



Navy Cash Bulletin

Volume 19: Issue 2 April/May/June 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
- 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)	https://www.milsuite.mil/video/52602
002 Logging into DDS	https://www.milsuite.mil/video/51624
003 Opening a New Business Day (DDS)	https://www.milsuite.mil/video/52678
004 Agent Processing (DDS)	https://www.milsuite.mil/video/52634
005 DD1081 Advances (DDS)	https://www.milsuite.mil/video/51631
006 Exchange Transactions (DDS)	https://www.milsuite.mil/video/52674
007 Manual Disbursements (DDS)	https://www.milsuite.mil/video/52670
008 SF1034 Public Voucher (DDS)	https://www.milsuite.mil/video/51575
009 Manual Collections (DDS)	https://www.milsuite.mil/video/51576
010 DD1131 Certify (DDS)	https://www.milsuite.mil/video/51577
010a DD1131 Cash Colltion Voucher Reject (DDS)	https://www.milsuite.mil/video/51583
010b DD1131 - Edit (DDS)	https://www.milsuite.mil/video/51588
013 Check-EFT for Cash (DDS)	https://www.milsuite.mil/video/51959
014 Print Checks and Check Register (DDS)	https://www.milsuite.mil/video/51439
015 Cash Received from Bank (DDS)	https://www.milsuite.mil/video/51431
017 Close Out Process (DDS)	https://www.milsuite.mil/video/38238
018 DD1081 Stmt Agent Officer's Acct - Returns	https://www.milsuite.mil/video/52676
019 DD2665 - Daily Agent Acctbty Summary (DDS)	https://www.milsuite.mil/video/51423
025 Journal Voucher (DDS)	https://www.milsuite.mil/video/52003
026 Vault to Vault Transfer (DDS)	https://www.milsuite.mil/video/52072
028 Accommodation Exchange Transactions (DDS)	NOT COMPLETE - COMING SOON

Disbursing News

DSSN Consolidation and DDS Implementation

Matrix of Training materials available for download via the SAILOR website. DDS Documents can be filtered using the System Library dropdown and checking the DDS box.

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

DDS and Consolidated DSSN 8851

SOPs and Powerpoint Training Documentation

7/21/2022

Process	SOP	PowerPoint/Notes
High Level Overview		11_DDS_Afloat_ProcessFlows_Jun 22 2022_Draft
DSSN To DSSN Transfers	SOP for DSSN to DSSN Transfers_20220630	05_DDS_DSSN_ConsolidDSSN_Xfer_June 22 2022_Draft 09_DDS_Check Processing_June 22 2022
Cash Replenishment and Return to Treasury, including Check for Cash	SOP for DSSN 8851 Cash Replenishment and Return to Treasury_20220630	09_DDS_Check Processing_June 22 2022 07_DDS_Deposits_June 22 2022_Draft
Disbursements	SOP for DSSN 8851 Afloat Disbursements_20220630	08_DDS_SF 1034 Public Voucher for Purchases and Services_June 22 2022 09_DDS_Check Processing_June 22 2022
Collections	SOP for DSSN 8851 Afloat Collections_20220630	06_DDS_DD1131_Collections_June 22 2022
Accommodation Exchange	SOP for DSSN 8851 Accommodation Exchange_20220630	04_PMO_DDS_Exchange_Transactions_June 22 2022_Draft 06_DDS_DD1131_Collections_June 22 2022 08_DDS_SF 1034 Public Voucher for Purchases and Services_June 22 2022
Daily Reporting, including Accept DD 1081, Return DD 1081, End of Day, and End of Month Closeout	SOP for DSSN 8851 Afloat Daily Reporting_20220628	10_DDS_Close Out Process Daily Reporting_2665_June 22 2022 03_PMO_DDS_DD1081_Statement_AgentAccount_Afloat_June 22 2022
Accessing DDS and Connecting to the DDS website	(1)Navy Access Request Guide for DDS DSSN 8851 (2) DDS Navy Centralized DSSN Connection Guide 3/16/2022	(1)How to use AMPS to submit DD577s to DFAS to obtain a USER ID for DDS (2)How to confirm DDS JAVA Exceptions are in place on the workstation and access the DDS URL
DDS Application Users Guide	US Navy DDS Application User Guide v1.3_6/5/2022	

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.

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. 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	
DIRECTIONS: 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>					
ACCOUNTABLE ORGANIZATION BANK OR CREDIT UNION INFORMATION (Complete if applicable)					
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) ☐ CHECKING ☐ SAVINGS		9. ABA ROUTING NUMBER (9-digits)		10. ACCOUNT NUMBER	
ACCOUNTABLE OFFICIAL PERSONAL INFORMATION					
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	
AUTHORIZATION TO MAKE TREASURY SVC TRANSFERS ELECTRONICALLY TO AND FROM BANK OR CREDIT UNION ACCOUNT 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.					
ACCOUNTABLE OFFICIAL LIABILITY: 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. EXPIRED, LOST, STOLEN, OR DAMAGED CARD: 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. ADDITIONAL TERMS AND CONDITIONS: 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.					
PRIVACY ACT STATEMENT					
AUTHORITY: Executive Order 9397, 31 CFR 210, and 31 U.S.C. 7701. PRINCIPAL PURPOSES: 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. ROUTINE USES: 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. DISCLOSURE: 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
FOR OFFICE USE ONLY					
27. SIGNATURE OF ISSUER:		28. PRINTED NAME		29. CARD NUMBER (Last 7 digits)	30. DATE ISSUED
BURDEN ESTIMATE STATEMENT					
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

April 2022



ENS Alison Dunbar, the Disbursing, Sales and Postal Officer aboard the USS DEWEY (DDG 105) has been selected as the Navy Cash Sailor of the Month. ENS Dunbar was responsible for transitioning USS DEWEY as DDG 105 homeport shifted from San Diego, CA to Yokosuka, Japan. ENS Dunbar kept the Navy Cash system operational through 4 Forward Deployed Patrols, despite intermittent IP services and national tasking that limited the ship's emissions and non-essential services. She was a crucial liaison between USS DEWEY Information Technicians and Navy Cash Support Representatives as they worked together to fix a systemic problem within the Navy Cash/CANES system that had been present months before her arrival onboard. ENS Dunbar's technical knowledge, procedural compliance and stringent control of the operation led to an "EXCELLENT" on an unannounced Field and Examination Group Examination. She continues to boost crew morale with Navy Cash services, keeping smiles on sailor's faces despite the high OPTEMPO of SEVENTH Fleet. ENS Dunbar embodies USS DEWEY's mantra - always having "The Will to Fight."

From the Office of FLC Yokosuka

Sailor of the Month

May 2022



Lieutenant Junior Grade Stephanie Jamieson, Disbursing and Sales Officer aboard USS Carter Hall LSD 50, homeported in Norfolk, VA was selected as the Navy Cash Sailor of the Month. Her outstanding leadership, technical acumen, and superb management have been an integral and crucial part of CARTER HALL's success. Her Disbursing and Navy Cash Operation are in full compliance with DoDFMR and SOP instructions. Her high standards, coupled with the strict adherence to procedural compliance, led to CARTER HALL earning a grade of OUTSTANDING during the most recent Field Examination Group audit that was completed on March 14th 2022. Her performance and maintenance of the Navy Cash System has been nothing short of outstanding. She achieved a 97% collection rate on the FS 2887 Missing Summary Report on file while diligently managing her negative balance ledger to reflect no negative balances over 60 days old. Lieutenant Junior Grade Stephanie Jamieson technical knowledge and customer service are a strong reminder of the Supply Corps devotion to supporting the warfighter. Her noteworthy accomplishments, steadfast resolve and devotion to duty make her well deserving of the title "Navy Cash Sailor of the Month."

From the Office of FLC Norfolk

Sailor of the Month

June 2022



LTJG Abigail Huson, the Disbursing and Sales Officer aboard the USS WILLIAM P. LAWRENCE (DDG 110), home-ported in Pearl Harbor, HI, has been selected as the Navy Cash Sailor of the Month. Since reporting in July 2020, LTJG Huson has flawlessly maintained her Navy Cash and disbursing operations through deployment, DSRA, and Basic Phase. While in DSRA, she executed two migrations and many planned down periods but maintained her operations due to superior planning and preparation. Her outstanding customer service and prompt system troubleshooting have positively impacted the crew morale of over 260 personnel by working diligently to maintain all services on board. She has provided seven new merchants with integral training ensuring the system is used to its full intention and capability across the ship. Her attention to detail, timely communication, and proper policy are the reason her negative balance report is currently and routinely at zero. Additionally, her persistence was critical in reducing missing enrollment forms from 50 when reporting onboard down to zero. LTJG Huson's strong technical knowledge coupled with a passion for her duties and customers makes her a shining example for adequately managing and maintaining the Navy Cash operation!

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

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

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

Mayport, FL

Yokosuka, Japan

Dates

13-16 SEPT 2022

17-20 Oct 2022

TBD

DDS Training

07/28/2022 – Thursday 1:00 EST – 3:30 EST (via MS Teams)

08/11/2022 - Thursday 1:00 EST – 3:30 EST (via MS Teams)

8/15/2022 – 8/19/2022 TRAIN THE TRAINER – SAN DIEGO

08/25/2022 - Thursday 1:00 EST – 3:30 EST (via MS Teams)

9/19/2022 – 9/23/2022 TRAIN THE TRAINER – NORFOLK

TRAINING RSVP: Email dfas.dscc.jje.mbx.bc-pm-team@mail.mil
to receive an official OUTLOOK MS TEAMS INVITE

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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