



Navy Cash Bulletin

Volume 17: Issue 2

April/May/June 2020

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Disbursing News

FROM THE NAVYCASH PROGRAM OFFICE

As we continue to execute our mission on a conditions-based approach to both HPCON and changes to other restrictions, we must still ensure the health and safety of the force and guarantee mission assurance. We are leveraging the operational environment and observing the guidance provided by regional and installation commanders regarding use of on-installation services. The NAVSUP Navy Cash Team is continually working with its partners to utilize platforms that allow distance support such as Go-to-Assist (G2A), CSU support via helpdesk and email, and contacting the FLC waterfront support teams. Though COVID-19 has produced a few challenges in our ways of doing business, the Navy Cash Team and its partners have and will continue to evolve and encourage the ingenuity to solve issues that may arise in the future.

FROM THE DDS PROGRAM MANAGER

The DFAS and NAVSUP team continue to evaluate training and deployment options for successful implementation of the DDS program considering the impacts of the COVID-19 pandemic. Many in person meetings that were planned this spring and summer for waterfront training have been cancelled and will not likely be scheduled for the remainder of 2020. Since the last published bulletin, DDS has been granted an Authority to Connect through 2022.

In the coming months, NAVSUP N435 will be coordinating the PMW160 lab testing and approval process and will be releasing the DDS User and Administrative guide for final review and comments to the Navy disbursing community. Instructor led “web based” virtual training will be available for review soon and NAVSUP N435 will start coordinating monthly training symposiums. Navy shore commands are slated for the first phase of DDS deployment later this year and afloat community will follow starting in 2021.

To continue to prepare for the Navy implementation, visit the DDS Training website to review training resources including videos and tutorials. The links are available on the Additional Resources page of this bulletin.

Disbursing News Cont.

Fleet Logistic Center News, Reminders & Recommendations

NAVY CASH ENROLLMENT FORM REQUIREMENT (FS FORM 2887)

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

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

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

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

AUDIT TIPS

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

New SOPs

New 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.

Sailor of the Month

April 2020



LTJG Doiron and PS2 Chacon of USS SPRUANCE (DDG-111) have been selected as the Navy Cash Sailors of the Month for the month of April. This vibrant Disbursing Team takes pride in facilitating the day-to-day transactions that support the Warfighters and keep the moral high onboard. Their effectiveness in accomplishing this mission was highlighted during the most recent Field Examination Group's surprise inspection, receiving an OUTSTANDING score of 98.2%. During an arduous C5F and C6F deployment LTJG Doiron transferred \$60K in Ship Store profits to MWR and flawlessly disbursed over \$140K in cash with 100% accountability and ZERO discrepancies. Additionally, his S-3 Division recently scored 92% on the Supply Management Certification T-1

event. In recognition of his hard work and dedication during deployment, PS2 Chacon was advanced through the MAP program. Join us in congratulating the USS SPRUANCE Disbursing Team on selection as the Navy Cash Sailors of the Month!

BRAVO ZULU!

From the Office of FLC San Diego

Sailor of the Month

May 2020



The Disbursing team of the USS JOHN C STENNIS (CVN 74) have been selected as the Navy Cash Sailor of the month for May 2020. LTJG Brice Clairmont, PSC Deron Proctor, PS2 Meissan McDaniel and PS3 Samantha Reid are members of Team Disbursing, providing on a daily basis exemplary customer service and support to the crew. PS2 and PS3 are swift in collection of negative balances with less than .003% monthly average, and continue to maintain a 99% collection rate of all Navy Cash enrollment forms for Sailors and embarked personnel. The team continues to surpass enormous challenges in delivering the additional support needed for a successful Navy Cash operation to prepare for the next avail period. Through countless hours of troubleshooting inoperable equipment and assisting Federal Reserve in conducting critical security patching and scans. Their work also assisted FLC Norfolk and Federal Reserve Bank in successfully piloting new Retail Operations transfer of profits to the Morale Welfare and Recreation (MWR) account. This new procedure will eliminate the need for Disbursing Office to issue checks for future contributions. The disbursing team responded to an unannounced Field Examination Group audit with a grade of OUTSTANDING and average score of 96.02% in disbursing operations. Team Disbursing impressive list of accomplishments also included winning the Disbursing Excellence Award. STENNIS's disbursing team has adopted an attitude of excellence and has been the shining example of USS JOHN C STENNIS Pride and professionalism. Their service is top notch and they are well deserving of recognition as Navy Cash Sailor of the month!

From the Office of FLC Norfolk

Sailor of the Month

June 2020



LTJG Singer has served as Disbursing Officer onboard USS GERMANTOWN since October 2018. He single handedly manages the Navy Cash server onboard, while additionally managing a Sales division that transferred profits of \$62K to MWR over the past two accounting cycles. During 20.1 Patrol cycles, he oversaw 147,527 navy cash transactions worth over \$475K, as well as \$22K in cash transactions. He managed all the Navy Cash profiles for embarked Sailors and Marines while ensuring no Navy Cash outages during both Patrol cycles. During his last Fleet Examination Group Inspection, he received an "OUTSTANDING" score of 96%.

Outside of his disbursing role, he is an integral member of a supply team that managed \$750K in OSBP services for the overseas port visits. He serves as the Postal Officer; one of two qualified Helicopter Control Officers and served as Government Purchase Card AO. Lastly, during a two-month period leading up to GERMANTOWN's first patrol, he served as Supply Department Head in a critical period ensuring the ship successfully completed various Basic Phase events.

Congratulations to LTJG Singer on this well deserved recognition.

Navy Cash Card Replacement Guidance

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

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

1.7.1.1 VISITOR CARD STOCK. Visitor card stock should be managed carefully, these card types are provided to ships on an as needed basis, and orders must be approved by your Navy Cash FLC representative. Visitor cards are reusable, when issued they should be returned at the conclusion of the cardholders time onboard ship, any remaining balance refunded and the card then secured until needed again.

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

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

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

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

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

Additional Resources



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

Navy Cash Treasury Website

Navycash.gov

Or

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

NAVSUP News and Media

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

Deployable Disbursing System (DDS)

DDS Training Database: https://dds-test.dfas.mil/forms/frmservlet?config=dds-test-sqt_a

Tutorials: <https://www.milsuite.mil/book/community/spaces/disbursing-systems-support/deployable-disbursing-system-dds>

New DISA URL: https://dds-test.csd.disa.mil/forms/frmservlet?config=dds-test-sqt_a

Fleet Events & Training Dates

Meet the Fleet

With the continued COVID travel and gathering restrictions in place, we will continue to suspend Navy Cash Meet the Fleet meetings with DISBOs, program office, NIWC, Treasury, SAIC and the Federal Reserve Bank until such time it is safe to hold these events. Until then, please continue to communicate to the program office through your local FLC Navy Cash Representative.

Refresher Training

With the continued COVID travel and gathering restrictions in place we will continue to suspend Navy Cash Refresher training events until such time it is safe to hold these events again.

Points of Contact

Federal Reserve Bank Customer Service Center (CSC)

Customer Service Center (CSC)

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

Website: www.navycash.com

E-mail: navycashcenter@frb.org

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

Website: www.navycashcenter.com

Email: navycashcenter@frb.org

Others:

FAX:

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

Enrollment Forms Shipping Address: FRB-KC

Attention: Forms
2201 Farnam St
Omaha, NE 68102
(866) 662-8922

NAVSUPHQ Navy Cash Program Office

Eric Burks, Navy Cash Supervisor

eric.burks@navy.mil

Beth Pollock, Program Manager

beth.pollock@navy.mil

Michael Harants, Deputy Program Manager

michael.harants@navy.mil

David Robertson, Installation Manager

david.s.robertson2@navy.mil

Melanie Truempy, Financial/Shipboard Auditor

melanie.truempy@navy.mil

Derek Takara, LCS EagleCash and Training Mgr

derek.takara@navy.mil

David Sulli, Logistics Management Specialist

david.sulli@navy.mil

Nicholas Brown, Program Analyst

nicholas.g.brown1@navy.mil

Ralph Pieper, Information Systems Security Manager

ralph.l.pieper@navy.mil

Will Lindsey, Information Systems Security Manager

william.r.lindsey@navy.mil

NAVSUP FLC Navy Cash Fleet Support

Hugh Chin, Waterfront Support (LANTFLT)

hugh.chin@navy.mil

Andrew Yager, Waterfront Support (PACFLT)

andrew.yager@navy.mil

Vic Cruz, Waterfront Support (Yokosuka)

vicente.cruz@fe.navy.mil

