



Navy Cash Bulletin

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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.

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.

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.

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. 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

July 2021



The Disbursing officer of the USS THOMAS HUDNER home-ported in Mayport, FL was selected as the Navy Cash Sailor of the month. Disbursing Officer LT Dustin Nolkamper holds the highest percentage of completed FS 2887's on the waterfront at 99% and submits all required reports to DFAS, U.S. Treasury and TYCOM on time with zero errors noted. He aggressively monitors all Navy Cash Negative Balances ensuring that they were cleared within prescribed timelines. During the most recent Field Examination Group Disbursing Audit, he scored an outstanding of 96% due to his outstanding technical knowledge, customer service, and continuous process improvements in support of the 300 Sailors. LT Nolkamper is the future of the Supply Corps and is truly deserving of this recognition as the Navy Cash Sailor of the month.

From the Office of FLC Norfolk

Sailor of the Month

Aug 2021



ENS Jaime Beesley-Wadzinski, Disbursing Officer onboard the USS COWPENS (CG-63) has been selected as the Navy Cash Sailor of the Month for SEPTEMBER 2021. ENS Jaime Beesley-Wadzinski was hand selected by COMNAVSURFOR to support and help develop the Deployable Disbursing System pilot program. In addition, she provides exceptional support to over 360 Sailors onboard COWPENS during an arduous Cruiser Modernization Availability. Her attention to detail lead her to receive an excellent score on her most recent FEG audit. ENS Beesley-Wadzinski was given high praise by COMNAVSURFOR and the DDS Deployment Team for her eagerness to learn and how quickly she has been able to transition to the system and help identify issues for the fleet. ENS Beesley-Wadzinski holds a “can do” attitude and it shows in her presence, Navy Cash pride and professionalism. Her service is elite and well deserving of recognition as Navy Cash Sailor of the Month!

From the Office of FLC San Diego

Sailor of the Month

September 2021



USS ABRAHAM LINCOLN (CVN 72) Disbursing Team, homeported in San Diego, California, has been selected as the Navy Cash Sailors of the month. LTJG Daniel Amadi, PS1 Darrel Roberson, PS2 Shawnnesha Madison and PS2 Fonzell Jones, each provided exceptional support to over 5,000 people in Ship's company, squadrons, and contractors during USS ABRAHAM LINCOLN INSURV, FRS CQ, MTT, TSTA/FEP and Supply Management Assessment (SMA). During this time, the team issued over 4,500 Navy Cash Cards, enrolled more than 2,300 Sailors in the Navy Cash program, and conducted over \$80K in Navy Cash transactions with zero discrepancies. This elite team methodically collected \$14k in negative balances ensuring 100% accountability and one of the lowest negative reports in the fleet. Their exceptional professionalism, and loyal devotion to duty reflected in the achievement of an OUSTANDING score on FY21- Supply Management Assessment. Additionally, this team worked closely with SAIC contractors in the implementation of Navy Cash System upgrade and in return, provided training to 10 merchants on the newly installed point of sale devices along with the updated standard operating procedures. USS ABRAHAM LINCOLN Disbursing Team has proven to be an elite team that's ready to take on any challenge. 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 ABRAHAM LINCOLN team as a part of our program!

From the Office of FLC San Diego

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](https://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

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

San Diego, CA

Norfolk, VA

Yokosuka, Japan

Dates

01-03 February 2021

February 2022

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

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

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