



**DEPARTMENT OF THE NAVY
HEADQUARTERS UNITED STATES MARINE CORPS
2 NAVY ANNEX
WASHINGTON, DC 20380-1775**

IN REPLY REFER TO:
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From: Head, Finance Section, Liaison & Technical Services Branch, Fiscal Division, Programs and Resources Department, Headquarters, U.S. Marine Corps, Washington, D.C.
20380-1775

To: Marine Corps Disbursing and Finance Officers

Subj: MARINE CORPS FIELD SITE OPERATING PROCEDURE FOR ELECTRONIC
FUND TRANSFER INTERCEPT REQUESTS

Ref: (a) Finance Officer's Conference April 2002

1. The purpose of this letter is to establish procedures for requesting Electronic Fund Transfer (EFT) intercepts by Marine Corps Disbursing and Finance Offices in accordance with guidelines discussed during the reference.

- All EFT intercept requests will be made by email via the Disbursing or Finance Officer, with a verification of receipt to (candrea.s.entrekin@dfas.mil and mark.tesky@dfas.mil).

- If the intercept request is being initiated due to an overpayment, include the amount of the overpayment in the email and include a copy of any research done on the local level, (SNM's 809, D937, etc.).

- If the funds are returned from the financial institution, they will be collected and credited to the Marine's pay account with 24 hours. The initiating office will review the pay account for the posting of the credit diary entry.

- If the financial institution declines to return the money and notifies DFAS, the initiating office will be notified by DFAS.

- If the office initiating the request has not received the credit within seven days following payday, a follow-up email will be sent to DFAS.

2. Occasionally, a financial institution will decline to return the funds and fail to notify DFAS or simply ignore the intercept request. It is important for the office initiating the request to monitor the Marine's pay account and be proactive in managing these requests.

3. My point of contact on this issue is CWO2 Thomas Carey at DSN 224-4981/4982/2224, COM (703)614-4981/4982/2224, or CareyTB@hqmc.usmc.mil.

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