
NPS DD 577 Solution: Reference Guide



May 7, 2021

UNCLASS



5 W's

- **Who: Personnel identified as DD-577 appointees at NPS**
- **What: Register and Complete DD-577 in the BUPERS DD-577 Tool**
- **When: No Later Than May 21, 2021**
- **Where:**
<https://g2.cnic.navy.mil/solutions/eDD577/BUPERS/>
- **Why: Mandatory as directed by FMC and BSO**

*You may have to register for access to the G2 CNIC Website (<https://g2.cnic.navy.mil/selfregistration>), before you can access the tool at <https://g2.cnic.navy.mil/solutions/eDD577/BUPERS/>



Registering for CNIC Website 1 of 3

g2.cnic.navy.mil/selfregistration/

Bookmarks Imported From IE About Us

Gateway 2.0
A CNIC Global Comm

Self Registration

Welcome **DANIEL A NUSSBAUM**

Please enter the following required pieces of information for approval:

Email :	<input type="text" value="danussba@nps.edu"/>
Work Number:	<input type="text" value="8312507335"/>
DSN:	<input type="text"/>
Job Title:	<input type="text" value="Chair EAG"/>
Rank:	<input checked="" type="radio"/> CIV <input type="radio"/> CTR <input type="radio"/> MIL-Navy <input type="radio"/> MIL-Other
Type:	<input type="radio"/> Non-CNIC <input type="radio"/> CNIC
Department:	<input type="text"/>
Company:	<input type="text" value="Dept Navy"/>
Region:	<input type="text"/>
Installation:	<input type="text" value="CNIC HQ"/>
N-Code:	<input type="text" value="N00"/>
Start Date (mm/dd/yyyy):	<input type="text"/>
End Date (mm/dd/yyyy):	<input type="text"/>

n) (CIV)

g2.cnic.navy.mil/selfregistration/

Please be patient and give the site time to load the page fully. There are known latency issues.

Type: Non-CNIC
Department: Navy
Company: NPS
Region: Navy Region Southwest
Installation: NSA Monterey
N-Code: N7
Start Date: Date of Registration +2 years



Registering for CNIC Website 2 of 3

← → × ⌂

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Self Registration

Welcome **DANIEL A NUSSBAUM**

Please enter the following required pieces of information for approval:

Sponsor Name (Search by Last Name):

This message will be included in the email sent to your selected sponsor:
request access to complete DDS77

Error: Please res
sponsor from the

Sponsor Name: John Ward

Message: Requesting access to
complete the BUPERS DD-577
Tool


Please be patient and give the site time to
load the page fully. There are known
latency issues.



Registering for CNIC Website 3 of 3

← → ↻ 🏠 g2.cnic.navy.mil/selfregistration/

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Self Registration

Welcome **DANIEL A NUSSBAUM**

Your request for an Gateway 2.0 account has been successfully registered and is now pending approval from your sponsor.

Due to an outstanding issue impacting G2 user account creation, users who submit a Self Registration form will experience a delay in account creation.

Please contact the CNIC Support Center at cnicg2support.fct@navy.mil regarding any questions or concerns.

[CNIC Gateway Privacy and Security Notice](#) | [DoD Disclaimer](#) | [Social Computing Guidelines](#)
This site is subject to the terms and conditions in the [CNIC Gateway Privacy and Security Notice](#).

If you need support please email cnicg2support.fct@navy.mil or call 1.888.264.4255 or DSN 942-6597 Select 'Software and Application Support' followed by 'CNIC Gateway and Website Support'

Your request will be sent to the sponsor for approval.



Accessing DD 577

Access the DD 577 Solution on G2 via the Top Navigation by hovering over Tools → Business Tools → DD Form 577, and then clicking the “BUPERS (DD577)” link, or by accessing the tool directly at <https://g2.cnic.navy.mil/solutions/eDD577/BUPERS/>

The screenshot displays the Gateway 2.0 website interface. The top navigation bar includes links for About CNIC, Organization, Programs, Personnel & Training, and Tools. The Tools dropdown menu is open, showing Business Tools, Program Tools, Dashboard, and External Tools. The Business Tools dropdown is further open, showing DD Form 577, which has its own dropdown menu with links to BUPERS (DD577) and CNIC (DD577). The main content area features a section titled "2019 CNIC Strategic Objectives" with a sub-header "Commander's Objectives" and a description of the Navy's 71 installations around the world.

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About CNIC ▾ Organization ▾ Programs ▾ Personnel & Training ▾ Tools ▾

Tools ▾
Business Tools ▾
Program Tools ▾
Dashboard ▾
External Tools ▾

Business Tools ▾
Base Capacity Assessment Tool (BCAT)
Chief of Navy Operations 5x8 Report (CNO 5x8)
Content Contribution
Contract Acquisition Management Office (CAMO IS)
DD Form 577 ▾
IService
Requirements Integration Tool (RIT)
Support Agreement Data Application (SADA) II
Teamsite Navigator
UIC Management
Upward Obligations Solution

DD Form 577 ▾
BUPERS (DD577)
CNIC (DD577)

2019 CNIC Strategic Objectives

Commander's Objectives

Commander Navy Installations Command
2019 Strategic Objectives

The Navy's 71 installations around the world, supported by Regional Commanders, ensure readiness and capability to Component and Fleet Commanders. Fifteen touchpoint for the Shore, we have revolutionized the way the Navy integrates readiness. But there is more work to be done! We must continuously sharpen our focus on enabling the Navy to conduct prompt



DD 577 Home Page

After the page loads, you will see the home page for the DD 577 solution. Note the different sections, including the Quick Actions section, the Announcements section, the My Forms section, the Links section, and the navigation options on the left side of the page.

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About CNIC Organization Programs Personnel & Training Tools

RESSLER.RICH.1514938209 MyDocuments MySites

SHARE FOLLOW EDIT

Search This Site

Solutions > eDD577 > BUPERS > Home

BUPERS

Welcome to the BUPERS DD577 Automation Solution

Quick Actions

- Start New DD 577 Form
- Terminate an Active DD 577 Appointment
- Upload Proof of Refresher Training Completion
- Request to be a Forms Approver
- Attach Manually Signed DD 577 to an Active Appointment
- Update a Delegation of Authority Letter
- To-Do List

Announcements

[Announcements Purpose](#) 2/6/2019 3:30 PM

by RESSLER.RICH.1514938209

This section will be used to post announcements relevant to BUPERS users of the DD577 Automation Solution.

+ Add new announcement

My Forms

Position	Status	Current Action Assigned To	Current Action Due By	Appointee Name
SLDCADA Customer Service Representative	Awaiting Appointee Acknowledgement	RICHARD RESSLER		RICHARD RESSLER
Departmental Accountable Official – Government Purchase Cardholder	Awaiting Appointee Acknowledgement	RICHARD RESSLER		RICHARD RESSLER

Links

+ new link

URL Notes

Google Explore the possibilities!



Starting a New DD 577

To start a new DD 577 form, click the green “Start New DD 577 Form” button. In a few seconds, the appropriate form should open in a new browser window or tab depending on your settings.

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About CNIC Organization Programs Personnel & Training Tools

RESSLER,RICH.1514938209 MyDocuments MySites

BROWSE PAGE

Solutions eDD577 BUPERS Home

BUPERS

Welcome to the BUPERS DD577 Automation Solution

Quick Actions

- Start New DD 577 Form** (highlighted)
- Terminate an Active DD 577 Appointment
- Upload Proof of Refresher Training Completion
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by RESSLER,RICH.1514938209 2/6/2019 3:30 PM

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Links

- [new link](#)
- URL Notes
- Google Explore the possibilities!



Navigating DD 577: Appointment Eligibility

Before beginning the form, you will see question(s) about your eligibility to hold financial positions. You must fill out all required fields in order to begin the DD 577 form.

The screenshot shows a web interface for the DD 577 Appointment Eligibility form. At the top left, there is a header for "Gateway 26" with the text "A DOD Global Community". The main content area is a light gray background. In the center, there is a white box titled "DD 577 Appointment Eligibility". Below the title, the question "Are you a United States citizen?" is displayed. To the right of the question are two buttons: "Yes" and "No". Below these buttons are two larger buttons: "✓ Begin DD 577 Form" and "✕ Cancel". Two red arrows point to the "Yes" button and the "Begin DD 577 Form" button.



Navigating DD 577: Basic Information

The Basic Information section will be prepopulated with some of the appointee's information. These prepopulated fields will be read-only. The requestor must fill out all remaining required fields.

BUPERS - Home x DD 577 Solution x +

→ ↻ 🔒 g2.cniv.navy.mil/apps/N8/dd577request

Basic Information

Please complete this form to apply for a position. Required fields are marked with a (*). Locked fields in the Basic Information section may only be updated via TWMS self-service or G2 Self Registration.

*First Name:	M.I.:	*Last Name:
DEXTER	J	KENNEDY
*Title:	*Rank/Grade:	
Administrative Officer	GS-9	
*Echelon I:	*Echelon II:	
NAVY	BUPERS	
*Echelon III:	*Echelon IV:	
NPS	NPS	
*Echelon V:	*Email:	
NPS	dexter.kennedy@nps.edu	
*Work Address Line 1:	Work Address Line 2:	
1 University Circle		
*City:	*State:	
Monterey	California	
*ZIP/Postal Code:	*Country:	
93943	United States of America	
*Work Phone:	DSN:	
863-656-2245	765-2245	
<input checked="" type="radio"/> USA <input type="radio"/> International		

Echelons for NPS:

Echelon I: Navy
Echelon II: BUPERS
Echelon III: NPS
Echelon IV: NPS
Echelon V: NPS



Navigating DD 577: Basic Information

Choose your position title. The Appointing Authority is John Ward. Based on your Position, you may be required to upload a training certificate and insert a completion date. If you have additional roles requiring a DD-577 you can “Add Additional position”. If not, then click submit.

g2 BUPERS - Home x DD 577 Solution x +

g2.cnrc.navy.mil/apps/N8/dd577request

Secondary Authority: keep in mind different positions may require different approvers.

Position 1

*Position: DTS Authorizing Official

*Primary Appointing Authority: WARD, JOHN

*Secondary Appointing Authority: WARD, JOHN

Required Questions

DTS Authorizing Official

Please complete this form to apply for a position as a DTS Authorizing Official.

Position Description:

Approving/Authorizing Official (AO)/Certifying Officer (CO): (1) Control & ensure TDY is mission essential, determining funds availability, ensuring proper LOA, SPPs, & Non-ATM Advance assignment, & authorizing TDY by applying the APPROVED stamp. (2) Review all Authorizations/Local Vouchers for validity, reasonableness & proper justification, & required documentation prior to certification by applying the APPROVED stamp causing a payment to the traveler. (3) Pecuniary liable for erroneous payments from negligent performance of duties. (4) Run DTS reports. (5) Ensure Due Process is Served when applicable. (6) Maintain clear Separation of Duties (SoDs) within DTS unless a SoD waiver exception is on file with the Navy DTS PMO.

Additional Text: DTS Approving Official for NPS

Required Trainings

* Certifying Officer Legislation (COL) training course (DTS) + Choose

*Completed Date 📅

+ Add additional position

Submit

Click Submit
Only Once

-there is some
latency, so please
have digital patience



Navigating DD 577: Selecting a Position

Select the desired position. If you need to apply for multiple positions, click the (+) sign once for each additional position. The application enforces audit requirements for segregation of duties and will not allow you to submit a request if you have a pending, active, or termination pending appointments that conflict with the request. If you have any questions about your conflicts, please check your “My Forms” view on the main page of DD 577 to ensure you do not have any conflicting requests.

Positions and Appointing Authorities

Select up to three positions sought and select both a Primary and a Secondary Appointing Authority to approve each position request. The Secondary Appointing Authority will be tasked with approving or rejecting the appointment request if the Primary Appointing Authority fails to do so within 3 days. You may select the same person as both the Primary and Secondary Authority. Keep in mind different positions may require different approvers.

Position 1

*Position: ⊗ Position is required.

Remove Approving/Certifying Official (A/CO) – Fleet Purchase Card

Required Assistant Safekeeping Custodian

Please select Authorizing Official - Win/ATS Travel Claims

Required Cashier

Please select a position above. Certifying Officer - Comptroller/Deputy Comptroller

+

Detailed information on position conflicts can be found in the Position and Training Reference in the Reference Guides section of the site.

Position Crosswalk

- 1) CFMS-Approver: choose Funding Documents position
- 2) Paying Agent: choose Paying Agent position
- 3) DTS: choose your appropriate position(for DTS Approvers= DTS Authorizing Official)
- 4) WAWF
- 5) Government Purchase Card

***No DD-577 is required for SLDCADA Certifiers**

- Do not be distracted by this position as an option



Navigating DD 577: Required Questions

The questions you receive on the form are specific to the position you are applying for.

Answer all required questions and provide any other relevant information in the “Additional Text” box.

The system will prevent you from entering too many characters.

Required Questions

Collection Agent

Please complete this form to apply for a position as a Collection Agent.

Position Description:

Collection Agent: Appointed to perform duties relating to the collection of official funds including funds held as safekeeping deposits at a point other than a disbursing office. The appointee should not be involved with billing or accounting for funds received.

What is your Disbursing Officer's e-mail address?

Who is being relieved as a result of your appointment to this duty?

Additional Text



Navigating DD 577: Attach Proof of Training

For the DD 577 positions that require trainings, you will be required to attach a proof of training completion for each required training. Select **"Choose"** and select the proper file for the given training requirement. The proof of training completion file name will display once it is chosen. You may only attach a pdf format file. *Please contact your supervisor if you have questions about completing the necessary trainings.* For reference, a list of required trainings by role and instructions on how to access them can be found in the Position and Training Reference in the Reference Guides section of the site.

Required Trainings

- * Certifying Officer Legislation (COL) training course
COL Certificate.pdf
- * WAWF Web-based training

+ Choose

*Completed Date
Jan 14, 2021

*Completed Date

Select a **"Completion Date"** for each of the required trainings. This date will be used to calculate required refresher training dates and send reminder emails.
Note: Completion Dates must be in the past.



Approved Forms

If the Appointing Authority approves your form, you will receive an email notification with a link for you to sign and acknowledge your form.

[EXT] DD577 Appointment Request - Approved



CNIC G2 Support <donotreply@navy.mil>
To: Shoeb, Adam

Reply Reply All Forward ...

Thu 1/28/2021 3:53 PM

ADAM SHOEB,

You have been appointed as a Collection Agent. Please navigate to your To Do List in order to sign and complete your appointment. You may access your To Do List here https://secure-web.cisco.com/1CidNpzxUbMwdct2uzLmxoLC1m1p-zPlhBn6frYvyeuxPR2SZesg8MpnOp4OV21cqeQDDuzDpeif74TUqBAZy-PaFvdaAqK2pej1SBZ9ioY2EE21CeXvjtQaT2yOjwkJGoXQ9mTexpKrSMry3Esxcc-zheI9MHAiCe77vfJjeL315_S8hUyNu06ZhthQ9pHyMuZ36wQ9XqGuUR0bPPMZWArcXWHijEY1zRdyIu1_I9iiedJVKEsI2_8r4NsVJLRt4S82JS3H0o4CKuQU3cQB3vgcnEePpRQKPYcZE2oogKD0eEhtu7PyIJTRikiZpGpKTtBlzDrN7usXWaUW2dpYY-B62IEIYN8Z1XCiOTCM-q8odmYEetEEN5V0SmPfc4FeErL1GJQZcmeTGE9iO-FGfK6DMQnwHhJiSWF_Wgl03Ogp09IJw6wG5YcA3znQ_VCXYExgAm_Nt1-r_98ZGTnzERWwn9uJ5UbHvMxeL1lPht1GLLjo1xWaORN4wWVFh9lx/https%3A%2F%2Fg2qa.cnic.navy.mil%2Fapps%2FN8%2Fdd577to-do-list



You must acknowledge (via digital signature) your approved DD 577 for your appointment to be officially set to an Active status. Follow the link in the email to access the form and follow the directions in the following slide to sign and acknowledge your appointment.



Acknowledge Your DD 577

1. Navigate to your To Do List from the homepage to find the applicable task or access the task directly from the link provided to you via email.
2. After reviewing the DD 577, apply your digital signature.
3. Click "Submit" to acknowledge your pecuniary liability to finalize your appointment. After signing, your appointment will be active.

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Appointee Acknowledgement

Please review the DD 577 PDF before completing this section.

Appointee Name:

Position:

Appointment:

*DD 577:

*Signature:

Click to acknowledge your pecuniary liability.

Acknowledgement of Pecuniary Liability

By virtue of being appointed to a position with financial responsibilities, I acknowledge that I will have a personal or joint monetary obligation to make good any lost, damaged, or destroyed property resulting from fault or neglect.



Opening a Finalized DD 577

Once you have signed your form, you will receive an email notifying you that your request was approved. **You must retain a copy of your approved DD 577 as long as you hold the position.** Open the form by double clicking on the attachment.

RICHARD RESSLER DD Form 577 [Process ID:35426]

g2qa-donotreply@cnic.navy.mil

To: Viviano, Moriah G CTR (US)

Attachments: RICHARD RESSLER DD Form 577.pdf (495 KB) [Open as Web Page]

Actions

Tuesday, March 05, 2019 4:47 PM

RICHARD RESSLER,

You have been appointed as a Approving/Certifying Official (A/CO) – Fleet Purchase Card. Please find your attached DD Form 577 for this appointment and save a copy of the form for your records.

Appointee: RICHARD RESSLER

Position: Approving/Certifying Official (A/CO) – Fleet Purchase Card

Application Date: 2019-03-05 16:28ZZZ EST

Process ID: 35426

Once you open the form, select File → Save As → PDF to save the PDF to your local computer.

Note: Contact your Appointing Authority if you lose your DD 577 Form.



Denied Forms

If the Appointing Authority denies your form, you will receive an email notification with a link to update your request.

[EXT] DD Form 577 Denied - Action Required



CNIC G2 Support <donotreply@navy.mil>
To: Richmond, Mark Cameron

Reply Reply All Forward

Wed 1/27/2021 12:47 PM

MARK RICHMOND,

Your request to be appointed as a MILPAY Personnel Supervisor was not granted by MARK RICHMOND, an appointing authority. Please return to https://secure-web.cisco.com/17EAYjXnuTrsPgIA-42ay8nV6peDcn7iAyqd4dRm4QPUpU1NAVQ5XR58FWjXaSnYJM8kk9nZH82ljx-AX6-a4x7Z8Gj45zV-TS8HPWWP9DUMVvRfKc71BdsLreqWnHTlaE2INi7nWetMOoBJpz1skOc4cow3612f NTPYsNz8FIKuA9a9e8cTCpaiagioG6G4y0vrLbkzEY-wkFs4La33PibMFID8qt8DlfiPZx8Tdgy0Un8BDXQQHkn3_KTMGscrVzNIWn2TCwWsl-WMNIC9u_6MCQFvDgP5X1CTx-raF-25aDY4UXXCTNTTSHcvc4vxlADguttUPniYplxTWou6KZcm5yz83McnQmP_u1wy2hDzZu7Kluxdc0HIV1DlqLrwUoEVV6XYbxDuVIOis8zM6ivQXYmifVlby66jZDSIHfhrT_uQjhB2t13tWplOuUGEAn8TbxKvkbolz12bAxnpJbm8QZ98Iy3yCs7AAiRQzUcrekwTjIRh5C02YIV0sGGBMNA5oCsGYimKKQ/https%3A%2F%2Fg2ga.cnic.navy.mil%2Fapps%2FN8%2Fdd577to-do-list either to resubmit the DD Form 577 or to click "Discard" to end the workflow.

Please see the appointing authority's comments below.

Proof of Training requires an update.

Appointee: MARK RICHMOND
Position: MILPAY Personnel Supervisor
Application Date: 1/27/2021
Form ID: 15640



If your form was denied, the Appointing Authority may have included a comment in the email with further instructions.



Resubmitting a Denied DD 577

Determine why your request was denied by reading any comments in the notification email or by contacting the Appointing Authority who reviewed your form, then make necessary edits to your position-specific questions, Proof of Training Completion, and Delegation of Authority Letter by accessing the denied form via your To-Do List.

Position 1

*Position:

Required Questions

Approving/Certifying Official (A/CO) – Fleet Purchase Card

Please complete this form to apply for a position as a Approving/Certifying Official for the Fleet Purchase Card.

Position Description:

The activity Certifying Officer / Accountable Official is responsible for the validation, certification and payment of all fuel/non-fuel purchases made with the fuel card (AIR, Fleet, SEA) within their purview. They have pecuniary liability for erroneous payments resulting from their negligent actions. In support of this role, you are authorized to certify using the following forms: SF 1034; DD 250; Prompt Payment Certification; SF 1449 and DD 1155. You must notify the APC prior to relinquishing your duties.

Additional Text

Required Trainings

* CCPMD Training	CCPMD Training.pdf	<input type="button" value="X"/>	*Completed Date <input type="text"/>
* Ethics Training	Ethics Training.pdf	<input type="button" value="X"/>	*Completed Date <input type="text"/>

Once you have completed the updates, press the “**Submit**” button to re-route the form to the selected primary appointing authority.

Click Submit
Only Once

-there is some
latency, so please
have digital patience



Uploading Proof of Refresher Training

All forms will have completion dates associated with each of their required trainings. These dates will be used to track annual or biannual refresher training requirements and will send automatic reminder emails to users whose trainings need to be refreshed.


To update your Training Completions for your active appointments, click the **“Upload Proof of Refresher Training Completion”** button on the DD 577 Homepage.

The screenshot shows the Gateway 2.0 interface for the DD 577 Automation Solution. The top navigation bar includes links for About CNIC, Organization, Programs, Personnel & Training, and Tools. The user is logged in as RESSLER.RICH.1514938209. The main content area is titled 'BUPERS' and 'Welcome to the BUPERS DD577 Automation Solution'. Under the 'Quick Actions' section, there are seven buttons: 'Start New DD 577 Form', 'Terminate an Active DD 577 Appointment', 'Upload Proof of Refresher Training Completion' (highlighted with a red box), 'Request to be a Forms Approver', 'Attach Manually Signed DD 577 to an Active Appointment', 'Update a Delegation of Authority Letter', and 'To-Do List'. The 'Announcements' section at the bottom contains a message from RESSLER.RICH.1514938209 dated 2/6/2019 3:30 PM, stating that the section will be used for announcements relevant to BUPERS users of the DD577 Automation Solution.



Uploading Proof of Refresher Training

On the form that appears, use the first dropdown to select an active appointment. Once selected, use the “Required Trainings” dropdown to select the training requirement you would like to update, and add a document and a completion date. Click the “Submit” button to submit the new information. You will receive an email confirmation of the information you updated.

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Update Your DD Form 577 Required Trainings



Please use this form to upload proof that you have completed the required refresher trainings for your DD Form 577 appointments. Select an active role from the dropdown below and then select and attach the required training certificates.


***Select an Active Appointment:**

Approving/Certifying Official (A/CO) – Fleet Purchase Card

Required Trainings

***Training:** CCPMD Training

***Proof of Completion:** CCMPD.pdf  

***Completed Date:** 01/26/2021 

[+ Add additional training](#)

[Submit](#)

Only active appointments for which you are the appointee will appear in this dropdown.



Important Additional Information

- If you or someone in your department no longer holds an authorized DD-577 position, please let the Comptroller Admin Officer know, in order to start the termination process.
- The DD-577 Tool has some latency issues, please be patient and allow the forms to interpret and process the information on each webpage.
- After the Comptroller approves or denies a DD-577, please go to your My Forms View or “To-Do-List” to see what actions are required to be taken next. (The Tool will send you an email upon approval or denial)
- If you have any questions please contact, Dexter Kennedy, Comptroller, Admin Officer.