



UNITED STATES MARINE CORPS
MARINE CORPS LOGISTICS BASE
814 RADFORD BOULEVARD SUITE 20302
ALBANY GA 31704-0302

MCLBAO 7010.6M
CO0001

JUL 16 2018

MARINE CORPS LOGISTICS BASE ALBANY ORDER 7010.6M

From: Commanding Officer
To: Distribution List

Subj: CHECK CASHING AND PROCESSING PROCEDURES FOR NON-APPROPRIATED FUND
ACTIVITIES

Ref: (a) Uniform Code of Military Justice

Encl: (1) Sample First Notice Dishonored Check Letter (NAF)
(2) Sample Second Notice Dishonored Check Letter (NAF)
(3) Sample DD Form 139, Pay Adjustment Authorization for
Active Duty and Reserve Marines

1. Situation. To establish a uniform procedure for administrative or disciplinary action against persons who cash dishonored checks aboard Marine Corps Logistics Base (MCLB) Albany and to publish procedures for making involuntary collection of dishonored checks written to Non-Appropriated Fund Instrumentalities (NAFI).

2. Cancellation. MCLBAO 7010.6L

3. Purpose. To publish an up-to-date order on check cashing processing procedures.

4. Execution

a. Concept of Operations. Check cashing is a privilege offered to active duty Marines and all other authorized patrons. When a check is returned by a financial institution as insufficient funds or closed account, a first notification of a returned check letter, enclosure (1), will be mailed. The authorized patron has 7 days from the postmark date to redeem the check, which includes a \$35.00 assessment fee. If the authorized patron fails to redeem the check, a second and final notification of a returned check letter, enclosure (2), will be mailed and the patron has 7 days from the post mark date to redeem the check, which also includes a \$35.00 assessment fee. The patron's check cashing privileges will be temporarily suspended until the debt is satisfied. Failure to redeem the check after the final notification will result in permanent suspension of check writing privileges aboard the base. For military personnel, the failure to redeem a returned check for insufficient funds will result in the checkage of pay. For all others, the failure to redeem a returned check will result in checkage of pay through the Treasury Offset Program (TOP) that will be collected by the Internal Revenue Services (IRS).

b. Coordinating Instructions. The following personnel are required to make sure assigned tasks are properly carried out and supervised.

(1) Heads or Managers of Authorized Check Cashing Activities

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(a) Ensure the issuer possesses a valid Armed Forces Identification Card, Uniformed Services Identification and Privileges Card or MCCS Privilege Card. Staff Non-Commissioned Officers and Officers in uniform will not be required to present any further identification.

(b) Require the following minimum information legibly written on all checks presented to their activity: sponsor's name, branch of service, duty assignment, social security number (SSN), home address, home and work telephone numbers.

(c) Ensure the date of the check is current (not over 90 days old or post-dated). Post-dated checks are not authorized.

(d) Ensure personal checks are cashed based on the sponsor's SSN and subject to the following limits: Main Store - \$25 above and in conjunction with purchase; checks written at all other MCCS activities will be made out for the amount of purchase only.

(e) Ensure all personnel authorized to verify and/or cash checks for patrons are made aware of, and have access to, the dishonored personal check list. Such lists will be referred to prior to cashing any checks when registers are down.

(f) Ensure personnel authorized to verify and/or cash checks are instructed to immediately notify the Activity Manager if a check is altered or expired. If a fraudulent identification card is presented, the user will be detained and the Activity Manager will be notified immediately.

(2) Director, MCCS

(a) Attempt to notify the sponsor and/or drawer of the returned check by telephone or letter requesting payment within 7 calendar days. Written requests will be sent using the format contained in enclosure (1).

(b) If the dishonored check has not been redeemed after 7 calendar days, forward enclosure (2) via certified mail with distributions as noted thereon.

(c) Assess a service charge of \$35 per check, unless positively established by the bank in writing that the returned check was a result of bank error.

(d) Initiate collection via pay checkage using enclosure (3) in those cases where voluntary redemption has not been made. Enclosure (3) will be sent to DFAS/Columbus for processing and collection.

(e) Initiate collection action via the Treasury Offset Program (HQ) in those cases where all other avenues for collection have failed. Such action will be taken in accordance with existing procedures prescribed by the Treasury Offset Program (HQ).

(f) Maintain a current and complete file of check cashing violations.

(g) Publish an updated listing of the dishonored personal check list.

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(3) Executive Officer. Upon notification of a patron's failure to make restitution, bring the matter to the attention of the individual's Commanding Officer, Officer in Charge, or supervisor, as applicable, for appropriate resolution.

(4) Director, Public Safety Division. Direct the appropriate criminal investigations or refer matters to other investigative agencies as necessary and provide, upon completion, a report to the requesting official.

5. Administration and Logistics

a. Administration. Immediately upon receipt of a dishonored check by Marine Corps Community Service (MCCS), the drafter of the check or the drafter's sponsor will be placed temporarily on the automated MCCS and Army, Air Force Exchange Service (MCCS/AAFES) Worldwide Dishonored Personal Check List. If the check is subsequently redeemed within 7 days of the date of the notification, or as agreed, removal from MCCS/AAFES Worldwide Dishonored Personal Check List will be automatic. Persons failing to make voluntary redemption within 7 days of notification, or as agreed, will not be automatically removed from the list. If the check is redeemed after 7 days, but within 15 days of the date of notification, removal from the list will be 6 months from date of payment. If the check is redeemed after 15 days of the date of notification, removal from the dishonored check list will be 1 year.

b. Logistics. Any person who is convicted of larceny, fraud, forgery, or any other actual or attempted bad check offense, any person who is held liable in a civil action as a result of any dishonored checks written to an agency instrumentality, or activity of the United States or any person that has an outstanding debt with the local MCCS, 60 days past due, shall be placed on the MCCS/AFFES Dishonored Personal Check List for the time periods specified within this order.

(1) Civilian employees or service members working at any non-appropriated fund activity will not cash their own personal check or a check written by a member of their household. All such checks shall be handled by another employee.

(2) In the case of Marines, whether active, reserve, or retired (including Fleet Marine Corps Reservists), should voluntary action fail to liquidate the debt, collection will be made by involuntary lump sum pay checkage. When pay is insufficient for lump sum collection, the debt will be collected, at the maximum rate authorized, over the fewest possible pay periods in order to minimize collection cost.

(3) Two checks returned for any reason, except bank error, within a 6-month period or one check returned and not redeemed within 7 working days of notification, will cause a revocation of personal check cashing privileges for a period of 6 months.

(4) When a returned/dishonored check is redeemed through an involuntary checkage of pay, it will result in a revocation of personal check cashing privileges for a period of 2 years.

(5) When a returned/dishonored check is written off as uncollectible, it will be submitted to the Treasury Offset Program (HQ) for collection, and it will cause a revocation of personal check cashing privileges on a permanent basis.

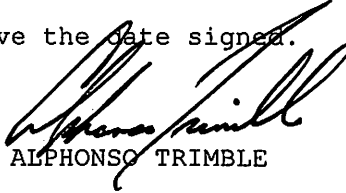
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(6) When a returned/dishonored check is cashed on a nonexistent or closed account, it will result in revocation of personal check cashing privileges for a period of 2 years.

6. Command and Signal

a. Command. This Order is applicable to all organizations and personnel located aboard MCLB Albany, GA.

b. Signal. This Order is effective the date signed.



ALPHONSO TRIMBLE



UNITED STATES MARINE CORPS
MARINE CORPS LOGISTICS BASE
814 RADFORD BLVD SUITE 20322
ALBANY GA 31704-0302

John Doe
123 Smith Drive
Albany GA 31705

Subj: FIRST NOTIFICATION OF RETURNED CHECK

This is to notify you that your check number _____ in the amount of \$_____ has been returned unpaid from your bank.

You are required to redeem the check plus pay a \$35 service charge per check within 7 days from the postmark of this letter.

Payment is to be made by cash, money order, cashier's check, or credit card, payable to MCCS for a grand total of \$_____. If payment is being mailed, please remit to:

COMMANDING OFFICER
ATTN RETURN CHECK DEPT
MARINE CORPS LOGISTICS BASE
814 RADFORD BLVD SUITE 20322
ALBANY GA 31704-0322

Your check-writing privileges have been temporarily suspended.
Failure to redeem check will result in the permanent suspension of your check writing privileges aboard this Base. For military personnel, the failure to redeem check may result in the checkage of pay.

Should you have any questions concerning this matter, please call (229)639-7723 or visit our MCCS Return Check Department, Building 7600.

If payment has already been made, please disregard this letter.

D. D. BOUYER
By direction

Enclosure (1)



UNITED STATES MARINE CORPS
MARINE CORPS LOGISTICS BASE
814 RADFORD BLVD SUITE 20322
ALBANY GA 31704-0302

John Doe
123 Smith Drive
Albany GA 31705

Subj: SECOND AND FINAL NOTIFICATION OF RETURNED CHECK

This is your second and final notice to notify you that your check number _____ in the amount of \$_____ has been returned unpaid from your bank; the first notice was sent _____.

You are required to redeem the check plus pay a \$35 service charge per check within 7 days from the postmark of this letter.

Payment is to be made by cash, money order, cashier's check, or credit card, payable to MCCS for a grand total of \$_____. If payment is being mailed, please remit to:

COMMANDING OFFICER
ATTN RETURN CHECK DEPT
MARINE CORPS LOGISTICS BASE
814 RADFORD BLVD SUITE 20322
ALBANY GA 31704-0322

Your check-writing privileges have been temporarily suspended.
Failure to redeem check will result in the permanent suspension of your check writing privileges aboard this Base. For military personnel, the failure to redeem check may result in the checkage of pay.

Should you have any questions concerning this matter, please call (229)639-7723 or visit our MCCS Return Check Department, Building 7600.

If payment has already been made, please disregard this letter.

D. D. BOUYER
By direction

PAY ADJUSTMENT AUTHORIZATION			<small>NOTE: If member has been transferred, forward this authorization to the officer currently maintaining the member's pay record.</small>			
Member (Last name)	(First)	(Middle)	SSAN	Grade/Rank/Rate	Branch of Service	Date
					USMC	
Pay Grade No.		Amount	Appropriation Data			
		\$0.00				
From			Name Of Accountable D.O.			
			Symbol No.	G.A.O. Exception Code		
TO	• DEFENSE FINANCE & ACCOUNTING SER. • KANSAS CITY CENTER CODE: FCRAI KANSAS CITY, MO 64197-0001		YOU ARE HEREBY AUTHORIZED TO CHARGE CREDIT <input checked="" type="checkbox"/> <input type="checkbox"/> THE MILITARY PAY RECORD OF THE MEMBER LISTED ABOVE			
	EXPLANATION AND/OR REASON FOR ADJUSTMENT			Returned Check		
Returned Check:						
Check/Number(s): See Attached						
Drawn on: TYPE BANK HERE						
Date: See Attached						
Amount:						
Authorized Charges: 0 @ \$35.00 per check				\$0.00		
Payments:				\$0.00		
Total Due:				\$0.00		
<p>“ The Member named above was notified by Marine Corps Community Services (MCCS) Division on _____, concerning his/her indebtedness to our MCCS Retail Activity 0120 for his/her dishonored check written within our MARINE CORPS EXCHANGE SYSTEM (copies attached) in the amount of \$0.00. The member was advised as required by chapter 7 of the DODPM, including our intention to begin collection through deductions from his/her pay, if the debt was not paid within 30 days. The notification also indicated that any portion of the debt remaining uncollected at separation would be collected from the member's final pay allowance. No payment has been made to date unless otherwise indicated. Request for collection action to be taken per DODPM, table 7-7-5. The command was notified on _____. Due process has been provided the member IAW DODMRPM Paras. 60205 b and d. Any questions concerning this DD139 Please contact MCCS at DSN 278-4624 or commercial (703) 784-4624.”</p>						
The above adjustment is based on a thorough examination of all available records. If the Disbursing Officer has knowledge that a previous adjustment has been made or why the adjustment should not be made for the same item, this authorization should be returned with a brief statement of the reason for failure to make adjustment.						
FROM			CERTIFYING OFFICER (NAME, RANK/GRADE, AND SIGNATURE)			
C E R T I F I C A T E	I CERTIFY that the adjustment indicated above has been entered on the above-named member's Military Pay Record. (If adjustment has not been entered, give explanation on reverse over D.O.'s signature and symbol number.)					
	TO			TYPED NAME AND GRADE OF D.O.		
				D.O. SYMBOL NO.		DATE
			SIGNATURE			