



# Navy Cash Bulletin

Volume 18: Issue 2

April/May/June 2021

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# Disbursing News

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

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

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

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

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

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### AUDIT TIPS

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

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### Where to find SOPs

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

## Disbursing News Cont.

### Fleet Logistic Center News, Reminders & Recommendations

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

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

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

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

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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.

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

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

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

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

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

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

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

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

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

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

# Sailor of the Month

## April 2021



LT James Atkins, Disbursing Officer onboard the USS FORREST SHERMAN (DDG-98) has been selected as the Navy Cash Sailor of the Month for April 2021. LT James Atkins was selected for his quick trouble call turnarounds, outstanding technical knowledge, customer service, continuous process improvements in support of over 300 Sailors onboard and consistent traffic of contractor's during the Ship's maintenance period. His attention to detail lead him to receive an outstanding on his most recent FEG audit. He was selected by SURFLANT to assist in piloting and helping to develop a Standard Operating Procedure (SOP) for the Deployable Defense System (DDS) Afloat. LT Atkins was given high praise by SURFLANT and the DDS Deployment Team for his eagerness to learn and how quickly he was able to transition to the the system and help identify issues for the fleet.

LT Atkins holds a "can do" attitude and it shows in his presence, Navy Cash pride and professionalism. His service is elite and well deserving of recognition as Navy Cash Sailor of the Month!

*From the Office of FLC Norfolk*

# Sailor of the Month

## May 2021



USS CARL VINSON (CVN 70) Disbursing Team, homeported in San Diego, California, has been selected as the Navy Cash Sailors of the month. ENS Sean Timberlake, PS1 Peter Ekong, PS2 Derick Elkins, and PS3 Jose Guillencortez, each provided exceptional support to over 6,000 people in Ship's company, squadrons, and contractors during CARL VINSON's work-ups and INSURV. During this time, the team issued over 4,000 Navy Cash Cards, enrolled more than 2,000 Sailors in the Navy Cash program, and conducted over \$50K in Navy Cash transactions with zero discrepancies. They collected over \$10K in negative balances ensuring the CARL VINSON maintained one of the lowest negative balances in the Fleet.

Overall, the CARL VINSON Disbursing Team has proven itself to be an elite team. They present the level of dedication and teamwork needed to have a successful operation through an ever changing Ship's demand. This recognition is well earned and it has been a privilege to have the CARL VINSON team as a part of our program!

*From the Office of FLC San Diego*

# Sailor of the Month

## June 2021



LTJG Christopher Tackett, USS ANTIETAM (CG-54) Disbursing Officer, homeported in Yokosuka, Japan has been selected as the Navy Cash Sailor of the Month for June 2021. LTJG Tackett was critical to the morale of 405 FDNF Sailors during an arduous 9-month deployment as a COVID bubble ship. He insured the financial stability of the ship maintained zero negative balances and 100% accountability of the safe while maintaining the Navy Cash system at 100% operation. In addition, LTJG Tackett's superior supervision of Ship's Store sales, provided \$120K to ANTIETAM's MWR program since January 2020. ANTIETAM continues to receive OUTSTANDING quality of life services from our Navy Cash Team during the DSRA. He truly deserves a "BRAVO ZULU" for all his efforts. LTJG Tackett is a superior performer and are well deserving of recognition as Navy Cash Sailor of the Month!

*From the Office of FLC Yokosuka*

## OTCNET NEWS

### WINDOWS 7 – JANUARY 2021

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

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

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

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

SYSTEM REQUIREMENTS GUIDE:

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

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

Thank you,  
The OTCnet Team  
Toll free phone: 866-945-7920  
DSN phone: 510-428-6824, Options 1, 3, 4  
Email: [FiscalService.OTCChannel@citi.com](mailto:FiscalService.OTCChannel@citi.com)



# Navy Cash Card Replacement Guidance

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

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

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

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

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

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

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

# Additional Resources



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

## Navy Cash Treasury Website

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

Or

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

[NAVSUP 727, NAVYCASH SOP, NAVY CASH SOP CHANGE NOTICE](#)

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

## NAVSUP News and Media

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

## Deployable Disbursing System (DDS)

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

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

Location	Dates
San Diego, CA	04-08 Oct 2021
Norfolk, VA	04-08 Oct 2021
Yokosuka, Japan	TBD

## DDS Training Video Tutorials

Video Name/#	Video Name/#
001 General Information (DDS) #37933	014 Print Checks and Check Register (DDS) #38237
002 Logging into DDS #37934	015 Cash Received from Bank (DDS) #38225
003 Opening a New Business Day (DDS) #38216	016 Creating Domestic EFT File (DDS) #38231
004 Agent Processing (DDS) #38215	017 Close Out Process (DDS) #38238
005 DD1081 Advances (DDS) #38217	018 DD1081 Returns (DDS) #38239
006 Exchange Transactions (DDS) #38218	019 DD2665 - Daily Agent Acct Summary (DDS) #38236
007 Manual Disbursements (DDS) #38219	020 DD2657 - Daily Stmt of Acctability (DDS) #38232
008 SF1034 Public Voucher (DDS) #38221	021 End of Month Navy Cash (DDS) #38228
009 Manual Collections (DDS) #38220	022 Finalized Level 8 and SF1179 (DDS) #38227
010 DD1131 Certify (DDS) #38235	023 SF1219 - Statement of Acctability (DDS) #38234
010a DD1131 Cash Coll Voucher Reject (DDS) #38223	024 Upload and Maintain LOA Tables (DDS) #38240
010b DD1131 - Edit (DDS) #38222	025 Journal Voucher (DDS) #38229
011 Deposits (DDS) #38224	026 Vault to Vault Transfer (DDS) #38233
012 Debit Voucher (DDS) #38226	027 Foreign Currency Transactions (DDS) #38377
013 Check-EFT for Cash (DDS) #38230	

<https://www.milsuite.mil/video/watch/video/#####>

# 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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