

**Attention Supply Officers, Disbursing Officers,  
Navy Cash Managers, Navy Cash Deputies**

**NAVY CASH<sup>®</sup>  
SOP CHANGE NOTICE  
NAVSUP PUB 727**

**Navy Cash Fleet Support Groups  
NAVSUP Fleet Logistics Centers  
Norfolk  
San Diego  
Yokosuka**

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**Navy Cash SOP Change Notice 2016-006**

**17 October 2016**

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**Subject: NEW ENROLLMENT FORMS AND REQUIREMENT FOR FULL DATE OF BIRTH**

**Attention: Supply Officers/Disbursing Officers/Navy Cash Managers/Navy Cash Deputies**

**1. Background**

- a. New Enrollment Forms. The U.S. Department of the Treasury, Bureau of the Fiscal Service, and the Navy Cash program will soon be introducing updated versions of the Navy Cash enrollment forms.
- Cardholders. For cardholders who use Navy Cash for personal use, the new FS Form 2887, Application Form for U.S. Department of the Treasury Stored Value Card (SVC) Program, will replace the previous FMS Form 2887 (09-13).
  - Merchants. For Navy Cash merchants who use Navy Cash in an official capacity as accountable officials, the new FS Form 2888, Application Form for U.S. Department of the Treasury Accountable Official Stored Value Card (SVC), will replace the previous FMS Form 2888 (09-13).

Enrollment forms remain a critical element in the Navy Cash program. Every individual cardholder and every merchant who is issued a Navy Cash accountable official card must have a signed enrollment form on file. At turnover, the relieving accountable official must complete and sign a new enrollment form.

b. Requirement for Full Date Of Birth (DOB). As a result of recent changes in the guidelines related to the Customer Identification Programs required by law for prepaid debit card programs, new enrollees must now provide their full DOB, including the month, day, and year, when applying for their Navy Cash card and account. This change applies only to new enrollees opening new Navy Cash accounts; current Navy Cash cardholders do not need to fill out a new enrollment form or update their account information. The new enrollment forms have been updated to include the full DOB and should be published shortly, and the “New Account Enrollment” function in the Disbursing Application on board ship will be updated remotely beginning 22 October 2016 with new DOB fields that require an eight-digit full DOB (MMDDYYYY) for all new enrollments.

**2. Disbursing Officer Action**

a. New Enrollment Forms. Once the new enrollment forms are published, Disbursing Officers (DOs)/ Navy Cash Managers must take the necessary steps to ensure that individual cardholders newly enrolling in the Navy Cash program complete and sign the new FS Form 2887 and that new accountable officials authorized to use Navy Cash in an official capacity complete and sign the new FMS Form 2888. Once the new forms are available, the old FMS Form 2887 (09-13) and FMS Form 2888 (09-13) will become obsolete and should no longer be used.

Any reference in the Navy Cash SOP to FMS Form 2888 (09-13) should be replaced by FS Form 2888. Any reference to FMS Form 2887 (09-13) should be replaced by FS Form 2887. The one exception is on

***Please route immediately to the Supply Officer and Disbursing Officer***

ships equipped with software release 1.4.7 build 1 and electronic enrollment. For new enrollees signing enrollment forms electronically, the Disbursing Application will continue to display the old DD Form 2887, FEB 09, until the new FS Form 2887 can be uploaded to the v1.4.7.1 Navy Cash system on the ship at some time in the future.

Remember, all original, (manually) signed, hardcopy enrollment forms must be sent to the Treasury Agent at least once every 30 days to be scanned and stored on file electronically. The requirement remains to have a signed enrollment form on file in the document storage system ashore for every Navy Cash cardholder and for every Navy Cash merchant who is issued a Navy Cash accountable official card.

b. Requirement for Full DOB. Upon receipt of this Navy Cash SOP Change Notice and once the Disbursing Application have been updated remotely with the new DOB fields, DOs/Navy Cash Managers must take the necessary steps to ensure the full DOB, i.e., the eight-digit month, day, and year (MMDDYYYY), is entered using the new DOB drop-down menus in the “New Account Enrollment” function in the Disbursing Application for all new enrollees opening new Navy Cash accounts. It is critical that the month, day, and year information in the DOB (mmddyyyy) drop-down menus be updated with the person’s correct DOB. Otherwise, the Disbursing Application will use the default values (01/01/1940), and this will create problems down the line. The Treasury Agent bank uses the new enrollees’ DOB, and other information like their SSN, to verify their identity before enrolling them in Navy Cash and establishing their Navy Cash account. The Customer Service Center uses the DOB to verify a cardholders’ identity when they call in with questions about their Navy Cash accounts. Incorrect DOB information will delay customer support to our Sailors and Marines.

On ships equipped with software release 1.4.7 build 1 and electronic enrollment, the full DOB entered using the Disbursing Application will be uploaded to the Navy Cash database ashore and become part of the cardholder’s profile. However, if DOs/Navy Cash Managers elect to print out a copy of an enrollment form that was completed electronically on the ship, the resulting copy will be the old DD Form 2887, FEB 09, and only the four-digit month and day (MMDD) will be shown on the form.

**3. Official Change to Navy Cash SOP.** This Navy Cash SOP Change Notice represents an official change to the Navy Cash SOP (NAVSUP PUB 727). Each DO/Navy Cash Manager shall retain a copy of this Navy Cash SOP Change Notice on file for inspection with the current version of the SOP.

**4. List of Effective Navy Cash SOP Change Notices.**

Ver 1.13 Ver 1.15

2012-001	<del>Automatic EOD Now Mandatory</del> <i>CANCELED</i>	
2012-002	<del>Required Navy Cash Documentation in Financial Returns</del> <i>CANCELED</i>	
2012-003	Residual Funds on Visitor Cards	✓
2012-004	<del>Transfer Member Profile and Unsuspend Account Using Disbursing Web Site</del> <i>CANCELED</i>	
2012-005	Automated Transfer of Dormant Profiles	✓
2012-006	Navy Cash Depot Shipping Address Change	✓
2012-007	Navy Cash, Marine Cash, and Navy Cash Visitor Card Cardholder Agreement	✓
2012-008	Staff, Air Wing, Squadron, and Generic Private Merchants Settle Only to Merchant Strip Account	✓
2012-009	Bank/Credit Union Account Information on Cardholder Web Site	✓
2012-010	<del>Automated EOM Spreadsheet Alternative</del> <i>CANCELED</i>	
2012-011	Court Orders and Levies and Subpoenas on Navy Cash Accounts	✓
2013-001	<del>Enrollment Forms Missing in Document Storage System Ashore</del> <i>CANCELED</i>	
2013-002	Updating Generic Private, Staff, Air Wing, and Squadron Merchant Linked Accounts at Turnover	✓
2013-003	Use of Official Mail Manager Merchant Card Now Mandatory	✓

2013-004	Update to Navy Cash Cardholder Web Site	✓	
2013-005	Enrollment Forms Missing in Document Storage System Ashore—Revised	✓	
2013-006	Distribution of Ship’s Store Profits to MWR and Other Miscellaneous Payments— Revised	✓	
2013-007	DASR and Revision to the Navy Cash Documentation Required in Financial Returns	✓	
2013-008	Maintaining Laptop Security Patches and Updates	✓	
2013-009	Before Cardholders Leave the Ship for a Pending Transfer or Discharge	✓	
2013-010	<del>Navy Cash System Administration Password Changes</del> CANCELED		
2014-001	Navy Cash Cardholder Enrollment Form—New Edition	✓	
2014-002	Navy Cash Accountable Official Cards, Enrollment Forms, and Card Limits	✓	
2014-003	Rules of Behavior for Users of Navy Cash System	✓	
2014-004	Cashing Personal Checks and Cashing Out the Chip on Navy Cash Cards	✓	
2014-005	Appointment of Navy Cash Deputy Is Mandatory	✓	✓
2014-006	Transfer Member Profile and Unsuspend Account Using Disbursing Web Site	✓	✓
2014-007	<del>Updated Recommendations for Spare Navy Cash Card Stocks</del> CANCELED		
2014-008	<del>Navy Cash System Administration Password Changes—Revised</del> CANCELED		
2015-001	Navy Cash Merchant Established for Second Class Association	✓	✓
2015-002	Shipping Equipment with Batteries Contained in Equipment	✓	✓
2015-003	New EOM Summary Report and Elimination of EOM Spreadsheet	✓	✓
2015-004	<del>Treasury Navy Cash/Marine Cash Website Update/Address Change</del> CANCELED		
2015-005	Navy Cash Equipment Ownership and Maintenance Responsibilities	✓	✓
2015-006	<del>Recommendations for Spare Navy Cash Card Stocks—Revised</del> CANCELED		
2015-007	Navy Cash System Documentation Now Available on SAILOR 2.1	✓	✓
2016-001	Residual Funds on Navy Cash Cards	✓	✓
2016-002	Treasury Navy Cash/Marine Cash Website Address Change	✓	✓
2016-003	Navy Cash System Administration Password Rotation—Revised	✓	✓
2016-004	Recommendations for Spare Navy Cash Card Stocks—Revised	✓	✓
2016-005	Vendors Using Miscellaneous Events Transient Merchant	✓	✓
2016-006	New Enrollment Forms and Requirement for Full Date of Birth	✓	✓

**5. Points of Contact.** If you have any questions, please contact:

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**NAVY CASH**  
New Account Enrollment

**Applicant Information:**

\*SSN:  Title:   
 \*First Name:  \*Middle Initial:   
 \*Last Name:  \*DOB (mmddyyyy): 01 / 01 / 1952  
 \*Mother's Maiden Name:  \*Home Phone:   
 Email Address:  \*Military Branch: NAVY  
 \*Pay Grade: E-1

**Address:**

\*Address:   
  
  
 \*City:  \*State: AA  
 \*Zip Code:  Country: USA

**Bank Account Information:**

ABA:  Account Type: Checking  
 Account No.:  Account Name:

**Procedure**

1. Enter the required information.  
 2. Place Instant Issue card into card reader.  
 3. Click the 'Get Card Info.' button.  
 Note: the card ID will be displayed if the card is unassigned. Otherwise the current assignment status will be displayed and another Instant Issue card must be used.

4. Click the 'submit' button.  
 5. Place allocated Instant Issue card in a separate location. Enrollee may retrieve card when the application has been processed and returned from shore.

\*Instant Issue Card #:

Disbursing Application Version: 4.7.6032.26754 | Navy Cash Release Version: 1.4.7.2 (DV1472) 3:15:42 PM

### 8.4.17 Account Enrollment

(in version 1.15 of the Navy Cash SOP, associated with v1.4.7.1, replace paragraphs a, f, j(2), and j(6)(a))

a. To open a Navy Cash account, a person must be enrolled in the Navy Cash program. To enroll in the Navy Cash program, a person must fill out and sign a cardholder enrollment form (FS Form 2887 (10-16), Application Form for U.S. Department of the Treasury Stored Value Card (SVC) Program). A copy of the FS Form 2887 is included at Appendix F, Navy Cash Enrollment Forms. The form is also available on the U.S. Department of the Treasury, Bureau of the Fiscal Service, Navy Cash website (*navycash.gov*).

f. New Account Enrollment. (paragraph c in version 1.13) To enroll a person in the Navy Cash program, the Disbursing Officer selects “Account Enrollment” in the “Account Maintenance” pull-down menu. The “New Account Enrollment” screen is displayed. Enter the enrollment information into the on-screen enrollment form. The Date Of Birth (DOB) fields are mandatory fields. It is critical that the month, day, and year information in the DOB (mmddyyyy) drop-down menus be updated with the person’s correct DOB. Otherwise, the Disbursing Application will use the default values (01/01/1940), and this will create problems down the line. The Treasury Agent bank uses the new enrollees’ DOB, and other information like their SSN, to verify their identity before enrolling them in Navy Cash and establishing their Navy Cash account. The Customer Service Center uses the DOB to verify a cardholders’ identity when they call in with questions about their Navy Cash account. Incorrect DOB information will delay customer support to our

Sailors and Marines. Guidance for completing the enrollment fields is provided in the following subparagraphs and in Appendix F, Navy Cash Enrollment Forms.

j. Complete Enrollment Process

(2) If desired, the Disbursing Officer can print a copy of the signed enrollment form at this time by clicking on the "Print Document" button. Although the full DOB was entered using the "New Account Enrollment" screen (see paragraph f above) and will be uploaded to the Navy Cash database ashore and become part of the cardholder's profile, the printed copy of the enrollment form will be the old DD Form 2887, FEB 09, and only the four-digit month and day (MMDD) will be shown on the form.

(6) Enrollment Forms Kept on File

(a) Electronic Enrollment Forms Available on Ship. For new cardholders enrolled electronically, once the round trip is completed between ship and shore and the new account is established ashore and on the ship, the signed 2887 will be available on the Navy Cash server on the ship, where it can be retrieved and viewed or printed by the Disbursing Officer for reference as needed (see paragraph 8.4.18, Account Information Update). Again, even if the full DOB was entered using the "New Account Enrollment" screen (see paragraph f above) and was uploaded to the Navy Cash database ashore and became part of the cardholder's profile, the printed copy of the enrollment form will be the old DD Form 2887, FEB 09, and only the four-digit month and day (MMDD) will be shown on the form.

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**8.4.21 Account Enrollment**

*(in version 1.13 of the Navy Cash SOP, associated with v1.4.6.3, replace paragraphs a and c)*

a. To open a Navy Cash account, a person must be enrolled in the Navy Cash program. To enroll in the Navy Cash program, a person must fill out and sign a cardholder enrollment form (FS Form 2887 (10-16), Application Form for U.S. Department of the Treasury Stored Value Card (SVC) Program). A copy of the FS Form 2887 is included at Appendix F, Navy Cash Enrollment Forms. The form is also available on the U.S. Department of the Treasury, Bureau of the Fiscal Service, Navy Cash website (*navycash.gov*).

c. New Account Enrollment. To enroll a person in the Navy Cash program, the Disbursing Officer clicks on the "New Account Enrollment" link in the Disbursing Application. The "New Account Enrollment" screen is displayed. Enter the enrollment information into the on-screen enrollment form. The Date Of Birth (DOB) fields are mandatory fields. It is critical that the month, day, and year information in the DOB (mmddyyyy) drop-down menus be updated with the person's correct DOB. Otherwise, the Disbursing Application will use the default values (01/01/1940), and this will create problems down the line. The Treasury Agent bank uses the new enrollees' DOB, and other information like their SSN, to verify their identity before enrolling them in Navy Cash and establishing their Navy Cash account. The Customer Service Center uses the DOB to verify a cardholders' identity when they call in with questions about their Navy Cash account. Incorrect DOB information will delay customer support to our Sailors and Marines. Guidance for completing the enrollment fields is provided in the following subparagraphs and in Appendix F, Navy Cash Enrollment Forms.

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**8.4.18 Account Information Update**

*(in version 1.15 of the Navy Cash SOP, associated with v1.4.7.1, replace paragraph e)*

e. Enrollment Form (2887) on File

(1) Electronic Enrollment on Ship. For cardholders who were enrolled electronically on the ship (see paragraph 8.4.17, Account Enrollment), the Disbursing Officer can click on the "Form 2887"

button to retrieve, view, or print a cardholder's enrollment form with embedded signature (but only after a round trip has been completed between ship and shore).

(a) Even if the full DOB was entered using the "New Account Enrollment" screen (see paragraph f above) and was uploaded to the Navy Cash database ashore and became part of the cardholder's profile, the printed copy of the enrollment form will be the old DD Form 2887, FEB 09, and only the four-digit month and day (MMDD) will be shown on the form.

(b) The "Form 2887" button will be grayed out and cannot be used if the cardholder does not have an electronic enrollment form on file on the ship or if the cardholder was enrolled electronically on a different ship.

(2) Indication on Disbursing Web Site That Enrollment Form Is on File. The Navy Cash Disbursing Web Site now displays the status of a cardholder's enrollment form (2887) under the "Personal" tab on the "Cardholder Profiles" screen (see Appendix E, Disbursing Web Site, Cardholder Personal Screen).

(a) For cardholders who were enrolled electronically on a ship, once the round trip is completed between ship and shore, the screen will indicate that a cardholder signed the 2887 electronically and a copy is available in the document storage system ashore. The 2887 cannot be viewed on the website, but the Disbursing Officer can contact the CSU and request a copy if needed. Again, even if the full DOB was entered using the "New Account Enrollment" screen (see paragraph f above) and was uploaded to the Navy Cash database ashore and became part of the cardholder's profile, the copy of the enrollment form provided by the CSU will be the old DD Form 2887, FEB 09, and only the four-digit month and day (MMDD) will be shown on the form.

(b) For cardholders who were enrolled manually, the screen will indicate either that the cardholder's 2887 was not found in the document storage system ashore, or that a scanned copy of the cardholder's 2887 is available in either the i-Vault! or FileNet document storage system ashore. The 2887 cannot be viewed on the website, but the Disbursing Officer can contact the CSU and request a copy.

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**8.5.5 Navy Cash Merchant Accountable Official Cards, Enrollment Forms, and Card Limits**  
(in version 1.13, associated with v1.4.6.3, and version 1.15, associated with v1.4.7.1, replace paragraph b)

b. Accountable Official Enrollment Form. As accountable officials, Navy Cash merchants must complete and sign an FS Form 2888 (10-16), Application Form for U.S. Department of the Treasury Accountable Official Stored Value Card (SVC), prior to being issued a Navy Cash merchant card. A copy of the FS Form 2888 is included at Appendix F, Navy Cash Enrollment Forms. The form is also available on the U.S. Department of the Treasury, Bureau of the Fiscal Service, Navy Cash website (*navycash.gov*).

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# **Appendix F**

## **Navy Cash Enrollment Forms**

**EXAMPLE OF FS FORM 2887  
APPLICATION FORM FOR U.S. DEPARTMENT OF THE TREASURY  
STORED VALUE CARD (SVC) PROGRAM**

**EXAMPLE OF FS FORM 2888  
APPLICATION FORM FOR U.S. DEPARTMENT OF THE TREASURY  
ACCOUNTABLE OFFICIAL STORED VALUE CARD (SVC)**

<b>APPLICATION FORM FOR U.S. DEPARTMENT OF THE TREASURY STORED VALUE CARD (SVC) PROGRAM</b>				OMB No. 1530-0013 EXP. DATE 09/30/2019	
<p><b>DIRECTIONS:</b> Submit completed form to Disbursing or Finance Office or other authorized person coordinating enrollment for the Treasury Stored Value Card (SVC) program. Provide bank or credit union information if you wish to transfer funds from your bank or credit union account to your Treasury SVC account at a Treasury SVC kiosk. For more information about the Treasury SVC programs, please visit <a href="https://www.fiscal.treasury.gov/fsservices/gov/pmt/eagleCash/eagleCash_home.htm">https://www.fiscal.treasury.gov/fsservices/gov/pmt/eagleCash/eagleCash_home.htm</a> or <a href="https://www.fiscal.treasury.gov/fsservices/gov/pmt/navyMarineCash/navyMarineCash_home.htm">https://www.fiscal.treasury.gov/fsservices/gov/pmt/navyMarineCash/navyMarineCash_home.htm</a>.</p>					
<b>PRIVACY ACT STATEMENT</b>					
<p><b>AUTHORITY:</b> P.L. 104-134, Debt Collection Improvement Act 1996, as amended; 5 U.S.C. 5514; 31 U.S.C. Sections 1322 and 3720A; 37 U.S.C. Section 1007; 31 CFR 210 and 285; and E.O. 9397.</p> <p><b>PRINCIPAL PURPOSE(S):</b> To enroll individuals in the Treasury SVC program; to obtain authorization to initiate debit and credit entries to individual's accounts; and to facilitate collection of any delinquent amounts.</p> <p><b>ROUTINE USE(S):</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 to its Fiscal and Financial Agents and their contractors involved in providing SVC services, 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) as identified by the Bureau of the Fiscal Service (Fiscal Service) Routine Uses as published in the Federal Register.</p> <p><b>DISCLOSURE:</b> Disclosure is voluntary; however, failure to furnish requested information may significantly delay or prevent your participation in the Treasury SVC program.</p>					
<b>BURDEN ESTIMATE STATEMENT</b>					
<p>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 14<sup>th</sup> Street SW, Washington DC 20227.</p>					
<p>1. STORED VALUE CARD (SVC) PROGRAM APPLYING FOR (<i>X as applicable</i>)</p> <p><input type="checkbox"/> EAGLE CASH      <input type="checkbox"/> NAVY CASH/MARINE CASH      <input type="checkbox"/> OTHER (<i>Specify</i>)</p>					
<b>SECTION I – APPLICANT PERSONAL INFORMATION</b>					
2. RATE, RANK, TITLE		3. FIRST NAME		4. MIDDLE INITIAL	5. LAST NAME
6. PAY GRADE	7. MILITARY BRANCH OR COMPANY NAME ( <i>Contractors</i> )	8. FULL SSN		9. DATE OF BIRTH ( <i>MMDDYYYY</i> )	10. MOTHER'S MAIDEN NAME OR KEYWORD ( <i>Required for security purposes</i> )
11a. MILITARY DUTY ADDRESS ( <i>For Navy/Marine Cash include assigned Division, Unit, etc.</i> ) OR WORK ADDRESS ( <i>Contractors</i> )					
b. CITY			c. STATE	d. ZIP CODE	e. COUNTRY
12a. RESIDENCE/PERMANENT ADDRESS ( <i>Must not be military duty address</i> )					
b. CITY			c. STATE	d. ZIP CODE	e. COUNTRY
13. WORK TELEPHONE NUMBER		14. CELL PHONE NUMBER		15. E-MAIL ADDRESS ( <i>Must not be military e-mail address</i> )	
<input type="checkbox"/> NONE					
<b>SECTION II – APPLICANT BANK OR CREDIT UNION INFORMATION</b> ( <i>Complete only if linking Treasury SVC account to an eligible U.S. bank or credit union account</i> )					
16a. BANK OR CREDIT UNION NAME			b. CITY	c. STATE	d. ZIP CODE
17. ABA ROUTING NUMBER ( <i>9-digit number</i> )			18. ACCOUNT NUMBER		
19. ACCOUNT NAME ( <i>Your name as it appears on your account</i> )				20. ACCOUNT TYPE ( <i>X one</i> )	
				<input type="checkbox"/> CHECKING <input type="checkbox"/> SAVINGS	
<b>SECTION III – STATEMENTS OF UNDERSTANDING</b>					
<p><b>DEBT COLLECTION/WAIVER OF PRIOR DUE PROCESS:</b> In consideration of receiving a Treasury SVC, I hereby knowingly and voluntarily consent to the immediate collection from my U.S. Government pay (military or civilian), without prior notice or prior opportunity for a hearing or review, of any amounts that may become due and owing as a result of my use of the Treasury SVC. This means the government may deduct amounts owed from my pay as authorized by 5 U.S.C. 5514, 37 U.S.C. 1007, and other applicable laws. If I am employed by a contractor or I am no longer receiving U.S. Government military or civilian pay and amounts remain or become due or owing, I understand that the government will initiate debt collection procedures in accordance with the Federal Claims Collections Standards (31 CFR 900-904) and Chapters 28-32, Volume 5, DoD 7000-14-R, DoD Financial Management Regulation.</p> <p><b>EXPIRED, LOST, STOLEN, OR DAMAGED CARD:</b> When my Treasury SVC expires, any value remaining may be forwarded to my bank or credit union account specified above. If the account has been closed or if any value remaining on the Treasury SVC 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 and that I retain the right to claim such funds. If my Treasury SVC is lost, stolen, or damaged, I may be charged a fee for a replacement card.</p> <p><b>ADDITIONAL TERMS AND CONDITIONS:</b> By using the Treasury SVC, I agree to accept the terms and conditions for use of the 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. The electronic image shall be considered the legal equivalent of the original.</p>					
<b>SECTION IV – AUTHORIZATION TO MAKE SVC TRANSFERS ELECTRONICALLY TO AND FROM MY BANK OR CREDIT UNION ACCOUNT</b>					
I authorize the U.S. Treasury's Financial or Fiscal Agent to initiate debit and credit entries to my bank or credit union account at the financial institution specified above in order to fulfill any requests I may make to transfer funds between my bank or credit union account and my Treasury SVC account.					
21. SIGNATURE				22. DATE SIGNED ( <i>MMDDYYYY</i> )	
<b>SECTION V – FOR OFFICE USE ONLY</b>					
23. ISSUED BY ( <i>Disbursing/Financial Office Name/Location</i> )				24. CARD NUMBER ( <i>Last seven digits</i> )	

**INSTRUCTIONS FOR COMPLETING FS FORM 2887**  
**APPLICATION FORM FOR U.S. DEPARTMENT OF THE TREASURY**  
**STORED VALUE CARD (SVC) PROGRAM**  
2016 Version

FS Form 2887 shall be used to apply for enrollment in the Navy Cash® program and issuance of a Navy Cash® card. FS Form 2887 authorizes debits and credits to your bank or credit union account at your request. FS Form 2887 provides your consent to immediate collection from pay (military or civilian DoD pay) of any amounts that may become due and owing as a result of use of the SVC. If employed by a contractor or if no longer receiving military or civilian DoD pay and amounts remain or become due and owing, FS Form 2887 authorizes the government to initiate debt collection procedures. The original of the FS Form 2887 shall be forwarded to the Treasury Agent responsible for Navy Cash in accordance with the Navy Cash Standard Operating Procedure (SOP). The FS Form 2887 may be imaged and kept on file by the Treasury Agent. The electronic image shall be considered the legal equivalent of the original. In accordance with the SOP, the Disbursing Officer shall retain a copy. All fields on the FS Form 2887 must be completed except as indicated below.

**Block 1. Stored Value Card (SVC) Program Applying For.** Enter an “X” in the block next to Navy Cash/Marine Cash.

**Block 2. Rate, Rank, Title.** Enter your rate, rank, or title using standard abbreviations as appropriate, e.g., OS2, CTT3, Cpl, GySgt, SSG, SSgt, ENS, 1LT, LCDR, Maj, MAJ, Lt Col, Mr, Mrs, Ms. The rate, rank, or title cannot contain any special characters nor is any punctuation permitted. MSC personnel should use the titles Mr, Mrs, or Ms as appropriate.

**Block 3. First Name.** Enter your first name. The name cannot contain any special characters nor is any punctuation permitted.

**Block 4. Middle Initial.** Enter your middle initial. If you do not have a middle initial, leave blank. *Use no more than one character.*

**Block 5. Last Name.** Enter your last name. This field can include a designation of Jr, Sr, Esq, or the Roman numerals I through X. To include that designation, enter the appropriate data after the last name. The name cannot contain any special characters nor is any punctuation permitted.

**Block 6. Pay Grade.** Enter your pay grade from the valid abbreviations listed in the left column, below.

E1–E9, W1–W5, O1–O10	Uniformed Services
GS01–GS15	Federal employees with General Schedule pay grades
SES	Senior Executive Service Personnel
EXEC	Executive Level Personnel
NF1–NF6	Federal employees with Nonappropriated Fund pay grades
OTHER	Other pay grades not defined above
CONTR	Contractor employee
CIV	Other eligible individuals

MSC personnel should use the abbreviation “OTHER” for all pay grades.

**Block 7. Military Branch or Company Name.** Enter the organization with which you are affiliated from the valid abbreviations listed in the left column, below:

USN	U.S. Navy
USMC	U.S. Marine Corps
USA	U.S. Army
USAF	U.S. Air Force
USCG	U.S. Coast Guard
MSC	Military Sealift Command
USPHS	U.S. Public Health Service
NOAA	National Oceanic and Atmospheric Administration
DOD	Department of Defense

Contractors should enter the name of the company for which they work.

**Block 8. Full SSN.** Enter your Social Security Number in the following format: 000-00-0000. *Use eleven characters.*

**Block 9. Date of Birth.** Used to verify your identity when you apply for a Navy Cash card and account and later when you call or e-mail the Customer Service Center. Enter your date of birth. Provide month, day, and year in two-digit month, two-digit day, and four-digit year format (MMDDYYYY).

**Block 10. Mother's Maiden Name or Keyword.** Used to verify your identity if you call or e-mail the Customer Service Center.

**Block 11. Military Duty Address.** Normally, personnel stationed aboard ship (including MSC personnel) should use the ship's mailing address. Personnel stationed aboard ship shall indicate their assigned division to make sorting cards mailed to ships easier. Contractors should enter the address of the company for which they work.

**Block 12. Residence/Permanent Address.** Enter your residence or permanent address.

**Block 13. Work Telephone Number.** Enter your work phone number beginning with the area code in the following format: 206 605-4253.

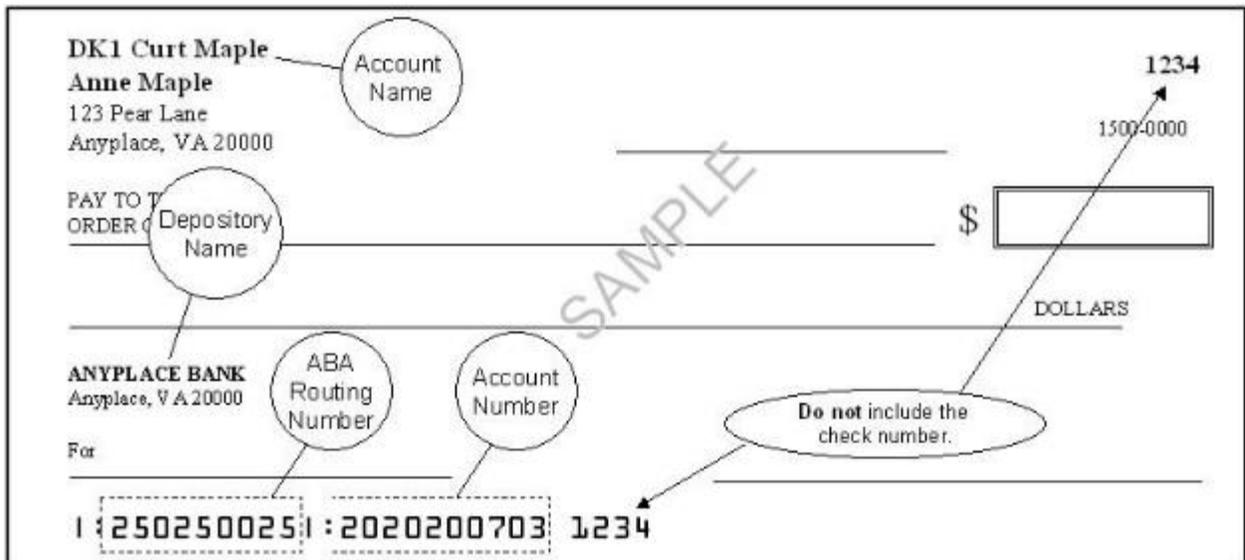
**Block 14. Cell Telephone Phone.** Enter your cell phone number beginning with the area code in the following format: 206 605-4253.

**Block 15. E-mail Address.** Enter your personal e-mail address. Do not use your military e-mail address. Used to verify your identity if you call or e-mail the Customer Service Center.

**Block 16. Bank or Credit Union.** Enter the name, city, state, and zip code of your bank or credit union.

Figure 1, Sample Check, is provided below to help in filling out Blocks 17 through 20. If at all possible, you should bring a blank, voided check, which will be used to verify account information.

*If you do not want to enroll your bank or credit union account in Navy Cash, draw an "X" from Block 16.a through Block 20 and from Block 19 through Block 16.d and initial the "X".*



**Figure 1. Sample Check**

**Block 17. ABA Routing Number.** Enter the ABA routing number for your bank or credit union. *The routing number must be nine digits.* On the sample check above, the routing number is 250250025

**Block 18. Account Number.** Enter your account number. Include hyphens but omit spaces and special symbols. On the sample check above, the account number is 2020200703. Be sure not to include the check number.

*When first entering or updating a cardholder's bank or credit union account, the Disbursing Officer must verify the ABA routing number and account number, either by referring to the cardholder's Direct Deposit account in the Master Military Pay Account (MMPA) or to the micro line (MICR) at the bottom of the cardholder's personal check or deposit slip.*

**Block 19. Account Name.** Enter your name *as it appears on your account or check*, not the name of the bank or credit union (depository name), which is entered in Block 18 above.

**Block 20. Account Type.** Enter an "X" in the block next to the account type, either a savings account or a checking account.

**Block 21. Signature.** To apply for enrollment in Navy Cash and issuance of a Navy Cash card, you must sign in this block. Your signature authorizes debits and credits to your bank or credit union account at your request using Automated Clearing House (ACH) transactions and consents to immediate collection from pay for the face value or resulting negative Navy Cash balance due the U.S. Treasury funds pool as a result of your use of the Navy Cash card.

**Block 22. Date Signed (MMDDYYYY).** Enter the date you sign the FS Form 2887 in two-digit month, two-digit day, and four-digit year format (MMDDYYYY), e.g., 06242017.

APPLICATION FORM FOR U.S. DEPARTMENT OF THE TREASURY ACCOUNTABLE OFFICIAL STORED VALUE CARD (SVC)				OMB No. 1530-0020 EXP. DATE 09/30/2019	
<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 agency bank or credit union account to your Accountable Official Treasury Stored Value Card (SVC) account at a Treasury SVC kiosk.					
<b>ACCOUNTABLE OFFICIAL PERSONAL INFORMATION</b>					
1. RATE, RANK, TITLE		2. FIRST NAME		3. MIDDLE INITIAL	4. LAST NAME
5. PAY GRADE	6. MILITARY BRANCH OR COMPANY NAME		7. FULL SSN	8. DATE OF BIRTH (MMDDYYYY)	9. MOTHER'S MAIDEN NAME OR KEYWORD (Required for security purposes)
10a. MILITARY DUTY ADDRESS (For Navy/Marine Cash include assigned Division, Unit, etc.) OR WORK ADDRESS (Contractors)					
b. CITY			c. STATE	d. ZIP CODE	e. COUNTRY
11a. RESIDENCE/PERMANENT ADDRESS (Must not be military duty address)					
b. CITY			c. STATE	d. ZIP CODE	e. COUNTRY
12. WORK TELEPHONE NUMBER		13. CELL PHONE NUMBER		14. E-MAIL ADDRESS	
<input type="checkbox"/> NONE					
<b>ACCOUNTABLE OFFICIAL BANK OR CREDIT UNION INFORMATION</b>					
15a. BANK OR CREDIT UNION NAME			b. CITY	c. STATE	d. ZIP CODE
16. ABA ROUTING NUMBER (9-digit number)			17. ACCOUNT NUMBER		
18. ACCOUNT NAME (Name as it appears on your account)				19. ACCOUNT TYPE (X one)	
				<input type="checkbox"/> CHECKING <input type="checkbox"/> SAVINGS	
<p><b>ACCOUNTABLE OFFICIAL LIABILITY:</b> I acknowledge that I am the Accountable Official 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, Chapter 1.</p> <p><b>EXPIRED, LOST, STOLEN, OR DAMAGED CARD:</b> When the Accountable Official 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 Treasury SVC 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 agency listed in Item 18 retains the right to claim such funds. If my Accountable Official Treasury SVC is lost, stolen, or damaged, I may be charged a fee for a replacement card.</p> <p><b>ADDITIONAL TERMS AND CONDITIONS:</b> By using the Accountable Official 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 agency listed in Item 18 has authorized me to obtain this Accountable Official 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 Treasury SVC. I agree to return the Accountable Official Treasury SVC when I no longer hold the position as accountable office for the funds and/or Accountable Officer SVC account.</p>					
<b>PRIVACY ACT STATEMENT</b>					
<p><b>AUTHORITY:</b> Executive Order 9397, 31 CFR 210, and 31 U.S.C. 7701.</p> <p><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.</p> <p><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.</p> <p><b>DISCLOSURE:</b> Disclosure is voluntary; however, failure to furnish requested information may prevent you from participating in the Treasury SVC programs. Your SSN is being requested to verify your 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, we cannot process your application for an SVC.</p>					
<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 14 <sup>th</sup> Street SW, Washington DC 20227.					
<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 Treasury SVC account.					
20. POSITION TO WHICH APPOINTED					
21. SIGNATURE				22. DATE SIGNED (MMDDYYYY)	
23. SIGNATURE OF COMMANDING OFFICER (may attach copy of Accountable Official's appointment letter signed by CO in lieu of CO's signature)				24. DATE SIGNED (MMDDYYYY)	
<b>FOR OFFICE USE ONLY</b>					
25. ISSUED BY (Disbursing/Finance Office Name/Location)				26. CARD NUMBER (Last seven digits)	