

CHAPTER 3

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CHAPTER 3ACCOUNTABLE OFFICIAL FOR DISBURSEMENTS0301 OVERVIEW

030101. General. The disbursing function of NASA is performed by the Department of Treasury (Treasury), Financial Management Service (FMS). Though FMS employees serve as the only Disbursing Officers for NASA, in order to appropriately manage this function FMS requires the appointment of “accountable officials” within NASA. The appointment process clearly documents delegation of authority from the NASA Administrator through the Deputy and Center Chief Financial Officers resulting in the designation of individuals in Center disbursing offices to execute the payments through FMS.

To reduce the administrative burden on agencies, streamline the delegation and designation process, and enhance the integrity of the signature system underlying the disbursement process, FMS has developed an automated system, known as the Digital Signature Storage and Verification (DSSV) system, to manage all delegations and designations of authority for disbursement related functions. This chapter covers the appointment of NASA accountable officials accomplished by delegating (transfer of authority) and designating (appointing) individuals by filling out FMS Forms 2958 for delegations and Forms 210 for designations as required by Treasury FMS.

030201. Authority and References.A. Laws.

1. Disbursing Authority in the Executive Branch, 31 USC

3321.

http://www.access.gpo.gov/uscode/title31/subtitleiii_chapter33_subchapterii_.html

2. Vouchers, 31 USC 3325.

http://www.access.gpo.gov/uscode/title31/subtitleiii_chapter33_subchapterii_.html

B. Treasury Publications and Guidance.

1. Treasury Financial Manual, Volume I Federal Agencies, 4-1100. Delegations and Designations of Authority for Disbursing Functions.

<http://www.fms.treas.gov/tfm/vol1/v1p4c110.pdf>

2. Treasury Financial Manual, Volume I Federal Agencies, 4-2000. Payment Issue Disbursing Procedures.

<http://www.fms.treas.gov/tfm/vol1/index.html#Part%204>

0302 DELEGATIONS FOR CFO FUNCTIONS

030201. General. All disbursing authority for NASA comes from the Administrator who delegates authority to the CFO's designated representative, the Agency DCFO, to establish the disbursing function in NASA. The Agency DCFO re-delegates authority to Center CFOs to designate officials at the Centers to perform Certifying Officer functions through Treasury. This section covers the requirements for both NASA delegations.

030202. Delegation. A delegation is a term that is used for establishing authority to appoint individuals. A valid FMS Form 2958 for NASA must be on file with the FMS for each individual exercising delegation authority. NASA shall assure the Form 2958 is completed as described below:

A. Filled out promptly, accurately and completely.

B. Signatures. All signatures are to be in black, non-erasable ink. All signatures should be within the signature block(s) provided. All signatures must be the official signature of the individual, 'nicknames' should not be used. Original signatures are required. All four signature blocks of the individual to whom authority is being delegated or who is being designated require original signatures.

C. Copy 3 will be retained and copies 1 and 2 forwarded to the FMS, who will verify the delegation, sign and return copy 2 to the Delegator. The receipt of copy 2 signifies FMS' acceptance. On receipt of copy 2, the Delegator will verify the contents of copy 2 against the retained copy 3 to ensure that no alterations occurred.

D. Form instructions are located on the back of the form.

030203. Renewal and termination.

A. Authorities for delegations must be renewed based on the expiration date as estimated by FMS, after two years. The effective date of a delegation is that date from which FMS calculates the period until it expires. It will be the latter of the effective date requested on the form, or the date accepted by FMS.

B. Action to Renew. FMS will notify the NASA official who has delegation authority of pending expiration, by mailing a 'Letter of Notification of Pre-Expiration' to the address listed in Section VI of the 2958 Form that documented the delegation. Prompt actions shall be taken to renew the authority by submitting a new FMS Form 2958 with the Re-Delegation block checked.

C. A "Letter of Renewal" may not be used to renew delegations, as it is for designations renewed according to FMR Volume 15 Cash Management 030303 B Action to Renew sub-paragraph 2a below.

D. Delegations not renewed by their expiration date will become void as of that date and no further delegations will be accepted from the individual without submission and approval of a new delegation.

E. Notifications of expired delegations will be made by FMS via a ‘Letter of Notification of Expiration’, mailed to the delegating official, at the address provided in Section VI of the original delegation or designation form.

F. Once a delegation or designation expires, a new delegation must be submitted to reinstate that individual using a Form 2958.

G. When an individual, for whom a delegation is on file with FMS, departs or otherwise becomes ineligible to act (including reassignment, retirement, departure, death, etc.), the responsible delegating official shall forward the appropriate FMS Form 2958 revoking the delegation of the departing/ineligible designee to FMS. Revocations will be effective on the date received, and processed, by FMS.

030204. Reorganization. If organization names or titles change, authority must be re-delegated to all affected positions. Although delegations will not expire until the required renewal date (two years), NASA shall assure the re-delegation is processed as soon as the changes are official by;

A. Completing a FMS Form 2958.

B. Initiating a re-delegation by executing the appropriate Form from the 2958 for each official, checking the Re-delegation block, and noting in the “Name” block in Section II the word “reorganization”.

030205. Head of the Agency. The NASA administrator is the only person who self delegates. All authority to expend NASA funds, and to certify the disbursement of such funds through a Treasury Disbursing Officer, initially resides with the NASA Administrator. In addition to the instructions in FMR Volume 030201 General (delegations) through 030202 Delegation this authority involves:

A. Self-delegation completing FMS Form 2958.

1. Check all authority blocks in Section I; this establishes the authorities of the Head of the Agency.

2. Check the appropriate block for type of action (delegation or re-delegation).

3. Complete Section II, with information on the individual designated as Head of Agency.

4. NASA Administrator shall manually sign all signature sample blocks in Section III, and the Delegator block in Section IV.

5. Follow the guidance in FMR Volume 15 Cash Management 030302 Delegation for original delegations and 030203 Renewal and Termination for re-delegations.

B. Head of Agency delegations are valid for a period of two (2) years from effective date, unless revoked earlier.

C. Revocation. When a Head of Agency leaves that capacity for whatever reason his authority for disbursement must be revoked. The following should be observed:

1. Forward a FMS Form 2958 revoking the Head of Agency delegation of the departing/ineligible designee to FMS signed by the succeeding Head of Agency or the departing Head of Agency.

2. Revocations will be effective on the latter of the effective date requested by the agency or the date received and processed by FMS.

3. Neither revocation nor expiration has an effect on the delegations and/or designations that were made.

030206. Other Officials Delegated Authority. This covers the delegations from the Administrator to the Agency DCFO and re-delegation from the Agency DCFO to the Center CFOs to designate accountable officers to perform specific disbursing functions through FMS.

A. Form 2958 is used for delegations and re-delegations. The instructions in FMR Volume 15 Cash Management 030201 Delegation through 030204 Reorganization above for filling out the FMS Form 2958 apply.

B. For each authority delegated, it must be specified whether the authority MAY or MAY NOT be re-delegated by checking the box or boxes on the form.

C. The Form 2958 shall be used to delegate authority so that accountable officials (for a list see FMR Volume 15 Cash Management 030302 Designation subparagraph A below) can be designated to perform specific disbursing functions through FMS.

D. Delegations of designation authority are valid for a period of two (2) years from the effective date, unless revoked earlier.

E. To designate an accountable official there must be a valid delegation, up to date, FMS Form 2958 on file with FMS for the designating official.

C. Revocation. When the delegating or designating official will no longer be in that capacity for whatever reason their authority must be revoked. The following should be observed:

1. The responsible delegating official will forward an FMS Form 2958 revoking the authority.

2. Revocations will be effective on the latter of the effective date requested or the date received and processed by FMS.

3. Neither revocation nor expiration has an effect on other delegations and/or designations that were made.

030207. FMS Form 2958 Processing

A. The FMS Form 2958 will be completed and signed (in the four signature blocks provide for Section III – SIGNATURE SAMPLES OF DESIGNEE) by the designated Center CFO and submitted to the Agency DCFO.

B. As appropriate the Agency DCFO will approve and sign the 2958 (in the signature block in Section IV-DELEGATORS SIGNITURE).

C. Agency DCFO will transmit the 2958 Forms to the Department of the Treasury, Chief Disbursing Officer.

D. Copies of the FMS Form 2958 will be distributed to the Regional Disbursing Offices by the Chief Disbursing Officer.

0303 DESIGNATION PROCESS

030301. General. The authority to perform specific functions to accomplish disbursements through the Treasury is designated by a Center CFO by filling out Forms from the FMS Form 210 series. This section documents the procedures that are common to the completion and use of all Forms numbered as 210.

030302. Designation. Delegation transferred the authority to appoint. Designation establishes the authority to act. The designated official's identity, functionality, and signature is captured by FMS to certify and approve vouchers or perform other disbursing functions for data transmission and security or check custody. A valid FMS 210 Series Form (appended by letters for the particular official or duty) is to designate these accountable officials. This section also covers additional procedures to access the Secure Payment System (SPS) in paragraph F below. The Agency DCFO and Center CFOs shall assure the forms are completed and procedures followed as below.

A. All forms shall be filled out promptly, accurately and completely using the following FMS Form for each individual performing each function:

1. Certifying Officer (FMS Form 210 see FMR Volume 15 Cash Management 030401 Designation of Certifying Officers below). This form is also used to designate COs for SPS.

2. Check Custodians (FMS Form 210C see FMR Volume 15 Cash Management 030405 Designated of Check Custodian for Blank Treasury Check Stock below).

3. Designation Agent to Receive and Deliver Checks (FMS Form 210D see FMR Volume 15 Cash Management 030404 Designated Agent to Receive and Deliver Checks (DA) below)

4. ECS Data Entry Operator (FMS Form 210DEO see FMR Volume 15 Cash Management 030403 Data Entry Operators (DEOs) below). This form is also used to designate DEOs for SPS.

5. Encryption Officer (FMS Form 210E see FMR Volume 15 Cash Management 030406 Designated of Encryption Officers for Treasury Telecommunications Systems below).

6. ECS Security Administrator (FMS Form 210S see FMR Volume 15 Cash Management 030402 ECS Security Administrators below).

B. Signatures. All signatures are to be in black non-erasable ink. All signatures should be within the signature block(s) provided. All signatures must be the official signature of the individual, 'nicknames' should not be used. Original signatures are required. All four signature blocks of the individual to whom authority is being delegated or who is being designated require original signatures.

C. In all cases, the NASA's Agency Location Codes (ALCs), required to be listed on the form, and must correspond correctly to that established by NASA with FMS.

D. Copy 3 will be retained and copies 1 and 2 forwarded to the FMS who will verify the delegation/designation, sign and return copy 2 to the Designator. The receipt of copy 2 signifies FMS' acceptance. On receipt of copy 2, the Designator will verify the contents of copy 2 against the retained copy 3 to ensure that no alterations occurred.

E. Form instructions are located on the back of the form (except for FMS Forms 210RC, 210RD, and 210RS).

F. Secure Payment System (SPS). Treasury has established this system to transmit schedules via the internet in lieu of ECS.

1. For Centers solely using the Treasury SPS only Data Enter Operators and Certifying Officers need be designated for electronic transmissions.

2. Every SPS user at NASA must

a. be a designated official;

b. have a Public Key Infrastructure (PKI) certificate and a smart card or token in order to access the system. PKI will also be used to sign certifications electronically.

(1). Smart Cards or tokens are obtained through the designation process.

(2). The servicing FMS RFC shall be contacted to provide instructions and policies for PKI enrollment.

(3). In order to obtain or renew suspended PKI certificates, in addition to contacting the servicing FMS RFC, users must appear in person at a PKI Registration Authority (RA) or a Fiscal Trusted Registration Agent (FTRA) designed by Agency and Center CFOs for NASA.

3. Every PC that will be used to access SPS will require a card reader or token. To obtain these contact the servicing FMS RFC.

030303. Renewal and termination. Designations are renewed as follows.

A. Authorities must be renewed based on the expiration date as estimated by FMS. The effective date of designation is that date from which FMS calculates the period until it expires. It will be the latter of the effective date requested on the form, or the date accepted by FMS.

B. Action to Renew. FMS will notify the NASA official who was serving as Designator of the pending expiration of the designation, by mailing a 'Letter of Notification of Pre-Expiration' to the address listed in Section VI of the 210 Series Form that documented the designation. Designators will take prompt action to renew the authority by one of the following:

1. Renewals with Changes: re-submitting the appropriate FMS 210 Series Form with Re-Designation block checked.

2. Renewals without Changes:

a. Letter of Notification of Pre-Expiration Received. Designations of authority that are about to expire, and for which there are no changes in the details of the designation, may be renewed by having an authorized Designating

Official complete the “For Renewal Only” portion of the ‘Letter of Notification of Pre-Expiration’, and returning it to FMS, at the address specified in the letter.

b. Preparation of an “Agency Initiated Letter of Renewal” for NASA Officials for designations of authority that are about to expire, and for which there are no changes in the details of the designation may be done of in lieu preparing a new 210 Form. The “Agency Initiated Letter of Renewal”:

1. Must be signed by the Center CFO with a valid FMS Form 2958 on file with FMS for that type of designation.
2. Must be on NASA letterhead.
3. Must provide the name, type of designation, authorized ALCs, agency/bureau/division identification for the individual, and requested renewal date.
4. May be used to renew multiple designations, at the same time.

C. Designations not renewed by their expiration date will become void as of that date and no further disbursing actions (designations, certifications, etc.) performed by that individual will be accepted by Treasury.

D. NASA will be notified of expired designations via a ‘Letter of Notification of Expiration’, mailed to the designating official, at the address provided in Section VI of the original designation form.

E. Once a designation expires, a new designation must be submitted to reinstate that individual.

F. When an individual, for whom a designation is on file with FMS, departs or otherwise becomes ineligible to act (including reassignment, retirement, departure, death, etc.), the responsible designating official shall forward the appropriate FMS 210 Series Form revoking the designation of the departing/ineligible designee to FMS. Revocations will be effective on the date received, and processed, by FMS.

030304. Reorganization. When organization names or titles change, authority must be re-designated to all affected positions.

A. Center CFOs shall assure the re-designation is accomplished for by filling out a new FMS Forms for each effected position as listed in 030302 A above.

C. Initiation of re-designations shall be done at a level above the areas affected by the organizational or title changes, by executing the appropriate Form from the 210 Series Form for each Certifying Officer, checking the Re-designation block, and noting in the “Name” block in Section II the word “REORGANIZATION”.

0304 DESIGNATION OF NASA OFFICIALS

030401. Designation of Certifying Officers. A designation is an appointment of a person to perform a specific disbursing function through FMS. Certifying Officers are designated by NASA Center CFOS to approve disbursement of NASA funds. FMS Form 210 is used to designate Certifying Officers.

A. Use FMS Form 210 to designate agency certifying officer(s) (CO). Sections I, II, III, IV, VI and VII must be completed. Check-off blocks are provided to indicate the purpose of the FMS 210 and the certification functions that are authorized. One or more of the certification functions must be checked, as appropriate. The Certification functions are:

1. Manual SF 1166 Voucher and Schedule of Payments.
2. FEDWIRE Payments
3. Other
4. Electronic Certification has three types.
 - a. Master Certifying Officer (MCO).
 - b. Transmission Certifying Officer (TCO)
 - c. Certifying Officer

B. If Electronic Certification is checked:

1. At least one of MCO, TCO, or Certifying Officer must be checked.
2. FMS Form 210ECS must be prepared and submitted
3. The Certifying Officer shall;
 - a. be issued an ECS User ID, token (smartcard) and personal identification number (PIN) as necessary for use with the ECS or SPS. PKI Certificate is required for SPS (see FMR Volume 15 Cash Management, 030302 F Secure Payment System (SPS));
 - b. forward receipts for token and PIN to FMS, using FMS Form 210RC. The ECS User ID will not be activated until the receipt is received and validated.

C. A single agency location may have only one (1) Master Certifying Officer at any one time.

D. If the Certifying Officer designation is to provide FedSelect Authorized Issuing Officer (AIO) authority, check the 'Other' block and type in "FedSelectAIO".

E. If the Certifying Officer designation is to provide agency ASAP authority, check the 'Other' block and enter "ASAP".

F. Designations for Certifying Officers are valid for a period of two (2) years from the effective date, unless revoked earlier.

G. Revocation. When a Certifying Officer will no longer be in that capacity for whatever reason his authority for disbursement must be revoked. The following should be observed:

1. The responsible designating official will forward an FMS Form 210 revoking the authority.

2. Revocations will be effective on the latter of the effective date requested by the agency or the date received and processed by FMS.

H. Responsibility of Certifying Officers.

1. The Certifying Officer (CO) has the responsibility to sign that payments are proper and legal. Whether done electronically or on paper, their signature, date signed, their telephone number, and printed name is put on the voucher (SF 1166 or SF 1166 ECS).

2. Transmission Certifying Officer (TCO) has all functional capabilities of a CO, plus, has the capability to process token messages from the ECS Central Key Management System in conjunction with a Master Security Administrator (MSA) or a Token Security Administrator (TSA). A TCO has the capability to install, certify, and transmit voucher schedules.

3. The Master Certifying Officer (MCO) has all functional capabilities of a TCO, plus, the capability to create TCOs. An MCO must be appointed for each ECS system location; appointment of TCOs and COs is optional, but recommended. The MCO is the primary CO for each NASA ECS location.

I. Liability of Certifying Officers is covered in Volume 15 Chapter 9 "Irregularities".

J. NASA Officials shall assure Certifying Officials are informed of their responsibility and liability before taking Certification action.

030402. ECS Security Administrators. ECS Security Administrators are individuals to whom authority has been delegated to act as Security Administrator for the NASA electronic interface to the Treasury Electronic Certification System (ECS). In addition to the instruction above (FMR Volume 15 Cash Management 030301 General (designation) through 030304 Reorganization) in this part for the 210 Form Series the following shall be done:

A. Several Security Administrators may be necessary for each location that will use the ECS.

B. Use FMS Form 210S to designate Electronic Certification System Security Administrators (SA). A separate form is required for each Administrator. Sections I, II, III, IV, VI and VII must be completed.

C. FMS Form 210ECS must also be prepared and submitted for each Security Administrator being designated. Check off blocks are provided to indicate the purpose of the FMS 210S and the Security Administrator type that is authorized. One and only one Security Administrator type block must be checked for either:

1. Master Security Administrator
2. Transmission Security Administrator
3. Security Administrator

D. Security Administrator shall

1. Be issued an ECS User ID, token (smartcard) and personal identification number (PIN) for use with the ECS.

2. Forward receipts for token and PIN to FMS, using FMS Form 210RS. The ECS User ID WILL NOT be activated until the receipt is received and validated.

E. A single agency location may have only one (1) Master Security Administrator at any one time.

F. Electronic Certification System Security Administrator designations are valid for a period of two (2) years from the effective date, unless revoked earlier.

G. Revocation. When the ECS Security Administrator will no longer be in that capacity for whatever reason his authority for disbursement must be revoked. The following should be observed:

1. The responsible designating official will forward an FMS Form 210S revoking the authority.

2. Revocations will be effective on the latter of the effective date requested by the agency or the date received and processed by FMS.

F. Responsibility of Security Administrators.

1. Security Administrators (SA) are responsible for system installation, system daily start-up and shut-down, table maintenance, problem resolution, over all security monitoring, and training of other SAs, COs, and Data Entry Operators. SAs have the capability to install, initialize, start-up, maintain, and shut-down the ECS computer and create Data Entry Operator (DEO) IDs in the ECS. In addition to the instruction above (030601 through 030604) in this part for the 210 Form Series the following shall be done:

2. Transmission Security Administrator (TSA) has all functional capabilities of an SA, plus, has the capability to process token messages from the ECS Central Key Management System, in conjunction with a Master Certifying Officer (MCO) or Transmission Certifying Officer (TCO).

3. Master Security Administrator (MSA) has all functional capabilities of an SA and the TSA. The MSA also has the capability to create Transmission Security Administrators (TSAs), and is responsible for maintaining blank token inventory. The MSA is the only individual who can perform INITIAL setup of an ECS PC.

4. An MSA must be appointed for each ECS system location, appointment of TSAs and SAs is optional, but recommended. The MSA will be the primary SA for an agency ECS location.

5. NASA Officials shall assure Security Administrators are informed of their responsibility before acting in that capacity.

030403. Data Entry Operators (DEOs). DEOs are individuals to whom authority to create and modify ECS payment requests, and transmit certified payment requests to Treasury Regional Financial Centers, has been delegated. They do not have authority to certify payments. Only COs have this authority. In addition to the instruction above (FMR Volume 15 Cash Management 030301 General (designation) through 030304 Reorganization) in this part for the 210 Form Series the following shall be done:

A. Use FMS Form 210DEO to designate ECS or SPS Data Entry Operator(s) on the back of the form. Sections I, II, III, IV, VI and VII must be completed by NASA.

B. FMS Form 210ECS must also be prepared and submitted for each Data Entry Operator being designated.

C. DEOs shall;

1. be issued tokens (smartcards) and PINs as necessary for ECS or SPS use, in addition to ECS User IDs, A PKI Certificate is require for SPS (see FMR Volume 14 Cash Management, 030302 F_Secure Payment System (SPS));

2. Forward receipts for ECS User IDs (and token and PIN, where applicable) to FMS using FMS Form 210RD. ECS User IDs WILL NOT be activated until receipts are received.

D. ECS Data Entry Operator designations are valid for a period of two (2) years from the effective date, unless revoked earlier.

E. An individual MAY NOT be designated as both an ECS Data Entry Operator and ECS Certifying Officer, for the same Agency Location(s).

F. Revocation. When the ECS DEO will no longer be in that capacity for whatever reason his authority for disbursement must be revoked. The following should be observed:

1. The responsible designating official will forward an FMS Form 210DEO revoking the authority.

2. Revocations will be effective on the latter of the effective date requested by the agency or the date received and processed by FMS.

G. Responsibility of Data Entry Operators (DEO).

a. Payment data entry and editing voucher-schedules.

b. Up loading into the ECS computer voucher-schedules created on other computer systems.

c. At the option of the NASA, DEOs may be authorized to initiate and monitor transmission of certified voucher-schedules from the ECS computer to Treasury RFCs.

d. NASA Officials shall assure DEOs are informed of their responsibility before acting in that capacity.

030404. Designated Agent to Receive and Deliver Checks (DA). DAs are individuals to whom authority is delegated to receive and deliver checks drawn on NASA funds. In addition to the instruction above (FMR Volume 15 Cash Management 030301 General (designation) through 030304 Reorganization) in this part for the 210 Form Series the following shall be done:

A. Use FMS Form 210D to designate Designated Agent(s) to receive and deliver checks. Sections I, II, III, IV, VI and VII must be Completed.

B. Arrangements for delivery/pickup of checks for DA delivery must be made with the Regional Financial Center (RFC), that will produce them, prior to submission of FMS Form 210D.

C. Designated Agent designations are valid for a period of two (2) years from the effective date, unless revoked earlier.

D. Standard Form 1195 may be used to designate DAs by Position title using procedures similar to those for 210D. In this case FMS will enter the name of the incumbent of the position. Designated Agent designations by Position Title are valid until revoked.

E. Revocation. When the DA will no longer be in that capacity for whatever reason his authority for disbursement must be revoked. The following should be observed:

1. The responsible designating official will forward an FMS Form 210D revoking the authority or if a DA designated by Position title a SF 1195 is used.

2. Revocations will be effective on the latter of the effective date requested by the agency or the date received and processed by FMS.

F. NASA Officials shall assure DAs are informed of their responsibility before acting in that capacity.

030405. Designation of Check Custodian for Blank Treasury Check Stock. The Check Custodian is a function of the FedSelect check system. FedSelect is a system which allows participating agencies to produce check type draft payments locally, using an FMS computing system and associated on-line agency computer equipment with blank check stock furnished through Treasury. Check Custodians are individuals to whom authority to order, receive and hold blank Treasury check stock has been delegated. Request for FedSelect use will be justified based on need and processed for Agency DCFO approval through Center CFOs. In addition to the instruction above (FMR Volume 15 Cash Management 030301 General (designation) through 030304 Reorganization) in this part for the 210 Form Series the following shall be done:

A. Use FMS Form 210C to designate Check Custodian(s) to receive and deliver checks. Sections I, II, III, IV, VI and VII must be Completed.

B. Arrangements for delivery/pickup of checks for DA delivery must be made with the Regional Financial Center (RFC), that will produce them, prior to submission of FMS Form 210D. All requests for check stock must be documented on FMS Form 210RX, which must bear the same Check Custodian name, ALC, and shipping address as shown on the FMS 210C designating the Check Custodian.

C. Check Custodian designations are valid for a period of two (2) years from the effective date, unless revoked earlier.

D. Revocation. When the Check Custodian will no longer be in that capacity for whatever reason his authority for disbursement must be revoked. The following should be observed:

1. The responsible designating official will forward an FMS Form 210C revoking the authority.

2. Revocations will be effective on the latter of the effective date requested by the agency or the date received and processed by FMS.

E. NASA Officials shall assure Check Custodians are informed of their responsibility before acting in that capacity.

030406. Designation of Encryption Officers for Treasury Telecommunications Systems. The use of encryption devices entail the generation, distribution, loading, and protection of encryption keys (secret data strings used to encrypt data) is necessary for the electronic processing of payment data through Treasury. Agencies intending to connect to the FMS Wide Area Network, or use other telecommunication facilities to transmit payment request files to Treasury Regional Financial Centers, must designate Encryption Officers to FMS. In addition to the instruction above (FMR Volume 15 Cash Management 030301 General (designation) through 030304 Reorganization) in this part for the 210 Form Series the following shall be done:

A. Use FMS Form 210E to designate Encryption Officer(s). Sections I, II, III, IV, VI and VII must be Completed.

B. Encryption Officer designations are valid for a period of two (2) years from the effective date, unless revoked earlier.

C. NASA Officials shall assure Encryption Officers are informed of their responsibility before acting in that capacity.

0305 GRANT PAYMENTS

The Automated Standard Application for Payment (ASAP) is a system sponsored by FMS for agency use to receive payments electronically from grantees. FMS requires grantees to fill out similar FMS forms 2958 and 210 for delegations and designations to those discussed in this chapter for NASA. Nonetheless, it is NASA's policy to use the Department of Health and Human Services' Payment Management System (DHHS/PMS); a letter of credit system of providing advance payments of Federal funds to educational institutions; other public or private organizations, referred to as "recipient organizations;" and state and local governments. NASA FMR Volume 14 Grants

Management sets forth general principles, standards, policies, and procedures for NASA's use.