



# Navy Cash Bulletin

Volume 19: Issue 1

Jan/Feb/March 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

## DSSN Consolidation and DDS Implementation

**BLUF** The DON will be disestablishing all Department of Navy Non-Treasury Disbursing Office (NTDO) DSSN for Navy and consolidating business to either DON TDO Agency Location Code (ALC) or centralized Defense Finance and Accounting Services, Cleveland (DFAS-CL) NTDO DSSN. This action is being taken to minimize the complexity of the DONs financial systems environment. DFAS-CL, ASNFMFO/FMP, NAVSUP, FLCs, Fleet TYCOMs and other Navy Disbursing Stakeholders are working hard to create and develop robust Standard Operating Procedures for the Afloat community to support the consolidation effort. All Navy ships will be phased into DSSN Consolidation Plan and scheduled to migrate over the next 12 months. NAVSUP/FLCs and TYCOMs are working together to identify a date for each ships transition.

To prepare for Consolidation it is important to train on the capabilities of the Deployable Disbursing System (DDS). NFRS will be replaced by DDS.

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

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

DDS Navy Training Videos	
VIDEO	MilTube Location
001 General Information (DDS)	<a href="https://www.milsuite.mil/video/52602">https://www.milsuite.mil/video/52602</a>
002 Logging into DDS	<a href="https://www.milsuite.mil/video/51624">https://www.milsuite.mil/video/51624</a>
003 Opening a New Business Day (DDS)	<a href="https://www.milsuite.mil/video/52678">https://www.milsuite.mil/video/52678</a>
004 Agent Processing (DDS)	<a href="https://www.milsuite.mil/video/52634">https://www.milsuite.mil/video/52634</a>
005 DD1081 Advances (DDS)	<a href="https://www.milsuite.mil/video/51631">https://www.milsuite.mil/video/51631</a>
006 Exchange Transactions (DDS)	<a href="https://www.milsuite.mil/video/52674">https://www.milsuite.mil/video/52674</a>
007 Manual Disbursements (DDS)	<a href="https://www.milsuite.mil/video/52670">https://www.milsuite.mil/video/52670</a>
008 SF1034 Public Voucher (DDS)	<a href="https://www.milsuite.mil/video/51575">https://www.milsuite.mil/video/51575</a>
009 Manual Collections (DDS)	<a href="https://www.milsuite.mil/video/51576">https://www.milsuite.mil/video/51576</a>
010 DD1131 Certify (DDS)	<a href="https://www.milsuite.mil/video/51577">https://www.milsuite.mil/video/51577</a>
010a DD1131 Cash Colltion Voucher Reject (DDS)	<a href="https://www.milsuite.mil/video/51583">https://www.milsuite.mil/video/51583</a>
010b DD1131 - Edit (DDS)	<a href="https://www.milsuite.mil/video/51588">https://www.milsuite.mil/video/51588</a>
013 Check-EFT for Cash (DDS)	<a href="https://www.milsuite.mil/video/51959">https://www.milsuite.mil/video/51959</a>
014 Print Checks and Check Register (DDS)	<a href="https://www.milsuite.mil/video/51439">https://www.milsuite.mil/video/51439</a>
015 Cash Received from Bank (DDS)	<a href="https://www.milsuite.mil/video/51431">https://www.milsuite.mil/video/51431</a>
017 Close Out Process (DDS)	<a href="https://www.milsuite.mil/video/38238">https://www.milsuite.mil/video/38238</a>
018 DD1081 Stmt Agent Officer's Acct - Returns	<a href="https://www.milsuite.mil/video/52676">https://www.milsuite.mil/video/52676</a>
019 DD2665 - Daily Agent Acctbty Summary (DDS)	<a href="https://www.milsuite.mil/video/51423">https://www.milsuite.mil/video/51423</a>
025 Journal Voucher (DDS)	<a href="https://www.milsuite.mil/video/52003">https://www.milsuite.mil/video/52003</a>
026 Vault to Vault Transfer (DDS)	<a href="https://www.milsuite.mil/video/52072">https://www.milsuite.mil/video/52072</a>
028 Accommodation Exchange Transactions (DDS)	NOT COMPLETE - COMING SOON

# 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***



<b>APPLICATION FORM FOR U.S. DEPARTMENT OF THE TREASURY ACCOUNTABLE OFFICIAL – ORGANIZATION STORED VALUE CARD (SVC)</b>				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	e. COUNTRY
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 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.					

# Sailor of the Month

## January 2022



LTJG Theresa Moon, the Disbursing and Sales Officer aboard the USS Russell (DDG 59), homeported in San Diego, CA, has been selected as the Navy Cash Sailor of the Month. After two back-to-back deployments to the Western Pacific, LTJG Moon led the seamless transfer of all Navy Cash equipment to Russell's berthing barge to support the 2021 Selected Restricted Availability with zero interruptions in services for the crew. Her performance and maintenance of the Navy Cash System and procedural compliance has been nothing short of outstanding. She meticulously managed the negative balance reports, Navy Cash enrollment forms, monthly FACET return submissions and has had zero loss of accountability throughout her tour. LTJG Moon's steadfast leadership and passion in supporting the Russell crew makes her a stand-out amongst her Supply Corps peers and is truly deserving of recognition as Navy Cash Sailor of the Month!

*From the Office of FLC San Diego*

# Sailor of the Month

## February 2022



LTJG Zoe Gee, the Disbursing Officer and ASUPPO aboard the USS Rushmore (LSD47), homeported in Sasebo, JA, has been selected as the Navy Cash Sailor of the Month for February 2022. LTJG Gee and her unwavering hard work has led to flawless execution in her Disbursing Officer position. While having embarked marines she led and assisted her deputy disbursing officer in daily tasks of issuing cash cards and management of the 2657 and \$50,000. LTJG Gee oversaw the training for the new wardroom treasurer and cash collection agent. Her expert coordination ensured all Sailors are knowledgeable in the new hardware and ready to support the ship's Navy Cash needs! She meticulously manages negative balances and consistently submits her monthly returns to FACET. During the recent Field Examination Group disbursing audit, she scored an overall "Outstanding" with no major discrepancies. LTJG Gee is passionately dedicated to supporting the Rushmore crew, and is truly deserving of recognition as Navy Cash Sailor of the Month!

*From the Office of FLC Yokosuka*

# Sailor of the Month

## March 2022



The Disbursing Team of the USS HARRY S. TRUMAN (CVN 75), homeported in Norfolk, has been selected as the Navy Cash Sailors of the Month for JAN 2022. LTJG Frank Willison, PS1 Justin Francis, PS2 Gwendolyn Hua, and PS2 Janayshiree Spencer are recognized for their dedicated customer service, outstanding technical knowledge, and continuous process improvements in support of the 5,000 Sailors and Contractors during their current deployment.

The Disbursing Team on USS HARRY S. TRUMAN, who are currently deployed as lead Ship for Carrier Strike Group Eight, are extremely motivated and eager to find new ways to improve their office. All of the great accomplishments happened in this office. Team Disbursing prepared for deployment by ensuring their Navy Cash System and Disbursing Operation was 100% operational and prepared for deployment. They completed their deployment service call, received cash on-load, and ensured they had operational spare parts and replacement cards for the crew. This Team faced many challenges in preparation for deployment to include expediting enrollments of several hundred embarked staff and squadron personnel, working through numerous shipboard technical issues, customer service challenges and countless issues related to operating such a complex financial management interface. They flawlessly overcame all obstacles while creating a welcoming atmosphere for their customers.

LTJG Willison consistently maintains 100% accountability of over \$1.2 million in cash and other negotiable instruments with on-time submission of monthly financial returns. This team also oversees numerous merchant organizations accounting for several hundred thousand dollars utilizing the Navy Cash System. USS HARRY S. TRUMAN Disbursing Team's steadfast devotion and dedication to the wellbeing of their shipmates is truly deserving of their selection as Navy Cash Sailors of the Month! BRAVO ZULU!

*From the Office of FLC 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://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.csd.disa.mil/forms/frmservlet?config=dds-test-sqt\\_n](https://dds.test.csd.disa.mil/forms/frmservlet?config=dds-test-sqt_n)

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	02-06 May 2022
Norfolk, VA	14-17 June 2022
Yokosuka, Japan	TBD

## DDS Training

04/21/2022 – Thursday 1:00 EST – 3:30 EST

05/05/2022 – Thursday 1:00 EST – 3:30 EST

05/19/2022 - Thursday 1:00 EST – 3:30 EST

06/02/2022 – Thursday 1:00 EST – 3:30 EST

06/16/2022 - Thursday 1:00 EST – 3:30 EST

07/14/2022 - Thursday 1:00 EST – 3:30 EST

07/28/2022 - Thursday 1:00 EST – 3:30 EST

08/11/2022 - Thursday 1:00 EST – 3:30 EST

08/25/2022 - Thursday 1:00 EST – 3:30 EST

# 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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