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/](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](https://g2.cnic.navy.mil/selfregistration)), before you can access the tool at [https://g2.cnic.navy.mil/solutions/eDD577/BUPERS/](https://g2.cnic.navy.mil/solutions/eDD577/BUPERS/)*
Registering for CNIC Website 1 of 3

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

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.
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/
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.
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.
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.
**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.

<table>
<thead>
<tr>
<th>Basic Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>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 TWIMS self-service or G2 Self Registration.</td>
</tr>
</tbody>
</table>

- **Title:** Administrative Officer
- **Rank/Grade:** GS-9
- **Echelon I:** NAVY
- **Echelon II:** BUPERS
- **Echelon III:** NPS
- **Echelon IV:** NPS
- **Echelon V:** NPS

- **First Name:** DEXTER
- **Last Name:** KENNEDY
- **Email:** dexter.kennedy@nps.edu
- **Work Address Line 1:** 1 University Circle
- **City:** Monterey
- **ZIP/Postal Code:** 93943
- **State:** California
- **Country:** United States of America
- **Work Phone:** 863-656-2245
- **DSN:** 765-2245

**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.

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.

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.

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.

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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/1CidNpzxUbMwrdct2urLmxoLC1m1p-z?hBn6frYyveuxPR2SZesq8MpnOpq4OV21cqeQDDuZDpef74Tq6A2y-PaFvdaAqK2psqJ1SBZ9ioY2EE21CoXv1tQaT2yCjwkJG0XQ9mT0xpKrSMry9E5xcc-zh6eMHA1Ce77vfjiejL315_58hUyNuGZfhiO9pHyMuU36wQ9XgGuU0bPPMWarcXWHjY1zRdyYu1_19iedIvKsEi2_8r4NvVJLRt4S82I53H0c4CKuQfJ3c QB3ycznEePtQKYC2o0qK0eEhtu7?yJUThikZ0GpKTbDrBNyuKXWawUJId0oYY-E62lEYN87Z1XCIOTCm-q80dmY5etEENSyQSmPFC4FeCrL1GJO2cmeTGE9IO-FGfK6DMQwnHfUJ5WF_WgjO3Ogp09Ljw6wG5YaAUDz4nQ_VCYCBExgAm611-r_38ZGTwzERWwn9uJ5UbjTvAbel1IFht1G1Lljo1wAzW8RN4wVwH9bwhttps%3A%2F%2Fg2qa.cnica.navy.mil%2Fappsd%2FNF5%2Fdd577to-do-list

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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.
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.
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.

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.

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.

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
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.
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.
• 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.