



DEPARTMENT OF THE NAVY
OFFICE OF THE CHIEF OF NAVAL OPERATIONS
2000 NAVY PENTAGON
WASHINGTON, DC 20350-2000

OPNAVINST 1740.5C
N170
8 Jul 2016

OPNAV INSTRUCTION 1740.5C

From: Chief of Naval Operations

Subj: UNITED STATES NAVY PERSONAL FINANCIAL MANAGEMENT
PROGRAM

Ref: (a) DoD Instruction 1342.22 of 3 July 2012
(b) NAVPERS 15560D
(c) OPNAVINST 1500.22H
(d) DoD Instruction 1344.07 of 30 March 2006
(e) SECNAVINST 1740.2E
(f) DoD 7000.14-R, DoD Financial Management Regulations,
May 2013
(g) SECNAVINST 1754.1B
(h) SECNAVINST 5211.5E
(i) OPNAVINST 1750.1G
(j) SECNAVINST 1740.4
(k) OPNAVINST 1740.4D
(l) SECNAVINST 5040.3A

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

1. Purpose. To publish United States Navy policy and assign responsibilities for the implementation of the personal financial management program as a core service of the Navy family readiness system.

a. Major changes are summarized in subparagraphs 1a(1) through 1a(4).

(1) Incorporated command and staff responsibilities into the body of the instruction.

(2) Added and defined the four Department of Defense (DoD) financial readiness pillars.

(3) Updated command financial specialist designation policy to reflect E5s over 6 years of service no longer need a waiver for the position.

(4) Expanded the core personal financial management subjects.

b. This instruction is a complete revision and should be reviewed in its entirety.

2. Cancellation. OPNAVINST 1740.5B.

3. Applicability and Scope. Provisions of this instruction apply to all Navy Active Component (AC) and Reserve Component (RC) commands and personnel, 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. AC and RC personnel of other 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. This instruction policy implements specific requirements that establish a systemic approach to address personal financial management issues for Sailors, families, and Navy.

b. Reference (a) establishes personal financial management policy for all DoD components. The Navy hereby provides amplification of that policy.

c. 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 listed in subparagraphs 5c(1) through 5c(6).

(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.

d. 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. Policy

a. The Navy family readiness system must support commanders in maintaining unit financial readiness, sustaining mission readiness and promoting personal readiness and retention through the personal financial management program.

b. References (a) through (l) mandate specific programs, services, actions, or requirements that are relevant to the personal financial management program.

c. As detailed in references (a) and (b), Sailors 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 manner. Commanding officers (CO) have a responsibility to encourage financial responsibility and sound financial planning.

d. The personal financial management program consists of four major elements as per subparagraphs 6d(1) through 6d(4).

(1) Financial education and training

(a) Core personal financial management training subjects, listed in enclosure (2), must be delivered in a continuum of learning beginning with recruit training and continuing throughout a Sailor's career and transition to civilian life. Specific guidance is provided in reference (a), enclosure (3), subparagraph 3d(2)(c)1, and is further detailed in enclosure (3) of this instruction.

(b) All commands and permanent detachments may conduct annual personal financial management training as part of the general military training (GMT) program per reference (c).

(c) Financial education conducted by non-Government entities must comply with references (a), (d), (e), and (f), volume 5, chapter 34.

(2) Financial counseling

(a) One-on-one assistance in the evaluation of individual or family income and expenditures, and recommendations for short- and long-term actions to achieve financial goals and contribute to individual and operational readiness will be provided.

(b) The effects of financial decisions on personal and professional lives, resources needed to make prudent consumer decisions, and related services and support must be addressed.

(c) Prior to deployment, Sailors should be encouraged to establish an extended absence financial plan. Support will be offered in the development of such plans.

(3) Consumer advocacy and complaint resolution and report assistance. Assistance must be provided in coordination

with appropriate authorities both in-Service and with DoD partners (Government and community based) listed in enclosure (4).

(4) Financial information and referrals. This service must be performed per references (a), (d), and (e).

e. Personal financial management services, at a minimum, must address:

(1) Money management, which includes information on topics such as savings and banking, budgeting, credit management, debt management, and making prudent consumer purchases.

(2) Financial management planning, which includes basic information on topics such as investing, taxes, insurance, education, wills and trusts, transition, and retirement, and information on how to evaluate and select assistance with in-depth financial planning needs.

(3) Legal affairs information and referral on topics such as estate planning, power of attorney, predatory lending, and compliance with title 50 of U.S. Code appendix, sections 501 through 596 (Service members Civil Relief Act).

f. Outreach to spouses, youth, and children (or service providers serving these groups) should encourage family member participation in personal financial management services.

g. Where applicable, personal financial management services must incorporate the DoD financial readiness pillars to help Service members reach their financial goals and achieve financial freedom.

- (1) Manage Money.
- (2) Save First and Then Invest.
- (3) Consumer Protection.
- (4) Evaluate Plans Often.

h. Provision of personal financial management services must maximize existing DoD assets, including command-based financial readiness service providers and other DoD-sponsored financial readiness assets approved by the installation commander.

(1) When banks and credit unions operating on Navy installations and other non-governmental organizations are used to provide financial education, they must comply with the conditions set forth in references (d) through (f), volume 5, chapter 34.

(2) When services from a non-governmental organization are utilized, DoD service providers must monitor them throughout the duration of instruction.

i. At a minimum, one staff member within the installation-based fleet and family support center (FFSC) must be designated as a financial educator and counselor and trained to organize and execute financial management services for the military community. Service providers hired, contracted, or serving part-time as the primary expert on personal finances for the installation or region must meet the requirements of subparagraph 2h of enclosure (5).

j. Command financial specialist

(1) At the individual command level, the four elements of the personal financial management program are under the control of a qualified command financial specialist. General duties and responsibilities of the command financial specialist are detailed in subparagraph 7k and also outlined in enclosure (6).

(2) AC and RC commands, permanent detachments, and departments having at least 25 personnel assigned must have a trained command financial specialist to coordinate the program and to assist the CO or officer in charge (OIC) in providing financial training, information, and counseling to command members. Commands must maintain a ratio of 1 command financial specialist to every 75 members assigned, including those assigned temporary duty, temporary duty under instruction, and members from other Services.

(3) Commands, permanent detachments, and departments having fewer than 25 personnel, are encouraged to have a trained command financial specialist. Alternatively, those with fewer than 25 personnel may arrange for another command to provide command financial specialist services by written agreement.

(4) Personnel assigned as a command financial specialist must meet the qualification criteria established in paragraph 1 of enclosure (6).

k. Relevant personal financial management information must be issued or published regularly in Navy internal and social media. The financial world and consumer markets are very dynamic; therefore, it is incumbent upon commands, command financial specialist, and FFSC personal financial management staff to raise awareness of personal financial management concerns and assistance available to Sailors and their families.

l. A qualified command financial specialist or FFSC financial educator and counselor must counsel Navy personnel, family members, and other DoD personnel experiencing financial difficulties or seeking information on Personal Financial Management concerns. If the command financial specialist or financial educator and counselor cannot provide assistance, referrals must be made to other authorized agencies (e.g., Navy-Marine Corps Relief Society (NMCRS); Navy legal service office; National Foundation of Credit Counseling affiliated, non-profit Consumer Credit Counseling Services (CCCS); Navy Mutual Aid Association; or other resources detailed in enclosure (4)). Navy Mutual Aid Association must be a primary referral and educational resource where survivor benefit plans are concerned.

7. Responsibilities

a. Chief of Navy Information (CHINFO) must, in coordination with Commander, Navy Installations Command (CNIC) personal financial management program manager, review and provide personal financial management information for frequent inclusion in Navy internal and social media.

b. Deputy Chief of Naval Operations (Manpower, Personnel, Training and Education) (CNO (N1))

(1) Office of the Chief of Naval Operations (OPNAV) 21st Century Sailor Office (N17), as program sponsor, must establish Navy personal financial management program policy.

(2) Total Sailor Fitness Division (OPNAV (N170)) must:

(a) Maintain policy and monitor program performance.

(b) Provide policy interpretation.

(c) Serve as Navy's liaison with Assistant Secretary of the Navy (Manpower and Reserve Affairs), DoD, and other cognizant agencies on Navy personal financial management policy matters.

(d) Establish all personal financial management training requirements.

c. CNIC, as program manager, must:

(1) Implement and coordinate the Navy personal financial management program.

(2) Coordinate and manage implementation of the personal financial management training program as determined by OPNAV (N170), which includes coordinating, developing, and managing training programs, curricula, and materials along with Navy Education and Training Command (NETC), and Naval Service Training Command (NSTC).

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

(4) Maintain program, program elements, and materials, to ensure effectiveness and currency through periodic review and update.

(5) Utilize necessary military and authorized civilian resources within the parameters established in subparagraph 6h

in support of the program. Where practical, partner with United States Marine Corps personal financial management program manager in sharing program materials, curricula, and other resources to maximize efficiency and effectiveness of the Navy personal financial management program.

(6) Provide guidance to all activities regarding implementation of program policy and plans.

(7) Provide guidance and resources necessary for FFSCs to provide support to all elements of the personal financial management program as described in references (a), (d), (e), and (g). FFSC responsibilities are delineated in enclosure (5).

(8) Ensure resources are provided to meet the certification requirements for financial educator and counselors per reference (a) by arranging or providing information to the financial educator and counselors regarding various training opportunities, which provide continuing educational units.

(9) In coordination with CHINFO, review and provide personal financial management information for frequent inclusion in Navy internal and social media.

(10) Provide command financial specialist training.

(a) Coordinate and manage command financial specialist training throughout Navy to meet fleet needs, including the provision of command financial specialist professional development, and train-the-trainer courses. See enclosure (5) for detailed FFSC responsibilities.

(b) Provide the command financial specialist training course with sufficient frequency and resources to accommodate Navy training needs.

d. NETC must:

(1) Designate a personal financial management program point of contact to liaise with OPNAV (N170) staff and CNIC Family Readiness (N91) personal financial management program manager.

(2) Provide and document personal financial management program training for all enlisted Sailors following recruit training.

(3) Provide and document personal financial management program training for all officers, as noted in enclosure (3), following accessions training.

(4) Include and maintain the command financial specialist training course in the Corporate Enterprise Training Activity Resource System (CeTARS).

(5) In concert with CNIC personal financial management program manager, develop curricula, materials, assessment instruments, and other procedures and systems necessary to implement the requirements of reference (a), enclosure (3), subparagraph 3d(2)(c)1, incorporating, at a minimum, the core subjects listed in enclosure (2) of this instruction.

(6) Ensure personal financial management training (as required by enclosure (3)) that would occur in NETC school houses is conducted.

e. Superintendent, U.S. Naval Academy (USNA) must:

(1) Provide personal financial management program training as detailed in enclosure (3) to all USNA midshipmen using personal financial management standardized curriculum.

(2) Designate one staff member to serve as a financial advisor and educator for the midshipmen. This individual should be an officer or civilian equivalent trained as a command financial specialist.

f. Echelon 2 commands and area coordinators must:

(1) Ensure effective program implementation.

(2) Include the personal financial management program in immediate superior in command (ISIC) inspections to ensure program policy compliance. Baseline inspection items are provided in paragraph 8.

(3) Assess requirements for command financial specialist training in area of responsibility.

(4) Coordinate with CNIC personal financial management program manager to ensure that the command financial specialist course is provided with sufficient frequency and resources to meet fleet training and policy requirements.

(5) Echelon 2 and area coordinators with command financial specialist course training sites, listed in enclosure (6), must provide the CNIC personal financial management program manager a consolidated schedule of course training dates, quota availability, and other information in the manner required for inclusion in CeTARS and catalog of naval training courses by NETC.

g. Echelon 2 commands and regional coordinators must:

(1) Ensure effective program implementation at commands under their cognizance.

(2) Establish priorities for quota control for command financial specialist training courses under their cognizance.

(a) Quota preference is to be given to commands that do not have a trained command financial specialist.

(b) Quota allocations must address local, out-of-area or isolated and remote, and RC commands.

(c) Course schedules and locations must be readily accessible to fleet units on demand.

h. Installation COs and OICs with an FFSC must:

(1) Per references (a), (d), and (e), act as the final approving official, with concurrence from the local FFSC personal financial management staff and the staff judge advocate (SJA), for all persons and entities not referenced in enclosure (4).

(2) Provide resources for the FFSC to maintain a library or resource center of current financial information and

resources (including current periodicals) to assist Service members and their families in successful personal financial readiness.

(3) Ensure computer and Internet resources are available.

(4) Provide support to host and tenant command financial specialists, especially to afloat, deployable, or Marine expeditionary unit commands.

(5) Ensure that, at a minimum, the FFSC staff includes one member who is assigned, trained, and certified per reference (a), enclosure (3), subparagraph 3d(6), and guidance provided in enclosure (5) of this instruction.

(6) Ensure records are maintained utilizing the Fleet and Family Support Management Information System (FFSMIS), or other system designated by CNIC, of personal financial management education, training, and counseling conducted.

(7) Ensure FFSC personal financial managers and financial educator and counselors maintain personal financial management counseling records to ensure confidentiality, including compliance with applicable Privacy Act provisions, per reference (h).

i. Commanders, COs, and OICs must:

(1) Encourage the use of personal financial management services by Sailors and their families.

(2) Oversee the command personal financial management program for compliance with this instruction and associated references to ensure Sailors and their families are provided the tools and resources to be financially prepared.

(3) Establish and maintain a command financial specialist program within the command. Detailed requirements are provided in enclosure (6).

(a) Designate a command financial specialist(s) in writing. Enclosure (6) provides qualifications criteria,

functions, and training requirements for command financial specialists. Enclosure (7) is a sample designation letter.

(b) When more than one command financial specialist is assigned, designate one as the lead command financial specialist or as a command special assistant for personal finances. Enclosure (8) is a sample designation letter.

(c) Meet with the lead command financial specialist or command special assistant for personal finances on a recurring, but not less than a yearly basis, to discuss personal financial management issues and trends.

(d) Ensure command financial specialist or command special assistant for personal finances identification and contact information appears on the masthead of the command plan of the week (POW) or plan of the day (POD).

(e) Ensure command financial specialist is included in command indoctrination program(s) and pre- and post-deployment programs, as applicable.

(f) Ensure consultation with the command financial specialist appears on the command check-in and check-out sheets.

(4) Ensure when personnel are the subject of a bad check report or letter of indebtedness, a determination is made as to whether or not financial mismanagement by the individual is involved. In cases of financial mismanagement, individuals should receive mandatory personal financial management counseling from the command financial specialist or local area personal financial manager or local area financial educator and counselor.

(5) Obtain a review and recommendation from the servicing FFSC's financial educator and counselor; an opinion from the local representative of the SJA; and approval from the installation CO per references (d) and (e), prior to granting authorization for any personal financial management presentation on base offered by a commercial or other entity not specifically authorized under reference (e). Per reference (a), when services from non-governmental organizations are utilized, DoD service providers must monitor them throughout the duration of instruction.

(6) Permit and encourage command career counselors, command ombudsman (serving per reference (i)), and local NMCRS counselor(s) to attend command financial specialist training to raise their awareness of the financial issues and resources available to Sailors and their families. This does not suggest that the command career counselor, ombudsman, nor NMCRS counselor must serve as financial counselors or command financial specialists.

(7) Promote maximum utilization of a proactive lifecycle approach to personal financial management among members of the command by encouraging attendance at a Career Options and Navy Skills Evaluation Program workshop.

j. Wardroom and chief petty officers mess must exercise proactive leadership and mentorship in personal financial management.

k. Command financial specialist must:

(1) Report directly to the command leadership (CO or executive officer) as a special assistant.

(2) Perform the command financial specialist functions listed in enclosure (6).

l. Sailors must:

(1) Become familiar with personal financial management program policies and objectives.

(2) Use prudent personal financial management practices in pursuit of personal excellence.

(3) Support their shipmates by sharing their personal financial management knowledge.

(4) Prudently maintain their day-to-day personal financial matters.

(5) Prepare for the management of personal responsibilities prior to departing on an extended absence.

8. Command Inspection Program. The ISIC must inspect the command's personal financial management program. The minimum requirements specified in subparagraphs 8a through 8i must be reviewed.

a. Command financial specialist identified in writing per subparagraph 7i(3)(a), using enclosure (7).

b. Command financial specialist received appropriate training, per enclosure (6).

c. Appropriate ratio of command financial specialist to crew, per subparagraph 6j.

d. When more than one command financial specialist is assigned, one command financial specialist has been designated as the lead command financial specialist or command special assistant for personal finances per subparagraph 7i(3)(b), using enclosure (8).

e. COs meet with the command financial specialist or command special assistant for personal finances at least yearly to discuss personal financial management issues at their command per subparagraph 7i(3)(c).

f. The command financial specialist or command special assistant for personal finances identification and contact information appears on the masthead of the command POW or POD, per subparagraph 7i(3)(d).

g. Command financial specialist is included in command indoctrination program(s), and pre- and post-deployment programs, as applicable, per subparagraph 7i(3)(e).

h. Consultation with the command financial specialist appears on the command check-in and check-out sheets, per subparagraph 7i(3)(f).

i. Per references (g) and (h), personal financial management counseling records are maintained to ensure confidentiality and compliance with applicable Privacy Act regulations.

9. Records Management. Records created as a result of this instruction, regardless of media and format, must be managed per Secretary of the Navy Manual 5210.1 of January 2012.

10. Information Management Control and Forms

a. FFSCs will use data collected by CNIC approved FFSMIS for production of required DoD, SECNAV, CNIC, and regional reports.

b. NAVPERS Form 1070/613 Administrative Remarks is available via http://www.public.navy.mil/bupers-npc/reference/forms/NAVPERS/Documents/NAVPERS_1070-613_Rev08-12.pdf.



R. P. BURKE
Deputy Chief of Naval Operations
(Manpower, Personnel, Training
and Education)

Distribution:

Electronic only, via Department of the Navy Issuances Web site
<http://doni.documentservices.dla.mil>

TERMS AND DEFINITIONS

1. DoD Personnel. AC, National Guard, and RC members of the sea Services; family members; and civilian employees, including nonappropriated fund employees and special Government employees of all offices, agencies, and departments carrying out a function on a Defense installation.
2. Extended Absence Financial Plan. A plan developed by a Service member prior to deployment, specifying 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.
3. Family Readiness System. The network of agencies, programs, services, and individuals, and the collaboration among them, which promotes the readiness and quality of life of Service members and their families.
4. Military Community. Service members, military families, military leadership, and military and civilian family readiness service providers.
5. Personal Financial Management. The process (or steps) involved in managing one's personal finances, including income, expenses, and investments for an individual or family.
6. 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) and Savings Deposit Program, consumer awareness, and credit management. Considerations include career and transition planning, spouse employment, and relocation entitlements and expenses.

OPNAVINST 1740.5C
8 Jul 2016

7. Service Members. AC, National Guard, and RC members of the Military Services, whether permanently assigned, temporary duty, or temporary duty under instruction.

CORE PERSONAL FINANCIAL MANAGEMENT TRAINING SUBJECTS

1. Military pay issues
2. Banking and financial services
3. Developing a spending plan
4. Credit management
5. Car buying strategies
6. Introduction to saving and investing
7. Consumer awareness (includes predatory lending)
8. Insurance and risk management
9. Legal issues
10. Home purchase or housing
11. Financial planning for deployment
12. Money and the move
13. Savings and investments and TSP
14. The basics of retirement planning
15. Paying for college
16. Renting
17. Gambling awareness
18. How to survive the holidays financially
19. Vacation planning
20. Marriage planning
21. Survivor benefit planning

22. Raising financially fit kids

NOTE: Additional core educational programs can be added as necessary by OPNAV (N170) or CNIC Fleet and Family Readiness (N9) personal financial management program manager to keep the curriculum current.

8 Jul 2016

INITIAL AND LIFECYCLE TRAINING CONTINUUM

<u>CATEGORY</u>	<u>TYPE TRAINING</u>	<u>TRAINING SOURCE/VENUE</u>	<u>LEARNING ENVIRONMENT</u>	<u>FINANCIAL LITERACY EDUCATION SUBJECTS</u>
Officer	Personal and Leadership	USNA; Officer Training Command; Reserve Officer Training Corps	Instructor led	Pre-commissioning financial literacy education to be determined by the curriculum control authority incorporating the training subjects in enclosure (2) as mandated by the requirements sponsor.
	Personal	Transition assistance, pre-separation briefing, and counseling	Instructor led	Financial education for transitioners. Incorporate appropriate training as determined by Navy personal financial management program requirements sponsor and CNIC program manager.
	Leadership	Officer leadership courses	Instructor led	Leading a command personal financial management program as determined by the Navy personal financial management program requirements sponsor and CNIC personal financial management program manager.
Enlisted	Personal	Delayed Entry Program	Blended*	Leave and earnings statement; financial planning
	Personal	Recruit Training Command	Instructor led (8.5 hours)	Leave and earnings statement; banking basics; direct deposit; TSP; MyPay
	Personal	"A" School	Blended* (16 hours)	Financial literacy education subjects listed in enclosure (2).

8 Jul 2016

<u>CATEGORY</u>	<u>TYPE TRAINING</u>	<u>TRAINING SOURCE/VENUE</u>	<u>LEARNING ENVIRONMENT</u>	<u>FINANCIAL LITERACY EDUCATION SUBJECTS</u>
	Personal	Transition assistance, pre-separation briefing, and counseling	Instructor led	Financial education for transitioners. Incorporate appropriate training as determined by the Navy personal financial manager program requirements sponsor and the CNIC program manager.
	Leadership	Prospective petty officer leadership course	Instructor led	Incorporate relevant and career level appropriate financial literacy education related scenarios drawn from the subjects in enclosure (2).
	Leadership	Work center supervisor leadership course	Instructor led	Incorporate relevant and career level appropriate financial literacy education related scenarios drawn from the subjects in enclosure (2).
	Leadership	Leading petty officer leadership course	Instructor led	Incorporate relevant and career level appropriate financial literacy education related scenarios drawn from the subjects in enclosure (2).

8 Jul 2016

<u>CATEGORY</u>	<u>TYPE TRAINING</u>	<u>TRAINING SOURCE/VENUE</u>	<u>LEARNING ENVIRONMENT</u>	<u>FINANCIAL LITERACY EDUCATION SUBJECTS</u>
	Leadership	Prospective chief petty officer leadership course	Instructor led	Incorporate relevant and career level appropriate financial literacy education related scenarios drawn from the subjects in enclosure (2).
	Leadership	Leading chief petty officer leadership course	Instructor led	Incorporate relevant and career level appropriate financial literacy education related scenarios drawn from the subjects in enclosure (2).
	Leadership	Command master chief/chief of the boat leadership course	Instructor led	Incorporate relevant and career level appropriate financial literacy education related scenarios drawn from the subjects in enclosure (2).
All (available additional training)	Personal	Command financial specialist; FFSC	Instructor led	Various
	Personal	Annual Military Training	Instructor led	As determined by the local command using training materials from the standardized command financial specialist financial management curriculum.

<u>CATEGORY</u>	<u>TYPE TRAINING</u>	<u>TRAINING SOURCE/VENUE</u>	<u>LEARNING ENVIRONMENT</u>	<u>FINANCIAL LITERACY EDUCATION SUBJECTS</u>
	Personal	Navy's Career Options and Navy Skills Evaluation Program - first term	Instructor led (8 hours) (FFSC)	Per Navy's Career Options and Navy Skills Evaluation Program curriculum.
	Personal	Navy's Career Options and Navy Skills Evaluation Program - mid-career	Instructor led (8 hours) (FFSC)	Per Navy's Career Options and Navy Skills Evaluation Program curriculum.
	Personal	Navy Knowledge Online	Web	Various

* Blended learning environment may be any combination of instructor led classes or self-paced learning accomplished via distance learning or computer-based training that includes appropriate assessments of learning where applicable.

DOD FINANCIAL EDUCATION PARTNER LIST

1. Air Force Aid Society (AFAS)
2. American Red Cross
3. Army Emergency Relief Society
4. Association of Military Banks of America
5. Better Business Bureau
6. CCCS
7. Consumer Federation of America
8. Consumer Finance Protection Bureau
9. Defense Credit Union Council
10. Department of Labor
11. Department of the Treasury
12. Employee Benefits Research Institute
13. American Savings Education Council
14. Federal Citizen Information Center
15. Federal Deposit Insurance Corporation
16. Federal Reserve Board
17. Federal Trade Commission
18. Financial Industry Regulatory Authority
19. Freddie Mac
20. In-Charge Institute of America
21. Internal Revenue Service

22. Jumpstart Coalition
23. National Association of Securities Dealers Investor
24. Education Foundation
25. National Endowment for Financial Education
26. National Foundation for Credit Counseling
27. National Military Family Association
28. NMCRS
29. Navy Exchange, Marine Corps Exchange, Army and Air Force Exchange Service
30. Navy Mutual Aid Association
31. North American Securities Administrators Association
32. Securities and Exchange Commission
33. Small Business Administration
34. Social Security Administration
35. U.S. Department of Agriculture, Cooperative State Research Education and Extension Service
36. TRICARE

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

1. Mission. The Navy personal financial management program exists to provide financial education, counseling, information, and referral to Navy personnel and commands in order to increase personal, family, and operational readiness. Although the personal financial management program has a counseling mission, its primary focus is on prevention of financial difficulties and mismanagement through education of Sailors and their eligible dependents. FFSCs provide support to all elements of the personal financial management program.

2. Responsibilities. The FFSC must:

a. Support local commands and area command financial specialists by serving as the primary resource and subject matter expert in tailoring personal financial management information, materials, and education programs to the local area.

b. Provide financial education and training, information, and referral assistance to military personnel and their family members.

c. Provide financial counseling to Sailors and other DoD personnel, as defined in reference (g), paragraph 5, when assigned aboard a Navy installation.

d. Establish programs to encourage spouses to participate in the personal financial management program.

e. Maintain records (utilizing FFSMIS or other system designated by CNIC) of personal financial management education, training, and counseling and ensure privacy and confidentiality of all records and information regarding personal financial management counseling conducted, per references (g) and (h).

f. Maintain ongoing liaison with financial institutions located on base to encourage military and family member awareness and use of its personal financial management counseling and information services as detailed in reference (f), volume 5, chapter 34.

g. Foster and establish working relationships with the local representatives of the DoD partners listed in enclosure (4).

h. Ensure individuals assigned to provide personal financial management services listed in subparagraphs 2h(1) through 2h(6) at FFSCs.

(1) Obtain Accredited Financial Counselor (AFC) certification within 2 years of their assignment.

(2) Attend command financial specialist train-the-trainer at either of the two CNIC-designated trainings sites: FFSC San Diego, CA or FFSC Norfolk, VA; or receive equivalent training through a CNIC approved entity.

(3) Successfully complete command financial specialist class via a CNIC approved FFSC regional training site listed in paragraph 4 of enclosure (6).

(4) Possess a baccalaureate degree from an accredited college or a combination of education and experience, which equips them to serve as a financial educator and counselor.

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

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

i. Hold an area-wide personal financial management awareness forum or meeting at least quarterly, per reference (j), to discuss personal financial management issues. At a minimum, the personnel listed in this paragraph must be invited: senior enlisted advisors, command financial specialists, and command career counselors or career planners. Meeting reports (minutes) must be provided to the cognizant CO.

j. Conduct, at least semi-annually, per reference (j), an informational seminar for area command leaders that provides an introduction and overview of personal financial management program services, assistance, and initiatives.

k. Report to the CNIC personal financial management program manager on a quarterly basis via the regional work and family life coordinator. Reporting criteria and format must contain, at a minimum, the type and number of personal financial management related classes, workshops, and seminars held; number of participants in each; command financial specialist training sessions and student loads; number of personnel receiving individualized counseling or assistance; and reason(s) individual counseled.

l. Function with NMCRS as agreed in memorandum of agreement between NMCRS and Department of the Navy of 5 February 2001 (NOTAL).

m. Assist Service members with the development of the financial portions of the family care plan described in reference (k).

n. Ensure only command financial specialist and personal financial management course materials approved by CNIC personal financial management program manager and NETC referred to in this instruction are used in all training and counseling activities.

o. Provide command financial specialist training.

(1) Make the command financial specialist training course available with sufficient periodicity and locations to meet demands and optimally offer 25 to 30 student quotas per class. Command financial specialist training locations must serve as quota control for command financial specialist training.

(2) Use CNIC standardized command financial specialist instructor guide and command financial specialist training manual.

(3) When training command financial specialists by any method, at a minimum, provide two on-site individuals (one instructor must be from the FFSC personal financial management staff and others may be a command financial specialist or other qualified Navy civilian employee or contractor) capable and

trained as instructors of the command financial specialist course. An additional person capable of acting as an alternate instructor should also be available.

(4) Ensure data from command financial specialist training is entered into the CeTARS.

(5) Maintain records (for at least 2 years) of name, rate or rank, member's assigned command, and unit identification code of all trainees who successfully complete the command financial specialist course.

(6) Provide documentation (course completion certificate) to the trainee's command.

(7) Submit annually, by 30 June, a schedule of command financial specialist classes for the upcoming fiscal year to the CNIC personal financial management program manager and NETC via the echelon 2 commander or area coordinator.

COMMAND FINANCIAL SPECIALIST
QUALIFICATIONS, FUNCTIONS, AND TRAINING SITES

1. Qualifications of the Command Financial Specialist. The command financial specialist must function as the command's principal advisor on policies and matters related to personal financial management. The qualifications listed in subparagraphs 1a through 1f apply.

a. Pay Grade

(1) Be in pay grade E-6 and above (including officers). An E-5 with a minimum of 6 years of service may be appointed as a command financial specialist. Medium and large commands are strongly encouraged to have an officer(s) serve as the command financial specialist to lead their program.

(2) Utilization of E-4s due to the lack of requisite senior petty officers is NOT authorized. Waivers will not be granted.

(3) Commands wishing to appoint an E-5 with less than 6 years of service must submit a waiver request and receive approval. This waiver request must be routed from the CO to the CNIC personal financial management program manager, via the regional personal financial management coordinator, for final approval. Waiver requests must contain, at a minimum, the information contained in subparagraphs 1a(3)(a) and 1a(3)(b).

(a) Command pay-grade demographics (e.g., indicating the absence of senior personnel meeting established criteria).

(b) Certification of the designated Service member's qualifications.

b. Motivation. Highly motivated and financially stable (must meet the financial overseas screening standards found in subparagraph 2i). For assistance with the command financial specialist screening process, COs may refer to the FFSC financial educator and counselor staff for guidance. Screening must be completed prior to training.

c. Training. Successfully complete the authorized command financial specialist training course provided by an FFSC.

d. Service Time. Have at least 1 year remaining in the command at time of command financial specialist course completion.

e. Continuing Education. Participate in continuing education (i.e., periodic command financial specialist forums).

f. Refresher Training. Successfully complete command financial specialist refresher training every 3 years, at a minimum.

2. Functions of the Command Financial Specialist. At the completion of formal training, the command financial specialist must be able to perform the functions in subparagraphs 2a through 2m.

a. Assist the command in establishing, organizing, and administering the command personal financial management program.

b. Disseminate financial management information within the command through GMTs, POD or POW notes, newsletters, e-mail, and social media, etc.

c. Maintain current personal financial management resource books, directories, references, and training materials for use in GMT, divisional training, and counseling. In addition, command financial specialists must maintain close liaison with the FFSC personal financial management staff, where possible.

d. Present personal financial management training as part of the command GMT program, per reference (c), and provide divisional, departmental, and branch personal financial management training as required per enclosure (3).

e. Provide basic personal financial management education, counseling, financial information, and referral to individual members of the command, upon request. When appropriate, refer to servicing FFSC financial educator and counselor.

f. Maintain individual records of counseling conducted and counseling referrals. Per reference (h), those records must 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 and counseling, such as FFSC personal financial management staff, NMCRS, non-profit CCCS, and defense federal credit unions and banks located on military installations per references (a), (b), (e), and (f), volume 5, chapter 34. Ensure the individual is seen and counseled. Follow-up on referrals by maintaining contact with the individual and the resource and counseling agency to monitor progress.

h. Assist members with the development of their extended absence financial plan per reference (a).

i. Perform financial screenings, as needed, for members of the command. In the absence of a command financial specialist, or in a complicated case, the FFSC personal financial management staff can perform the screenings. For overseas duty screening, the guidance in subparagraphs 2i(1) through 2i(3) applies.

(1) Per reference (b), section 1300-302, members must be screened for financial stability.

(a) E-1 to E-4. A debt-to-income ratio must be performed to ensure the economy in the host nation of proposed overseas activity must not pose an undue hardship on the Service member's financial circumstances. If the debt-to-income ratio is 30 percent or greater, then the member is unsuitable for overseas assignment. If the spouse will be accompanying the Service member, the spouse's current income cannot be used in determining future debt-to-income unless the spouse can provide proof of employment in the overseas location.

(b) E-5 and Above. Serious financial problems or indebtedness which have not been reconciled (i.e., bankruptcy, outstanding or unresolved letters of indebtedness or outstanding returned checks for insufficient funds) or a documented history of indebtedness over a period of the last 3 years, may be considered disqualifying.

(c) Documentation. Such screening must be documented by a NAVPERS 1070/613 Administrative Remarks entry in the member's service record.

(2) The command financial specialist must ensure the member completes a financial planning worksheet. The financial planning worksheet is available via the CNIC personal planning Web page at:
http://www.cnic.navy.mil/ffr/family_readiness/fleet_and_family_support_program/personal_finances/personal_planning.html.

(3) The command financial specialist must counsel the member on the projected living expenses at the overseas location and on the need for the member to fully understand his or her expenses, entitlements, and pay and allowance changes related to the OCONUS permanent change of station move.

j. Submit a quarterly report to the unit CO on all personal financial management activities and command financial issues and trends.

k. Schedule meetings with command leadership required by subparagraph 7i(3)(c) of this instruction to ensure that personal financial management issues and trends are communicated.

l. Ensure documentation of command financial specialist provided training or any other personal financial management course completed.

m. Upon transfer:

(1) provide a thorough pass down to command financial specialist relief; and

(2) notify receiving command of command financial specialist qualification.

3. Command Financial Specialist E4 Program. Sailors in pay grade E-4 may become assistants to the command financial specialist and be trained to assist FFSC personal financial management counselors with outreach and training. The command financial specialist E4 should augment financially oriented classes for junior Sailors (E-1 to E-4) to share real-life,

real-time experiences. They must be supervised by a command financial specialist and may NOT be appointed or serve as command financial specialist. Criteria for selection is per subparagraphs 3a through 3i.

- a. Be a volunteer.
- b. Be command endorsed.
- c. Have no record of non-judicial punishment or poor performance counseling.
- d. Pass physical fitness assessment.
- e. Have successful interview by FFSC personal financial management counselor.
- f. Be goal-oriented and motivated with excellent oral and presentation skills.
- g. Have a record of financial stability as indicated by completion of a financial planning worksheet, with a debt-to-income ratio that does not exceed 30 percent, and no record of letter of indebtedness or non-sufficient funds.
- h. Be ranked a top performer by command on standard Navy evaluation form (4.0 or above in all categories).
- i. Complete training as directed using curriculum provided by CNIC personal financial management program manager.

4. CNIC Designated Regional Locations with Command Financial Specialist Training Sites

- a. Navy Region Naval District Washington.
- b. Navy Region Mid-Atlantic.
- c. Navy Region Southeast.
- d. Navy Region Northwest.
- e. Navy Region Southwest.

OPNAVINST 1740.5C
8 Jul 2016

- f. Navy Region Guam.
- g. Navy Region Hawaii.
- h. Navy Region Japan.
- i. Navy Region Europe, Africa, and Southwest Asia.

OPNAVINST 1740.5C
8 Jul 2016

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

Subj: DESIGNATION AS COMMAND FINANCIAL SPECIALIST

Ref: (a) OPNAVINST 1740.5C

1. Per reference (a), you are hereby designated as (command name) command financial specialist. You must 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 command financial specialist, you will report directly to the commanding officer or officer in charge or his or her 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 3 years after command financial specialist course completion (unless refresher training is completed and documented), whichever occurs first.

Signature

Name/Rate:

Date of designation:

Date completed command financial specialist course:

Global e-mail address:

DSN phone number:

Location of servicing fleet and family support center (FFSC):

I accept the designation of (command name) command financial specialist.

Member Signature

Enclosure (7)

OPNAVINST 1740.5C
8 Jul 2016

Copy to:
Servicing FFSC
Service Record

SAMPLE

OPNAVINST 1740.5C
8 Jul 2016

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

Subj: DESIGNATION AS COMMAND SPECIAL ASSISTANT FOR PERSONAL
FINANCES

Ref: (a) OPNAVINST 1740.5C

1. Per reference (a), you are designated as (command name) command special assistant for personal finances. You must 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 command special assistant for personal finances, you will report directly to the commanding officer or officer in charge or his or her representative. Complete the information requested below and forward as indicated. This designation remains in effect until rescinded in writing.

Signature

Name/Rate:

Date of designation:

Date completed command financial specialist course:

Global e-mail 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

Enclosure (8)

OPNAVINST 1740.5C
8 Jul 2016

Copy to:
Servicing FFSC
Service Record

SAMPLE