

Attention Disbursing Officers and Supply Officers

NAVY CASH® FLASH!
Naval Supply Systems Command

Navy Family Support Mechanicsburg
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Navy Cash® Flash 11-003

28 February 2011

Subject: DO NOT CANCEL NAVY CASH CARDS WHEN MEMBERS TRANSFER PCS

Attention: Disbursing Officers/Supply Officers

1. PCS Transfer. Disbursing Officers must not automatically cancel or destroy Navy Cash cards when cardholders are transferring PCS (Permanent Change of Station). Instead, remind cardholders who are staying in the Navy to keep their Navy Cash cards when they leave the ship. Navy Cash cards do not expire until five years from the date of issue. If their next ship is Navy Cash equipped and their card is still valid, they can quickly get access to all Navy Cash capabilities (see paragraph 8.4.20.d in the Navy Cash SOP).

Once on board their new ship, they must first use their Navy Cash card to complete a "Ship Check In" at a K80 Cashless ATM (Navy Cash Kiosk), and the ship must complete the next round trip between ship and shore. In the interim, the card can be used for chip purchases on the ship immediately (funds can be loaded on the chip by cashing a check or exchanging cash at Disbursing). After a round trip is completed, the card can be used at a Navy Cash Kiosk to transfer money electronically to and from the chip and strip accounts and a bank or credit union account, and the card can be used off the ship to access funds in the strip account for purchases ashore and to withdraw funds from ATMs ashore.

2. Card Expiration. The expiration date of the card is the last day of the month indicated in the "Valid Thru" date embossed on the front of the card. When a card expires, the chip on the card stops working. Any funds remaining on the chip are automatically transferred to the strip account associated with the card.

Cardholders whose cards expire before they report to their next ship will be issued an instant issue Navy Cash card as a replacement when they report on board. Once a new instant issue card is assigned, the card can be used for chip purchases on the ship immediately and for all Navy Cash capabilities after the next round trip is completed by the ship.

3. Discharge from Navy. Cardholders being discharged from the Navy must either transfer all funds from both the chip and strip at the Navy Cash Kiosk to their bank or credit union account, or move all the funds on the strip to the chip and cash out the chip at Disbursing to receive cash or a check. They must then turn their Navy Cash card in to Disbursing so their Navy Cash account can be closed before they leave the ship.

The Disbursing Officer must ensure that any negative balance has been cleared. After verifying that the chip and strip are empty, the Disbursing Officer must cancel the card, notify the CSU to close the account, and destroy the card in the presence of the cardholder (see paragraph 8.4.20.e and f in the Navy Cash SOP).

4. If you have any questions, please contact Edie Johnston: edie.johnston@navy.mil or (717) 605-2771.



Dan Olson
Deputy Director, Quality of Life Services

Please route immediately to the Supply Officer and Disbursing Officer