	
<b>BURDEN ESTIMATE STATEMENT</b>							
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, 401 14th Street SW, Washington DC 20227.							

# Manager of the Month

## July 2022



LTJG Emilea Lee, the Disbursing and Postal Officer aboard the USS ESSEX (LHD 2), home-ported in San Diego, CA, was selected as the Navy Cash Manager of the Month for July 2022. During her short time onboard, she led 2 Sailors in managing a \$400K cash on hand disbursing operation with zero loss of funds. She maintained strict accountability while overseeing the processing of 240 Navy Cash transactions totaling \$124K and the expeditious recovery of \$28K in negative balances for 142 Sailors. She spearheaded the Savings Deposit program and facilitated contributions for 18 Sailors totaling \$90K. Her astute management assisted Sailors in building their financial savings by earning over \$9K in tax-free interest. In addition, LTJG Lee was instrumental in ensuring all requirements were met to for conversion to the new Deployable Disbursing System (DDS) and was one of the first of few ships in the Navy ready for conversion.

*From the FLC Office San Diego*

# Manager of the Month

## August 2022



LT Simmons is the Disbursing, Sales, and Postal Officer onboard USS HOWARD (DDG 83). LT Simmons coordinated the transition of HOWARD's Navy Cash system from 3<sup>rd</sup> Fleet AOR to 7<sup>th</sup> Fleet AOR during their homeport shift from San Diego, CA to Yokosuka, JP. He successfully managed the Navy Cash system and subsequent maintenance through SWATT, SUMMEREX, COM2EX, two C7F patrols, and one high-visibility diplomatic visit to Wellington, NZ. He navigated the transition to CANES during HOWARD's SRA and successfully coordinated with SAIC and Ship's IT to bring Navy Cash into compliance with CANES in less than one week, which is less than half of the standard time allotted to bring the system online. LT Simmons' diligence, attention to detail, and strict adherence to operating procedures allowed him to achieve back-to-back scores of "Excellent" on two unannounced Field Examination Group audits, furthering HOWARD's efforts to achieve consecutive Blue E awards. His management of the system keeps HOWARD Sailors caffeinated, motivated, and "Ready for Victory"!

*From the FLC Office Yokosuka*

# Manager of the Month

## September 2022



The Disbursing Team of the USS GEORGE H. W. BUSH (CVN 77), homeported in Norfolk, has been selected as the Navy Cash Manager of the Month for SEP 2022. ENS Anna Cole, PS1 Allison Rose, PS3 Kendall Black, and PSSN William (Tyler) Adams provide dedicated customer service, outstanding technical knowledge, and continuous process improvements in support of 5,000 Sailors and contractors onboard USS GEORGE H.W. BUSH, lead ship for Carrier Strike Group 10. Currently deployed to Sixth Fleet, the Disbursing Team is extremely motivated and eager to find new ways to improve their disbursing operation. This team has had many great accomplishments in preparation for their deployment including scoring an Outstanding 98.21% on their Supply Management Inspection in June 2022. They expertly planned and prepared for deployment by guaranteeing their Navy Cash System and disbursing operation was 100% operational and ready to perform in an overseas environment. They completed a pre-deployment service call, received \$1 million cash on-load, and ensured operational spare parts and replacement cards were onboard to provide top-notch service to the ship's crew, Carrier Air Wing 7, DESRON 26, and Carrier Strike Group 10.

This Team faced several challenges in preparation for deployment because of the intricacies of operating such a complex financial management interface in a large command. They expeditiously worked to enroll and issue Navy Cash cards to 2,000 embarked staff and squadron personnel, troubleshoot numerous shipboard technical issues due to limited communications environment, and train new team members prior to deployment. Their team maintained to-the-penny 100% accountability for over \$50K in cash transactions. They executed strict control of disbursing operations including equipment inventory, fiscal accountability, negative balance maintenance, and records management while supporting 45 merchant organizations.

Their diligent efforts ensured continuous Navy Cash and disbursing operations to support the ship and set an example of service second-to-none! USS GEORGE H. W. BUSH's disbursing team embodies an attitude of excellence and has been the shining example of Navy Cash pride and professionalism across all platforms. This team is a top-of-the-line example for the fleet, and their hard work and outstanding customer service has earned them the recognition as Navy Cash Manager of the Month!

*From the FLC Office Norfolk*



# Additional Resources



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

## Navy Cash Treasury Website

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

Or

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

[NAVSUP 727, NAVYCASH SOP, NAVY CASH SOP CHANGE  
NOTICE](https://www.fiscal.treasury.gov/procures.html)

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

## NAVSUP News and Media

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

## Deployable Disbursing System (DDS)

Tutorials: <https://www.milsuite.mil/video>

# 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.

## Navy Cash Refresher Training

<b>Location</b>	<b>Dates</b>
Mayport, FL	17-20 Oct 2022
San Diego, CA	28 Nov-02 Dec 2022
Yokosuka, Japan	TBD

## DDS Training

10/20/2022 – Thursday 1:00 EST – 3:30 EST (via MS Teams)

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11/03/2022 - Thursday 1:00 EST – 3:30 EST (via MS Teams)

11/17/2022- Thursday 1:00 EST – 3:30 EST (via MS Teams)

12/01/2022- Thursday 1:00 EST – 3:30 EST (via MS Teams)

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01/12/2023 - Thursday 9:00am EST – 11:30 EST (via MS Teams)

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DDS TRAINING RSVP: EMAIL the DFAS DSCC JJE Mailbox BC-PM-Team

<dfas.dsc.jje.mbx.bc-pm-team@mail.mil>

# Points of Contact

## Federal Reserve Bank Customer Service Center (CSC)

### Customer Service Center (CSC)

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

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

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

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

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

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

### Others:

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

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

## NAVSUPHQ Navy Cash Program Office

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