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OPNAV INSTRUCTION 1740.5B

From: Chief of Naval Operations

Subj: UNITED STATES NAVY PERSONAL FINANCIAL MANAGEMENT (PFM) EDUCATION, TRAINING, AND COUNSELING PROGRAM

Ref: (a) DOD Instruction 1342.27 of 12 Nov 04
(b) DOD Instruction 1344.07 of 30 Mar 06
(c) OPNAVINST 1500.22F
(d) DOD Instruction 1342.22 of 30 Dec 92
(e) OPNAVINST 1740.4B
(f) SECNAVINST 1754.1B
(g) SECNAVINST 5211.5E
(h) SECNAV M-5210.1
(i) SECNAVINST 1740.2D
(j) SECNAVINST 5040.3A
(k) DOD 7000.14-R, Volume 5, Chapter 34 of Dec 01
(l) MILPERSMAN 7000-020

Encl: (1) Terms and Definitions
(2) Command Financial Specialist (CFS) Qualifications, Functions, and Training
(3) Fleet and Family Support Center and/or Regional Personal Financial Management Program Responsibilities
(4) Core Personal Financial Management Training Subjects
(5) Initial/Lifecycle Training Continuum
(6) Department of Defense Financial Education Partner List
(7) Command and Staff Responsibilities
(8) Sample Command Financial Specialist Letter of Designation
(9) Sample Command Special Assistant for Personal Finances Letter of Designation

1. Purpose. To promulgate United States Navy policy and assign responsibilities for the implementation of the Personal Financial Management (PFM) education, training, and counseling program. Recent Navy community needs assessment data clearly identifies PFM as a top concern for Navy families. Operational commanders have identified financial decision making and

resultant financial problems as having a serious negative impact on the stability of servicemembers and families, as well as a debilitating effect on operational readiness, morale, and retention. This policy implements specific requirements that establish a systemic approach to address PFM issues for Sailors, families, and the Navy. This instruction is a complete revision and should be reviewed in its entirety.

2. Cancellation. OPNAVINST 1740.5A.

3. Applicability and Scope. Provisions of this instruction apply to all Navy active duty and reserve personnel, regular and reserve commands, permanent detachments, and departments. Navy civilian employees serving at duty stations outside the continental United States (OCONUS) are also included under some provisions of this instruction. Active duty and reserve personnel of other Department of Defense (DOD) components and United States Coast Guard are included when assigned to Navy commands.

4. Definitions. Terms used in this instruction are defined in enclosure (1).

5. Background

a. Reference (a) establishes PFM policy for all DOD components. The Navy hereby provides amplification of that policy.

b. Management of personal finances presents an increasing challenge to Sailors and their families. For some, the lack of basic consumer skills and training in how to prudently manage finances sets the stage for financial difficulty. Other contributing factors that magnify the impact on the military lifestyle are:

(1) High cost of living in some areas in the United States and overseas.

(2) Prevalence of easy credit and predatory lenders.

(3) High-pressure sales tactics.

(4) Clever and deceptive advertising techniques that include internet ads.

(5) Undisciplined buying and the tendency to live beyond one's means.

(6) Consumer rip-off schemes.

c. In many cases, resultant financial problems have a serious negative impact on Sailors and their families, as well as a debilitating effect on operational readiness, morale, and retention.

6. Mission

a. The Navy PFM program exists to provide education, counseling, information and referral to Navy personnel and commands in order to increase personal, family, and operational readiness. Locally, the PFM program assists commands in achieving a higher state of mission readiness, thereby improving servicemember performance and retention through personal financial readiness.

b. Although the PFM program has a counseling mission, its primary focus is on prevention of financial difficulties and mismanagement through education of Sailors and their legal dependents (hereafter referred to as family members).

7. Policy

a. References (a) through (l) mandate specific programs, actions, or requirements that are relevant to the PFM program.

b. PFM is a key Quality of Life (QOL), readiness and retention program. As detailed in references (a) and (l), servicemembers and the Navy have a joint responsibility to address personal financial obligations. Members have an obligation to meet the financial needs of their families and discharge their just financial debts in a timely fashion. Commanding Officers (COs) have a responsibility to encourage financial responsibility and sound financial planning. The Navy promotes sound financial practices, personal integrity, and responsibility among its members.

c. All Sailors shall become familiar with PFM program policies and objectives, use prudent PFM practices in pursuit of personal excellence and support their shipmates by sharing their PFM knowledge.

d. The PFM program consists of three major elements:

(1) Financial education and training

(2) Financial information and referral

(3) Financial counseling

e. Active and Reserve commands, permanent detachments, and departments having at least 25 personnel assigned shall have a trained Command Financial Specialist (CFS) to coordinate the program and to assist the CO/Officer-In-Charge (OIC) in providing financial training, information, and counseling to command members. Commands shall maintain a ratio of one CFS to every 75 members assigned, including those assigned temporary duty (TEMDU), temporary duty under instruction (TEMDUINS), and members from other services. Personnel assigned as a CFS must meet the criteria establishment in enclosure (2). Commands, permanent detachments and departments having fewer than 25 personnel are encouraged to have a trained CFS. Alternatively, those with fewer than 25 may arrange for another command to provide CFS services by written agreement. All commands and permanent detachments shall conduct annual PFM training per reference (c) and provide counseling via a trained and qualified CFS.

f. At the individual command level, the three elements of the program are under the control of a qualified CFS. General duties and responsibilities of the CFS are detailed in enclosure (2).

g. As described in references (a), (b), (f), and (i), Fleet and Family Support Centers (FFSC) provide support to all elements of the PFM program. Each FFSC shall provide at least one trained and qualified staff member to function as a financial educator and counselor (FEC) as detailed in enclosure (3).

h. Core PFM training subjects, listed in enclosure (4), will be delivered in a continuum of learning beginning with Recruit Training and continuing throughout a Sailor's career and transition to civilian life, as detailed in enclosure (5). Financial education, training, and counseling will be provided as a collaborative effort between the CFS and the FFSC PFM personnel. If these two resources are not available, commands should refer to enclosure (6) and/or consult the FFSC to obtain names of other local authorized resources.

i. Providing current PFM information to military personnel is an integral part of the program. Relevant PFM information will be issued or published regularly in Navy internal media. The United States' financial world and consumer markets are very dynamic; therefore, it is incumbent upon commands, CFS, and PFM staff to raise awareness of PFM concerns and assistance available to Sailors and their families.

j. A qualified CFS or FEC will counsel Navy personnel, family members, and other DOD personnel experiencing financial difficulties or seeking information on PFM concerns. If the CFS or FFSC cannot provide assistance, referrals shall be made to other authorized agencies (e.g., Navy Marine Corps Relief Society (NMCRS); Navy Legal Service Office (NLSO); National Foundation of Credit Counseling affiliated, non-profit Consumer Credit Counseling Services (CCCS); Navy Mutual Aid; or other resources detailed in enclosure (6)). Navy Mutual Aid Association will be a primary referral and educational resource where Survivor Benefit Plans are concerned.

k. Fleet and Family Support Centers support all elements of the PFM program by conducting a CFS Training Course and providing qualified FECs to function in all other areas of the PFM program as needed. Enclosure (3) provides amplification on the qualifications of the FEC.

8. Action and General Responsibilities

a. Specific responsibilities and duties in support of the PFM program are delineated in enclosures (2), (3), and (7). It is of critical importance to the readiness of Sailors and the

Navy that all Navy leaders, at all levels, engage on this issue and serve as mentors to those in their charge. The Chief Petty Officer's Mess shall exercise proactive leadership and mentorship in PFM.

b. Per references (a) and (l), servicemembers are responsible for prudently maintaining their day-to-day personal financial matters and to adequately prepare for the management of personal responsibilities prior to departing on an extended absence.

9. Command Inspection Program. The Immediate Superior in Command (ISIC) shall inspect the command's PFM program. The following minimum requirements shall be reviewed:

a. CFS identified in writing using enclosure (8).

b. CFS must receive appropriate training per enclosure (2).

c. Appropriate ratio of CFS to crew per paragraph 7.e. of this instruction.

d. Each command will appoint one CFS assigned as a Command Special Assistant for Personal Finances (CSAPF) using enclosure (9). Commanding Officers and Command Master Chiefs (CMCs) shall meet with the CSAPF at least quarterly to discuss PFM issues at their command. The CSAPF and their contact information shall appear on the masthead of the command plan of the week/plan of the day (POW/POD).

e. CFS will be included in Command Indoctrination Program(s), and pre and post-deployment programs, as applicable.

f. Per references (f) and (g), PFM counseling records are maintained to ensure confidentiality and compliance with applicable Privacy Act regulations.

g. CFS identified in appropriate locations (POD, POW, etc.).

h. Consultation with the CFS will appear on the command check-in/check-out sheets.

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TERMS AND DEFINITIONS

BASIC UNDERSTANDING. To comprehend the underlying principles of the subject matter in order to apply them to everyday life situations.

DOD PERSONNEL. Active Duty, Guard, and Reserve Component members of the Sea Services, family members, and civilian employees including non-appropriated fund employees and special Government employees of all offices, agencies, and departments carrying out a function on a Defense installation.

EXTENDED ABSENCE FINANCIAL PLAN. A plan developed by a servicemember prior to deployment, specifying the following for the period of the absence: legal power of attorney to accomplish personal and financial requirements, plan for covering financial obligations, disposition of car and auto insurance, allotments for appropriate monthly expenditures, and disposition of other financial issues that might occur during the period of absence.

FINANCIAL PLANNING AND COUNSELING. The act of evaluating an individual or family's income and expenditures and recommending short-term and long-term actions to achieve financial goals and ensure individual, family, and mission readiness.

PERSONAL FINANCIAL MANAGEMENT. The process (or steps) involved in managing one's personal finances, including income, expenses, and investments for an individual or family.

PERSONAL FINANCIAL READINESS. Adequately preparing for the management of personal responsibilities prior to departure on an extended absence, including: family matters and potential family contingencies; personal finances; personal property; and other personal obligations that can and do arise during one's career lifecycle. Also includes prudent day-to-day management of personal finances, including financial planning (budgeting), saving and investing (including Thrift Savings Plan (TSP)), consumer awareness, and credit management. Considerations include career and transition planning, spouse employment, and relocation entitlements and expenses.

SERVICEMEMBERS. Active Duty, Guard, and Reserve component members of the military Services whether permanently assigned or Temporary Duty (TEMDU) or Temporary Duty Under Instruction (TEMDUINS).

**COMMAND FINANCIAL SPECIALIST (CFS)
QUALIFICATIONS, FUNCTIONS, AND TRAINING**

1. Qualifications of the Command Financial Specialist (CFS). The CFS shall function as the command's principal advisor on policies and matters related to PFM. The following qualifications apply:

a. Military members in pay grade E6 and above (including officers) may be appointed a CFS. Medium and large commands are strongly encouraged to have an officer(s) serve as and lead their CFS program. Commander, Navy Installations Command (CNIC) Program Manager is established as the single point waiver authority for commands seeking to appoint a CFS at the E5 level. Waivers will not be granted below E5. Such request shall contain, at a minimum:

(1) Command rank demographics (e.g., indicating the absence of senior personnel meeting established criteria).

(2) Certification of the designated member's qualifications.

b. CFSs must be highly motivated and financially stable (must meet the financial overseas screening standards, paragraph 2i below). For assistance with the CFS screening process, COs may refer to the FFSC FEC staff for guidance. Screening shall be completed prior to training.

c. Successfully complete the authorized CFS training course provided by a FFSC.

d. Have at least one year remaining in the command at time of CFS course completion.

e. Participation in continuing education (i.e., periodic CFS forums).

f. CFS refresher training at least every three years.

2. Functions of the CFS. At the completion of formal training, the CFS shall be able to perform the following functions:

a. Assist the command to establish, organize, and administer the command PFM program including a thorough pass down to the incoming CFS.

b. Disseminate financial management information within the command through General Military Training (GMT), POD notes, newsletters, e-mail, etc.

c. Maintain current PFM resource books, directories, references, and training materials for use in GMT, divisional training, and counseling. In addition, CFSs shall maintain close liaison with the FFSC PFM staff, where possible.

d. Present PFM training as part of the command GMT program (under reference (c) and provide divisional/departmental/branch PFM training as required under enclosure (5)).

e. Provide basic PFM counseling to individual members of the command, upon request.

f. Maintain individual records of counseling conducted and counseling referrals. Per reference (g), those records shall be maintained to ensure confidentiality and compliance with the Privacy Act.

g. Refer members with serious financial problems to the appropriate resource or agency capable of providing necessary assistance/counseling, such as FFSC PFM staff, NMCRS, non-profit CCCS, and per references (a), (b), (i), and (k). Ensure the individual is seen and counseled. Follow up on referred individuals by maintaining contact with the individual and the resource/counseling agency to monitor progress.

h. Assist members with the development of their Extended Absence Financial Plan per reference (a) and coordinate the administrative responsibilities for the command.

i. Perform financial screenings, as needed, for members of the command. In the absence of a CFS, or in a complicated case, the FFSC PFM staff can perform the screenings. For Overseas Duty Screening, the following guidance applies:

(1) Members will be approved for overseas orders if:

(a) E4 and below, Debt to Income Ratio does not exceed 30 percent (monthly debt payments (not including primary residence mortgage) divided by net monthly income).

(b) E5, W2, and O1 and above, the member does not have any outstanding or unresolved Letters of Indebtedness or outstanding returned checks for insufficient funds.

(c) Such screening shall be documented by an administrative remarks page entry (page 13) into the member's service record.

(2) The CFS will ensure the member completes a Financial Planning Worksheet (FPW). The FPW is available at https://www.nffsp.org/skins/nffsp/home.aspx.

(3) The CFS will counsel the member on the projected living expenses at the overseas location and on the need for the member to fully understand their expenses, entitlements, and pay and allowance changes related to the OCONUS Permanent Change of Station (PCS) move.

j. Report quarterly to the CO the CFS activity (education and counseling) conducted at their command. Individual command data shall be tracked by using the CFS reporting Web site at https://donsir.persnet.navy.mil/cfs/.

FLEET AND FAMILY SUPPORT CENTER AND/OR REGIONAL PERSONAL FINANCIAL MANAGEMENT PROGRAM RESPONSIBILITIES

1. FFSC FEC shall support local commands and area CFSs by serving as the primary resource and subject matter expert in tailoring PFM information, materials, and education programs to the local area. FFSCs will also:

a. Provide financial education/training, information, and referral assistance to military personnel and their family members. Provide financial counseling to Sailors and other DOD personnel, as defined in reference (a), when assigned aboard a Navy installation. Under reference (a), paragraph E3.1.5, programs shall be established by FFSCs to encourage spouses to participate in the PFM program.

b. Maintain records and ensure privacy and confidentiality of all records and information regarding PFM counseling conducted, per references (f) and (g).

c. Maintain ongoing liaison with financial institutions located on base to encourage military and family member awareness and use of their PFM counseling and information services as detailed in reference (a).

d. Foster and establish working relationships with the local representatives of the DOD partners listed in enclosure (6) or as updated on the DOD Military Home Front Web site (http://www.militaryhomefront.dod.mil).

e. Ensure compliance with reference (a), paragraph E3.1.9. Individuals assigned to provide PFM services at FFSCs shall:

(1) Obtain Accredited Financial Counselor (AFC) certification within two years of their assignment.

(2) Possess a baccalaureate degree from an accredited college or a combination of education and experience which equips them to serve as an FEC.

(3) Receive continuing education on personal financial management on an annual basis and maintain professional certification, once acquired.

(4) Read and understand references indicated within this instruction.

f. Hold an area-wide PFM awareness forum/meeting at least quarterly to discuss PFM issues. At a minimum, the following personnel should be invited: Senior Enlisted Advisors, CFSs, and Command Career Counselors/Career Planners. Meeting reports (minutes) shall be provided to the cognizant CO.

g. Conduct, at least semi-annually, an informational seminar for area command leaders that provides an introduction and overview of PFM program services, assistance, and initiatives.

h. When training CFSs by any method, at a minimum, provide two on-site individuals (one instructor must be from the FFSC PFM staff and others may be a CFS or other qualified Navy civilian employee and/or contractor), capable and trained as instructors of the CFS course. An additional person capable of acting as an alternate instructor should also be available.

i. FFSCs shall report to the CNIC program manager on a quarterly basis. Reporting criteria and format must contain, at a minimum, the type and number of PFM related classes/workshops/ seminars held; number of participants in each, CFS training sessions and student loads, number of personnel receiving individualized counseling or assistance, and reason(s) individual counseled.

j. Make available, the CFS Training Course with sufficient periodicity and locations to meet demands and optimally offer 25-30 student quotas per class, using CNIC (lead) and Naval Education and Training Command (NETC) (Center for Personal and Professional Development (CPPD)) (assist) developed CFS Instructor Guide and CFS Training Manual. CFS training locations shall serve as quota control for CFS training.

k. Ensure data from CFS training is entered into the Corporate Enterprise Training Activity Resource Systems (CETARS): Standard Training Activity Support System (STASS), Navy Integrated Training Resource Administration System (NITRAS) II systems, as applicable.

l. Maintain records for at least two years of the name, rate/rank, SSN, member's assigned command, and Unit Identification Code (UIC) of all trainees who successfully complete the CFS course. Provide documentation (course completion certificate) to the trainees' command.

m. Submit annually by 30 June, to the CNIC program manager and NETC via the Echelon 2 commander/area coordinator, a schedule of CFS classes for the upcoming fiscal year.

n. Function with NMCRS as agreed in Memorandum of Agreement (MOA) between NMCRS/DON of 5 February 2001 (NOTAL) or current MOA.

o. Ensure only CFS and PFM course materials approved by CNIC program manager and NETC (CPPD) referred to in this instruction are used in all training and counseling activities.

p. Assist servicemembers with the development of the financial portions of the Family Care Plan described in reference (e).

CORE PERSONAL FINANCIAL MANAGEMENT TRAINING SUBJECTS

1. Military Pay Issues
2. Banking and Financial Services
3. Developing Your Spending Plan
4. Credit Management
5. Car Buying Strategies
6. Introduction to Saving and Investing
7. Consumer Awareness (includes predatory lending)
8. Insurance/Risk Management
9. Legal Issues
10. Home Purchase/Housing
11. Financial Planning for Deployment
12. Money and the Move
13. Savings and Investments
14. The Basics of Retirement Planning
15. College Savings
16. Retirement Resources

NOTE: Additional Core Educational Programs can be added as necessary by Chief of Naval Operations (CNO) (N135) and/or CNIC Program Manager to keep curriculum current.

INITIAL/LIFECYCLE TRAINING CONTINUUM

GRADE	TRAINING ENVIRONMENT/VENUE	HOURS*	CURRICULUM
E1-E3	Immediately following Recruit Training and prior to reporting to first command	16	Ethical Financial Behavior; Payroll System; Understanding the LES; Developing a Spending Plan; Banking and Financial Services; Credit Management; Car Buying; Consumer Awareness; Insurance; Official Government Travel; Financial Planning for Deployment; Legal Issues; Resources for PFM Assistance; Savings and Investments; TSP
E4	Petty Officer (PO) Indoc	2-3	Living Ashore; Planning for Deployment; Consumer Awareness; Savings and Investments
E5	PO Second Class Leadership Training Continuum (LTC)	2-3	Investment Planning; Insurance; Revising Spending Plan; Wills
E6	Primary Leader Development Program (PLDP)/Career Course	2-3	Real Estate Transactions; Tax and Estate Planning; Financing Family's and Your Education; Wills; Personal Financial Management Training for Leaders
E7	Advanced Leader Development Program (ALDP)/Advanced Course	2-3	Retirement Planning; Tax and Estate Planning; Wills
E8-E9	Senior Enlisted Academy	2-3	Preparing for Retirement

* Denotes hours of instructor-led classroom training unless other wise specified.

GRADE	TRAINING VENUE	HOURS*	CURRICULUM
Officers	Officer Candidate School, LDO/CWO Training, United States Naval Academy, Navy Reserve Officer Training Corps	16	Ethical Financial Behavior; Payroll System; Understanding the LES; Developing a Spending Plan; Banking & Financial Services; Credit Management; Car Buying; Consumer Awareness; Insurance; Official Government Travel; Financial Planning for Deployment; Legal Issues; Resources for PFM Assistance; Savings and Investments; TSP: Personal Financial Management Training for Leaders
All	GMT/Annual Training/ Professional Military Education (PME)	1-2 Instructor led/Self-paced/Web-Based/ Integrated Learning Environment	Various PFM Topics Provides stand-alone training, Navy-wide, to augment all PFM training.

* Denotes hours of instructor-led classroom training unless other wise noted.

DEPARTMENT OF DEFENSE FINANCIAL EDUCATION PARTNER LIST

Air Force Aid Society (AFAS)
American Red Cross (ARC)
Army Emergency Relief Society (AERS)
Association of Military Banks of America (AMBA)
Better Business Bureau (BBB)
Consumer Credit Counseling Services (CCCS)
Consumer Federation of America (CFA)
Defense Credit Union Council (DCUC)
Department of Labor (DOL)
Department of Treasury (DOT)
Employee Benefits Research Institute (EBRI)
American Savings Education Council (ASEC)
Federal Citizen's Information Center (FCIC)
Federal Deposits Insurance Corporation (FDIC)
Federal Reserve Board (FRB)
Federal Trade Commission (FTC)
Freddie Mac
In-Charge Institute of America
Internal Revenue Service (IRS)
Jumpstart Coalition
National Association of Securities Dealers (NASD) Investor Education Foundation
National Endowment for Financial Education (NEFE)
National Foundation for Credit Counseling (NFCC)
National Military Family Association (NMFA)
Navy and Marine Corps Relief Society (NMCRS)
Navy Exchange/Marine Corps Exchange/Army and Air Force Exchange Service (NEX/MCEX/AAFES)
North American Securities Administrators Association (NASAA)
Securities and Exchange Commission (SEC)
Small Business Administration (SBA)
Social Security Administration (SSA)
U.S. Department of Agriculture, Cooperative State Research Education and Extension Service (USDA, CSREES)
TRICARE

NOTE: Updates to this list can be found at http://www.militaryhomefront.dod.mil/

COMMAND AND STAFF RESPONSIBILITIES

1. Deputy Chief of Naval Operations (Manpower, Personnel, Training, and Education) (DCNO) (MPT&E) (N1), as program sponsor, shall establish Navy PFM program policy.

2. CNO, Director, Personal Readiness and Community Support (N135) will establish and maintain policy, monitor program performance, and serve as Navy's liaison with Assistant Secretary of the Navy (Manpower and Reserve Affairs) (ASN) (M&RA), DOD and other cognizant agencies on Navy PFM policy matters. CNO (N135) will establish all PFM training requirements and provide program policy interpretation to CNIC and NETC.

3. CNIC shall implement and coordinate the Navy PFM program and as program manager shall:

a. Coordinate and manage implementation of the PFM training program as determined by CNO (N135) which includes coordinating, developing, and managing training programs, curricula, and materials with NETC (CPPD).

b. Provide subject matter expertise to NETC (CPPD) for the development, validation, and piloting of NETC (CPPD) provided training and education, to include the development of learning objectives and scenarios for instruction.

c. Maintain program, program elements, and materials ensuring effectiveness and currency through periodic review and update.

d. Utilize necessary military and authorized civilian resources in support of the program. Where practical, partner with United States Marine Corps PFM program manager in sharing program materials, curricula, and other resources to maximize efficiency and effectiveness of the Navy PFM program.

e. Provide guidance to all activities regarding implementation of program policy and plans.

f. Ensure resources are provided to meet the certification requirements for FECs per reference (a).

g. Coordinate and manage Navy CFS training throughout the Navy to meet Fleet needs, including the provision of CFS professional development and CFS Train the Trainer courses.

h. Provide the CFS training course with sufficient frequency and resources to accommodate Navy training needs.

i. Collaborate with the Navy Child and Youth Program Manager to develop curricula, materials, and procedures needed to implement the provisions of reference (a), paragraph E3.1.7, that details development of on-demand PFM education for Navy Child and Youth Programs. Implementation shall be completed within 180 days of promulgation of this instruction.

4. NETC shall designate a PFM program point of contact to liaise with CNO (N135) staff and CNIC program manager. NETC shall also accomplish the following:

a. Designate a PFM topic selected by CNIC program manager as an element of the Navy GMT program.

b. Provide and document, using Five Vector Model (5VM) or other data base, PFM training that will be provided for all enlisted Sailors following recruit training.

c. Provide and document, using 5VM or other data base, PFM program training using PFM standardized curriculum for all officer candidates, Navy Reserve Officers Training Corps (NROTC), and personnel in other officer accession programs.

d. Include/maintain the CFS training course in the Corporate enterprise Training Activity Resource Systems (CeTARS), Standard Training Activity Support System (STASS), Navy Integrated Training Resource Administration System II (NITRAS), as applicable.

e. In concert with CNIC program manager, develop curricula, materials, assessment instruments, and other procedures and systems necessary to implement the requirements of reference (a), paragraph E3.1.1.3, that fulfills the following requirement: "prior to assuming a leadership role as a supervisor, officers and non-commissioned officers shall demonstrate a basic understanding (as defined in reference (a), paragraph E2.1.1) of

PFM policies and practices." Implementation shall be completed within 180 days of promulgation of this instruction.

f. In concert with CNIC program manager, develop curriculum, materials, assessment instruments, and other procedures and systems necessary to implement the requirements of reference (a), paragraph E3.1.1.1., which fulfills the following requirement: "within three months of reporting to first permanent duty station, servicemember must demonstrate a basic understanding (as defined in reference (a), paragraph E2.1.1) of a variety of PFM subjects and skills." Implementation of this assessment requirement shall be completed within 180 days of promulgation of this instruction.

g. Ensure PFM training (as required by enclosure (5)) that would occur in NETC school houses is conducted.

5. Chief of Navy Information (CHINFO) shall, in coordination with the CNIC program manager, review and provide PFM information for frequent inclusion in Navy internal media.

6. U.S. Naval Academy (USNA) shall provide PFM program training as detailed in enclosure (5) to all Naval Academy Midshipmen using PFM standard curriculum. Designate one member of staff to serve as a Financial Advisor and educator for the Midshipmen. This individual is an officer or civilian equivalent and is trained as a CFS.

7. Echelon 2 commands/area coordinators shall:

a. Monitor timely establishment and ensure continuing effective program implementation. Echelon 2/area coordinators with CFS course training sites shall provide CNIC program manager a consolidated schedule of course training dates, quota availability and other information in the manner required for inclusion in NITRAS and CANTRAC by NETC.

b. Include PFM in ISIC inspections to ensure program policy compliance follows the guidelines in paragraph 9 of the basic instruction.

c. Assess requirements for CFS training in area of responsibility coordinating with CNIC program manager to ensure

that the CFS course is provided with sufficient frequency and resources to meet Fleet, training, and policy requirements.

8. Echelon 3 commands/regional coordinators shall:

a. Monitor timely establishment and continuing effective implementation of the program as it applies to commands under their cognizance.

b. Establish priorities for quota control for CFS training courses under their cognizance. Quota preference is to be given to commands that do not have a trained CFS. Quota allocations must address both local, out-of-area/isolated and remote, and reserve commands. Course schedules and locations must be readily accessible to Fleet units on demand.

9. Commanders, COs, and OICs shall:

a. Designate CFS(s) in writing (enclosure (8) provides a sample designation letter). When more than one CFS is assigned, designate one as the lead CFS or as a Command Special Assistant for Personal Finances (enclosure (9) provides a sample designation letter). Meet with the lead CFS on a recurring, but not less than quarterly, basis to discuss PFM. Enclosure (2) provides qualifications criteria, functions, and training for CFSs.

b. Ensure compliance with the provisions of this instruction and associated references.

c. Ensure all command inspection items are followed as stated in paragraph 9 of basic instruction.

d. Per reference (a), ensure that in all cases where personnel are the subject of a bad check report or letter of indebtedness, that a determination be made as to whether or not financial mismanagement by the individual is involved. In all cases of financial mismanagement, individuals should receive mandatory PFM counseling from CFS or FEC.

e. Establish and maintain records between command inspection cycles of PFM education, training, and counseling conducted.

f. Per reference (g), maintain PFM counseling records so as to ensure confidentiality, including compliance with applicable Privacy Act provisions.

g. Per references (b) and (i), obtain a review and recommendation from the servicing FFSC's FEC, an opinion from the local representative of the Staff Judge Advocate (SJA), and approval from the installation CO prior to granting authorization for any personal financial management presentation on base offered by a commercial or other entity not specifically authorized under reference (a) of this instruction. DOD personnel shall observe training provided by sources other than those authorized under this instruction as required in reference (a), paragraph E3.1.6.

h. Permit and encourage Command Career Counselors (CCCs) and Command Ombudsman to attend CFS training to raise their awareness of the financial issues and resources available to Sailors and families. This provision in no way intends to make the CCC or Ombudsmen serve as financial counselors or CFSs.

i. Promote among members of the command, maximum utilization of a proactive lifecycle approach to PFM by encouraging attendance at a Career Options and Navy Skills Evaluation Program (CONSEP) workshop.

10. Installation COs/OICs with an FFSC shall also:

a. Be the final approving official with concurrence from the local FFSC PFM staff and the SJA, per references (a), (b), and (i), for all persons and/or entities not referenced in this instruction or on the DOD Military Home Front Web site (www.militaryhomefront.dod.mil) as acceptable resources for PFM.

b. Provide for the FFSC to maintain a library/resource center of current financial information and resources (including current periodicals) to assist servicemembers and their families in successful personal financial readiness.

c. Ensure computer and internet resources are available.

d. Provide support to host and tenant command CFSs, especially to afloat, deployable, or Marine Expeditionary Unit commands.

e. Ensure that, at a minimum, the FFSC staff includes one member who is assigned, trained, and certified per reference (a), paragraph E3.1.9.

11. CFSs shall:

a. Report directly to the command level (CO/executive officer (XO)) as a special assistant. Enclosure (2) of this instruction lists basic CFS qualifications, functions, and training requirements.

b. Ensure CFS training or any other PFM course completed is documented.

c. Provide financial education, counseling, training, and information and referral. When appropriate, refer to the servicing FFSC FEC.

e. Per references (d) and (g), ensure that client confidentiality and records are maintained.

f. Upon transfer, notify receiving command that you are a trained CFS. Provide a thorough pass down to your CFS relief.

g. Schedule meetings with command leadership per paragraph 10a. (above) to ensure that PFM issues and trends are communicated.

SAMPLE COMMAND FINANCIAL SPECIALIST LETTER OF DESIGNATION
FOR OFFICIAL USE ONLY - PRIVACY SENSITIVE

1740
Date

From: Commanding Officer/Officer in Charge
To: Rate/Rank, Name, Last four SSN

Subj: DESIGNATION AS COMMAND FINANCIAL SPECIALIST (CFS)

Ref: (a) OPNAVINST 1740.5B

1. Per reference (a), you are hereby designated as (Command Name) Command Financial Specialist (CFS). You will familiarize yourself with the policies and procedures of reference (a) and other applicable Personal Financial Management program elements in the performance of your duties.

2. In your capacity as CFS, you will report directly to the commanding officer/officer in charge or their representative (e.g., Command Special Assistant for Personal Finances). Complete the information requested below and forward as indicated. This designation remains in effect until rescinded in writing or three years after CFS course completion (unless refresher training is completed and documented), whichever occurs first.

Signature

Name/Rate/SSN of CFS:

Date of Designation:
Date Completed CFS Course:
Global Email Address:
DSN Phone Number:
Location of Servicing Fleet and Family Support Center (FFSC):

I accept the designation of (Command Name) CFS.

_____
Member Signature

Copy to:
Servicing Fleet and Family Support Center
Service Record

SAMPLE COMMAND SPECIAL ASSISTANT FOR PERSONAL FINANCES LETTER OF DESIGNATION
FOR OFFICIAL USE ONLY - PRIVACY SENSITIVE

1740
Date

From: Commanding Officer/Officer in Charge
To: Rate/Rank, Name, Last four SSN

Subj: DESIGNATION AS COMMAND SPECIAL ASSISTANT FOR PERSONAL FINANCES (CSAPF)

Ref: (a) OPNAVINST 1740.5B

1. Per reference (a), you are designated as (Command Name) Command Special Assistant for Personal Finances. You will familiarize yourself with the policies and procedures of reference (a) and other applicable Personal Financial Management program elements in the performance of your duties.

2. In your capacity as CSAPF, you will report directly to the commanding officer/officer in charge or their representative. Complete the information requested below and forward as indicated. This designation remains in effect until rescinded in writing.

Signature

Name/Rate/SSN:

Date of Designation:
Date Completed CFS Course:
Global Email Address:
DSN Phone Number:
Location of Servicing Fleet and Family Support Center (FFSC):

I accept the designation of (Command Name) Command Special Assistant for Personal Finances.

_____
Member Signature

Copy to:
Servicing Fleet and Family Support Center
Service Record