

NAVY CASH[®]
SOP CHANGE NOTICE
NAVSUP PUB 727

Navy Cash Fleet Support Groups
NAVSUP Fleet Logistics Centers
Norfolk
San Diego
Yokosuka

Navy Cash SOP Change Notice 2019-001

11 March 2019

Subject: **REDUCING NAVY CASH VISITOR CARDS**

Attention: Supply Officers/Disbursing Officers/Navy Cash Accountable Officers/Navy Cash Deputies

1. Background. Significant reduction of Navy Cash visitor cards on board ship is in direct response to the Treasury mandate for Treasury Direct Disbursements and to mitigate a recent Navy financial audit material weakness. The reduction of cash afloat contributes to OUSD and ASN (FM&C) FMO mandates for financial and audit readiness. As a side benefit, eliminating visitor cards will reduce the need for cash and ultimately reduce workload for the Disbursing Office.

- a. Effective 01 March 2019, the Navy Cash program engaged a limited pilot to test Navy Cash operations reducing the reliance on Visitor Cards. The current practice of issuing Visitor Cards creates operational and account management challenges. Visitor cards are not registered to a cardholder, are not linked to a bank/credit union nor linked digitally to the individual in the Navy Cash web application. Visitor Cards do not have an open-loop account associated with them making it difficult to move funds between a Visitor Card and personal bank accounts. Visitor Cards must also be recorded manually using a paper log for tracking purposes. These practices create challenges locating individuals once they've departed the ship. The lack of traceability makes it difficult to return funds remaining on the visitor card to the cardholder or recovering funds from lost or stolen visitor cards.
- b. Full implementation to reduce reliance on visitor cards is required by September 2019 across all ship platforms.
- c. The FS Form XXXX temporarily named "Contractor Agreement" included supports the Visitor Card Reduction Pilot. An official Fiscal Service form name, number and OMB form number will be assigned soon. The approved form will be disseminated to the FLCs when approved.

2. Disbursing Officer Action. Upon receipt of this Navy Cash SOP Change Notice, Pilot Ship DOs will limit issuing Visitor Cards to civilians and DoD Contractors. As Visitor Cards are presented to Disbursing to add value to the chip and the cardholder is a frequent ship visitor they should be issued an instant issue card. If the visitor cardholder is truly a temporary visitor, they may add value to their card.

3. Official Change to Navy Cash SOP. This Navy Cash SOP Change Notice represents an official change to the Navy Cash SOP (NAVSUP PUB 727). Each DO/Navy Cash Accountable Officer shall retain a copy of all effective Navy Cash SOP Change Notices on file for inspection with the current version of the SOP (*see list of effective Navy Cash SOP change notices immediately below*).

Please route immediately to the Supply Officer and Disbursing Officer

4. List of Effective Navy Cash SOP Change Notices.

Ver
1.15
v2

All previous change notices have been incorporated into the current 1.15v2 version of the SOP

2017-006	Change in Phone Number Associated with Shipping Failed Equipment to Depot	✓
2018-001	Electronic Receipts via Email for EFTs Initiated at Navy Cash KIOSKs	✓
2018-002	Change in Fax Number for Navy Cash Customer Service Call Centers	✓

5. Points of Contact. If you have any questions, please contact:

Hugh Chin at NAVSUP FLC Norfolk

hugh.chin@navy.mil

(757) 443-1189 DSN: 646-1189

Andy Yager at NAVSUP FLC San Diego

andrew.yager@navy.mil

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Vicente Cruz at NAVSUP FLC Yokosuka

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6. General Changes to Procedures

Reducing reliance on visitor cards will require changes in our standard Navy Cash procedures.

- Disbursing Officers issuing VCs will continue to manually record issued visitor cards on the Visitor Card Log, please note on the log after the card holder's name a (MIL) for military, (CIV) for civilian and a (CON) for contractors. As visitor cards are presented at Disbursing to add value, or to cash out, it will be confiscated, remaining funds disbursed, and the card shall be retained for future use or destroyed if expired. Exceptions are allowed for foreign riders, visiting dignitaries, and may be used for those military personnel that have lost their privileges to use a Navy Cash Instant Issue card. These are the only exceptions.
- Orders for replacement Navy Cash visitor card stock will no longer be fulfilled, unless an exception is granted through the Navy Cash Team at NAVSUP HQ or your Navy Cash FLC Representative. Ships involved in training operations with a significant number of foreign riders should work through their local FLC Navy Cash representative to order visitor cards.
- Since visitor cards will be minimally issued, Disbursing Officers will no longer have the option to issue a visitor card to a cardholder who is within 30 days of a pending transfer or discharge to prevent an unrecoverable negative balance (by procedure). Their only option will be to block Navy Cash ACH access manually for those sailors the Navy Cash Manager feel appropriate.
- Since visitor cards will no longer be issued to replace expired or expiring visitor cards, government and contractor technical representatives and other personnel who make repeated trips to ships should enroll in the Navy Cash program and receive instant issue Navy Cash cards.

7. Specific Changes to Procedures

(a) Providing instant issue Navy Cash cards to civilians or contractors requires a linked U.S. bank account and a signed 2887.

(b) Disbursing Officers will need to ensure contractors fill out and sign an enrollment form before they are issued an instant issue Navy Cash card. The signed 2887 is the enforceable agreement between the individual cardholder and the Navy Cash program. Among other things, by signing the 2887, cardholders acknowledge the Government will initiate debt collection procedures for amounts that remain or become due and owing.

(c) On the paper enrollment form, contractors should enter the following information:

- (1) In Block 7, Military Branch or Contractor Company Name and then “Navy”
- (2) In Block 11, Military Duty Address, the address of the company for which they work.

(d) In the Disbursing Application for electronic enrollment, add the prefix “Co:” before the name of the company on address line 3, for example:

- (1) Address Line 1 – Contractor Company Street Address 1
- (2) Address Line 2 – Contractor Company Street Address 2
- (3) Address Line 3 – Co: [Contractor Company Name]

(e) The Navy Cash Team will work with the companies that provide services to Navy ships equipped with Navy Cash to get a Memorandum of Agreement (MOA) in place in which each company acknowledges their employees will receive Navy Cash cards and they agree to make the funds pool whole if one of their employee’s Navy Cash card has a negative account balance.

(f) In the Navy Cash Standard Operating Procedure (SOP), paragraph 8.4.17.b, contractors are required to sign an FS Form XXXX, U.S. Department of the Treasury Stored Value Card (SVC) Contractor Agreement (a copy of the current FS Form XXXX is included below).

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8.4.17 Account Enrollment

b. Enrolling in the Navy Cash Program. To enroll in Navy Cash, an individual will report to the Disbursing Office to fill out and sign an enrollment form (2887).
A copy of the current 2887 enrollment form is included below.

(1) Importance of Enrollment Forms. Enrollment forms are a critical element in the Navy Cash program. A signed enrollment form must be on file for every Navy Cash cardholder. By signing the 2887, cardholders acknowledge the program’s Privacy Act statement, authorize debits and credits to their bank and credit union account, consent to immediate collection from pay for any negative balances that may result from use of the Navy Cash card, and authorize the Government to initiate debt collection procedures for amounts that remain or become due and owing. The signed 2887 is the enforceable agreement between the individual cardholder and the Navy Cash program.

(2) Military and Government Civilian Personnel Consent to Immediate Collection from Pay. All authorized Military and Government civilian personnel who request Navy Cash privileges and enroll in Navy Cash by filling out and signing the Navy Cash enrollment form consent in writing to immediate collection against their U.S. Government pay for the face value of or resulting negative account balance due the U.S. Treasury Navy Cash funds pool from all dishonored transactions returned for Non-Sufficient Funds (NSF), closed accounts, inaccurate account information, or any other return reason and authorize the Government to initiate debt collection procedures for any negative balance amounts that remain or become due and owing.

(3) Contractors Acknowledge Government Will Initiate Debt Collection. All authorized contractors who request Navy Cash privileges and enroll in Navy Cash by filling out and signing the Navy Cash enrollment form acknowledge and understand the Government will initiate debt collection procedures for the face value of or resulting negative account balance due the U.S. Treasury Navy Cash funds pool from all dishonored transactions returned for Non-Sufficient Funds (NSF), closed accounts, inaccurate account information, or any other return reason and for any negative balance amounts that remain or become due and owing.

(4) Additional Requirements for Civilians and Contractors Enrolling and Enrolled in Navy Cash

(a) In addition to filling out and signing an enrollment form (2887) at initial enrollment, enrolling and enrolled will sign an FS Form XXXX, U.S. Department of the Treasury Stored Value Card (SVC) Contractor Agreement, which will satisfy any Navy Cash requirements until the company enters into an MOA with Fiscal Service. Navy Cash Accountable Officials should mail hard copies of the FS Form XXXX, U.S. Department of the Treasury Stored Value Card (SVC) Contractor Agreement to FRB as per the normal monthly mailing procedures of Navy Cash Enrollment Forms.

(b) Contractor companies whose employees need Navy Cash cards while they work on Navy Cash equipped ships will be liable for any and all negative account balances on their employees' Navy Cash cards and will fund all deficiencies on their Navy Cash cards to clear these negative balances within 10 business days of receiving notification from the Fiscal Service or its Treasury Agent.

((1)) If a contractor has a negative balance resulting from an ACH transfer request at a Kiosk that was returned for Non-Sufficient Funds (NSF), the Navy Cash system itself will represent the ACH transaction automatically up to two more times on the 1st and 15th of each month.

((2)) If both representments fail or if the contractor's account is negative because of Navy Cash card transactions not covered by automatic representment, the Disbursing Officer will immediately seek reimbursement from the individual contractor to clear the negative balance, if the contractor is still on board the ship (see paragraph 8.8.1.e).

((3)) If the contractor is no longer on board the ship, the Disbursing Officer should transfer the contractor's Navy Cash profile (account) manually to the "Shore Command" using the "Location" tab on the "Cardholders" screen on the Navy Cash disbursing website to facilitate collection on any negative balances. Cardholders transferred to the shore command will continue to appear on the ship's daily reports for a transition period of two weeks.

((4)) If the options to collect on contractors' negative balances fail, all contractors with a negative account balance on their Navy Cash card greater than 60 days old will be listed on the Treasury Agent's Monthly Contractor Negative Balance Report to the Fiscal Service. The Fiscal Service or its Treasury Agent will then notify the appropriate contractor companies to fund all deficiencies on their employees' Navy Cash cards within 10 business days in order to clear these negative balances.

((5)) Ultimately, if a cardholder's negative balance is not cleared, the Fiscal Service must turn the unpaid debt over to its Debt Management Services division for collection, at which time administrative fees, penalties, and interest will be added to the contractor's debt.

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APPLICATION FORM FOR U.S. DEPARTMENT OF THE TREASURY STORED VALUE CARD (SVC) PROGRAM				OMB No. 1530-0013	
<p>DIRECTIONS: Submit completed form to Disbursing or Finance Office or other authorized person coordinating enrollment for the Treasury SVC program. Provide bank or credit union information if you wish to transfer funds from your bank or credit union account to your Treasury SVC account at a Treasury SVC kiosk. For more information about the Treasury SVC programs, please visit eaglecash.gov or navycash.gov.</p>					
PRIVACY ACT STATEMENT					
<p>AUTHORITY: P.L. 104-134, Debt Collection Improvement Act 1996, as amended; 5 U.S.C. 5514; 31 U.S.C. Sections 1322 and 3720A; 37 U.S.C. Section 1007; 31 CFR 210 and 285; and E.O. 9397.</p> <p>PRINCIPAL PURPOSE(S): To enroll individuals in the Treasury SVC program; to obtain authorization to initiate debit and credit entries to individual's accounts; and to facilitate collection of any delinquent amounts.</p> <p>ROUTINE USE(S): The information on this form may be disclosed as generally permitted under 5 U.S.C. Section 552a(b) of the Privacy Act of 1974, as amended. It may be disclosed outside of the U.S. Department of the Treasury to its Fiscal and Financial Agents and their contractors involved in providing SVC services, or to the Department of Defense (DoD) for the purpose of administering the Treasury SVC programs. In addition, other Federal, State, or local government agencies that have identified a need to know may obtain this information for the purpose(s) as identified by the Bureau of the Fiscal Service (Fiscal Service) Routine Uses as published in the Federal Register.</p> <p>DISCLOSURE: Disclosure is voluntary; however, failure to furnish requested information may significantly delay or prevent your participation in the Treasury SVC program.</p>					
BURDEN ESTIMATE STATEMENT					
<p>According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The time required to complete this information collection is estimated to average 10 minutes, including the time to review instructions, search existing data sources, gather and maintain the data needed, and complete and review the collection of information. Comments concerning the accuracy of the time estimate and suggestions for reducing this burden should be directed to the U.S. Department of the Treasury, Bureau of the Fiscal Service, 401 14th Street SW, Washington DC 20227.</p>					
<p>1. STORED VALUE CARD (SVC) PROGRAM APPLYING FOR (<i>X as applicable</i>)</p> <p><input type="checkbox"/> EAGLECASH <input type="checkbox"/> NAVY CASH/MARINE CASH <input type="checkbox"/> OTHER (<i>Specify</i>)</p>					
SECTION I – APPLICANT PERSONAL INFORMATION					
2. RATE, RANK, TITLE		3. FIRST NAME		4. MIDDLE INITIAL	5. LAST NAME
6. PAY GRADE	7. MILITARY BRANCH OR COMPANY NAME (<i>Contractors</i>)		8. FULL SSN	9. DATE OF BIRTH (<i>MMDDYYYY</i>)	10. MOTHER'S MAIDEN NAME OR KEYWORD (<i>Required for security purposes</i>)
11a. MILITARY DUTY ADDRESS (<i>For Navy/Marine Cash include assigned Division, Unit, etc.</i>) OR WORK ADDRESS (<i>Contractors</i>)					
b. CITY			c. STATE	d. ZIP CODE	e. COUNTRY
12a. RESIDENCE/PERMANENT ADDRESS (<i>Must not be military duty address</i>)					
b. CITY			c. STATE	d. ZIP CODE	e. COUNTRY
13. WORK TELEPHONE NUMBER		14. CELL PHONE NUMBER		15. E-MAIL ADDRESS (<i>Must not be military e-mail address</i>)	
<input type="checkbox"/> NONE					
SECTION II – APPLICANT BANK OR CREDIT UNION INFORMATION (<i>Complete only if linking Treasury SVC account to an eligible U.S. bank or credit union account</i>)					
16a. BANK OR CREDIT UNION NAME			b. CITY	c. STATE	d. ZIP CODE
17. ABA ROUTING NUMBER (<i>9-digit number</i>)			18. ACCOUNT NUMBER		
19. ACCOUNT NAME (<i>Your name as it appears on your account</i>)				20. ACCOUNT TYPE (<i>X one</i>)	
<input type="checkbox"/> CHECKING <input type="checkbox"/> SAVINGS					
SECTION III – STATEMENTS OF UNDERSTANDING					
<p>DEBT COLLECTION/WAIVER OF PRIOR DUE PROCESS: In consideration of receiving a Treasury SVC, I hereby knowingly and voluntarily consent to the immediate collection from my U.S. Government pay (military or civilian), without prior notice or prior opportunity for a hearing or review, of any amounts that may become due and owing as a result of my use of the Treasury SVC. This means the government may deduct amounts owed from my pay as authorized by 5 U.S.C. 5514, 37 U.S.C. 1007, and other applicable laws. If I am employed by a contractor or I am no longer receiving U.S. Government military or civilian pay and amounts remain or become due or owing, I understand that the government will initiate debt collection procedures in accordance with the Federal Claims Collections Standards (31 CFR 900-904) and Chapters 28-32, Volume 5, DoD 7000-14-R, DoD Financial Management Regulation.</p> <p>EXPIRED, LOST, STOLEN, OR DAMAGED CARD: When my Treasury SVC expires, any value remaining may be forwarded to my bank or credit union account specified above. If the account has been closed or if any value remaining on the Treasury SVC cannot be forwarded to the account for any other reason, I understand that the funds may be transferred to an account in the U.S. Treasury in accordance with 31 U.S.C. 1322 or elsewhere in accordance with applicable law and that I retain the right to claim such funds. If my Treasury SVC is lost, stolen, or damaged, I may be charged a fee for a replacement card.</p> <p>ADDITIONAL TERMS AND CONDITIONS: By using the Treasury SVC, I agree to accept the terms and conditions for use of the Treasury SVC established by the issuer of the card. This form may be imaged and kept on file electronically by the U.S. Department of the Treasury and/or its Financial or Fiscal Agent. The electronic image shall be considered the legal equivalent of the original.</p>					
SECTION IV – AUTHORIZATION TO MAKE SVC TRANSFERS ELECTRONICALLY TO AND FROM MY BANK OR CREDIT UNION ACCOUNT					
I authorize the U.S. Treasury's Financial or Fiscal Agent to initiate debit and credit entries to my bank or credit union account at the financial institution specified above in order to fulfill any requests I may make to transfer funds between my bank or credit union account and my Treasury SVC account.					
21. SIGNATURE				22. DATE SIGNED (<i>MMDDYYYY</i>)	
SECTION V – FOR OFFICE USE ONLY					
23. ISSUED BY (<i>Disbursing/Financial Office Name/Location</i>)				24. CARD NUMBER (<i>Last seven digits</i>)	



For official use only Cardholder Name:	OMB No. 1530-00XX
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**U.S. DEPARTMENT OF THE TREASURY
STORED VALUE CARD
CONTRACTOR AGREEMENT**



DIRECTIONS: This form collects supplemental information pertaining to an applicant for an SVC card who is not an employee of the U.S. Department of Defense. The applicant also must complete FS Form 2887. Submit completed form to Disbursing or Finance Office or other authorized person responsible for coordinating enrollment for Treasury SVC program. For more information about the Treasury SVC programs, please visit eaglecash.gov or navycash.gov.

PRIVACY ACT STATEMENT

AUTHORITY: P.L. 104-134, Debt Collection Improvement Act 1996, as amended; 5 U.S.C. 5514; 31 U.S.C. Sections 1322 and 3720A; 37 U.S.C. Section 1007; 31 CFR 210 and 285; and E.O. 9397.
PRINCIPAL PURPOSE(S): To enroll individuals in the Treasury SVC program and to facilitate collection of any delinquent amounts that may become due and owing as a result of your use of the Treasury SVC.
ROUTINE USE(S): The information on this form may be disclosed as generally permitted under 5 U.S.C. Section 552a(b) of the Privacy Act of 1974, as amended. It may be disclosed outside of the U.S. Department of the Treasury to its Fiscal and Financial Agents and their contractors involved in providing SVC services, or to the Department of Defense (DoD) for the purpose of administering the Treasury SVC programs. In addition, other Federal, State, or local government agencies that have identified a need to know may obtain this information for the purpose(s) as identified by the Bureau of the Fiscal Service (Fiscal Service) Routine Uses as published in the Federal Register.
DISCLOSURE: Disclosure is voluntary; however, failure to furnish requested information may significantly delay or prevent your participation in the Treasury SVC program.

BURDEN ESTIMATE STATEMENT

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The time required to complete this information collection is estimated to average 10 minutes, including the time to review instructions, search existing data sources, gather and maintain the data needed, and complete and review the collection of information. Comments concerning the accuracy of the time estimate and suggestions for reducing this burden should be directed to the U.S. Department of the Treasury, Bureau of the Fiscal Service, 401 14th Street SW, Washington DC 20227.

PLEASE PRINT OR TYPE ALL INFORMATION (Information Must Be Legible)

1. NAME (<i>First, Middle Initial, Last</i>)		2. SOCIAL SECURITY NUMBER	
3. HOME ADDRESS (<i>Street, Apartment Number, City, State, ZIP Code</i>)			
4. PERSONAL CELL PHONE NUMBER	5. PERSONAL EMAIL ADDRESS	6. DRIVER'S LICENSE STATE & # or COUNTRY/PASSPORT #	
7. EMPLOYER NAME		8. EMPLOYER EMAIL ADDRESS	9. EMPLOYER PHONE NUMBER
10. EMPLOYER ADDRESS (<i>Street, Suite Number, City, State, ZIP Code</i>)			
11. SUPERVISOR'S NAME (<i>First, Middle Initial, Last</i>)		12. SUPERVISOR'S EMAIL ADDRESS	13. SUPERVISOR'S PHONE NUMBER

STATEMENTS OF UNDERSTANDING

DEBT COLLECTION/WAIVER OF PRIOR DUE PROCESS: In consideration of receiving a Treasury SVC, I understand that, if any amounts become due and owing as a result of my use of the Treasury SVC, the government will initiate debt collection procedures in accordance with the Federal Claims Collections Standards (31 CFR 900-904) and Chapters 28-32, Volume 5, DoD 7000-14-R, DoD Financial Management Regulation.
ADDITIONAL TERMS AND CONDITIONS: By using the Treasury SVC, I agree to accept the terms and conditions for use of the Treasury SVC established by the issuer of the card. Issuance of a Treasury SVC is conditional upon your employer's confirmation of employment and their agreement to certain obligations. Your employer's failure to promptly agree to such obligations may result in the suspension and/or termination of your participation in the Treasury SVC card program. I agree to the release of my personal information and information about my Treasury SVC account to the employer listed above for the purposes of verifying my employment with the entity and for the purposes of administering the Treasury SVC program. This form may be imaged and kept on file electronically by the U.S. Department of the Treasury and/or its Financial or Fiscal Agent. The electronic image shall be considered the legal equivalent of the original.

14. REQUESTOR'S SIGNATURE	15. DATE
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