#### NPS DD 577 Solution: Reference Guide





May 7, 2021



#### 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: <u>https://g2.cnic.navy.mil/solutions/eDD577/BUPER</u>
   <u>S/</u>
- Why: Mandatory as directed by FMC and BSO

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





#### 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

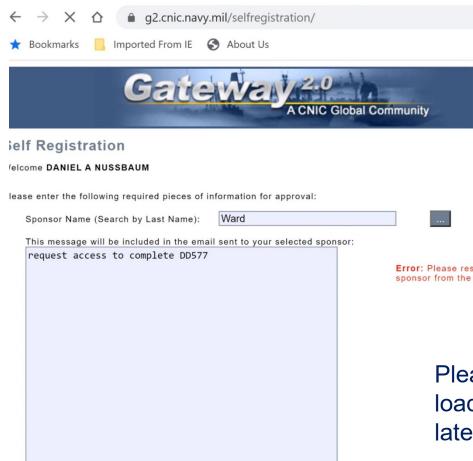
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#### Registering for CNIC Website 2 of 3



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Sponsor Name: John Ward

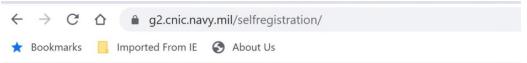
Message: Requesting access to complete the BUPERS DD-577 Tool

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





#### **Self Registration**

Welcome DANIEL A NUSSBAUM

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.

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

Please contact the CNIC Support Center at <a href="mailto:cnicg2support.fct@navy.mil">cnicg2support.fct@navy.mil</a> 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 <a href="mailto:cnicq2support.fct@navy.mil">cnicq2support.fct@navy.mil</a> or call 1.888.264.4255 or DSN 942-6597 Select 'Software and Application Support' followed by 'CNIC Gateway and Website Support'

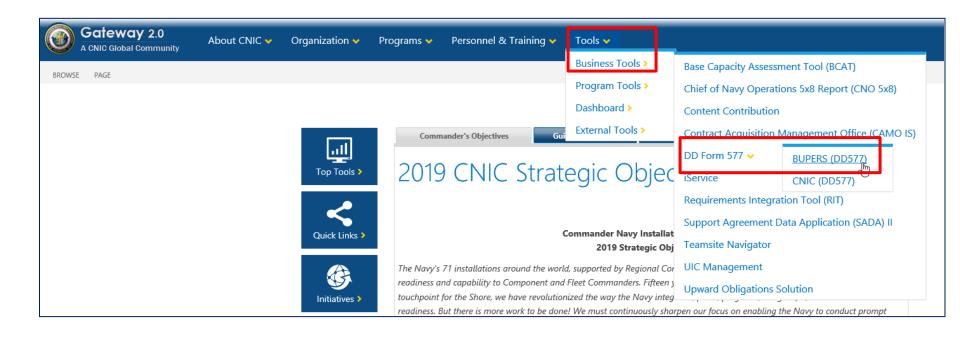
Your request will be sent to the sponsor for approval.



#### 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

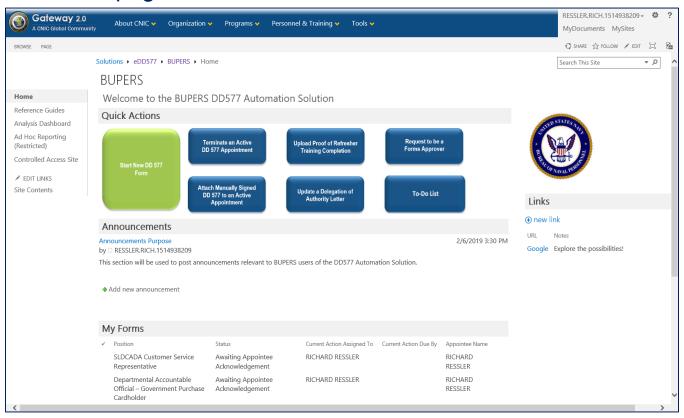
https://g2.cnic.navy.mil/solutions/eDD577/BUPERS/





#### **DD 577 Home Page**

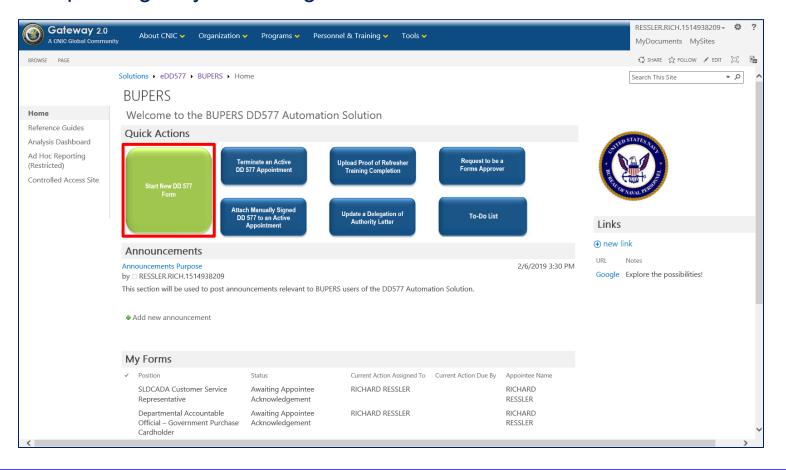
After the page loads, you will see the home page for the DD 577 solution. Note the different sections, including the Quick Actions section, the Announcements section, the My Forms section, the Links section, and the navigation options on the left side of the page.





#### Starting a New DD 577

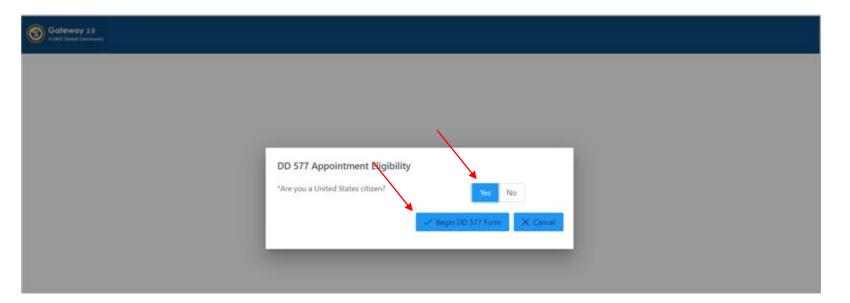
To start a new DD 577 form, click the green "Start New DD 577 Form" button. In a few seconds, the appropriate form should open in a new browser window or tab depending on your settings.





### Navigating DD 577: Appointment Eligibility

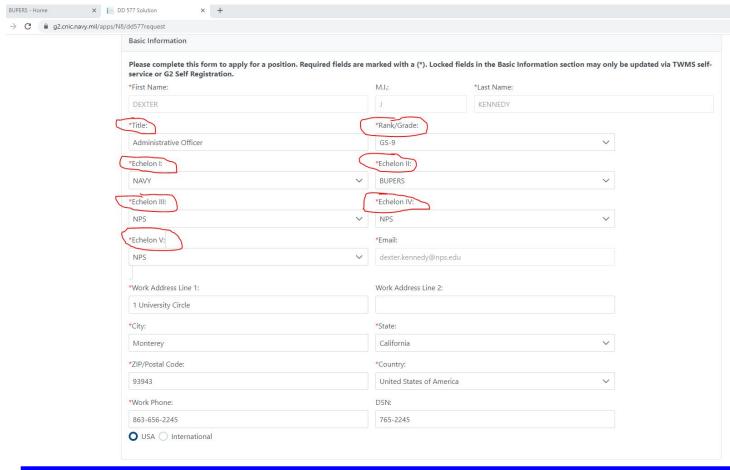
Before beginning the form, you will see question(s) about your eligibility to hold financial positions. You must fill out all required fields in order to begin the DD 577 form.





## 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.



#### **Echelons for NPS:**

Echelon I: Navy

Echelon II: BUPERS

Echelon III: NPS

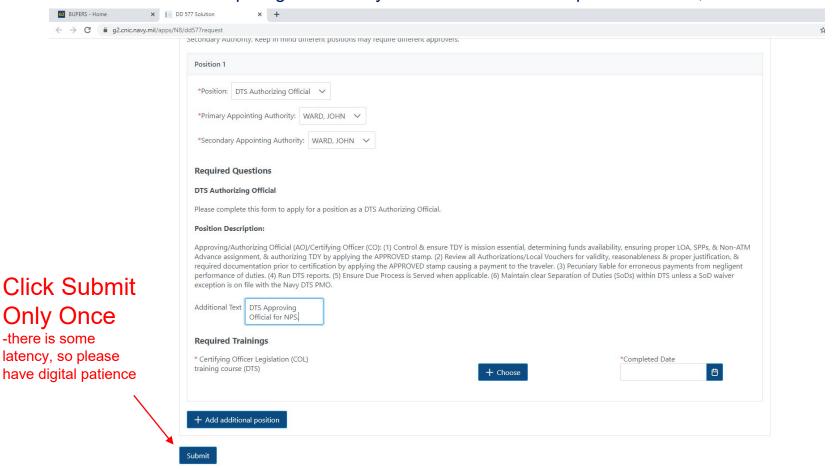
Echelon IV: NPS

Echelon V: NPS



## Navigating DD 577: Basic Information

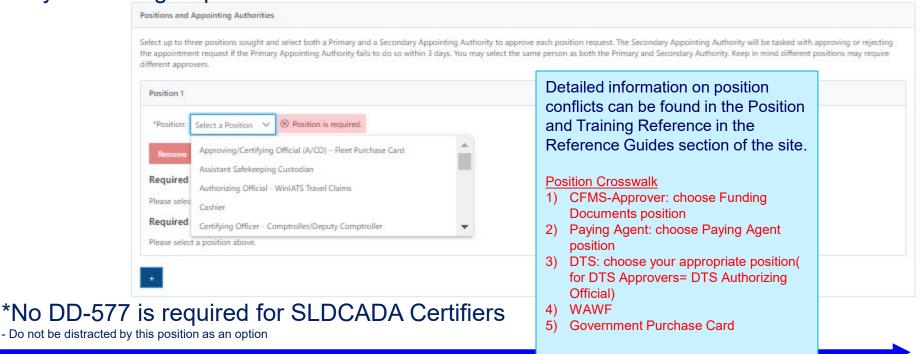
Choose your position title. The Appointing Authority is John Ward. Based on your Position, you may be required to upload a training certificate and insert a completion date. If you have additional roles requiring a DD-577 you can "Add Additional position". If not, then click submit.





### 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.





# 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.

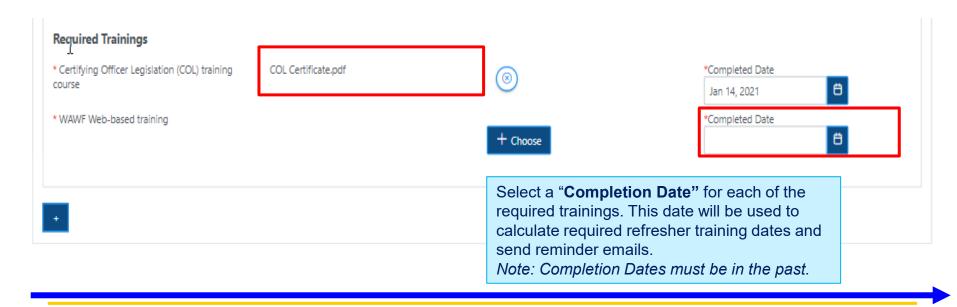
The system will prevent you from entering too many characters.

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

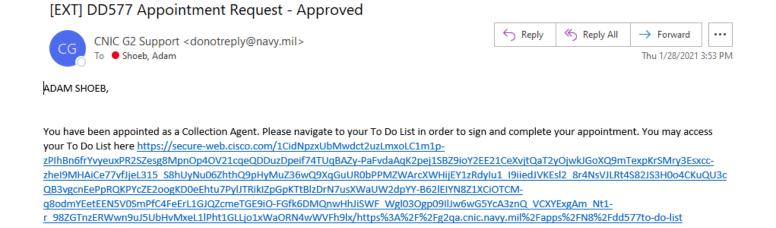
For the DD 577 positions that require trainings, you will be required to attach a proof of training completion for each required training. Select **"Choose"** and select the proper file for the given training requirement. The proof of training completion file name will display once it is chosen. You 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.





#### 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.



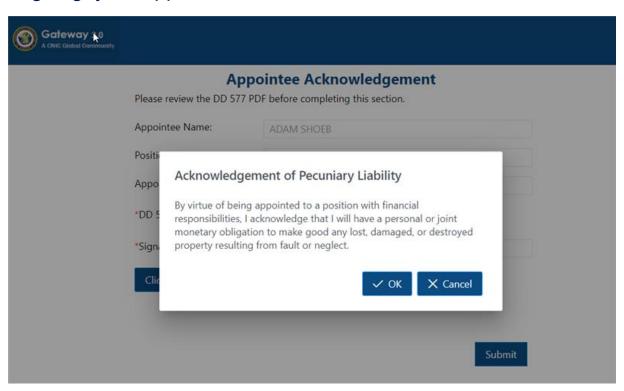


You must acknowledge (via digital signature) your approved DD 577 for your appointment to be officially set to an Active status. Follow the link in the email to access the form and follow the directions in the following slide to sign and acknowledge your appointment.



#### 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.





Process ID: 35426

#### 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] 2 qqa-donotreply@cnic.navy.mil To: Viviano, Moriah G CTR (US) Attachments: RICHARD RESSLER DD Form 577.pdf (495 KB) [Open as Web Page] 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

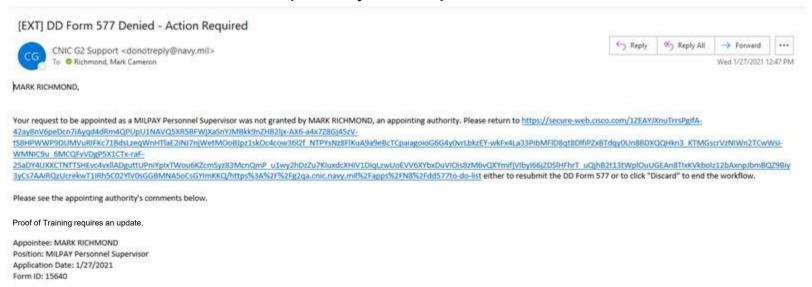
Once you open the form, select File → Save As → PDF to save the PDF to your local computer.

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.



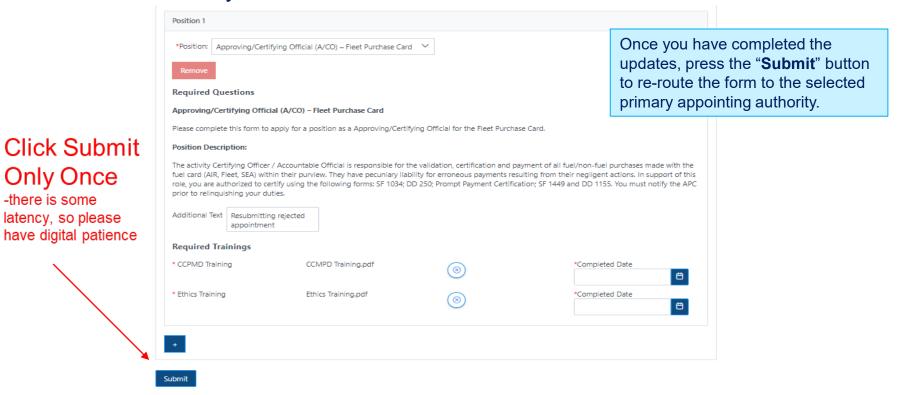


If your form was denied, the Appointing Authority may have included a comment in the email with further instructions.



## 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.

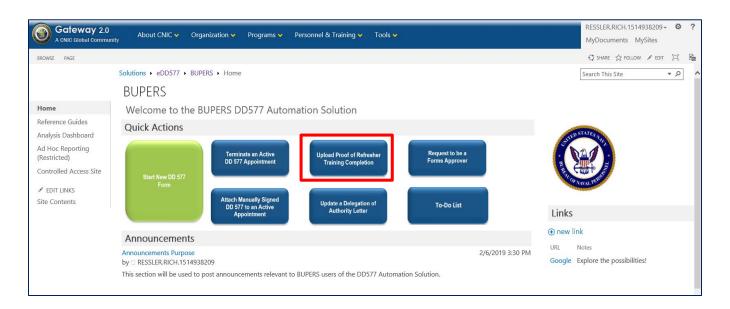




## Uploading Proof of Refresher Training

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.

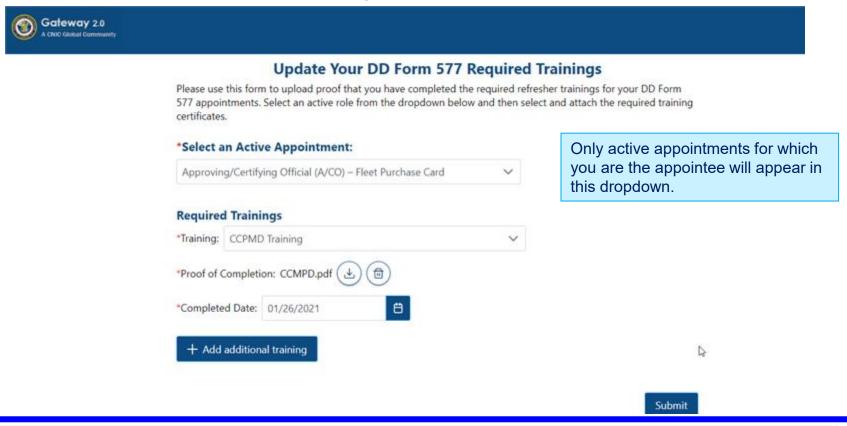
To update your Training Completions for your active appointments, click the "Upload Proof of Refresher Training Completion" button on the DD 577 Homepage.





## 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.





## 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.