NAVSUP Publication 727

Navy Cash® Financial System
Standard Operating Procedure

Ready. Resourceful. Responsive!

NAVAL SUPPLY SYSTEMS COMMAND

Version 1.15v2
(with v2 update)
6 October 2017

RECORD OF CHANGES

VERSION NUMBER	EFFECTIVE DATE	CHANGE DESCRIPTION	CHANGE LOCATION
1.08	31 Oct 2003	Initial Publication in Naval Logistics Library *NAVSUP PUB 727*	
1.09 *NAVSUP PUB 727B*	15 Jan 2004	Minor editorial and usability changes Other specific changes include: Chapter 2 • Display screens updated • Merchant ID, event code, and amount entry and function key changes • Clear/remove a merchant ID • Event maintenance Chapter 5 • Reference to bulk refund and event maintenance Chapter 8 • Disbursing application screen prints updated • All funds transfer options under single link • Funds transfer to another card's chip using SSN • Individual refunds — miscellaneous and chip-purchase • Bulk refunds • Event maintenance • NOC selection information updated • Provisional split pay • Suggested courses of action for returned transactions that result in negative balance • End-of-month process to begin five days before end of month for S-2, S-3, and S-4 • Sample letter of authority to hold cash Appendixes • CAD will not allow more than one EOM message to be sent in 15 second period • Merchant ID, event code, and amount function key changes • Toll-free number changed on affidavit form • Suggested courses of action for returned transactions that result in negative balance	Throughout • Throughout • 2.2.2, 2.2.3, 2.2.9, 2.2.11.e, and throughout • 2.2.9.a • 2.2.9.b • 5.3 and 5.5.2 • Throughout • 8.4.7 • 8.4.8 • 8.4.10 • 8.4.12 • 8.4.27 • 8.4.30 • 8.4.32 • 8.8 and Appendix L • 8.9.1 • 8.2.1 and 8.15.3 • Appendix A • Appendix B • Appendix I • Appendix L

VERSION NUMBER	EFFECTIVE DATE	CHANGE DESCRIPTION	CHANGE LOCATION
1.10 *NAVSUP PUB 727C*	31 Oct 2005	Minor editorial and usability changes	Throughout
		Emphasis added that all dates and times in Navy Cash are recorded and reported in Greenwich Mean Time (GMT) / Coordinated Universal Time (UTC) / ZULU time	Throughout
		Other specific changes include:	
		Chapter 1 — Navy Cash Overview • Reference to Navy Cash Preventive Maintenance System (PMS) included	• 1.4
		• Name of Navy Integrated Call Center (NICC) changed to Global Distance Support Center (GDSC)	• 1.5.4.i and 1.5.9
		• List of Acronyms updated	• 1.5.9
		• Reference to Provisional Split Pay included	• 1.9
		Chapter 2 — K22/K80 Operating Procedures • Reference to Navy Cash Preventive Maintenance System (PMS) included	• 2.2
		• Proxy mode Intercept Merchant/Merchant Override and Set New Merchant ID deleted	• 2.3.2, 2.3.3, and 2.3.9
		Chapter 3 — General Mess • Reference to Navy Cash Preventive Maintenance System (PMS) included	• 3.2
		• Maximum limit on chip on merchant cards increased from $1,000 to $9,999.99	• 3.1, 3.4.4, and 3.5.2
		• Meal price and surcharge separate amounts	• 3.3 and 3.4
		• Eliminated option to send e-mail to CSC to transfer funds from one merchant account to another to pay food invoice	• 3.5.2
		Chapter 4 — Private Messes • Reference to Navy Cash Preventive Maintenance System (PMS) included	• 4.2
		• Merchant Settlement Reports added and weekly settlement/deposit dates changed	• 4.3, 4.14, and 4.17.3
		• Maximum limit on chip on merchant cards increased from $1,000 to $9,999.99	• 4.1.5 and 4.10
		• Options added to settle daily or weekly and to checking or Navy Cash merchant account	• 4.3 and 4.14
		• Eliminated option to send e-mail to CSC to transfer funds from one merchant account to another to pay food invoice	• 4.10.3

VERSION NUMBER	EFFECTIVE DATE	CHANGE DESCRIPTION	CHANGE LOCATION
1.10 *(continued)*	31 Oct 2005	**Chapter 5 — MWR**	
		• Reference to Navy Cash Preventive Maintenance System (PMS) included	• 5.2
		• Merchant Settlement Reports added and weekly settlement/deposit dates changed	• 5.3.c, 5.9.k, and 5.12.3
		• Options added to settle daily or weekly and to checking or Navy Cash merchant account	• 5.3 and 5.9
		Chapter 6 — Post Office	
		• Reference to Navy Cash Preventive Maintenance System (PMS) included	• 6.2
		• Sale of USPS stamp booklets to ship's store	• 6.5
		• Two scenarios added to describe possible account shortages and corrective actions	• 6.7
		• Eliminated e-mail from Treasury Agent confirming funds deposited to USPS	• 6.7
		• Procedures included for uploading unit 1412 data using the RCU disk	• 6.7
		• Attach Merchant Sales Summary Report vice Daily Transaction Detail Report to PS Form 1412	• 6.7
		• PS Form 1412/Merchant Sales Summary Report kept on file for four vice three years	• 6.7
		• Use of visitor card to pay for official mail postage and postal services	• 6.10
		Chapter 7 — Ship's Store	
		• Chapter reorganized	• Throughout
		• Reference to Navy Cash Preventive Maintenance System (PMS) included	• 7.2
		• Operator IDs for store operators must be established first in Navy Cash application and then entered into ROM II back office	• 7.3
		• If connectivity is a problem, don't log off K22, so business can be conducted next day	• 7.3
		• Navy Cash can be used to support non-EPOS store sales	• 7.3.4
		• Description of ROM II–Navy Cash Comparison Report and ROM II Reporting function in Navy Cash application added	• 7.3.9
		• Vending (CAD) maintenance updated	• 7.4.5
		• Reference added to End-of-Month (EOM) spreadsheet as a part of EOM process	• 7.6.3

VERSION NUMBER	EFFECTIVE DATE	CHANGE DESCRIPTION	CHANGE LOCATION
1.10 *(continued)*	31 Oct 2005	Chapter 8 — Disbursing • Navy Cash application screen prints updated • Use visitor cards for new enrollments whenever possible • Maximum limit on chip on merchant cards increased from $1,000 to $9,999.99 • Reference to Navy Cash Preventive Maintenance System (PMS) included • Navy Cash cards to be inventoried once each month vice every 60 days • Damaged cards no longer need to be sent to the FISC or JPMC • Updated custodial responsibility for custody of spare K22s and CADs • Transfer of responsibility upon relief and Navy Cash Pre-Audit/Turnover Checklist • Transfer custody of SecurID token upon relief • Procedures for unclaimed value on visitor cards added • Review of Unmatched Chip-to-Chip Transaction Report changed from monthly to weekly • Procedures for unclaimed value for unmatched chip-to-chip transactions added • Change card status procedures updated • "New Enrollee Card Pick Up" function deleted • Canceled cards must be destroyed, e.g., cut up, in the presence of the cardholder • Disbursing Officer review Negative Balance Report on a daily basis • Updated addresses for Treasury Agent for sending in enrollment forms and Government checks • To open account, individual must fill out and sign enrollment form; Disbursing Officer must forward signed form to JPMC • Disbursing Officer must ensure that individuals are enrolled in Navy Cash before they sign up for SPO.	• Throughout • 8.2.2 and 8.4.21 • 8.2.3 • 8.2.5 • 8.3.1 • 8.3.2 • 8.3.3 • 8.3.4 • 8.3.4 • 8.4.9.b • 8.4.11 • 8.4.11 • 8.4.15 • 8.4.18 • 8.4.15 and 8.4.20 • 8.4.20 and 8.8.1 • 8.4.20 and 8.8.1 • 8.4.21 • 8.4.21 and 8.4.32

VERSION NUMBER	EFFECTIVE DATE	CHANGE DESCRIPTION	CHANGE LOCATION
1.10 *(continued)*	31 Oct 2005	• Individuals not part of ship's company should include company name or command name on line 2 of the address block on the enrollment forms when they enroll.	• 8.4.21
		• Merchant Settlement Reports added and weekly settlement/deposit dates changed	• 8.4.23.g and 8.15.6
		• ROM II/Navy Cash Comparison Report added	• 8.4.24 and 8.15.4
		• To be assigned operator ID, individual must be Navy/Marine Cash cardholder; and, to be added to Navy Cash application user list, "Add as Disbursing User" block must be checked	• 8.4.26
		• Installing new equipment and pulling cable to nearest Navy Cash router is ship's responsibility	• 8.4.26 and 8.5.3
		• Vending and Ship's Store — vending maintenance and end of month procedures updated	• 8.4.27 and Appendix A
		• For Marine Corps split pay, change in point of contact at FRB Boston	• 8.4.31.b
		• Procedures for money exchange by vendors in a foreign port updated	• 8.5.1
		• Disbursing Officer action in case of negative account balance updated	• 8.8.1
		• Out-of-service debt—collecting on negative account balance after member leaves service	• 8.8.1
		• Updated end-or-month reporting procedures	• 8.9.1
		• Name of Navy Integrated Call Center (NICC) changed to Global Distance Support Center (GDSC)	• 8.14
		• Navy Cash Trouble Call Worksheet	• 8.14.1 and 8.15.20
		• Log in to disbursing website at least monthly to keep account active	• 8.14.3
		• Revised letters of authority for accountable officer and agent	• 8.15.1 and 8.15.2
		• Bulk Card Log	• 8.15.10
		• Navy Cash Pre-Audit/Turnover Checklist	• 8.15.12
		• Navy Cash SPO enrollment/disenrollment form	• 8.15.14

VERSION NUMBER	EFFECTIVE DATE	CHANGE DESCRIPTION	CHANGE LOCATION
1.10 *(continued)*	31 Oct 2005	• Currency Exchange Log • Quarterly Cash Verification Team Navy Cash Checklist Appendixes • Vending maintenance and end of month procedures updated • Proxy mode Intercept Merchant/Merchant Override and Set New Merchant ID deleted • Updated flow diagram for configuring K22 • Enrollment form updated • Disbursing Officer Checklist for Recurring Tasks updated • Sample Internal Procedures and Controls instruction updated • Suggested guidelines for negative account balances updated • Procedures for purchasing stamps in the ship's post office for sale in the ship's store • Procedures for processing official mail using a visitor card • Procedures for coordinating move of Navy Cash to barge during shipyard availabilities	• 8.15.17 • 8.15.18 • Appendix A • Appendix B • Appendix B • Appendix F • Appendix J • Appendix K • Appendix L • Appendix M • Appendix N • Appendix O
1.11 *NAVSUP PUB 727D*	31 Mar 2006	Minor editorial and usability changes Chapter 1 — Navy Cash Overview • New personnel can now be enrolled in Navy Cash without issuing them temporary cards Chapter 8 — Disbursing • Navy Cash application screen prints updated • Do not change time or time zone on server • New personnel can now be enrolled in Navy Cash without issuing them temporary cards • Navy Cash card limits can now be modified through Navy Cash application on ship • To perform any personal Navy Cash transactions in disbursing office, PS (DK) should see Disbursing Officer or Deputy • Navy Cash card inventory procedures updated • Disbursing Notification notes	Throughout • 1.6.3 • Throughout • 8.1 and 8.4 • 8.2.2 and 8.4.20 • 8.2.3 and 8.4.21 • 8.2.4, 8.4.35, Appendix K • 8.3.1 • 8.4.3 and 8.4.22.f

VERSION NUMBER	EFFECTIVE DATE	CHANGE DESCRIPTION	CHANGE LOCATION
1.11 *(continued)*	31 Mar 2006	• Monitor cardholder transfer dates	• 8.4.19.b and 8.4.21
		• Ensure access to bank or credit union account remains blocked until Navy Cash account balance is zero or positive	• 8.4.19.c and 8.8.1
		• Account information can now be updated through the Navy Cash application	• 8.4.21 and 8.14
		• Any change in cardholder's name will automatically generate request for new permanent card	• 8.4.21.e
		• Ensure Transfer Date and Type is current in each cardholder's member profile	• 8.4.21.f
		• For contingency purposes, cardholders should have personal checks and ATM/ debit/check card on board in event Navy Cash is at or near complete mission failure	• 8.4.21.h
		• Note Maintenance enables disbursing office to view and add notes to member profiles	• 8.4.22
		• Disbursing Notification notes sent to ship to notify of any replication conflicts	• 8.4.22.f
		• Titles and contents of reports that can be generated on the ship updated	• 8.4.24
		• Deleted operator can now be reactivated at Navy Cash application	• 8.4.27.f
		• Avoiding failed split pay payroll payments	• 8.4.33
		• Procedures for foreign concessionaire vendors updated	• 8.5.2
		• Creating new merchants updated	• 8.5.3
		• To control negative balances, Navy Cash card limits and access to bank and credit union accounts ashore can now be modified through Navy Cash application on ship	• 8.8.1.e, 8.8.2 and 8.4.21
		• Managing and requisitioning spares updated	• 8.13
		• Account information can now be updated through the Navy Cash application	• 8.14 and 8.4.21
		• Sample reports updated	• 8.15
		• Sample of Navy Cash Payroll Report added	• 8.15.17
		• Sample of SPO Payroll Report added	• 8.15.18
		Appendixes	
		• To perform any personal Navy Cash transactions in disbursing office, PS (DK) should see Disbursing Officer or Deputy	• Appendix K

VERSION NUMBER	EFFECTIVE DATE	CHANGE DESCRIPTION	CHANGE LOCATION
1.11 *(continued)*	31 Mar 2006	• Updated procedures for barge support • Pre- and post-deployment grooms • Navy Cash merchants	• Appendix O • Appendix P • Appendix Q
1.12 *NAVSUP PUB 727E*	31 Aug 2007	Minor editorial and usability changes Chapter 1 — Navy Cash Overview • Points of contact information updated • Global Distance Support Center (GDSC) menu selection numbers updated • Additional guidance for Marine enrollments Chapter 2 — K22/K80 Operating Procedures • Enforce User Logon Selection must be set to Do Not Force Logon even when ROM II and Navy Cash are integrated Chapter 7 — Ship's Store • Enforce User Logon Selection must be set to Do Not Force Logon even when ROM II and Navy Cash are integrated Chapter 8 — Disbursing • Navy Cash application screen prints updated • Navy DISBO to support Marines embarked on ship without Marine DISBO • Replacement cards can now be requested without issuing temporary cards • Navy Cash card expiration—if no activity for six months when card expires, any remaining balance transferred to linked bank or credit union account automatically • Dormant accounts • Automatic chip-to-chip corrections (includes Automated Chip-to-Chip Corrections Report) • Deposit cash or check to strip (includes revised Daily Cash Transaction Ledger) • Cardholders can activate new, pendactive, permanent Navy Cash card at K80 • Navy Cardholder Issued Card Report lists temporary cards issued through Navy Cash application • Destroy canceled cards in presence of cardholder and document destruction on Navy Cash Card Issue Log (includes revised Navy Cash Card Issue Log)	Throughout • 1.5.4 • 1.5.4.j • 1.6.4 • 2.3.8.a • 7.3.1.a • Throughout • 8.1 • 8.2.2 and 8.4.19 • 8.2.4 • 8.2.4.d • 8.4.11.e and 8.15.20 • 8.4.13, 8.4.14, and 8.15.10 • 8.4.16 • 8.4.19.g, 8.4.25, and 8.3.1 • 8.4.16, 8.4.19, 8.3.1, and 8.15.12

VERSION NUMBER	EFFECTIVE DATE	CHANGE DESCRIPTION	CHANGE LOCATION
1.12 *(continued)*	31 Aug 2007	• ACH access blocked and Navy Cash account access suspended when account transferred to "Shore Command" based on transfer date in member profile	• 8.4.20 and 8.4.22
		• Name on SPO enrollment form must match name on Navy Cash enrollment form	• 8.4.21 and 8.4.34
		• Signed enrollment form must be sent via FedEx, UPS, or other traceable means, via fax (digital sender), or via e-mail	• 8.4.21.g
		• DISBO to notify Sales, Food Service, and Marine DISBO when IEOD function completed with Indicate EOM checked	• 8.4.24
		• Fraud Detection Report added	• 8.4.25 and 8.8.1
		• Disbursing can check status of vending and store EOM for current and previous month	• 8.4.28.b(10)
		• Disbursing can do multiple EOM close-outs within current month	• 8.4.28.b(11)
		• Clear a negative Navy Cash account balance by depositing a cash or check directly to the Navy Cash (strip) account	• 8.8.1 and 8.4.13
		• Daily Blocked Account Report added—Disbursing should review on daily basis	• 8.8.2 and 8.4.24.n
		• EOM spreadsheet revised	• 8.4.9
		• Global Distance Support Center (GDSC) menu selection numbers updated	• 8.14.1 and 8.15.25
		Appendixes • Enforce User Logon Selection must be set to Do Not Force Logon even when ROM II and Navy Cash are integrated	• Appendix B and C
		• Assign cardholder to new ship location using Disbursing web site	• Appendix E
		• Updated procedures for barge support	• Appendix O
1.13 ***NAVSUP PUB 727F***	30 Jun 2009	Minor editorial and usability changes Chapter 3 — General Mess • For merchant cardholders, chip load and debit limit for Navy Cash cards issued after 24 Sep 08 increased to $50,000	Throughout • 3.1 and 3.4.4
		Chapter 4 — Private Messes • For merchant cardholders, chip load and debit limit for Navy Cash cards issued after 24 Sep 08 increased to $50,000	• 4.1, 4.10.3, and 4.10.4

VERSION NUMBER	EFFECTIVE DATE	CHANGE DESCRIPTION	CHANGE LOCATION
1.13 *(continued)*	30 Jun 2009	• Private merchants set up to settle on daily basis to help simplify reconciliation and settlement process	• 4.3.d
		Chapter 5 — MWR • For merchant cardholders, chip load and debit limit for Navy Cash cards issued after 24 Sep 08 increased to $50,000	• 5.7.1
		• Private merchants set up to settle on daily basis to help simplify reconciliation and settlement process	• 5.3.d
		Chapter 6 — Post Office • Refunds in Post Office to be processed through USPS not Navy Cash	• 6.6
		Chapter 8 — Disbursing • Introduces instant issue and embossed permanent Navy Cash cards	• 8.2.3
		• Shipments of less than 10 cards will be mailed to individual cardholders directly	• 8.2.3, 8.4.19
		• Disposition of unclaimed or returned Navy/Marine Cash cards	• 8.2.3, 8.4.19
		• For merchant cardholders, chip load and debit limit for Navy Cash cards issued after 24 Sep 08 increased to $50,000	• 8.2.4, 8.8.1
		• For any change to chip load and debit limit above $1,000, DISBO must contact CSU	• 8.2.4
		• Expiration date for cards issued after 24 Sep 08 changed from three to five years	• 8.2.5
		• Replacements for expiring cards created and sent to cardholders in first week of month prior to the month in which the card expires	• 8.2.5
		• Cash Verification Team to generate card reports for all Disbursing App users to verify no unauthorized deposits made to their accounts since last cash verification	• 8.2.6, 8.11, 8.15.25
		• Individuals must log off Disbursing App when through working on system	• 8.2.6
		• DISBO must establish procedures for proper handling and safeguarding of Personally Identifiable Information (PII)	• 8.2.6, Appendix K
		• Working stock of Navy Cash cards shall be returned to DISBO at least once each week for audit and inventory vice daily	• 8.3.1, Appendix K

VERSION NUMBER	EFFECTIVE DATE	CHANGE DESCRIPTION	CHANGE LOCATION
1.13 *(continued)*	30 Jun 2009	• Allowance for spare cards updated	• 8.3.2
		• When directed, return failed equipment to depot via traceable means (K22s/CADs with stuck transactions sent to Cogent Systems). Include case number assigned and equipment serial number.	• 8.3.3, 8.13, 8.14
		• Procedures for transfer of responsibility upon relief updated	• 8.3.4, 8.15.14
		• New, more detailed procedures for cashing out residual funds on visitor cards	• 8.4.9.b
		• Disbursing office merchant not to be used in "Chip to Merchant Account" function	• 8.4.9.c
		• Within bulk refund function, events codes must be unique and are not reusable	• 8.4.12, 8.4.30
		• When changing card status or updating account information, if multiple cards match search criteria, verify that card selected is correct card	• 8.4.16, 8.4.22
		• Instant issue card as replacement for lost, stolen, damaged card. Embossed permanent card no longer used for this purpose	• 8.4.19
		• ACH access unblocked and Navy Cash account access unsuspended automatically when cardholder completes "Ship Check In" at K80 Cashless ATM	• 8.4.20
		• Instant issue card used for new enrollments. Embossed permanent card no longer used for this purpose	• 8.4.21.a
		• Personnel stationed aboard ship enrolling in Navy Cash should include their assigned division in address line 2	• 8.4.21.c
		• Change in address and procedures to send enrollment forms to JPMC for imaging	• 8.4.21.g
		• Updating cardholder's name in member profile via Account Info Update will no longer generate automatic request for replacement Navy Cash card	• 8.4.22
		• Indicate End Of Day (IEOD) function can also be initiated automatically at preset time	• 8.4.24.c
		• Multiple batch transfers (interim round trips) will be run automatically to synchronize ship and shore databases	• 8.4.24.d
		• Events codes must be unique and are not reusable	• 8.4.30, 8.4.12

VERSION NUMBER	EFFECTIVE DATE	CHANGE DESCRIPTION	CHANGE LOCATION
1.13 *(continued)*	30 Jun 2009	• Navy Cash server now switches among multiple paths through NOCs automatically if any one path is inoperable for any reason	• 8.4.33
		• Automated application of IAVA and other software patches	• 8.4.37
		• Transient merchants, e.g., currency exchange (husbanding agent) and foreign concessionaire, now settle to disbursing office merchant card strip account daily rather than monthly as part of EOM process	• 8.5.1
		• Negative balance notification message displayed on K80 Cashless ATM	• 8.8.1, 8.4.22
		• If transfer request at K80 returned for NSF, automatic representment will present transaction up to two more times automatically on successive pay days	• 8.8.1, 8.4.13, Appendix L Appendix K
		• Automated generation of EOM spreadsheet using shore numbers and of SF 215/5515 numbers streamlines EOM process	• 8.9
		• Include DASR, Monthly Transaction Summary Report, EOM spreadsheet, original SF 215s/5515s in retained returns	• 8.9.k, 8.15.25
		• Sample e-mails notifying cardholder of negative balance	• 8.15.7
		• Joint Navy Cash relieving letter for relieved and relieving Disbursing Officers	• 8.15.14
		• CVT Navy Cash Checklist updated	• 8.15.25
		• Navy Cash Trouble Call Worksheet updated	• 8.15.26
		Appendixes	
		• New enrollment form, DD Form 2887, Feb 2009 (previous editions are obsolete and should no longer be used)	• Appendix F
		• Checklist for Recurring Navy Cash Tasks revised	• Appendix J
		• Working stock of Navy Cash cards shall be returned to DISBO at least once each week for audit and inventory vice daily	• Appendix K, 8.3.1
		• Transfer requests at K80 returned for NSF, will be represented automatically up to two more times on successive pay days	• Appendix L
		• End-Of-Month (EOM) Procedures Worksheet added	• Appendix R
		• Comms troubleshooting guide added	• Appendix S

VERSION NUMBER	EFFECTIVE DATE	CHANGE DESCRIPTION	CHANGE LOCATION
1.14 *NAVSUP PUB 727G*	22 Aug 2011	• Minor editorial and usability changes and updates for new POS, CAD, Kiosk devices Chapter 1 — Navy Cash Overview • Replacement cards no longer created and sent to ships automatically. Instant issue cards issued as replacements. PIN mailers no longer created for instant issue or visitor cards. PIN selected when card issued. Chapter 2 — POS, CAD, & Kiosk Procedures • Updated procedures and screen shots for new POS, CAD, and Kiosk devices associated with Navy Cash Tech Refresh Chapter 5 — MWR • For distribution of Ship's Store Profits to MWR, no need to cut Treasury check. Prepare SF 1034 for amount of distribution and load entire amount on MWR merchant card chip or strip. Chapter 8 — Disbursing • Updated screen shots and pull-down menus for Navy Cash Disbursing Application • Replacement cards no longer created and sent to ships automatically. Instant issue cards issued as replacements. PIN mailers no longer created for instant issue or visitor cards. PIN selected when card issued. • Cash Verification Team to verify balances for disbursing office merchant and generic private merchant cards are zero (chip and strip) and review disposition of funds • Navy Cash merchant cards must be kept in safe or secure container when not in use. Chip and strip balance for merchant cards not in use must be zero. PINs for disbursing office merchant cards must be changed by relieving Disbursing Officer at turnover. • Cross-reference for Navy Cash Disbursing Application Pull-Down Menus • Disbursing Application now displays one funding source when cardholder exchanges check or cash to plus up chip or strip account. Cash selected as funding source.	• Throughout • 1.6.1 • Throughout • 5.10 • Throughout • 8.2.3, 8.2.5 • 8.2.7, 8.11.1, 8.15.25 • 8.3.1, 8.3.4, 8.15.13 • Between 8.4.3 and 8.4.4 • 8.4.4, 8.4.8

VERSION NUMBER	EFFECTIVE DATE	CHANGE DESCRIPTION	CHANGE LOCATION
1.14 *(continued)*	22 Aug 2011	• Option to manually correct unmatched chip-to-chip transactions removed. For instant issue/embossed permanent card, value automatically returned to cardholder strip account. For visitor card, value transferred to Disbursing Office merchant strip account, and Disbursing must take action to restore value to appropriate visitor card cardholder.	• 8.4.9
		• Marines in MEU can be checked off ship and in to MLG in bulk using Disbursing web site. Transferring member profiles from MEU and/or ship automatically suspends accounts and blocks ACH access.	• 8.4.16, Appendix E
		• Enrollment forms, signed by cardholders, to be sent via traceable means, e.g., FedEx, UPS, registered mail, at least once every 30 days. Send e-mail notification to JPMC with package details and tracking information.	• 8.4.17, 8.15.27
		• Ship Roster Report provides cardholder name, last four of SSN, Navy Cash account number, and date of last chip transaction on ship for all cardholders checked in on ship to assist in monitoring transfer dates and transfers to Shore Command.	• 8.4.18.f.(5)
		• If no activity on a cardholder's Navy Cash account for 180 days (chip, split pay, ACH transfer), member profile will be transferred automatically from ship's roster to Shore Command or appropriate MLG. If valid bank or credit union account linked to member profile, any funds on strip pushed to linked account automatically.	• 8.4.18.f.(6)
		• ROM II – Navy Cash Comparison Report removed	• 8.4.22
		• Navy Cash operators who are no longer involved in Navy Cash operations, e.g., individuals who have been relieved, transferred, separated, or discharged, must be deleted. List of configured operators must be reviewed at least once a month.	• 8.4.24 Appendix J
		• Updated procedures for troubleshooting Navy failed split pay payroll payments.	• 8.4.30
		• Passwords must be a minimum of 14 (and less than 16) characters in length.	• 8.4.32

VERSION NUMBER	EFFECTIVE DATE	CHANGE DESCRIPTION	CHANGE LOCATION
1.14 *(continued)*	22 Aug 2011	• No need to cut Treasury check if individual is going to cash check and give cash back to Disbursing to load on Navy Cash card	• 8.6
		• With auto representment, if cardholder opts to clear negative balance at disbursing, it must be cleared in time for round trip to be completed between ship and shore prior to scheduled representment. Although zero or positive balance reflected on ship right away, if balance ashore still negative, returned transaction will still be represented.	• 8.8.1
		• Disbursing Officer to retain copy of CVT report and enclosures on file for inspection	• 8.11.1
		Appendixes	
		• Updated procedures and screen shots for new CAD	• Appendix A
		• Procedures and screen shots for new POS updated and moved to Chapter 2, and Appendix B removed	• Appendix B
		• Updated procedures and screen shots for new POS and Navy Cash Proxy application	• Appendix C
		• Navy Cash Cardholder web site given updated look and improved functionality	• Appendix D
		• Marines in MEU can be checked off ship and in to MLG in bulk using Disbursing web site. Transferring member profiles from MEU and/or ship automatically suspends accounts and blocks ACH access.	• Appendix E, 8.4.16
		• Disbursing can transfer cardholder member profile from Shore Command to the ship using Disbursing web site. Transferring cardholder's profile from shore command to ship automatically unsuspends account.	• Appendix E
		• Updated address and fax number for forwarding Affidavit of Unauthorized Transactions	• Appendix I
		• Revised procedures for processing official mail	• Appendix N
		• Added guidelines for fraud risks and liabilities	• Appendix T
		• Added copy of Navy Cash, Marine Cash, and Navy Cash Visitor Card Cardholder Agreement	• Appendix U

VERSION NUMBER	EFFECTIVE DATE	CHANGE DESCRIPTION	CHANGE LOCATION
1.15 *NAVSUP PUB 727H*	19 Feb 2014	Minor editorial and usability changes	Throughout
		Chapter 1 — Navy Cash Overview • Importance of Navy Cash Cardholder Agreement emphasized	• 1.8, 8.4.17.c
		Chapter 4 — Private Messes • Mess treasurer must complete and sign FMS Form 2888 accountable official enrollment form to be issued accountable official card • Change in standard merchant card limits – chip load/debit and transfer limits	• 4.3.2 • 4.3.3
		Chapter 5 — MWR • MWR Officer must complete and sign FMS Form 2888 accountable official enrollment form to be issued accountable official card • Change in standard merchant card limits – chip load/debit and transfer limits • Change in procedures for distribution of ship's store profits to MWR	• 5.3.2 • 5.3.3 • 5.10, 8.6
		Chapter 6 — Post Office • Post Office–Metered Mail only Navy Cash merchant currently in use • POS to be configured with one merchant account only, Post Office–Metered Mail • Before cashing postal money orders, DISBO must check Missing and Stolen Money Order List provided by ship's post office • Sales Officer no longer uses ship's store merchant card to purchase stamps for sale in ship's store; Appendix M deleted • USPS Integrated Retail Terminal (IRT) no longer on ships; end-of-day procedures revised; Daily/Weekly Postage Meter Register Report now compared to Navy Cash Merchant Sales Summary Report • Use of Official Mail Manager merchant card now mandatory in paying for postage and postal services when ship is away from homeport and processing official mail through ship's post office	• 6.3 • 6.4 • 6.4 • 6.5, Appendix M • 6.7, 6.10 • 6.9 Appendix N
		Chapter 8 — Disbursing • Change in merchant card limits – chip load/ debit and transfer limits between chip/strip increased for limited number of accountable officials on limited number of ships	• 8.2.4, 8.4.18.h 8.5.5.c

VERSION NUMBER	EFFECTIVE DATE	CHANGE DESCRIPTION	CHANGE LOCATION
1.15 *(continued)*	19 Feb 2014	• Monthly process transfers member profile off ship automatically if no activity in past 180 days – after 365 days, any funds on strip transferred to bank/credit union, Navy Cash account suspended, ACH access to bank/credit union blocked automatically	• 8.2.5, 8.4.16.c, 8.4.18.g
		• Incoming Disbursing Officer must contact CSU to receive initial user name and password to log in to Disbursing web site	• 8.3.4 Appendix E
		• Cashing out chip and cashing personal checks should be exception rather than rule	• 8.4.5.b
		• DISBO must verify no residual funds, i.e., chip balance is zero, on any visitor cards maintained in inventory for issue/reissue	• 8.4.5.d
		• Recovering funds left on Navy Cash card after cardholder has left the ship	• 8.4.16
		• Transferring member profile from shore command to ship using Disbursing Web Site unblocks cardholder's Navy Cash ACH access to bank/credit union and unsuspends Navy Cash account automatically	• 8.4.16 Appendix E
		• New edition of cardholder enrollment form – FMS Form 2887. Old edition – DD 2887 – obsolete and should no longer be used	• 8.4.17, 8.15.27, Appendix F
		• Importance of Navy Cash Cardholder Agreement emphasized	• 8.4.17.c, 1.8
		• New enrollees now fill out and sign cardholder enrollment form electronically	• 8.4.17.h
		• Review new Missing 2887 Report monthly and forward signed enrollment form to JPMC for every cardholder listed on report	• 8.4.17.j
		• If cardholder enrolled electronically on ship, DISBO can retrieve, view, and print 2887 using Account Information Update function	• 8.4.18.c
		• Cardholder personal screen on Disbursing Web Site displays status of cardholder's 2887 in document storage system ashore	• 8.4.18.c , Appendix E
		• Automatic EOD now mandatory	• 8.4.20
		• Disbursing Accountability Summary Report (DASR) no longer required documentation for DISBO's accountability; Daily Cash Transaction Ledger(s) and Disbursing Transactions Detail Report sorted by operator now retained on file with 2657 to substantiate all funds held on line 6.9	• 8.4.20, 8.4.10, 8.4.23, 8.9, 8.11.1, 8.15.13, 8.15.25

VERSION NUMBER	EFFECTIVE DATE	CHANGE DESCRIPTION	CHANGE LOCATION
1.15 *(continued)*	19 Feb 2014	• Generic Private, Staff, Air Wing, and Squadron merchants now settle only to merchant strip account	• 8.4.21, 8.5.4, Appendix P
		• Every Navy Cash operator assigned an Operator ID must now fill out and sign electronically the Rules of Behavior for Users of Navy Cash System	• 8.4.24
		• The four-digit Navy Cash Operator ID must not begin with zero (0)	• 8.4.24
		• Ensure laptops are connnected to network each week, so security patches and updates can be applied automatically	• 8.4.33
		• Contact Navy Cash Information Assurance Officer or CSU if ITs or other personnel insist patch or other software (HBSS, etc.) must be installed on Navy Cash system	• 8.4.33
		• Generic merchant cards must be turned back in when no longer needed; change merchant linked account number to all "9's" to prevent inadvertent transfer of funds at later date to wrong account	• 8.5.4
		• Ensure cardholders and merchants use Cardholder Web Site to confirm new linked account information has been updated prior to requesting any transfers to/from strip account and bank/credit union account	• 8.5.4, Appendix D, Appendix P
		• Navy Cash merchant must complete and sign FMS Form 2888 (09-13) accountable official enrollment form before being issued Navy Cash accountable official card	• 8.5.5, 8.15.27 Appendix F
		• Procedures for miscellaneous payments, including distribution of ship's store profits to MWR, revised	• 8.6, 5.10
		• If problems downloading EOM spreadsheet from Navy Cash server, download EOP Settlement Summary Report from Disbursing Web Site. With Summary Report and blank spreadsheet, numbers needed to complete EOM can be produced	• 8.9.h, Appendix E
		• CVT to verify each quarter that all required Navy Cash accountability documentation is included in monthly financial returns	• 8.11.1, 8.15.25, 8.4.20, 8.9,
		• New shipping address for Navy Cash Depot	• 8.13, 8.14.1
		• Guidelines for Navy Cash Cardholder, Disbursing, and Treasury web sites updated	• 8.14.3

VERSION NUMBER	EFFECTIVE DATE	CHANGE DESCRIPTION	CHANGE LOCATION
1.15 *(continued)*	19 Feb 2014	• Court Orders and Levies (COAL) and Subpoenas on Navy Cash accounts	• 8.14.4
		• Sample memoranda for forwarding rules of behavior and enrollment forms updated	• 8.15.27
		• Rules of Behavior Form revised	• 8.15.28
		• Sample rosters developed to help track accountable officials who have been issued cards and signed FMS 2888	• 8.15.29
		Appendixes	
		• Cardholder Web Site given updated look/ improved functionality – now shows summary of linked bank/credit union account Disbursing Web Site given updated look and improved functionality	• Appendix D, 8.14.3
		• Cardholder personal screen on Disbursing Web Site displays status of cardholder's enrollment form (2887) in document storage system ashore	• Appendix E, 8.4.18.c
		• New edition of cardholder enrollment form – FMS Form 2887 (09-13). Old edition – DD Form 2887 FEB 2009 – obsolete and should no longer be used	• Appendix F 8.4.17, 8.15.27
		• Merchant cardholders who use Navy Cash as accountable officials in official capacity must complete and sign accountable official enrollment form – FMS Form 2888 (09-13)	• Appendix F 8.5.5, 8.15.27
		• Navy Cash no longer used in purchase of USPS stamp booklets for sale in ship's store. Current procedures in NAVSUP P487 paragraph 3400. Appendix M removed	• Appendix M
		• Use of Official Mail Manager merchant card now mandatory in paying for postage and postal services when ship is away from homeport and processing official mail through ship's post office	• Appendix N, 6.10
		• Generic Private, Staff, Air Wing, and Squadron merchants now settle only to merchant strip accounts	• Appendix P, 8.4.21, 8.5.4

VERSION NUMBER	EFFECTIVE DATE	CHANGE DESCRIPTION	CHANGE LOCATION
1.15v2 *(with v2 update)* ***NAVSUP PUB 727I***	6 Oct 2017	• Minor editorial and usability changes • "Chip" changed to "Navy Cash" and "Closed Loop" ― "Strip" changed to "Mastercard debit" and "Open Loop" • Updated phone numbers, fax numbers, email addresses, website addresses, etc. to reflect changes for new Treasury Agents Chapter 1 — Navy Cash Overview • Reference documents updated • Updated Date Time Group to reflect latest Navy message addressing responsibility of ship's ITs for supporting Navy Cash • Navy Cash, Closed Loop, Mastercard Debit, and Open Loop added to list of acronyms and definitions Chapter 3 — General Mess • Automatic EOD, monthly reconciliation, and EOM procedures updated Chapter 6 — Post Office • POSs in Post Office shall be configured with Post Office–Metered Mail merchant Chapter 7 — Ship's Store • End-of-month procedures updated • Trouble Call Worksheet Updated Chapter 8 — Disbursing • Use DD Form 577 to appoint Navy Cash Accountable Officer • Appointment of Navy Cash Deputy is now mandatory • New forms for dispute of fraudulent or erroneous transactions • Any expired Navy Cash cards must be destroyed • Procedures for Navy Cash cardholder who is deceased, injured, or an unauthorized absentee revised • Navy Cash operating system administration passwords must be changed every 60 days • Navy Cash equipment maintenance and material management procedures revised to include guidance on equipment ownership • Updated Date Time Group to reflect latest Navy message addressing responsibility of ship's ITs for supporting Navy Cash	• Throughout • Throughout • Throughout • 1.1 • 1.5.1 • 1.6.8 • 3.8, 3.10, 3.11, 3.13.6 • 6.4.b • 7.6, 7.8.8 • 7.8.7 • 8.2.1, 8.15.1, 8.15.2 • 8.2.1.b • 8.2.3.e, Appendix I • 8.2.3.f, 8.3.1.j, 8.3.2.d,8.4.16.j • 8.2.6 • 8.2.7.f • 8.2.8 • 8.2.8.e

VERSION NUMBER	EFFECTIVE DATE	CHANGE DESCRIPTION	CHANGE LOCATION
1.15v2 *(continued)*	6 Oct 2017	• Procedures included for remote access via GoToAssist	• 8.2.8.e(4)
		• Recommendations for spare Navy Cash card stocks and procedures for ordering replenishment stock revised	• 8.3.2
		• Sample of Monthly Member Transfer Report provided	• 8.4.16.c, 8.4.18.g, 8.15.32
		• Date of birth in mmddyyyy format is now a mandatory field for new account enrollment	• 8.4.17.f
		• Access rights within each user group cannot be modified or tailored for individual user	• 8.4.32
		• Laptops should be connected to ship's network on a permanent basis	• 8.4.33.d
		• Sys Admin passwords must be changed every 60 days	• 8.4.34
		• New procedures for vendors using miscellaneous events transient merchant	• 8.5.6
		• New procedures for collecting on negative balances when cardholder reports they have submitted claim to dispute the transaction	• 8.8.1.e
		• New End-Of-Month (EOM) reconciliation and reporting procedures, including new EOM Summary Report and elimination of EOM spreadsheet	• 8.9 Appendix R
		• New procedures for mailing or shipping equipment with batteries contained in equipment	• 8.13.e
		• Navy Cash technical system documentation can be found on the SPAWAR Acquisition Integrated Logistics Online Repository (SAILOR)	• 8.14.4
		• Roles and responsibilities of Navy Cash Fleet Support Groups at NAVSUP FLCs in Norfolk, San Diego, and Yokosuka	• 8.14.5
		Appendixes	
		• Interface for Navy Cash Cardholder Website revised	• Appendix D
		• Interface for Navy Cash Disbursing Website revised	• Appendix E
		• New forms for dispute of fraudulent or erroneous transactions	• Appendix I, 8.2.3.e

VERSION NUMBER	EFFECTIVE DATE	CHANGE DESCRIPTION	CHANGE LOCATION
1.15v2 *(continued)*	6 Oct 2017	• New enrollment forms for individual cardholders, FS Form 2887; for merchant accountable officials, FS Form 2888	• Appendix F
		• New procedures and new forms for dispute of fraudulent or erroneous transactions	• Appendix I
		• Revised sample instruction for internal procedures and controls	• Appendix K
		• New End-Of-Month (EOM) reconciliation and reporting procedures, including new EOM Summary Report and elimination of EOM spreadsheet	• Appendix R, 8.9
		• New Navy Cash Card and Visitor Card Cardholder Agreements	• Appendix U

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