

R 080804Z DEC 00 PSN 192802M22
FM CINCLANTFLT NORFOLK VA//N41D//

TO ALLANTFLT

INFO RHMFIUU/ASSTSECNAV FM WASHINGTON DC//FMO//
RUENAAA/ASSTSECNAV FM WASHINGTON DC//FMO//
RULSAMX/COMNAVSUPSYSCOM MECHANICSBURG PA//05/056//
RUERGAG/NAVSCSCOL ATHENS GA//30//
RUCBCLF/CINCLANTFLT NORFOLK VA//N41/N1/N11/N412D//
RUCBTFA/COMNAVSURFLANT NORFOLK VA//N41//
RUCOSSA/COMNAVAIRLANT NORFOLK VA//N41//
RUDIDFB/DFAS CENTER CLEVELAND OH//F/FF/FF(D)//
RUDIDFM/DFAS OPLOC NORFOLK VA//D/F/FD/FDAA//
RUCCBWF/COMNAVPERSCOM MILLINGTON TN//3/33//
BT

THIS IS A 2 SECTIONED MSG COLLATED BY MDS

UNCLAS //N044400//

MSGID/GENADMIN/CINCLANTFLT//

SUBJ/AUTOMATED TELLER MACHINE SYSTEM (ATMS) INTERNAL CONTROL
PROCEDURES (AFLOAT)//

REF/A/DOC/01AUG99//

REF/B/DOC/03JUN99//

PAGE 02 RUCBCLF2736 UNCLAS

REF/C/DOC/25FEB99//

REF/D/DOC/11JUN00//

NARR/REF A IS DODFMR VOL5 CHAP 26. REF B IS NAVSUP PUB 721
(ENCL 1), ATM AT SEA SAFEKEEPING AND ON-LINE DESK TOP FISCAL
GUIDE. REF C IS ATMS AT SEA III TRAINING MANUAL. REF D IS ATMS
AT SEA III TRAINING MANUAL (REVISED).

POC/MR. JIM COVIELLO/-/FEG/-/TEL:757-443-2620/DSN:646-2620//

RMKS/1. EFFECTIVE IMMEDIATELY, DISBURSING OFFICERS AFLOAT
(DISBOS) WILL IMPLEMENT THE FOLLOWING INTERNAL CONTROL PROCEDURES
AS OUTLINED IN REFS (A) AND (B):

A. ENSURE A MASTER FILE REPORT IS GENERATED DAILY.

(1) DORMANT ACCOUNTS. ACCOUNTS OF MEMBERS NO LONGER ATTACHED
TO THE ACTIVITY MUST BE CLEARED AND PLACED IN A "CLOSED STATUS"
AND DELETED FROM THE SYSTEM. FOR ANY REMAINING BALANCE IN THE
ACCOUNT, AN EXCHANGE-FOR-CASH CHECK SHOULD BE ISSUED TO THE
MEMBER. USE THE ALPHA LISTING AND EITHER THE ENLISTED
DISTRIBUTION VERIFICATION REPORT (EDVR) OR OFFICER DISTRIBUTION
CONTROL REPORT (ODCR) TO DETERMINE THE CURRENT STATUS OF THE
MEMBER. ACCOUNTS OF MEMBERS TRANSFERRED FROM THE SHIP (PCS,
DISCHARGE, SEPARATED, ETC.) OR DEPARTED FOR AN EXTENDED PERIOD OF
PAGE 03 RUCBCLF2736 UNCLAS

TAD WILL BE DROPPED FROM THE SHIP'S PAYROLL FILES. DESTRUCTION
OF THE ATM CARD IS REQUIRED AND MUST BE RECORDED ON THE ATM LOG.
TO ENSURE CARDS ARE TURNED IN, LOCAL INSTRUCTIONS SHOULD BE INCORPORATED
INTO THE CHECK-OUT PROCESS.

(2) SUSPENDED ACCOUNTS (HOLD). SUSPEND ACCOUNTS OF DECEASED
AND UNAUTHORIZED ABSENTEES IMMEDIATELY. DEPOSITS AND WITHDRAWALS
ARE NOT AUTHORIZED WHILE ACCOUNTS ARE IN A SUSPENDED (HOLD)
STATUS.

B. COMPARE THE DAILY MUSTER REPORT TO THE MASTER FILE REPORT
DAILY TO VERIFY THAT THE ACCOUNTS OF PERSONNEL IN AN UNAUTHORIZED ABSENCE
STATUS ARE PLACED ON HOLD.

2. BALANCING OF ATM.

A. END OF SESSION (EOS). IT IS IMPERATIVE THAT THE BALANCING

AND PRINTING OF ASSOCIATED REPORTS BE CONDUCTED AT LEAST WEEKLY, THE LAST DAY OF EACH MONTH AND ANY TIME THE ATM CUSTODIAL OFFICER SUSPECTS AN IRREGULARITY OR MACHINE MALFUNCTION.

(1) ENSURE TOTAL ADDITIONS AND SUBTRACTIONS AFFECTING THE BEGINNING ACCOUNT BALANCE AND SHOWN ON THE SYSTEM BALANCE REPORT ARE POSTED TO THE ATM LEDGER (DD FORM 2670). THIS WILL INCLUDE THE ADDITION AND SUBTRACTION COLUMNS AND THE CUMULATIVE BALANCE PAGE 04 RUCBCLF2736 UNCLAS COLUMN.

(2) ENSURE AN ATM CASH BALANCE SHEET (DD FORM 2672) IS PREPARED TO REFLECT THE RESULTS OF THE CASH COUNT. THE AMOUNT SHOWN FOR TOTAL CASH REMAINING (LINE 9) MUST AGREE WITH THE ENDING ACCOUNT BALANCES SHOWN ON THE SYSTEM BALANCE REPORT, THE MASTER FILE REPORT, AND THE DD FORM 2670.

(3) COMPARE THE ENDING ACCOUNT BALANCE ON THE SYSTEM BALANCE REPORT WITH THE TOTAL ACCOUNT BALANCE ON THE MASTER FILE REPORT AND THE BALANCE ON THE DD FORM 2670. THESE THREE FIGURES MUST BE IN AGREEMENT. IN ADDITION, THE AMOUNT SHOWN ON THE DIFFERENCE (OUT OF BALANCE) LINE OF THE SYSTEM BALANCE REPORT MUST EQUAL ZERO. IF THE BALANCE IS NOT EQUAL TO ZERO, INVESTIGATE AND TAKE CORRECTIVE ACTION. FOR BALANCING PROBLEMS, CONTACT SPAWARSSYSCEN CHESAPEAKE AT (757) 523-8034, DSN 565-8034. FOR TECHNICAL OR SYSTEMS PROBLEMS, CONTACT NCR AT (770) 734-8153.

(4) ENSURE A DISBURSING OFFICE ATM TRANSACTION LEDGER (DD FORM 2671) IS PREPARED FOR ANY POSITIVE OR NEGATIVE ADJUSTMENTS PERFORMED DURING THE END-OF-SESSION PERIOD (THESE TOTALS ARE SHOWN ON THE SYSTEM BALANCE REPORT). EACH DD FORM 2671 MUST CONTAIN THE SIGNATURES OF BOTH THE ACCOUNT HOLDER AND THE ATM PAGE 05 RUCBCLF2736 UNCLAS CUSTODIAN THAT PERFORMED THE TRANSACTION.

(5) ENSURE ALL SAFETY PRECAUTIONS ARE FOLLOWED WHEN REMOVING CASH CANISTERS FROM THE MACHINE AND TRANSPORTING THEM TO THE DISBURSING OFFICE. THE COMMAND'S SECURITY INSTRUCTION SHOULD HAVE ATM SECURITY PROCEDURES.

(6) PERFORM OR OBSERVE THE ACTUAL VERIFICATION OF FUNDS. CONVERT THE NUMBER OF BILLS REMAINING TO DOLLARS FOR EACH DENOMINATION, AS SHOWN ON THE DD FORM 2672. (DO NOT RELY ON THE ATM RECEIPTS GENERATED WHEN CONVERTING NUMBER OF BILLS.) PRIOR TO CONVERTING, ENSURE NUMBER OF BILLS FROM ATM RECEIPTS COINCIDES WITH THE ATM CASH BALANCE SHEET. THIS TOTAL MUST AGREE WITH THE CASH COUNT FIGURE.

(7) DURING MACHINE REPLENISHMENT, ENSURE EACH DENOMINATION IS PLACED IN THE CORRECT CANISTER. PRIOR TO SECURING THE ATM SAFE, IT IS RECOMMENDED THAT THE DISBO OR OTHER SENIOR DISBURSING CLERK VERIFY THE CANISTERS FOR PROPER DENOMINATION IN ORDER TO PREVENT A POTENTIAL LOSS OF FUNDS.

(8) THE ELECTRONIC JOURNAL (EJ) IS USED TO ASSIST IN RESOLVING BALANCING PROBLEMS WHEN THERE ARE SYSTEM PROBLEMS AND THE CAUSE IS NOT IDENTIFIABLE FROM THE SYSTEM REPORTS. THE EJ SHOWS WHAT PAGE 06 RUCBCLF2736 UNCLAS HAPPENS FROM THE ATM PERSPECTIVE AND CAN ASSIST IN HIGHLIGHTING UNCOMPLETED TRANSACTIONS. UPLOADING THE EJ TO THE SERVER MUST BE DONE AT EACH AND EVERY EOS. SECTION 6.2 OF REF (C) OR SECTION 7.1 OF REF (D) APPLIES.

(9) ATM REPORTS SHALL BE RETAINED BY MONTH AND LABELED ATM SAFEKEEPING REPORTS. RETAINED RECORDS SHALL BE KEPT FOR A

MINIMUM OF 12 MONTHS. RETAIN THE FOLLOWING REPORTS:

COPIES OF PAYROLLS

PAYROLL DEPOSITS REPORT

ATM CASH BALANCE SHEET, DD FORM 2672, WITH HOST PICK RECEIPTS ATTACHED.

TERMINAL TRANSACTION REPORTS (IF PRINTED)

GRAND TERMINAL BALANCE REPORT

SYSTEM BALANCE REPORT

ADMINISTRATIVE TRANSACTIONS (NEG OR POS ADJ)

DEBIT TERMINAL REPORTS

B. THESE PROCEDURES ARE NOT INTENDED TO REPLACE REFS (A) AND (B). THEY ARE INTENDED TO STRENGTHEN INTERNAL CONTROLS FOR DISBOS AND ATM CUSTODIANS. THE STOCK NUMBER FOR ORDERING REF (B), WHICH INCLUDES AN ATM AT SEA III TRAINING MANUAL, IS 0530- LP-011-3280.

3. QUESTIONS REGARDING THE ABOVE PROCEDURES MAY BE DIRECTED TO CINCLANTFLT FIELD EXAMINATION GROUP (FEG) AT (757)443-2306, DSN

PAGE 02 RUCBCLF2737 UNCLAS

646-2306 OR E-MAIL: FIELD_EXAM_GROUP@NOR.FISC.NAVY.MIL.//

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