



UNITED STATES MARINE CORPS

MARINE CORPS AIR STATION YUMA

BOX 99100

YUMA, ARIZONA 85369-9100

StaO 1620.3H

MCCS

OCT 16 2008

STATION ORDER 1620.3H

From: Commanding Officer

To: Distribution List

Subj: POLICY ON HANDLING DISHONORED CHECKS

Ref: (a) UCMJ (NOTAL)

(b) DoD 7000.14-R, Vol. 13, Chapter 3, Para 030203B

(c) MCO 7220.49A

Encl: (1) Dishonored Checks and Delinquent Accounts
(2) Notice and Demand for Payment of Dishonored Check(s)
(3) Sample Notification for Retiree/Civilian/Discharged
Military/Other Dishonored Check Notification

1. Purpose. To establish guidelines for reporting information and/or action to be taken on persons writing/passing dishonored checks at Marine Corps Community Services (MCCS) check accepting activities aboard this Air Station in accordance with references (a) through (c).

2. Cancellation. StaO 1620.3G

3. Background. The number of dishonored checks being returned to the check cashing activities aboard this Air Station has created an unwarranted administrative expense. This expense comes directly out of profits and reduces the financial support of MCCS to the members of this Command. Knowingly writing a check on an account with insufficient funds, on a closed account, or on a nonexistent account, is a violation of article 123A of reference (a).

4. Policy. The issuance of dishonored/returned checks by any person aboard this Station is unacceptable. Firm and positive action will be taken to discourage this practice.

5. Action

a. General. Procedures to be taken in the case of identified, dishonored check passers consist of the activity's effort to collect monies due, administration of suspension actions

and legal steps taken by the Commanding Officer or Officer-In-Charge, in accordance with reference (a).

b. Heads of Non-Appropriated Fund Instrumentalities. Heads of Non-Appropriated Fund Instrumentalities (NAFI), or their designated representatives, will notify maker or endorser of returned check(s) in the following manner:

(1) Active duty personnel aboard this Air Station will be notified per telecommunication by MCCA Accounting Collection Office. If no attempt to redeem the debt is made within 7 days, personnel will be notified, via their Commanding Officer, by means of the Biweekly Bad Check Report, contained in enclosure (1). The Marine Corps Community Services Director will act as the central coordinating agency for the Biweekly Bad Check Report, for all NAFI activities aboard this Air Station. All required activities will provide their input for this report by close of business on the second and fourth Monday of each month.

(2) If after ten calendar days, as specified in enclosure (1), a check has not been redeemed, enclosure (2) will be sent to the individual via his/her Commanding Officer, as notification of this Command's intent to initiate an involuntary pay adjustment and pursue appropriate legal action in accordance with references (a) and (c).

(3) If a person claims the dishonored check is a forgery or written on a nonexistent account, fraud, etc., the applicable Security Department (Criminal Investigation Division) will be notified for investigative action.

(4) Individuals not stationed aboard this Air Station will be notified by means of enclosure (2), sent via his/her Commanding Officer, of the indebtedness and this Command's intent to initiate an involuntary pay adjustment and pursue appropriate legal action, in accordance with references (a) and (c).

(5) Retirees who have check(s) returned will be notified via certified mail, of the indebtedness by means of enclosure (3) and of this Command's intent to initiate an involuntary pay adjustment, in accordance with reference (c).

(6) Discharged military personnel who have check(s) returned will be notified of the indebtedness by means of enclosure (3) and of this Command's intent to request assistance from the Federal Government or pursue legal action under the Arizona Civil Statutes to recover this debt.

(7) Individuals who fall into the category of "others" such as widow, dependents and civilians who have check(s) returned, will be notified of the indebtedness by means of enclosure (3) and of this Command's right to pursue legal action under the Arizona Civil Statutes to recover this debt, in accordance with references (a) and (c).

(8) A \$25.00 service charge will be applied to each returned check. This charge is in addition to the service charge applied by the financial institution and a Quantico processing fee if pay is garnished.

(9) After all methods of collection have been exhausted and a dishonored check is determined to be uncollectible, it will be disposed of in accordance with regulations governing the respective activity which accepted the check.

(10) MCCS will make available, to authorized patrons and installation commands, a personal financial management course which is offered through the Marine and Family Services Division of MCCS.

c. All Commanding Officers/Officer-in-Charge. Required to provide all possible assistance to this Command to obtain restitution for the amount of the check(s) plus other costs involved.

6. Biweekly Dishonored Check List. The Biweekly Dishonored Check List will be updated the second and fourth Monday of each month, with input compiled of social security numbers only.

7. Denial of Check Cashing Privileges. The offender's social security number will be placed on the Dishonored Check List. For the case of dependents of active duty and retired military personnel, the sponsor's social security number will be placed on hold.

a. A six-month suspension will be directed for one dishonored check.

b. A one-year suspension of privileges for two or more dishonored checks within a six-month period.

c. Permanent suspension of privileges for individuals whose pay has to be garnished in order to collect debt or to those members who have three or more dishonored checks within a six-month period.

8. Restoration of Privileges. Restoration of check writing privileges will be granted under the following circumstances:

a. First dishonored check. Provide a written petition explaining the reason for the writing of a dishonored check.

b. Second dishonored check. Provide a written petition explanation for the writing of a dishonored check and successfully complete the Personal Financial Management Course offered by the Marine and Family Services Division of MCCS.

c. Upon written verification of the financial institution/bank, acknowledging their error, the service charge levied by MCCS will be waived or refunded and all check writing privileges will be restored.

d. Petitions for restoration of check writing privileges will be addressed to the Director, Marine Corps Community Services, MCCS 0270 Accounting, Box 99119, Yuma, AZ 85369-9119.

9. Restitution of Dishonored Check(s). Restitution of returned/dishonored checks, made prior to the initiation of collection or involuntary pay adjustment, must be made to MCCS 0270. Restitution will be made in cash, money order or cashier's check (payments made by mail should not be in cash). Under no circumstances will personal checks be accepted for liquidation of a returned check.

10. Redepositing of Check(s). Checks will be re-deposited only under the following circumstances:

a. When all other attempts to collect have failed.

b. If the individual has been discharged and no forwarding address is available or when requested by the bank.

11. The Commanding Officer, Marine Corps Air Station Yuma, reserves the right to suspend the privileges to use NAFI activities for those individuals who fail to redeem dishonored checks.

12. Applicability. This Order is applicable to all commands, organizations, units, and activities located at MCAS Yuma, AZ.


M. A. WERTH

Distribution: B