



UNITED STATES MARINE CORPS

HEADQUARTERS MARINE CORPS AIR STATION MIRAMAR
PO BOX 452000
SAN DIEGO CA 92145-2000

IN REPLY REFER TO:

7200
5FC
01 Jul 02

MEMORANDUM

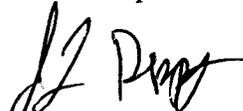
From: Finance Officer

To: Commanding Officers

Ref: DODFMR Vol 5, Ch 7, 070503, 070504

Subj: PERSONAL EFFECTS INVENTORY (EXCHANGE -FOR-CASH)

1. The Commanding Officer of the Unit is considered the responsible officer having custody of the personal effects.
2. Per the Ref: The procedures for processing Exchange-for-Cash Checks received for personal effects are as follows:
 - a. A Marine confined is considered "missing" for exchange-for-cash purposes.
 - b. The cash inventoried in the personal effects will be counted and recorded on the Personal Effects Inventory Sheet. All coins inventoried will be rolled if applicable.
 - c. The cash will be delivered to the Finance Office for exchange.
 - d. The Exchange-for-Cash "**Check**" will be drawn for the Commanding Officer of the unit. Example....."**Commanding Officer HMM465**".
 - e. The Commanding Officer will retain the check until the funds can be returned to the Marine. Should this period exceed one year, the check will be returned to Finance for reissue.
3. The procedures for returning the funds to the Marine are as follows:
 - a. The Commanding Officer will simply endorse the back of the check "**Pay to the Order of:**" Marine's Full Name & Social Security Number.
 - b. The Commanding Officer will sign the back of the check as: "**Commanding Officer HMM465**".
4. The Marine can cash his check at any financial institution.
5. Per DFAS Kansas City these procedures must be followed for Exchange-for-Cash checks. No deviation will be permitted.
6. As noted in the Reference, the Finance Office cannot accept returns of Exchange-for-Cash checks.


J.L. Reppert

postal money orders or personal messages, the checks shall be made payable to the "Disbursing Officer, U.S. Postal Service," or "Western Union," as appropriate.

070502. Preparation and Handling. When required by security regulations, the name of the remitter and identifying references to invoices will not be shown on exchange-for-cash checks. Exchange-for-cash checks to payees within the U.S. shall be drawn on the U.S. Treasury. Exchange-for-cash checks for payees outside the U.S. shall be drawn on a limited depository checking account if such an account is maintained by the DO. DOs may inscribe exchange-for-cash checks to themselves, a deputy, or an agent for purposes of obtaining operating or accommodation cash. When authorized in writing by the DO, deputy DOs may inscribe exchange-for-cash checks to themselves for purposes of obtaining operating or accommodation cash. Support the exchange-for-cash check by a memorandum Optional Form (OF) 1017-G (Journal Voucher). Number the OF 1017-G with a separate series of voucher numbers peculiar to the functional area where the voucher is prepared.

1, 070503. Funds of Deceased or Missing Persons. Funds found in the personal effects of a person who has died or is missing, or whose whereabouts is unknown (including an absentee or deserter), shall be exchanged for a Treasury check. The check shall be made payable to the payee designated by the officer having custody of the personal effects. The object for which drawn shall be "Exchange-for-cash—Remittance; personal effects of (name, rank or rate, file or service number)." A separate exchange-for-cash check shall be drawn for safekeeping deposits of each such person and the object for which drawn shall include the safekeeping deposit number in addition to the information noted above.

60 070504. Exchange-for-Cash Checks Returned as Not Required. Exchange-for-cash checks issued for advances of funds to deputies, agents, and/or cashiers which are returned to the DO as not required shall not be canceled. The deputy, agent, or cashier shall provide the DO with a completed DD Form 1081 indicating return of the check as prescribed in Chapter 3 of this volume. No endorsement on the check by the payee is required. The check shall be endorsed by the DO and deposited as prescribed in Chapter 5 of this volume. DOs shall not accept the return of exchange-for-cash checks from any payee other than a deputy, agent, or cashier. Other exchange-for-cash checks are issued payable to the purchaser and shall be negotiated by the payee.

070505. Exchange-for-Cash Checks Lost, Stolen, or Destroyed

A. When Issued to an Individual. When the payee of an exchange-for-cash check reports that the check has been lost, stolen, or destroyed, the DO shall follow the procedures in Chapter 8 of this volume for unavailable check cancellations except that under no circumstances will the DO issue a recertified payment to the payee prior to receipt of credit for the original check from the Treasury Department. This prohibition is required since the original check was issued in exchange for cash and was not based on any entitlement chargeable to an appropriation.

B. When Issued as an Advance of Funds to a Deputy, Agent, or Cashier. In